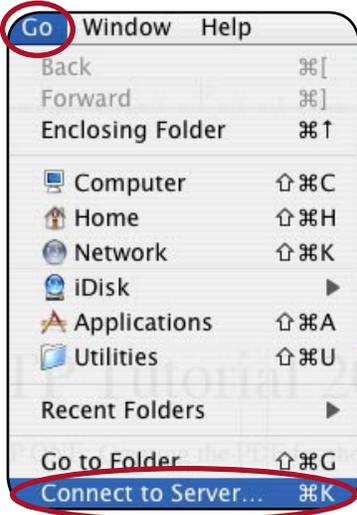


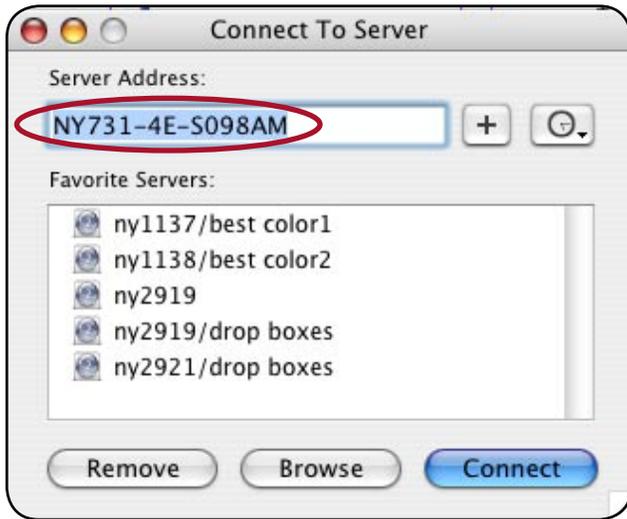
# FTP Tutorial 2006 v1

## PART ONE: Organizing your server environment

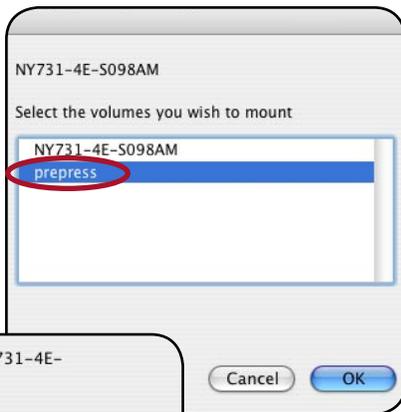
1. At the top toolbar, click on **Go** and select **Connect to Server** (or use the shortcut **Command-K**)



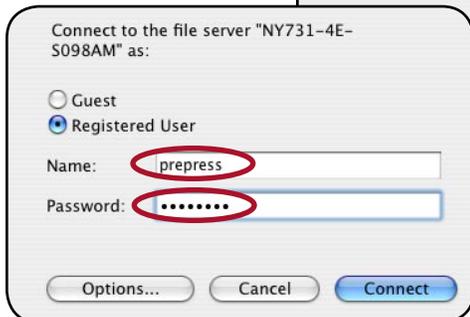
2. Log in to the Prepress Server: Type **NY731-4E-S098AM** (case *does* matter!) in the box and press **Connect**.



3. Select **prepress** and press **OK**.



4. Log in using **Name: prepress** and **Password: prepress**. Press **Connect**.



5. Log in to the GMG (Epson RIP) Server the same way: Type **smb://ny1139.corp.bloomberg.com** in the Server Address box and press **Connect**.



6. Type in the same user name and password as you use to unlock your Bloomberg PC. Press **OK**.



**HELPFUL TIP:** After you've gone through these steps the first time, you should make an alias of each of your servers on your desktop (using **Command-L**). Double-clicking on the alias will bring you directly to the server's login box, bypassing most of the steps just outlined.

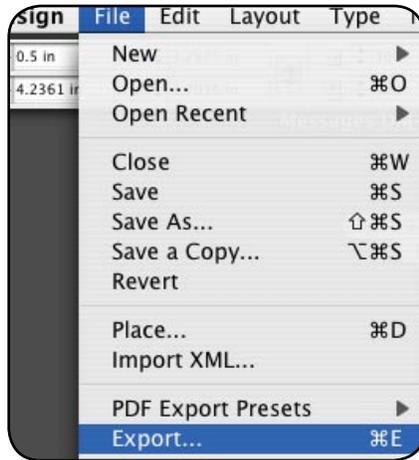
**For even more efficiency,** create a folder called **SERVERS** on your desktop, and drag all of your most-used server aliases into it. Select them all in the morning, and with one double-click, launch *all* your login screens at once!



# FTP Tutorial 2006 v1

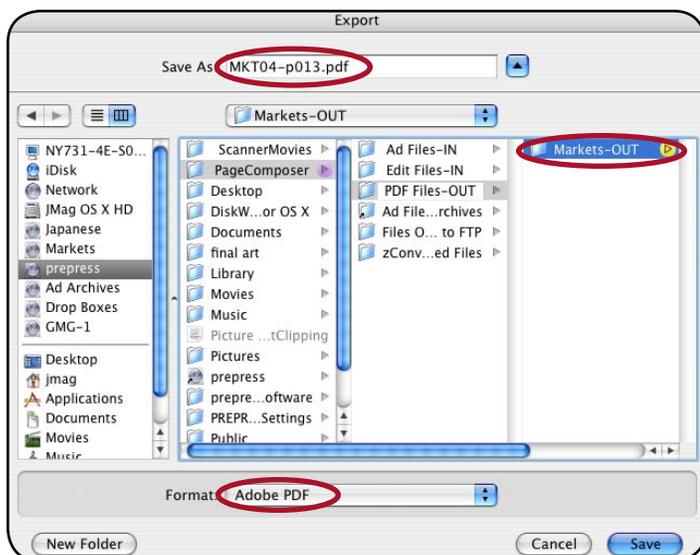
## PART TWO: Outputting high-resolution PDFs.

1. When an article has been approved by an editor via email, change **Status** of the article in K4 to **Ready to Rip** and change the **Assignment** to **Prepress**.
2. Take the color laser print that the copy editor signed off on and hand it to the Art director for approval.
3. After the Art Director has signed off on the color laser, check the article out in K4 and go to **File > Export** (or **Command-E**).
4. Name your output file using the following format:



**MKT** <2-digit month #> -p <3-digit page #> .pdf  
 This file-naming rule is essential to Brown Printing's internal file routing system. For Example, page 3 of the October issue would be named **MKT10-p003.pdf**.

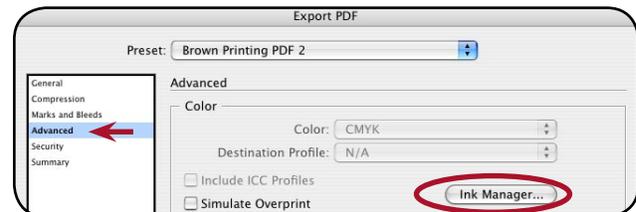
The folder in which to save your file is located at: **prepress > PageComposer > PDF Files-OUT > Markets-OUT** (path also shown below). For **Format**, choose **Adobe PDF** and click **Save**.



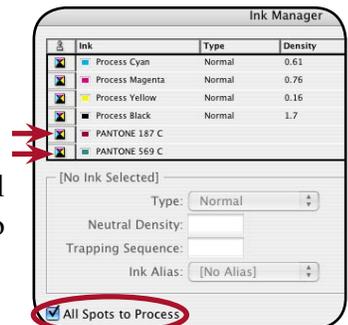
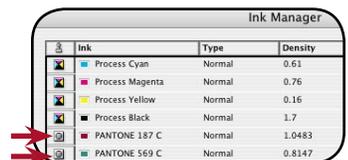
5. The **PDF Export** box will appear. Choose **Brown Printing PDF 2** from the Preset pulldown menu  
**NOTE:** If that option is not in your list, go to **File > PDF Export Presets > Define**, and click on **Load**. Navigate to **Prepress > PREPRESS PDF Settings** and choose **BROWN PDF Export Presets.pdfs**



6. Select **General** in the left-hand column, click on **Range**, and type the page number for *this page only*.  
**IMPORTANT NOTE:** The PDFs at this final output stage **must** be generated as *single pages only!* The page number you type here is the InDesign *document's* page number, **not** the page number that appears on the layout's folio or your PDF's name.



6. Now select **Advanced** in the left-hand column and click on the **Ink Manager** button. Check to see *if* there are any PMS (spot) colors listed in the ink list. Non-CMYK colors have a solid dot icon, while the icon for process colors looks like a 4-color square. Click the box next to **All Spots to Process** so a checkmark appears, which will convert the spot colors to CMYK. Then click **OK**.

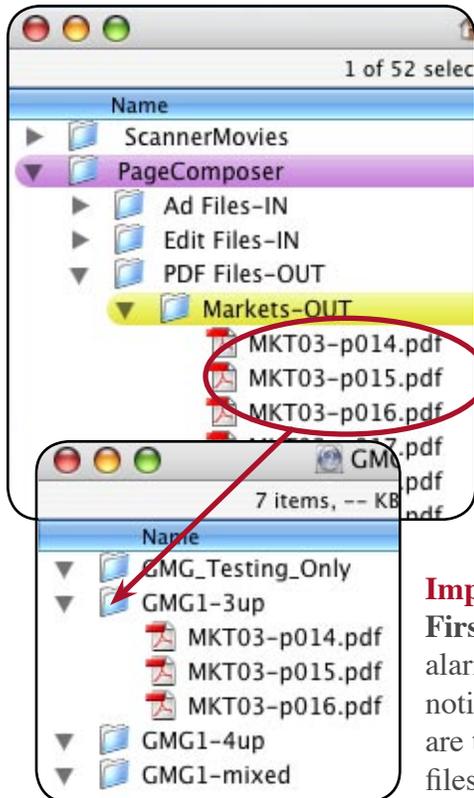


7. Back at the **PDF Export** box again, click **Export** at the bottom right, and your PDF will be output to the Prepress server.
8. Repeat these steps for each page of the document.

# FTP Tutorial 2006 v1

## PART THREE: Proofing PDFs on the Epsos

1. Drag your completed PDFs from the **Markets-OUT** folder into the **GMG1-3up** or **GMG1-4up** hot folder, which will copy the PDFs to the GMG



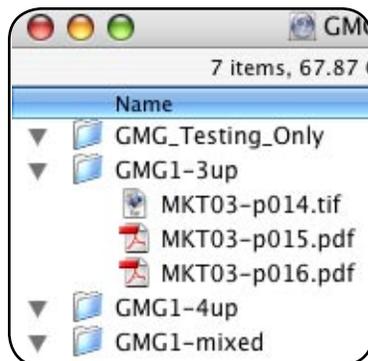
RIP server. Drag your PDFs in multiples of 3 or 4 to make the most efficient use of paper on the Epson. For example, if you have 7 PDFs to print, drag 3 to the **GMG1-3up** folder and 4 to the **GMG1-4up** folder.

### Important notes:

First, do not be alarmed when you notice that your PDFs are turning into TIF files in the GMG hot folders (see arrow

below). This is a normal part of the process! When your file vanishes completely, it has finished processing and has gone to the Epson printer.

Second, do **not** delete files directly from the GMG hot folders!! You will crash the GMG server if it has already begun processing those pages!



Third, please do not put **any** PDFs in the **GMG1-mixed** folder. This is used exclusively to “batch print” multiple TIF and EPS images on a single page for color-correction, and is *not* optimized for page-sized PDFs. Putting a single-page PDF into the **GMG1-mixed** folder will output that page onto **one** 44-inch-wide piece of *expensive* proofing paper.

2. The Epson will then output 3 or 4 pages at a time on a single sheet and drop the finished proofs down into the blue cloth bin at the bottom of the printer. *It takes about 10 minutes to output 3 or 4 pages.*

3. Go over to the cutter and carefully slice your proofs into separate pages. The red knob must be all the way to the left in order to slide your sheet under the clear plastic guard. With your sheet in position, move the red knob to the right to make the cut.

**HINT:** You have to move the knob all the way back to the left position for the paper to release from the cutter.

4. After you’ve cut and sorted your proofs, find the color Xerox the Art Director and Copy Editor signed off on. Place each Epson with each printout so the Art Director can look at each one to make sure nothing changed while creating the PDF.

5. Stamp *FINAL* on the bottom of each of the Epson prints, and make sure all of the color Xeroxes are stamped *NOT FOR COLOR*.
6. Give the Epsos and color printouts to the Art Director for final signoff. When you get them back, pages will either be approved, or will have gone back for revisions.

- 7a For pages that have been approved, move their PDF files from the **pre-press > PageComposer > PDF Files-OUT >**



**Markets-OUT** folder into the **OK’d & ready to ship** folder (one level deeper into the **Markets-OUT** folder). This is the “holding area” for approved files before you gather them for FTP transmission (explained in the next section).

- 7b For pages that have gone back for revisions and come back with new color lasers, repeat the steps in parts Two and Three to create revised PDFs.

**NOTE:** In step 4 of Part Two, *replace* the previous version of the PDF with the *new* version using the *exact same name* (the old version is not kept).

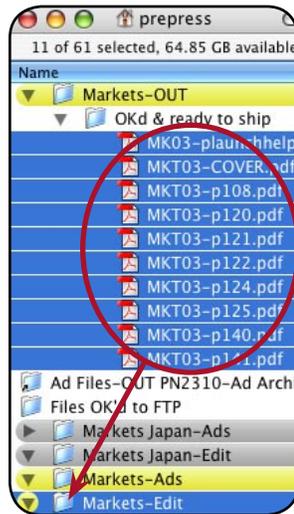
8. When at least 10 approved pages are in the **OK’d & ready to ship** folder, it’s time to FTP them to Brown.

# FTP Tutorial 2006 v1

## PART FOUR: Sending PDFs to Brown via FTP

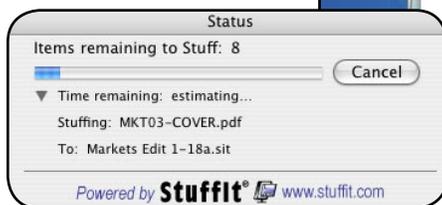
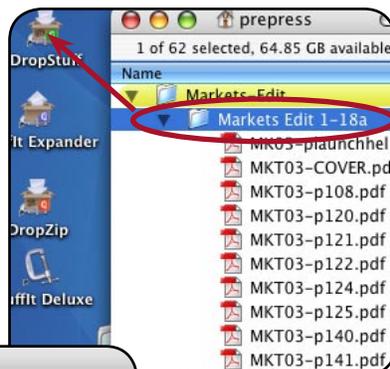
1. Drag all of your approved PDFs from the **OK'd & Ready to ship** folder to the **Markets Edit** folder.

2. Create a new folder in **Markets Edit**, and name it **Markets Edit <month>-<date> <a, b, c...>**. For example, the first edit files sent on March 5th would be placed in a folder called *Markets Edit 3-05a*. The second batch sent on the same day would be named *Markets Edit 3-05b*.



3. Drag your files into the folder you made, and then walk over to the prepress room and sit down at the Mac labelled **FTP/ Prepress Server**.

Locate your new folder and drag it onto the **DropStuff** icon at the top left of the desktop. A progress bar will pop up (below) as



your folder compresses, which may take several minutes.

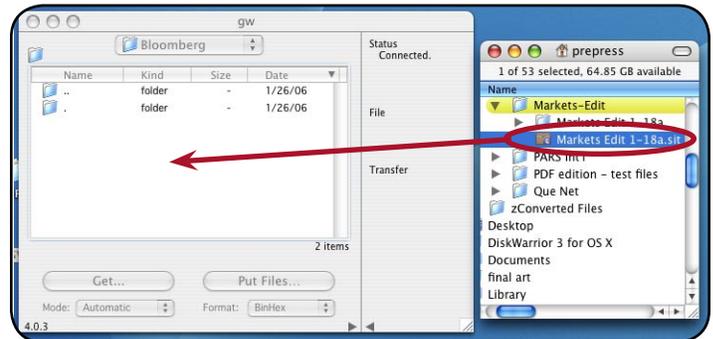
4. If you have other PDFs ready to FTP, repeat steps 2 and 3 as needed.

**NOTE:** Try not to put more than 10 files or more than 200Mb into each folder, as it takes too long to send via FTP (and larger file transmissions become more prone to corruption/interruption).

5. After DropStuff is finished compressing, you'll have one or more **.sit** files in the **Markets Edit** folder. Double-click the **Fetch 4 Brown EGV-OS X** icon on the left side of the desktop and wait for fetch to open Brown Printing's FTP site.



6. Drag your **.sit** file into the Fetch window as shown below. You can shift-click and drag multiple **.sit** files at once into this window, and they will all transmit in sequence.



**NOTE:** You will notice a little progress "donut" in the Fetch window, as well as other file status indicators showing that the files are transferring to Brown. Fetch will transmit these files unattended (which also can take several minutes), so you can go on to the next task while it continues the transfer process.

7. While the files are transmitting, you have to tell Brown Printing (via email) which files to expect via FTP. Send an email right away to Karla Pyne at [karla.pyne@bpc.com](mailto:karla.pyne@bpc.com), and cc it to the production staff there at [egv-filecoordinator@bpc.com](mailto:egv-filecoordinator@bpc.com). Include a list of the files you are sending by exact name, and include the name of the folder that they are in. Soon after they receive the files, you'll get a confirmation message from one of Brown's production staff confirming successful receipt of the files.

8. Since other people may be moving other PDFs along through this FTP process, it is a good idea to color code all successfully-transmitted files in green, so that others will know that you've already successfully sent those files. Select both the original folder and the **.sit** folder, then go to **File > Color Label** and select **green**.



9. Repeat the process until all pages are transmitted.

