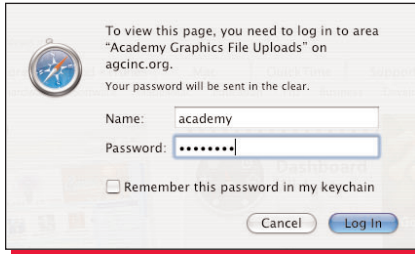


HOW TO UPLOAD FILES ONTO AGC'S FTP SITE

Step 1: Open up your web browser and type in the following address:

http://www.visitagc.com/file_submission.php

Step 2: A login window will pop up



To view this page, you need to log in to area "Academy Graphics File Uploads" on agcinc.org.
Your password will be sent in the clear.

Name:

Password:

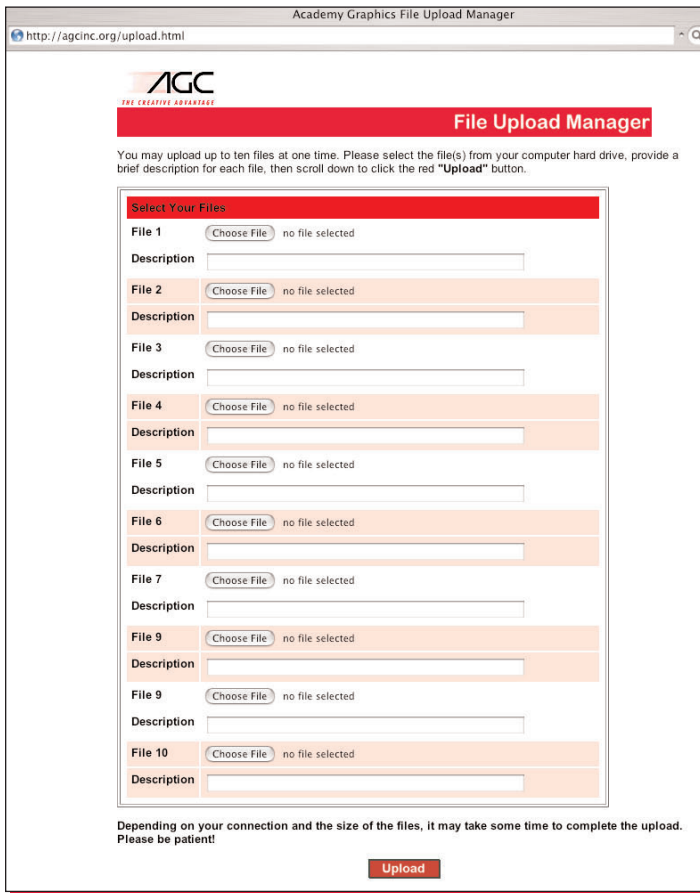
Remember this password in my keychain

Name: academy

Password: uploader

Step 3: Zip or Stuff the files you want to upload. If your file exceeds 50MB, it may be faster to divide the file into two or three smaller files and upload them separately.

Step 4: Click the 1st Browse button (Choose File) to locate your file



Academy Graphics File Upload Manager

<http://agcinc.org/upload.html>

AGC
THE CREATIVE ADVANTAGE

File Upload Manager

You may upload up to ten files at one time. Please select the file(s) from your computer hard drive, provide a brief description for each file, then scroll down to click the red "Upload" button.

Select Your Files

File 1 no file selected
Description

File 2 no file selected
Description

File 3 no file selected
Description

File 4 no file selected
Description

File 5 no file selected
Description

File 6 no file selected
Description

File 7 no file selected
Description

File 9 no file selected
Description

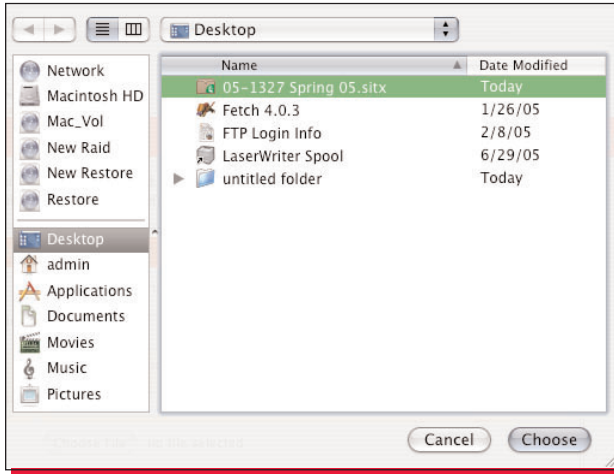
File 9 no file selected
Description

File 10 no file selected
Description

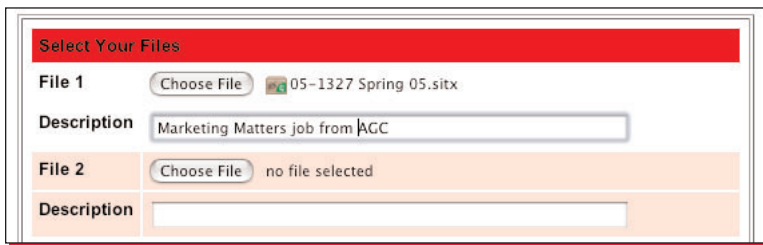
Depending on your connection and the size of the files, it may take some time to complete the upload. Please be patient!

Step 5: Select or highlight your file to be uploaded and click Choose

NOTE: Multiple files should be compressed into one file using Stuffit or Zip.



Step 6: Your file should appear in the Browse box. Please indicate the name of the job and your company name



Select Your Files

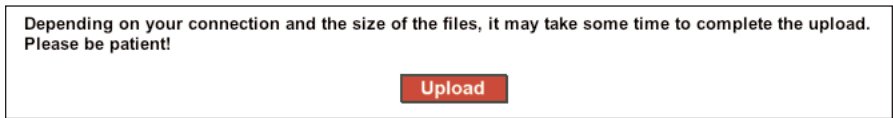
File 1 05-1327 Spring 05.sitx

Description

File 2 no file selected

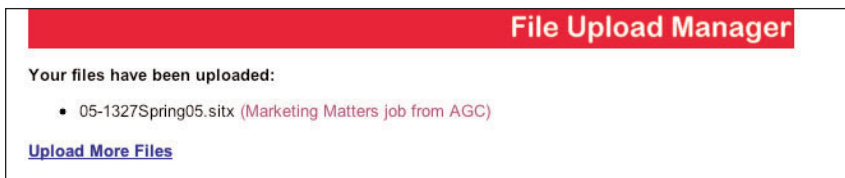
Description

Step 7: Click Upload



Depending on your connection and the size of the files, it may take some time to complete the upload. Please be patient!

Step 8: Upon completion your web browser will display the number of files uploaded



File Upload Manager

Your files have been uploaded:

- 05-1327Spring05.sitx (Marketing Matters job from AGC)

[Upload More Files](#)



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