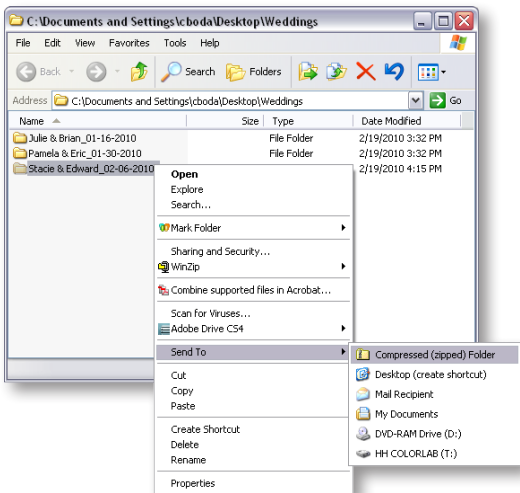


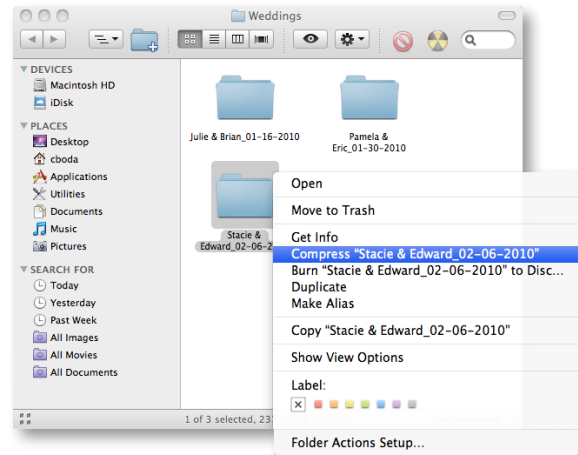
## Step 1: Prepare Your Files (PC)

Place all the images you want to submit for design into a single folder. Fill out the Design Order Form pdf and place it in the same folder. Right click on the folder and select Send To > Compressed Zipped Folder.



## Step 1: Prepare Your Files (Mac)

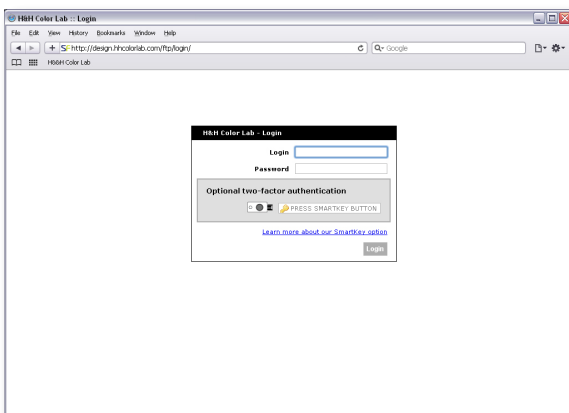
Place all the images you want to submit for design into a single folder. Fill out the Design Order Form pdf and place it in the same folder. Ctrl+click on the folder and select Compress > "folder name".



## Step 2: Login to our Design FTP

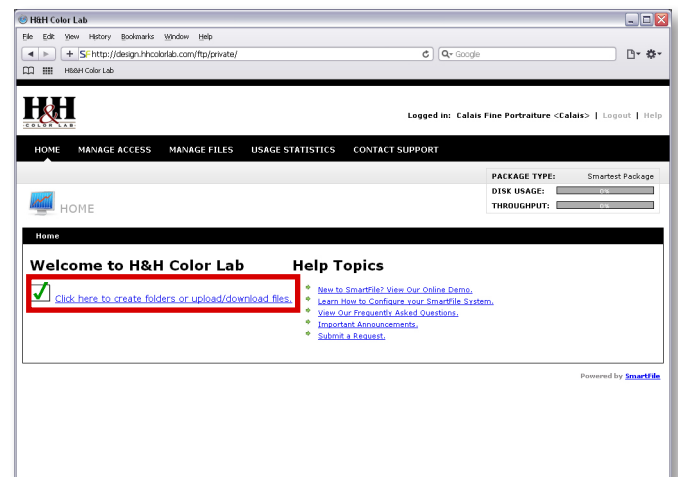
Contact Anne or Christina in the Design Center to create your studio's FTP folder. You will receive an email containing a hyperlink, User ID and password. Use this information to log into our FTP service.

**NOTE:** This can be done using a PC or Mac and any internet browser.



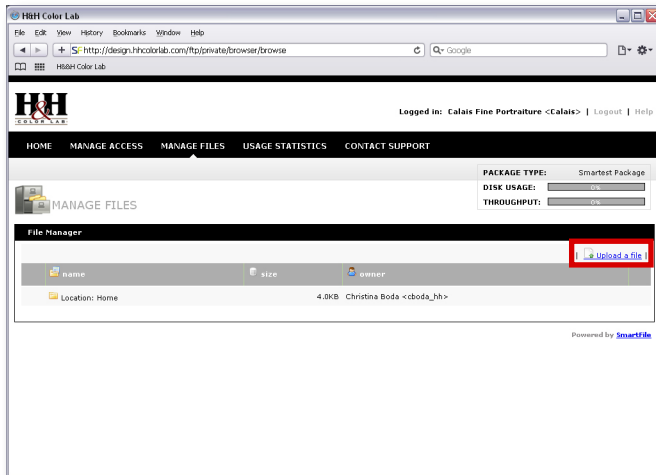
## Step 3a: Upload Your Files

Click the link to enter your file management screen.



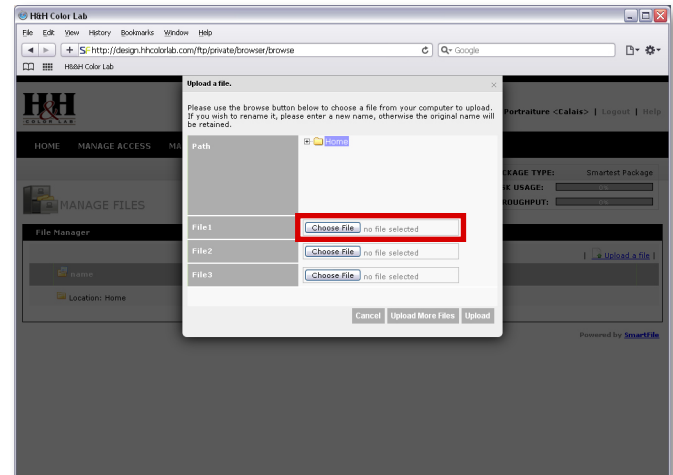
### Step 3b: Upload Your Files

Click the "Upload a File" link.



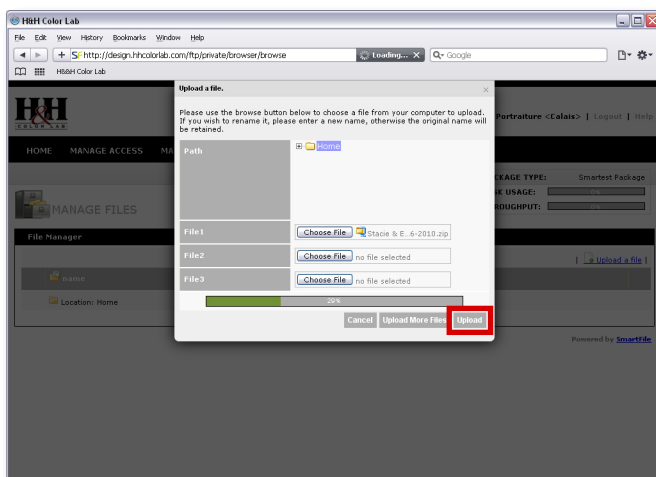
### Step 3c: Upload Your Files

Click a "Choose File" button and browse to the file you wish to upload.



### Step 3d: Upload Your Files

Click the "Upload" button. Do not close this window until the file finishes transferring.



### Step 3e: Upload Your Files

You should now see your file in the Manage Files screen.

