



Instructions for Transmittal

Howard Press has the capability to receive your graphic files electronically. As you are probably aware, the e-mail medium was never intended for large file transmissions and when attempted, was fraught with problems. With FTP, files can be virtually problem free.

The steps are as follows:

Access the Internet. Type in our URL address:

<https://ecom.howardpress.com/upload>

The transfer will need to have the following:

FILE TO UPLOAD – You can type in the full file name and path or simply click on the “Browse” button and select. (The file should be in your “C” drive.)

COMPANY NAME - Enter your company’s name.

YOUR E-MAIL ADDRESS – Enter your e-mail address.

HOWARD PRESS CONTACT – Note that this is a drop down menu. Scroll down and select your production contact.

DESCRIPTION – Describe the piece, i.e., 4 page booklet, etc.

SPECIAL INSTRUCTIONS – Enter any additional information you deem important.

UPLOAD FILE – You are now ready to transmit, select this button and the file will be sent.