



FTP Guidelines

Please use FTP to send any file that is 10 megabytes or larger.

1. Compress your files before any FTP transfer using Stuffit (www.stuffit.com) for MAC OS, WinZip(www.winzip.com) for Windows, or comparable compression software.
2. Upload your files using an FTP program such as Fetch (www.fetchsoftworks.com) for MAC OS, WS_FTP (www.ipswitch.com) for Windows, or other software complying with the FTP standard.
3. Use the following information to access GACC's FTP site:
Host Address: gacc.jobtranz.com
User ID: ftp-gacc
Password: LargeFiles
4. Once you have begun uploading your files, call or email your GACC sales rep or customer-service rep to let them know your files are on the way.
5. Whenever possible, please send a hard copy or PDF of your artwork to your GACC sales rep or customer-service rep.

