

# boone graphics

design ► print ► mail ► web

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## How to Submit Files

*Identify the name of the file(s) you are sending, you can do this in an email or over the phone with your sales rep.*

### ***Is the file under 2MB?***

- send by email
- stuff or zip multiple files to make just one attachment

### ***Is the file between 2–30 MB?***

- upload file(s) to the Boone Graphics Web Site. **www.boonegraphics.net**
- go to the Web site, find the section called “Send Files” and follow the directions
- the password is **93117**

### ***Is the file from 30–50 MB?***

- upload file(s) to Boone Graphic’s FTP site. **ftp.boonegraphics.net**
- you will need an ftp client (software) to connect and upload to the ftp site (Browsers will not work.) Some examples of this type of software are: *Fetch*, *CyberDuck* and *Fugu* or in Windows, *WS FTP*
- once connected you will need a user name and a password use as the “User Name” **customer@boonegraphics.net**
- the password is **93117**

### ***Is the file over 50 MB?***

- copy to a **Flash Drive**, to **CD** or to **DVD**

### ***Are you having problems creating a pdf file, linking images, with fonts, or are you designing in Microsoft Word or Publisher?***

- the file(s) may be uploaded using “Job Ready.”
- go to **boonegraphics.net** and look for the Job Ready link in the “Send Files” section of our site.
- follow the directions to install Job Ready.