

FTP File Transfer via Internet Explorer.

Open Internet explorer and in the top line enter the address <ftp://ftp.printmatrix.co.uk/xxxxxx>

Where xxxxxx is the user name you have been given by Printmatrix.



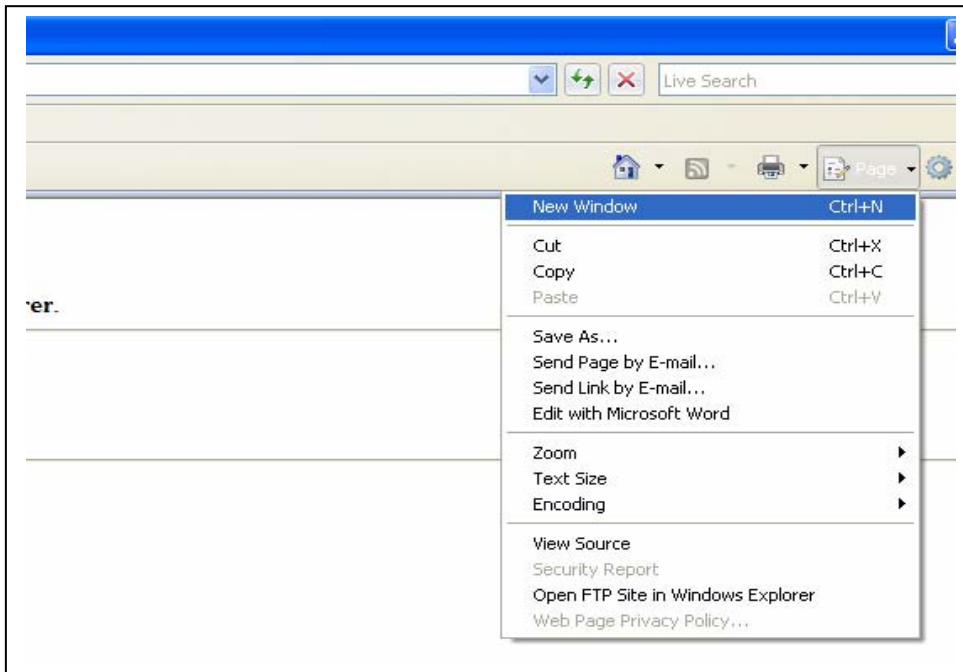
You will also have been given a password and this needs to be entered at the request.



Enter the user name followed by the password and you should be shown the folder information.



To see it as a folder to copy and paste your work to – click on the page drop down menu and select Open FTP Site in Windows Explorer.



You will now have a folder on the screen representing the folder on the Printmatrix Site. You will be able to copy folders or files in to this folder.

When sending work to Printmatrix, please send an email detailing what you are sending and any job reference you have. Send this to sales@printmatrix.co.uk.

Note: you will not be able to open, copy or delete files or folders on this server for security reasons. If you wish to make changes please contact our design department.

Please phone us if you have any questions or problems using our FTP Site.

