

Mr. Postcard, LLC info@mrpostcard.com 404-849-6139

Instructions for uploading your print-ready file to Mr. Postcard's FTP site Updated May 4, 2006

- 1. Open Internet Explorer. In the address bar, enter: ftp://www.mrpostcard.com
- 2. An almost empty screen will come up. Right click and choose "Login As...".



3. When the login screen pops up, enter "guest@mrpostcard.com" as the User Name and "guest" as the password. IMPORTANT: You must enter the entire User Name. You cannot simply enter "guest" as the User Name without the rest of the address. Then click "Login."

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4. Click on the file in your computer that you wish to upload. Then, simply drag this into the FTP window in Internet Explorer. Depending on how big the file is, it might take only a few seconds to upload, or it might take a few minutes. If you have any problems, please call your account representative directly.

