



FTP UPLOAD

instructions

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FILE SUBMISSION:

- You can submit your files to our **FTP site** or on a **CD, DVD, or flash drive**.
- We also accept art files through **WeTransfer, DropBox and Hightail**.
- Files 10MB and less can be emailed directly to your sales representative.

Along with your file submission, please provide a low resolution pdf or jpeg proof of the art with specs and any PMS colors used. This will allow the sales rep to view your art and help ensure that the job will be entered into the workorder system properly and processed correctly.

Once your file(s) have been submitted to us, please notify your representative. Let them know the details of the art (size, description, quantity and file location). This will ensure that your order is being placed. File submission alone does not qualify order placement.

FTP SITE UPLOAD INSTRUCTIONS:

OAI's FTP site can accommodate files of large sizes. The use of the FTP site eliminates the cost of having to mail or overnight files on disk and ensures no delays in receiving your art files. Contact your sales representative to obtain a username and password. If you do not have a designated sales representative, please email your request to: sales@oaicorp.com.

WINDOWS:

- Please use the FTP helper program FileZilla Client. If you do not have the program, it can be downloaded free at <https://filezilla-project.org>.
- Launch the program and enter in the host name: **FTP.OAICORP.COM**
Then enter in your *username* and *password* and **click Quick Connect**. Once connected you will be inside of your designated FTP folder. Simply drag and drop your individual file or compressed folder to the section on the right under "Filename".

MACINTOSH:

- Please use an FTP helper program such as Fetch or CyberDuck. If you do not have either program, both are free and can be downloaded from <http://fetchsoftworks.com> or <http://cyberduck.ch>.
- Launch the program and enter the host name: **FTP.OAICORP.COM**
Enter in your *username* and *password* and **click connect**. Once connected you will be inside of your designated FTP folder. Simply drag and drop your individual file or compressed folder.

Please Note: OAI's FTP Site does not accept folders unless they are compressed or zipped. Individual files are also acceptable. Also keep file names short (13 characters or less) and use alpha numeric characters only.
Please contact your CSR or Sales Representative if you have any questions.