

How to Upload Your Files to Our FTP Site

Create a Zip or Stuffit file containing all your clearly labeled files for your job. Include any images or fonts as needed, per the art specifications. (Note that art specs are slightly different for large runs and short runs.) Include a pdf proof for each file.

You will need FTP software, which you can download for free if you don't already have it. For instance, for PC, Filezilla is good and for Mac, try Cyberduck.

Create an account for Total Tape & Digital using the following:

Host name: ftp.totaltapeservices.com

User ID: guest@totaltapeservices.com

Password: guest

Upload your Zip or Stuffit file.

Immediately email our graphics department at graphics@totaltapeservices.com and let us know that your job is transmitting or has transmitted.

Disconnect from FTP site.