



# File Upload Instructions

## Customer Access To Transcript Bulletin Publishing's FTP Site

In order to upload files to our FTP site, you will need a Java-enabled web browser for Microsoft Windows and Mac OS X (*Explorer, Firefox or Safari for Windows, Safari or Firefox for Mac OS X*). These can be found and downloaded from the Internet. If you don't have a Java-enabled web browser, uploading won't be possible.

To begin, log onto the site:  
[http://tbpublishing.com/ftp\\_upload.html](http://tbpublishing.com/ftp_upload.html)  
and click on **LOGIN TO OUR FTP SITE** at the top center of the page. (See Figure 1)

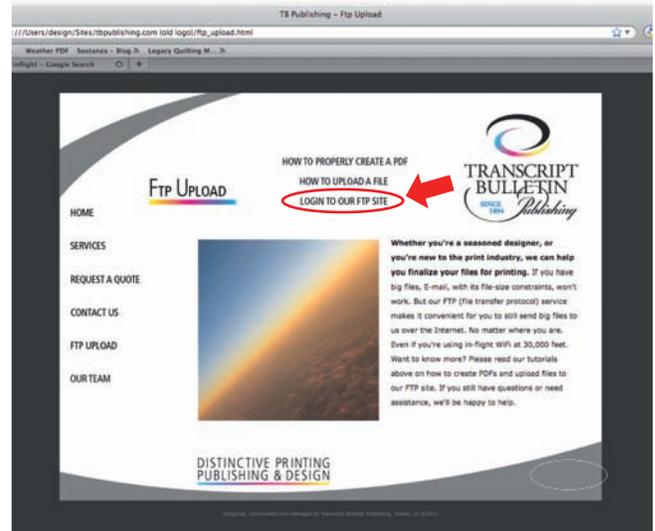


Figure 1

If you have not yet registered, click the **Register Here** link. If you have registered, enter your **e-mail** address and **password** you previously established. (See Figure 2)

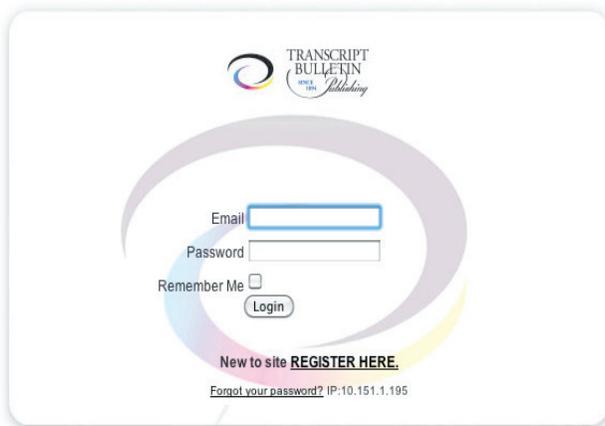


Figure 2

To register for the first time, enter your **e-mail** address and a **password**. The password can be any series of letters and numbers. The red square will give you a password strength indicator. Once you have entered your e-mail and password, click the **Register** button. (See Figure 3)

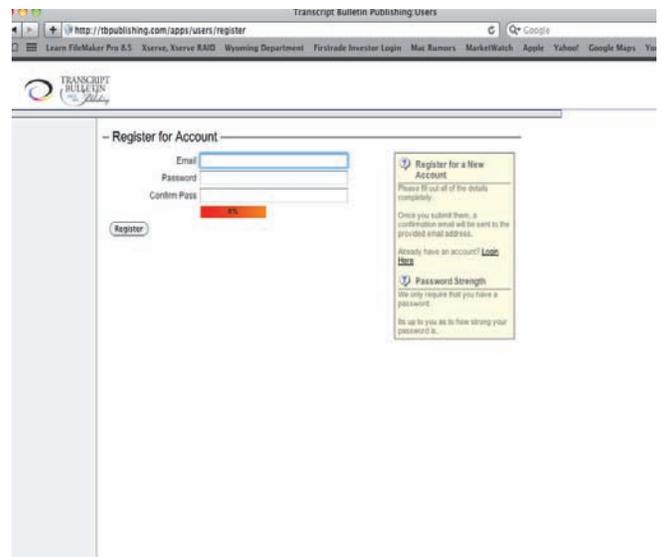


Figure 3

If your registration was received by our system, you will get a window that says the system has sent you an e-mail. (See Figure 4)

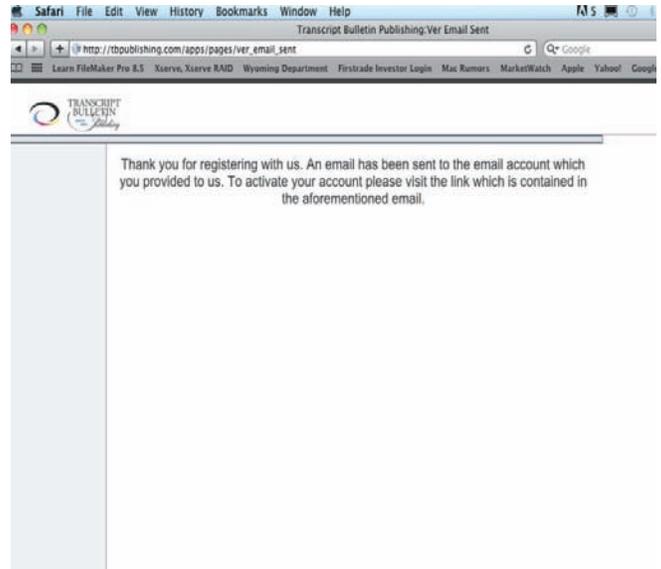


Figure 4

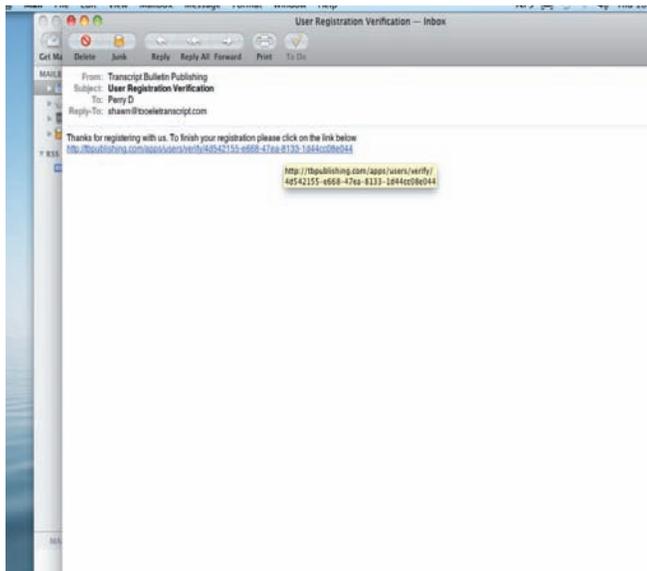


Figure 5

Open your e-mail program and you will soon find a message sent from Transcript Bulletin Publishing. This message may be blocked by a spam or junk mail filter. If you don't see it, check your junk mail. If you don't receive it in at least 10 minutes, please contact us.

Click on the **Blue Link** to finalize your registration. If you are not automatically taken back to your web browser, copy and paste the blue link into your web browser. (See Figure 5)

A window will appear telling you your registration is completed. Now click the **Login** link. (See Figure 6)

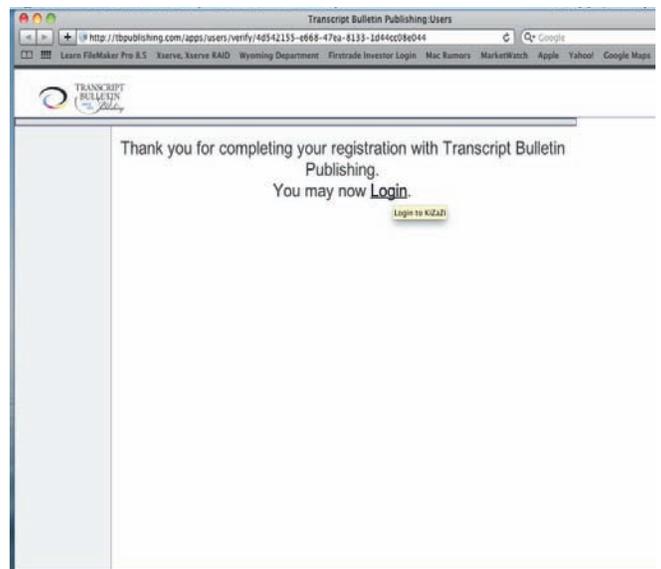


Figure 6

You will be taken back to the main login screen. Enter your **e-mail** address and the **password** you have established. If you want your browser to remember the login information, and automatically log you in each time, check the **Remember Me** box. Now click **Login**. (See Figure 7)



Figure 7

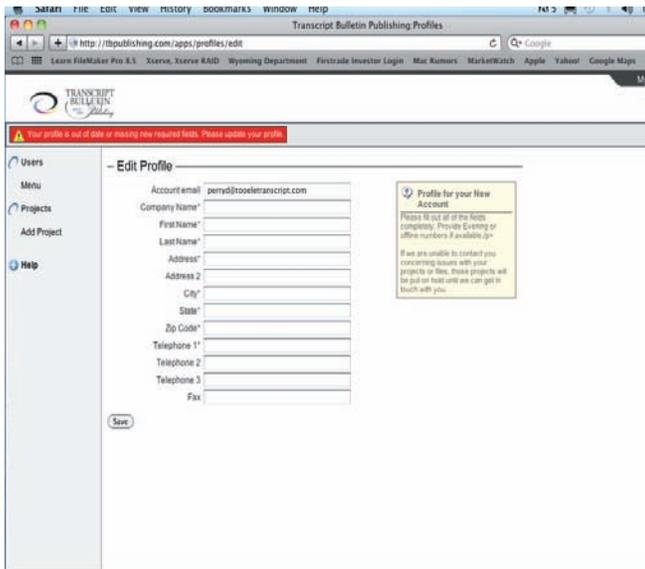


Figure 8

We have included a profile page to properly identify you and your company. Please fill out some information about yourself. This will help us if we ever need to contact you. When finished, click the **Save** button. Now click on the **Add Project** link in the left column. (See Figure 8)

In the Project Info window, enter in the information about your project. If this has already been communicated to us, or you do not know all the information about your project, click the **Continue** button. (See Figure 9)

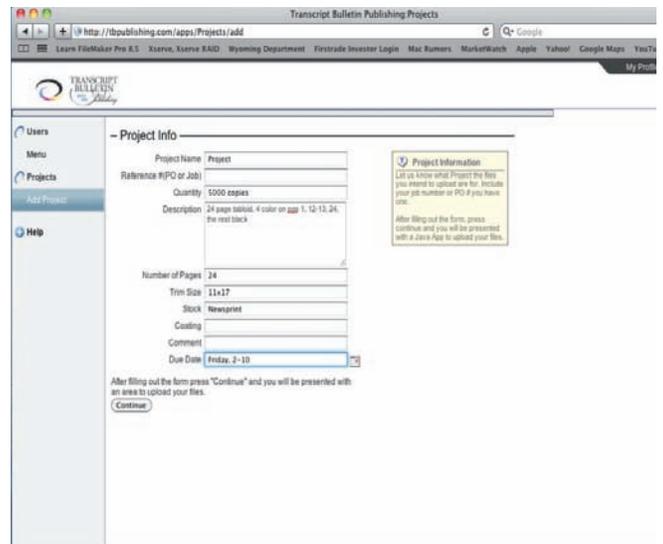


Figure 9

Now you will be taken to the upload screen. You will see a message from the Java uploader to **Allow** or **Deny** the Java applet access to your system. Click the **Allow** button to let Java have access to your computer. (See Figure 10)

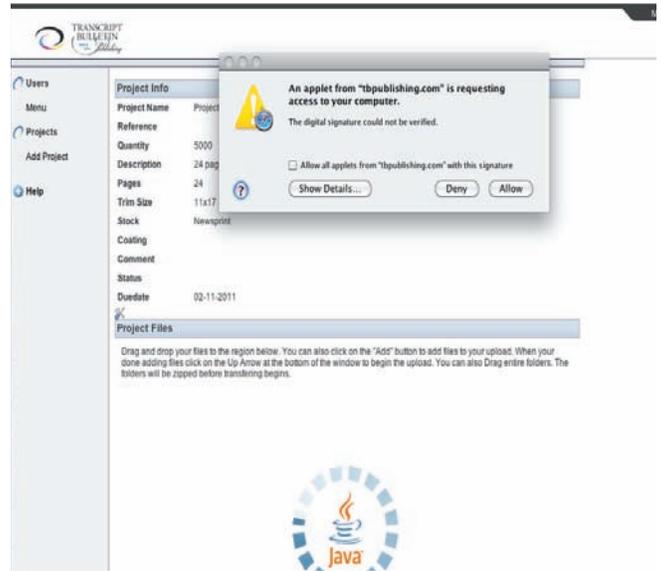


Figure 10

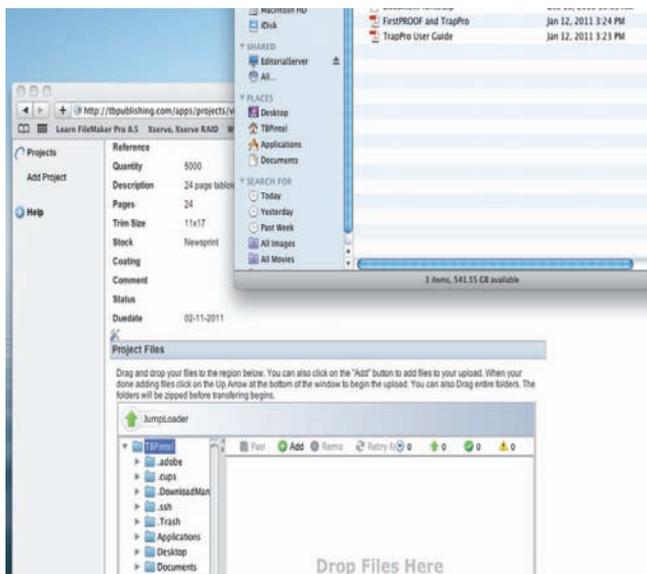


Figure 11

Find your files or folder either through the Java applet window-- or from your computer-- and drag them into the applet window on top of the **Drop Files Here** window. You will see a progression window until they are linked. (See Figure 11)

This will link the applet to your files and folder. Click the **Start Upload** button to upload the files or folders to our ftp site. You will see a progression bar until the files have been uploaded. Once uploaded, please call us to make sure we've received them. Your files are now uploaded and you can quit. (See Figure 12)

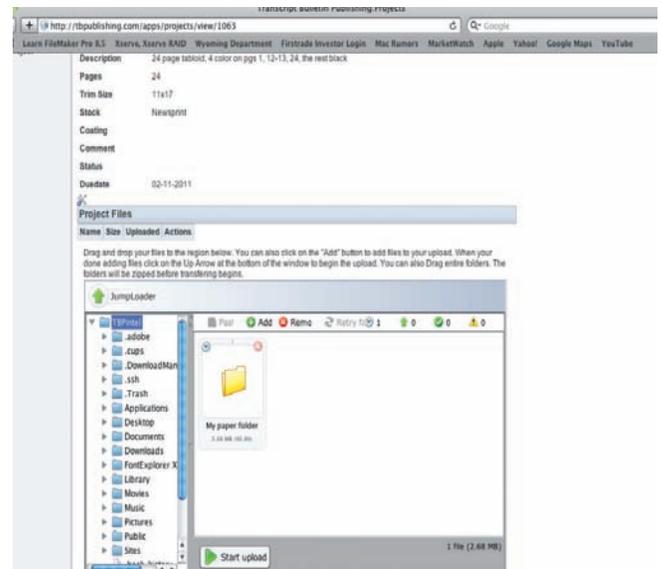


Figure 12

Once completed, if you need to change anything about your project, login with your e-mail address and password, and you can amend, add files, or start a new project. (See Figure 13)

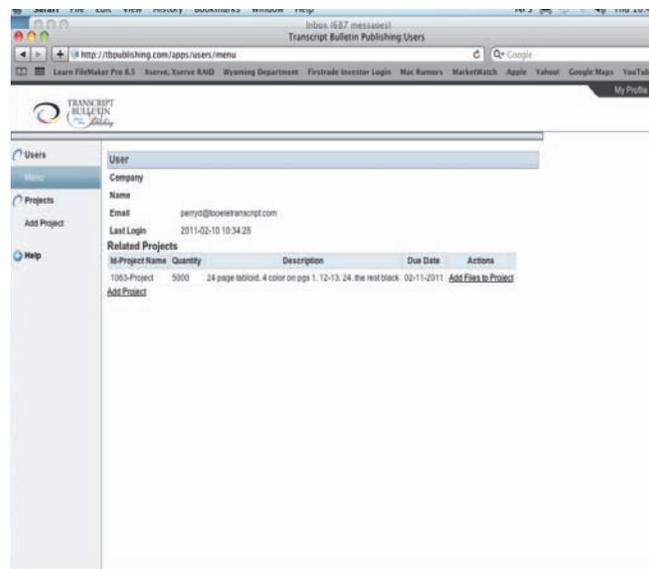
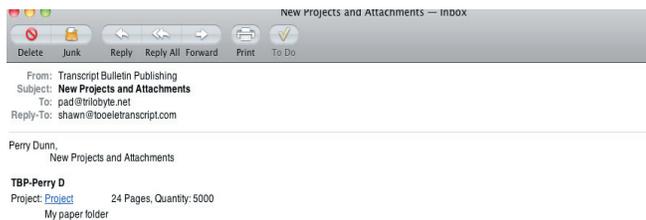


Figure 13



Our system will next send us an e-mail indicating your files have been uploaded, and some general information about you and your project. (See Figure 14)

Figure 14

Before uploading your fonts, please compress or zip them to lower the possibility of corruption. Some Mac fonts will not transfer properly to a Linux-based ftp site unless they are zipped or compressed. The easiest way to do this is to put them into a folder and then, using your system's Archive function or Winzip, compress it. Once your files are uploaded, please call or email us.

*If you run into problems trying to connect, here are potential causes:*

- Are your username (e-mail address) and password entered correctly? These are case sensitive.
- Do you have a firewall? If so, you will need to make sure you configure it to allow connection.
- If you are on a PC, only certain versions of Internet Explorer will work. Check for upgrades.
- If you do not have Java installed, install it and enable it to run with your web browser.
- You can also go to our other website, [www.tooeletranscript.com](http://www.tooeletranscript.com), and click on the ftp upload link.
- If still unable to upload, contact us by phone: (435) 882-0050 or by email: [tbp@tooeletranscript.com](mailto:tbp@tooeletranscript.com)