

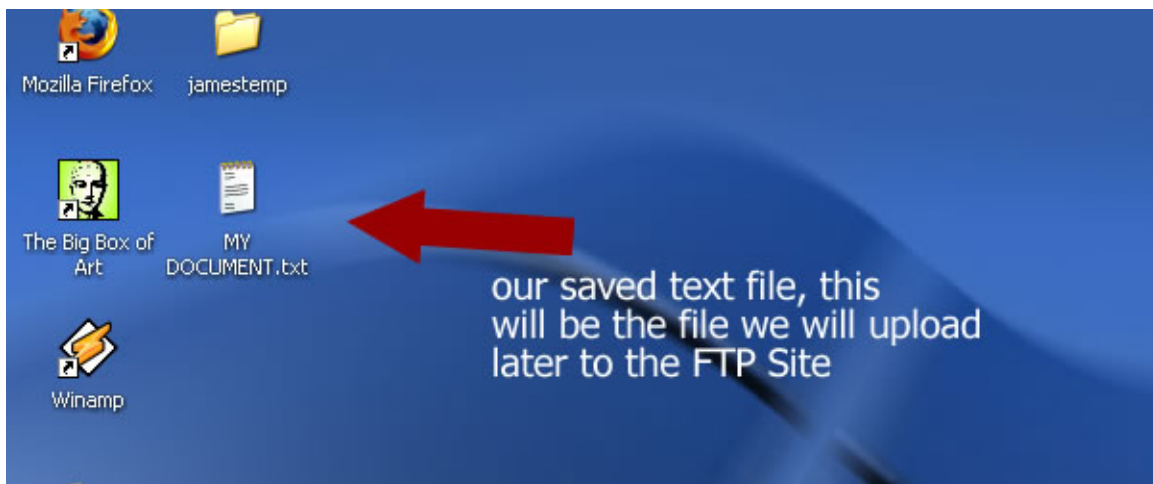


Rozzi Reproduction FTP Tutorial

This is a step by step tutorial giving clients instructions to upload files to Rozzi Reproduction via Rozzi's FTP site. This tutorial is designed to show you the process. To actually use Rozzi's FTP site you will need a user name and password. Please contact Rozzi Reproduction at **(650) 589-2680** or email Rozzi at info@rozzi.com to obtain a user name and password.

Step One

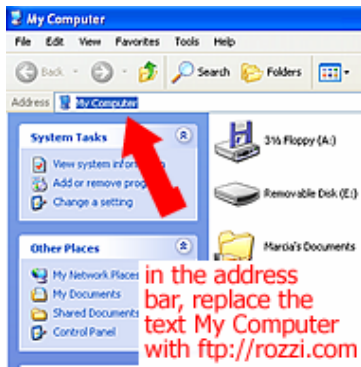
Save the file you wish to upload onto your desk top. In the screenshot picture below we have saved a file onto our desktop called MYDOCUMENT.txt.



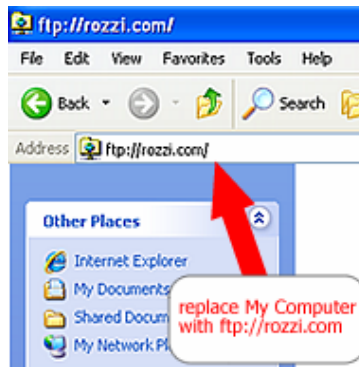
Step Two

Open up My Computer. In the "address bar area" delete the text that says My Computer and replace that text with <ftp://rozzi.com>

!!IMPORTANT: DO NOT USE YOUR INTERNET BROWSER (such as Internet Explorer or Firefox, etc), BROWSERS WILL NOT ALLOW YOU TO UPLOAD FILES



in the address bar, replace the text My Computer with ftp://rozzi.com



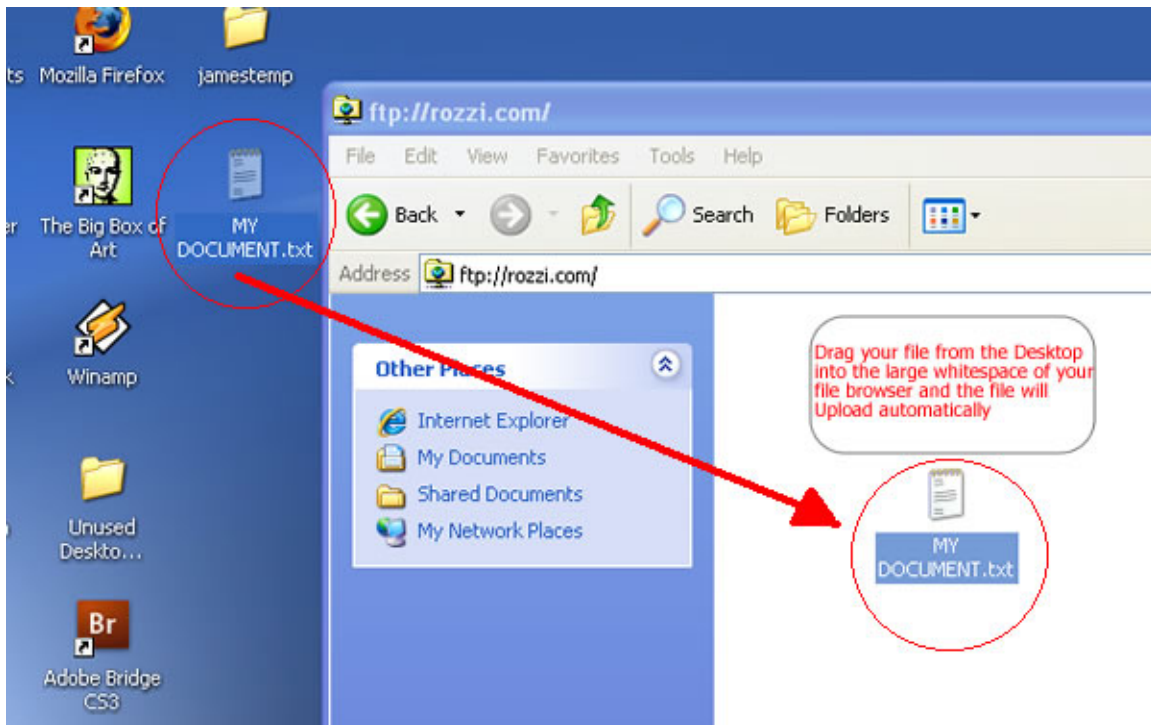
replace My Computer with ftp://rozzi.com

Step Three

You will be prompted to supply a user name and password. Contact Rozzi Reproduction to obtain the information. Once you submit your user name and password you are ready for the final step of uploading your file

Step Four

To upload your file, drag your file from the desktop directly into the large white space of your file browser (as seen below) and the file will upload directly to the Rozzi FTP site. Uploading time will vary depending on the size of the file and your internet connection speed. Once you have completed the upload, contact Rozzi to let them know your file is living on their FTP site.



Drag your file from the Desktop into the large whitespace of your file browser and the file will Upload automatically