

HOW TO: Working With The New Upload Website  
EIA-ID: 0521081520

## Connecting to the site

Use the following URL - <http://www.ftpupload.expandmedia.com>

## Important Information

There are three steps to complete the upload process.

1. Entering contact and project information
2. Uploading the file(s)
3. Receiving the confirmation e-mail

## Step One – Enter the following information and Press Next

NOTE: There are six (6) required fields. These fields are indicated in red.

NOTE: There are two (2) hyperlinks. These links are indicated in blue.

Home / Upload Artwork

### Upload Artwork

This is a 2 step process. Once you reach step 2, you will be able to send multiple files without re-doing step 1.

[CONTACT & FILE INFO](#) [UPLOAD](#) [COMPLETE](#)

Expand Dealer Name\*

First Name\*

Last Name\*

E-mail Address\*

Phone Number\*

Fax

Address

City

State

--Select One--

Zip

### Expand Dealer Name

*This is the name of the dealer for which the artwork is being supplied.*

### First Name, Last Name, E-mail Address, Phone Number, and Fax

*Enter your name, contact e-mail address and fax & phone number including your extension if applicable.*

### Address, City, State and Zip

*Enter your address. Please include your company name if there are multiple companies at the same address*

Project Name\*

Purchase Order #

Check All That Apply - [Printing Guidelines](#)

Project on Template - [Artwork Templates](#)

Vector-based File

PDF of Final Included

PMS Color Callouts Included

Program Used

Contact Person for Questions or Problems

### **Project Name**

*Enter the name of the project for which the artwork is being supplied*

### **Purchase Order #**

*If you have a PO Number supplied to you by the dealer, please enter it here*

### **Check all that Apply**

Project on Template

*Check if the file is on an Expand International of America template*

Vector-based File

*Check if the file is in vector format versus raster format*

PDF of Final Included

*Check if you will be including a low resolution preview file for layout purposes*

PMS color Callouts Included

*Check if callouts of specific Pantone colors are in the file or proof (or in a separate file)*

### **[Printing Guidelines](#)**

*Redirects you to a website that will provide you with information about software, layout, resolution, etc.*

### **[Artwork Templates](#)**

*Redirects you to a website that will provide you with templates in either .PDF or .AI format*

### **Program Used**

*Indicate the program in which the artwork was designed - Photoshop, Illustrator, etc.*

### **Contact Person for Questions or Problems**

*Enter your own name or the name of someone and Expand employee should call if we have questions.*

## Step Two – Upload Artwork

NOTE: There is one (1) required field. This field is indicated in red.

NOTE: If you need to upload multiple files, upload the first and you will be given further instructions.

Home / Upload Artwork

### Upload Artwork

This is a 2 step process. Once you reach step 2, you will be able to send multiple files without re-doing step 1.

CONTACT & FILE INFO    **UPLOAD**    COMPLETE

Select File to Upload\*

*2gb file size limit. If you need to send a larger file, please [contact us](#).*

Browse...

Notes

Upload

### Select File to Upload

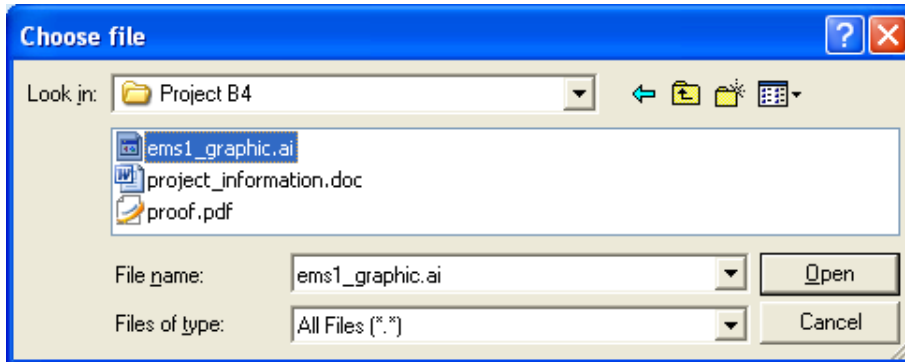
Use the *Browse...* button to navigate to the location containing the file (see *Uploading the Files(s)* for more information)

### Notes

Enter any relevant information that *Expand* needs to know about the files or the project

## Uploading the File(s)

1. Click the **Browse...** button
2. Navigate to the appropriate folder
3. Choose the first (or only file)
4. Click the **Open** button



5. Verify that the path is correct in the field



6. Click the **Upload** button
7. The file will be uploaded. You will see a progress bar with statistics.



8. When the file is done, you will be notified.



9. You can upload another file by repeating the steps above.
10. When you are finished, click the **Finish** button

## Step Three – Confirmation E-mail

Upon completion, the website will notify you that all files have been uploaded.

Home / Upload Artwork  
**Upload Artwork**  
This is a 2 step process. Once you reach step 2, you will be able to send multiple files without re-doing step 1.

CONTACT & FILE INFO    UPLOAD    **COMPLETE**

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**File(s) successfully uploaded!**

**Uploaded Files:**

ems1_graphic.ai	49.95 MB
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In addition, you will receive an e-mail similar to this one:

*Please take check your spam folder and junk e-mail folder. At times, the e-mail will be perceived as junk mail or spam and you will not see it in your inbox.*

From: "no-reply@expandmedia.com" <no-reply@expandmedia.com>  
To: nobody@too.com  
Sent: Friday, May 23, 2008 1:49:05 PM  
Subject: File Upload Confirmation

John Doe,

This is a confirmation that the file ems1\_graphic.ai file size 49951KB has been successfully uploaded to Expand for the project Aloro 13454.

We will start to pre-flight the file(s) as soon as we receive a purchase order that includes the files names and project name used when the files uploaded.

Please submit your purchase order via e-mail to usorders@expandmedia.com or by fax to 1-800-958-3020.

Thank you,

Expand International  
1-800-758-3020