

# ftp site access – e-Media

Please use the following steps to ensure proper file transfer to our secure and easy-to-use FTP site. This document is available on our website at the following URL: [www.meetingmedia.com/production](http://www.meetingmedia.com/production). If you have questions or problems connecting or transferring, please contact Jenny Snyder at [jenny.snyder@meetingsmedia.com](mailto:jenny.snyder@meetingsmedia.com) or (319) 364-6167 ext. 5036.

**IMPORTANT NOTICE:** You MUST compress all files using compression software such as WinZip. This will speed file transfer and ensure that individual files will not become corrupted in the process. Please save all text and image materials into a folder called 'Your Business Name' (25 letters max). Then right click on your folder and choose 'Send To – Compressed (Zipped) Folder.' This will save your folder into the required zip format. (You should also notice a "zipper" as been added to the front of your folder.) You may then upload your files directly to <http://uploading.meetingsmedia.com> (A).

## Web browser:

- In your Web browser, type:  
 (A) <http://uploading.meetingsmedia.com/internet>
- Enter login information and press the 'Login' button:  
 Username: SmmFTP  
 Password: Smm411
- Select and open the 'MeetingsFocus' folder.
- Browse for your file(s) and select. Hit upload. You should see "file uploaded" when finished.  
  
 \*Make sure your folder is titled "Your Business Name."
- Please e-mail Jenny Snyder when you have successfully uploaded all files. Include the publication name, issue date, advertiser's name and a contact person.  
 E-mail: [jenny.snyder@meetingsmedia.com](mailto:jenny.snyder@meetingsmedia.com)

## FTP software:

- Type the following information (steps shown are for Fetch; Transmit may differ slightly, but the concepts are the same):  
 (A) Address: <http://uploading.meetingsmedia.com/internet>  
 Username: SmmFTP  
 Password: Smm411  
 Directory: (leave blank)
- Press the 'OK' button.
- When connected, open the folder named 'MeetingsFocus.'
- Using the 'Put File' button, browse for your file(s) or drag and drop them into the 'MeetingsFocus' folder.  
  
 \*Make sure your folder is titled "Your Business Name."
- When finished, disconnect (Command-D).
- Please e-mail Jenny Snyder when you have successfully uploaded all files. Include the publication name, issue date, advertiser's name and a contact person.  
 E-mail: [jenny.snyder@meetingsmedia.com](mailto:jenny.snyder@meetingsmedia.com)

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