

# DavCo Advertising New File-Sharing Site Instructions for Mac Users

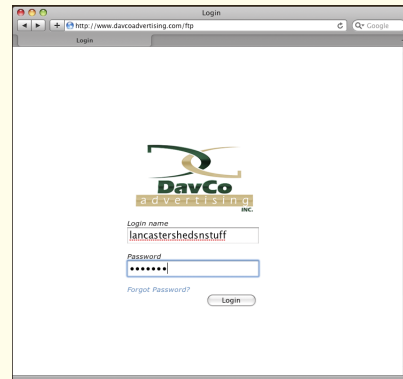
(Shown using Safari)

1) Enter:

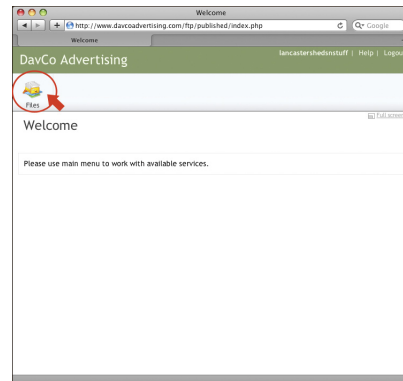
**<http://www.davcoadvertising.com/ftp>**

into your browser's address bar. The login screen shown to the right should appear.

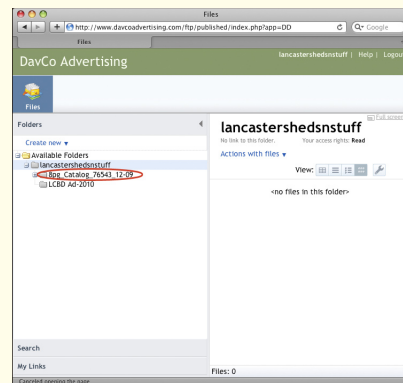
2) Enter the NEW username and password you were given (**your username may have changed for our new file sharing system**)



3) Your opening screen will look like this (at right). Click on the **"Files"** icon to start working with your files.



4) You can navigate among your files by clicking on the folder icons in the folders panel.



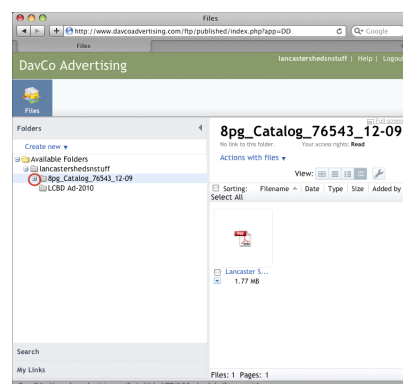
5) Once you have clicked on a folder, the files it contains will appear in the window on the right.

Expand any folder view to include its subfolders by clicking on the **"+"** sign. (folders without a "+" sign do not have subfolders)

Typically, folders are set up so the initial folder contains the PDF file (electronic brochure) for a job. For jobs with fewer than 10 images, images will be in the folder with the PDF file.

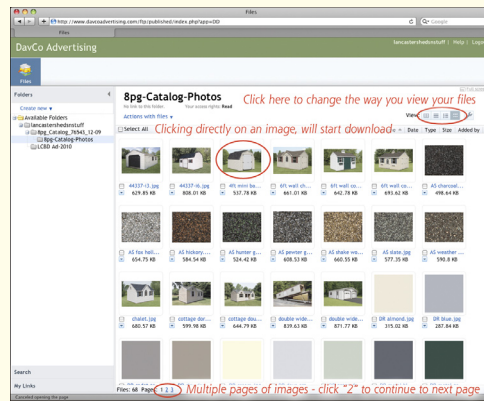
Jobs containing more than 10 images will have a subfolder of photos.

**PLEASE NOTE: ONLY JPG image files have on-screen previews.** The following other file types may be included on your file sharing site, but will not have a preview: tif and eps image files, PDF - electronic brochures, Word and Excel documents.



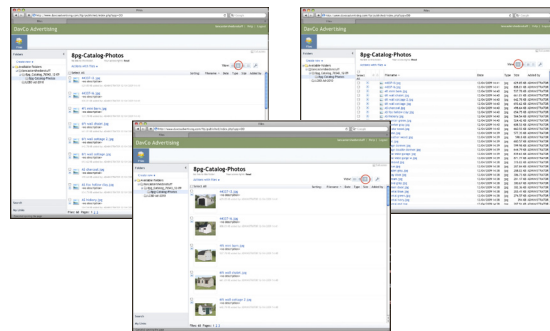
6) From here you have a number of options. You can

- Change the way you view files
- **Click on an image to start download immediately**
- Navigate to additional pages of images in the same folder by clicking on "1", "2", "3" etc. in the bar below the images.



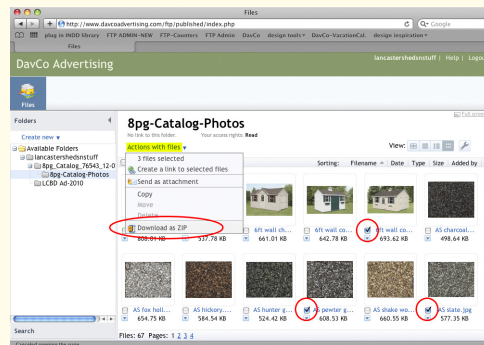
6a) File view options - click on the circled graphic in the "View" menu (as shown in the images at right) to bring up the preview type you desire.

**Note that you must select one of the first three file view options to be able to see the full file name for an image.**



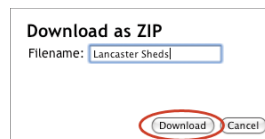
7) One of the best new features of this file sharing system is the ability to download multiple files at once as a zipped file.

- **Select the files** you wish to download
- Click on **"Actions with files"**
- Choose **"Download as ZIP"**



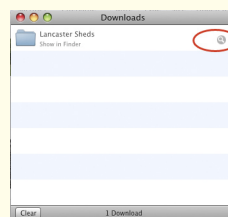
8) A dialog box will appear. **Type in the name you wish to give your zipped file.**

Click **"Download."**



9) The downloads window will appear and download will begin right away.

Once download is complete, **click on the magnifying glass icon** to "show in finder" - open the downloads folder.



10) Your downloads folder should open and allow you to view the files you just downloaded.

**Note that you must have an "unzip" utility installed on your computer to be able to "expand" zipped files once you have downloaded them. The unzipping may happen automatically if you have a utility installed (as in the example shown at right).**

