



How to Submit Files

Identify the name of the file(s) you are sending, you can do this in an email or over the phone with our customer service representative.

Files up to 10MB

- Send by email
- Stuff or zip multiple files to make just one attachment

Files larger than 10MB

- Copy to zip disk, to CD, or to DVD
- Upload file(s) to Pacific Press public idisk folder, the user name is pacificepress
- Upload files to Pacific Press' FTP site. <ftp.pacificepress.com>. You will need an ftp client software to connect and upload to the ftp site, browsers will not work. Some examples of this software are: Fetch, Cyberduck, and Fugu or if you are a Windows user, WS FTP. Once you are connected you will need a user name and password, please contact our office for this information.