

## FTP SERVER: LOG-IN PROCEDURE FOR OUTSIDE SOURCE INTERLINK USERS

FTP: Abbreviation of File Transfer Protocol, the protocol used on the Internet for sending files.

### Login

#### Login Instructions:

**PC** users can use Internet Explorer for all FTP functions.

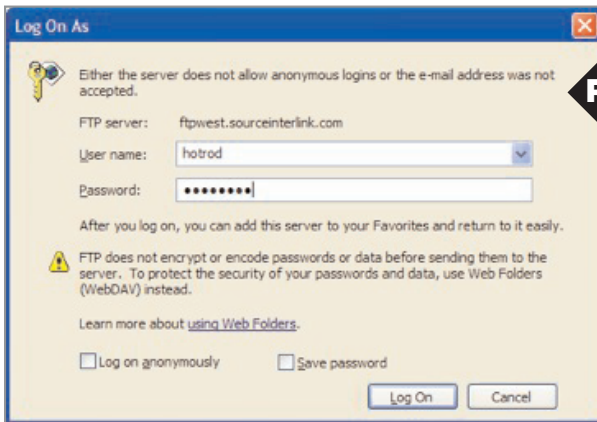
**Mac** users should use a dedicated FTP application like Fetch.

(\*Please Note: on a Mac, one cannot upload using Internet Explorer, only download).

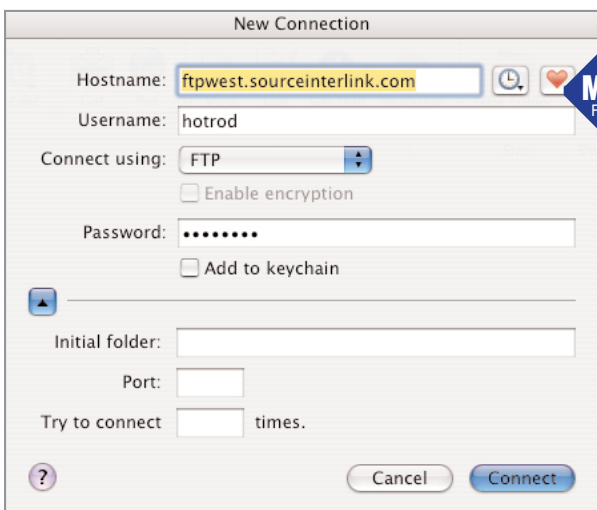
Address: <ftpwest.sourceinterlink.com>



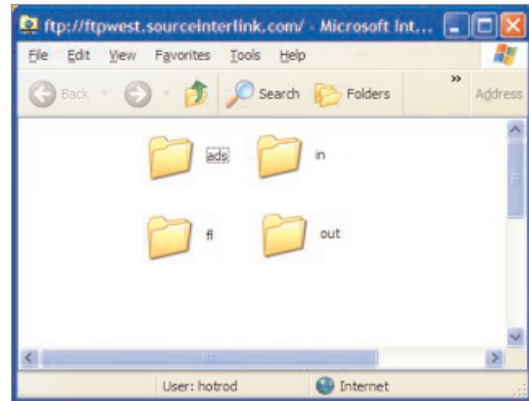
Your *User Name* and *Password* will be unique to your particular magazine title. Please contact your Production Coordinator for more information.



**PC**



**Mac  
Fetch**



After logging in, you will see 4 folders inside (see below for details).



**Ads:** This folder is for advertisers to submit digital ads. Once an advertiser uploads an ad into the folder, it becomes invisible. External accounts can only upload (copy into the folder) and cannot download from the folder.



**fl:** This folder is for freelance contributors/writers or art directors to submit stories, digital photographs, artwork, and layouts. Once a freelancer uploads a file into the folder, it becomes invisible. External accounts can only upload (copy into the folder) and cannot download from the folder.



**out:** This folder is for receiving files from a Source Interlink Media employee. The external account holder will only be able to read (copy or download) from this **out** folder.



**in:** This folder is for an outside account holder (someone other than an advertiser and/or freelancer) to upload files to a Source Interlink Media employee. The external account holder will only be able to write (upload) into this **in** folder.