



**Please follow the directions below to upload files to our FTP site:**

1. Go to [inbox.greatbigcolor.com](http://inbox.greatbigcolor.com)
2. User name = gbc3
3. Password = cyan
4. Double Click on the Tina M. folder (opening it up) and drag your art file from your desktop into this FTP folder. If you choose to create a new folder specific to your job, please indicate the name of your new folder. (e.g. ftp site / Tina M / NASA)
5. Once the file has been completely uploaded, please e-mail [jim@madsigns.biz](mailto:jim@madsigns.biz) and [art@greatbigcolor.com](mailto:art@greatbigcolor.com). Include in your e-mail :
  - your company name (e.g. NASA)
  - the exact name of your file (e.g. MarsRover.tif)
  - the exact location of your file (e.g. ftp site / Tina M / NASA / MarsRover.tif)

**Please note: Files will be held on our FTP site for a maximum of 3 weeks. After this time, files may be deleted.**

**Helpful Notes :**

We recommend the use of FTP software when uploading files to the FTP site.

Recommended software titles include:

“Fetch” for macintosh (available at [www.fetchworks.com](http://www.fetchworks.com))

“CuteFTP” for windows (available at [www.download.com](http://www.download.com))

Using a web browser (such as Internet Explorer) has been known to cause problems for some clients and is not recommended.

When sending large files or multiple files, it is recommended that you compress your files into one folder using “Win-Zip” or “Stuff-It.”

Be sure to include all support files and fonts if necessary. (See File Prep. Sheet)

[www.GreatBigColor.com](http://www.GreatBigColor.com)

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