

D&R FTP System Usage

Hello, thanks for signing on to using our FTP system. This is a two-step process whereby in the first step you batch upload your photos and in the second step you pick your orders online and “send” them to us. Here’s what you need to know to get started uploading and ordering prints.

Uploading Photos

1. You must have FTP client software installed on your computer. We recommend using the *FireFTP* add-on for the *Firefox browser* as it is simple and allows you to perform all the steps listed below inside of your browser window. However there are several free FTP platforms you can install. For PC try... For Mac try...
2. Open up your FTP client and create connection to the photoprinter host using the following values:
 - a. Host – **pro.photoprinter.ca**
 - b. Username – **your assigned username**
 - c. Password – **your assigned password**
 - d. Port – **21**
 - e. If it asks you, choose “**Passive Mode**”
3. Once you are connected, the left side of your FTP window will show your computer while the right side will show your FTP folder on our server.
4. Navigate to your files on the left side and select them. You can select multiple files by holding down the SHIFT key or CTRL key. (CTRL will let you skip files, SHIFT will not).
5. Once your files are selected, press on the arrow that points towards our server (usually pointing right) or press on upload if it gives you that option.
6. This process can take some time, depending on your file sizes so you may have to wait for a bit. The more you do online, the slower it can be depending on your internet services.
7. Once this is done, your files should show on the server side of the FTP client window (you may have to hit refresh to see this). Move on to step two - *Sending and Order*

Sending an Order

1. This is done in the browser window (where you regularly browse the web)
2. In the URL bar, enter in “**pro.photoprinter.ca**” – don’t worry about the www.
3. It should pop-up a window asking for authentication – enter your username and password as above
4. Once through this step you should see a blue screen with several drop-down menus and a list of files on the right side.
5. Once on this screen, you are creating your orders in groups of prints of the same size.
 - a. Select (highlight) the files in the list on the right side
 - b. Choose number of copies per image from the drop-down (all files in the order will be printed with this number of copies)
 - c. Print size – if a custom size is needed, choose “Custom” at the bottom of the list and specify in the description line
 - d. Borders – Border Type A- white borders; Border Type B – black & white borders
 - e. Special instructions – brief notes you may have for us regarding your print (e.g. Print without correction, etc.)
 - f. Click “**Next Envelope**” to complete that size choice
 - g. If another size or copy number is needed, place that as above. If not, click on “**Complete Order**” to send us the order.
 - h. You’re done. We’ll call or email you to confirm the completion of the print of your order.