

FTP: Transferring Digital Files to and from the Nvision Imaging FTP Site

Using FTP (File Transfer Protocol), you can exchange digital files with Nvision Imaging over the Internet, conveniently and efficiently. Keep in mind, however, that while FTP offers a standard method for transferring files, information can be stripped from a file while in transit from one server to another. In order to prevent this from happening, files can be stabilized.

THE NVISION IMAGING FTP SITE ADDRESS IS:
ftp.nvisionimaging.com

UPLOADING AND DOWNLOADING FILES

STEP 1: Connecting to the Nvision FTP Site

Via Fetch

1. Launch Fetch and enter the following:
 - a. URL: ftp.nvisionimaging.com
 - b. User ID: (call or e-mail for User Name)
 - c. Password: (call or e-mail for Password)
 - d. Directory: To-Nvision or From-Nvision
2. Click the OK button. The FTP window will appear.

Via Internet Explorer

1. Launch Internet Explorer and Enter the URL: ftp.nvisionimaging.com
2. IE will launch a User ID and Password Window. Enter the following:
 - a. User ID: (call or e-mail for User Name)
 - b. Password: (call or e-mail for Password)
 - c. Drag and drop files into the To-Nvision or From-Nvision

Via Netscape

1. Launch Fetch and enter the following URL:
ftp.nvisionimaging.com
2. Press the Return key to connect. The FTP window will appear.

Via WindSock (WS_FTP for Windows)

1. Launch WS_FTP and match the following:
 - a. Host: ftp.nvisionimaging.com
 - b. Host Type: auto detect
 - c. User ID: (call or e-mail for User name)
 - d. Password: (call or e-mail for Password)
 - e. Leave all other items as is (default)
2. Click the OK button. A new window will appear.
3. Click once on the ChgDir button to change directories.
The Input dialog box appears. Enter To-Nvision or From-Nvision as the remote directory name.
Click the OK button.

STEP 2: Uploading and downloading files.

Once you have connected to the Nvision Imaging FTP site, the contents of the directory will be displayed. Files ready for pick-up are found inside the From-nvision folder. Place any files you are sending inside the To-Nvision folder. Files placed in the To-Nvision folder will be routed to the appropriate person immediately. Files in the From-nvision folder will remain there for 72 hours.

Follow these instructions for uploading and downloading files:

PREPARING FILES FOR FTP

Mac Files

The best method for stabilizing Mac files is binary Hexadecimal encoding (BinHex). Using any compression program, such as Stuffit, convert the Mac file to BinHex and create a self-extracting archive:

If you are using Stuffit, select New Archive from the File menu and specify files to be converted. Select BinHex: Encode BinHex File from the Other menu. When the operation is complete, the file name will include the extension .hqx. The file is now ready to send to the Nvision FTP site.

If you are using DropStuff, first set the following stuffing and BinHexing preferences from the File menu:

- > Stuff each item as an individual archive
- > Make self-extracting archive
- > Encode archive into BinHex format

1. Delete archive after BinHexing
2. Include linefeeds in BinHexed file

You are now ready to drag and drop the files to be converted onto the DropStuff icon. When the operation is complete, the Mac file name will have two extensions: .sea and .hqx. The file is now ready to send to the Nvision FTP site.

PC Files

PC files do not need special coding as long as the file name includes the appropriate extension (e.g. .qxd or .eps). However, you can save a considerable amount of upload and download time by zipping the files before sending them.

UPLOADING (SENDING) PC (ZIPPED) AND MAC (BINHEXED) FILES

Via Fetch, or WsFTPCuteFTP

Locate the file(s) you want to send to Nvision Imaging. Select the file you want to transfer and drag it onto the location to which you want it transferred. Drop the file and the transfer will begin.

Via Fetch

1. Click once on the To-nvision folder to highlight it.
2. Click once on the Put File... button.
3. As directed on screen, select the file to be transferred.
4. The full file name, including extension will be displayed in the Put File dialog box.
Select Raw Data format for either BinHexed Mac* or zipped PC files.
5. Click on the OK button.

* NOTE: If the Mac file has not been encoded prior to launching Fetch, the file name displayed will not include the .hqx extension. Selecting BinHex format at this time will properly encode the file and the system will display the new file name, including the .hqx extension, when complete. This step allows you to bypass the BinHex process described above.

Via DOS/UNIX-Style FTP

Use UNIX commands to send files to the FTP site according to the following:

- a. change directory: cd To-nvision
- b. set mode: binary
- c. locate directory: lcd (enter your local directory here)
- d. upload file: put (enter file name here)

DOWNLOADING PC (ZIPPED) AND MAC (BINHEXED) FILES

Via Fetch

1. Click once on the From-Nvision folder to highlight.
2. Click on the Get... button.
3. As directed on screen, select the file to be transferred.
4. Click on the OK button.

Via DOS/UNIX-Style FTP

Use UNIX commands to download files from the FTP site according to the following:

- a. change directory: cd From-nvision
- b. set mode: binary
- c. locate directory: lcd (enter your local directory here)
- d. download file: get (enter file name here)

ALTERNATIVE FILE TRANSFER METHODS

Nvision Imaging does not constantly monitor data transfer via e-mail or FTP. If you transfer a file via either method please notify your Nvision planner or salesperson by telephone and proceed as follows:

Via E-mail

Along with job and contact information in the body of the e-mail message, attach your BinHex, self-extracting Mac files or zipped PC files to: contact@nvisionimaging.com and fax hard copies of all files to (503) 650-7847. Please limit file size to 10MB.

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