

FTP Instructions

FTP Instructions WINDOWS

Via FTP client software:

1. Open your favorite FTP client software such as WS-FTP or Filezilla
2. Enter the following into the appropriate spaces:
Host Name: production.westchestermagazine.com
Username: mediaads
Password: m2ads
3. Transfer files to the directory corresponding to the appropriate magazine

Via Internet Explorer:

1. Type ftp://production.westchestermagazine.com/ into Address bar, Press Enter
2. Enter mediaads into username field and m2ads into password field of box that pops up, Press Enter or click "Login" button
3. Locate directory pertaining to magazine you are involved with
4. To DOWNLOAD drag files from the magazine directory in the Internet Explorer window to your computer
5. To UPLOAD drag files from your computer to the magazine directory in the Internet Explorer window

FTP Instructions MACINTOSH

Via FTP client software:

1. Open your favorite FTP client software such as Fetch
2. Enter the following into the appropriate spaces:
Host Name: production.westchestermagazine.com
Username: mediaads
Password: m2ads
3. Transfer files in the directory corresponding to the appropriate magazine

Please contact us once you have placed material on our FTP site.
Phone: (914) 345-0601 (ext. 125) or e-mail: production@westchestermagazine.com
We also require a hard copy proof be faxed to us at (914) 345-8123.

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