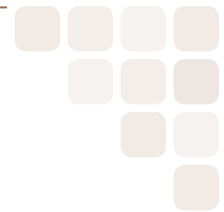
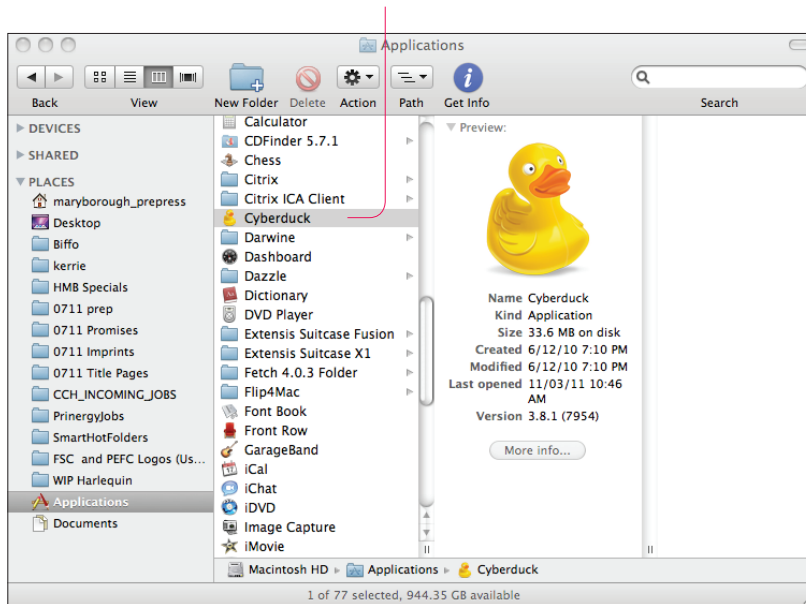


## Upload to McPherson's Printing Group using FTP: Mac

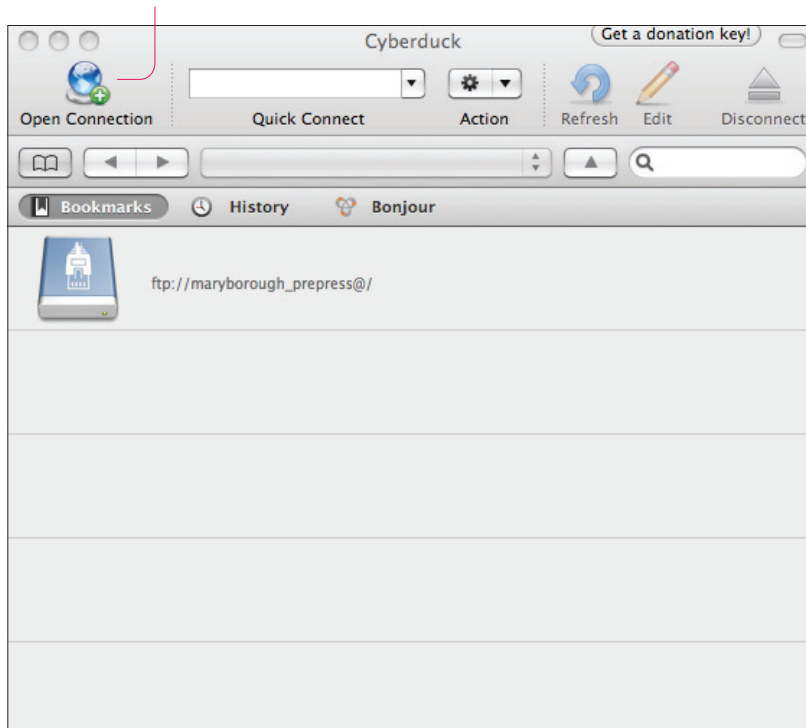


In this document we will provide a step-by-step instruction on connecting to MPG ftp server via Cyberduck. Cyberduck is free ftp software for Mac OSX.

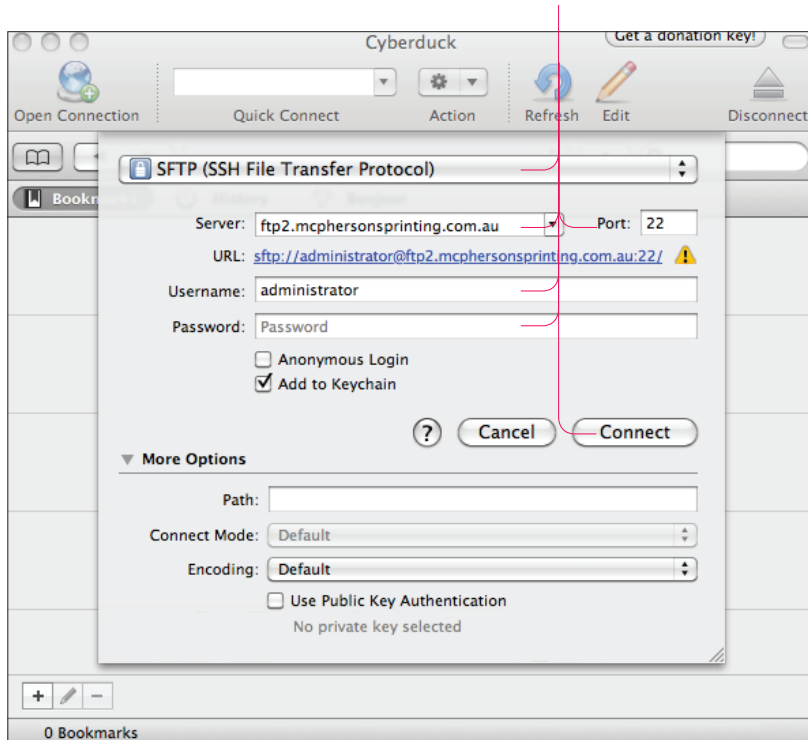
Step 1. **Download CyberDuck** from <http://cyberduck.ch/> Once the download is complete **open the .dmg file** and **drag CyberDuck** to your **Applications** folder to install it. Once installed **launch**.



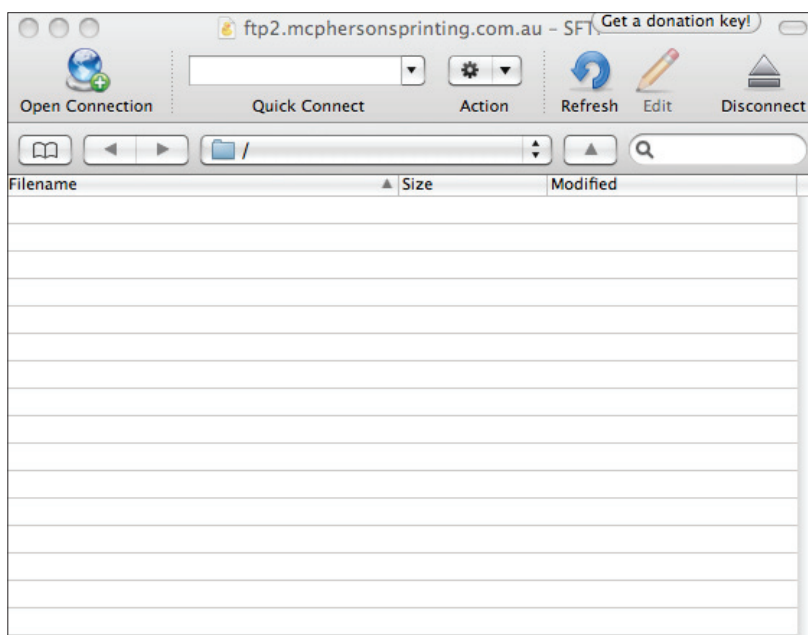
Step 2: Click the **Open Connection** button.



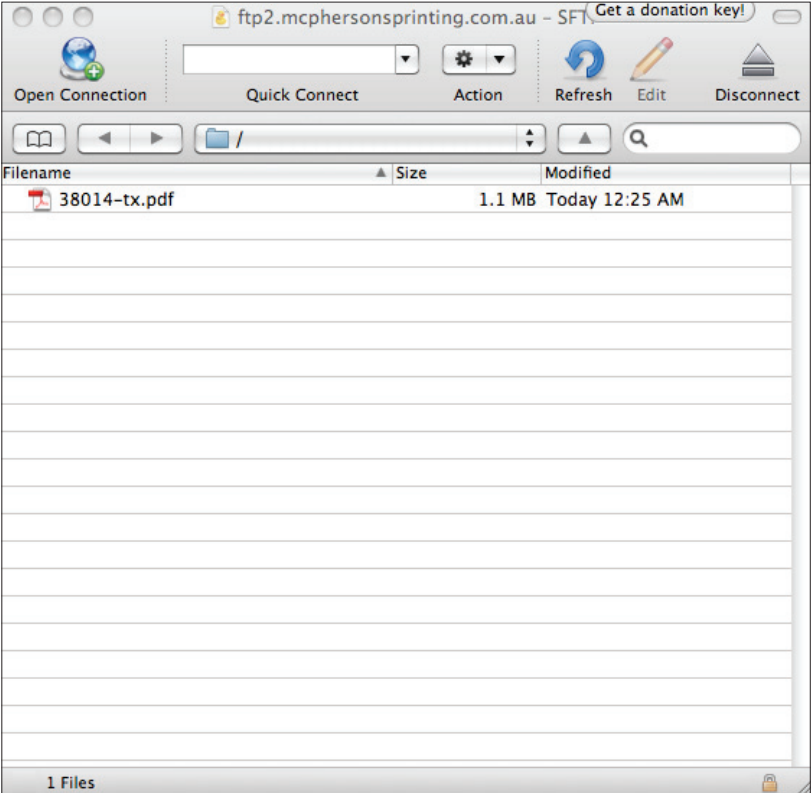
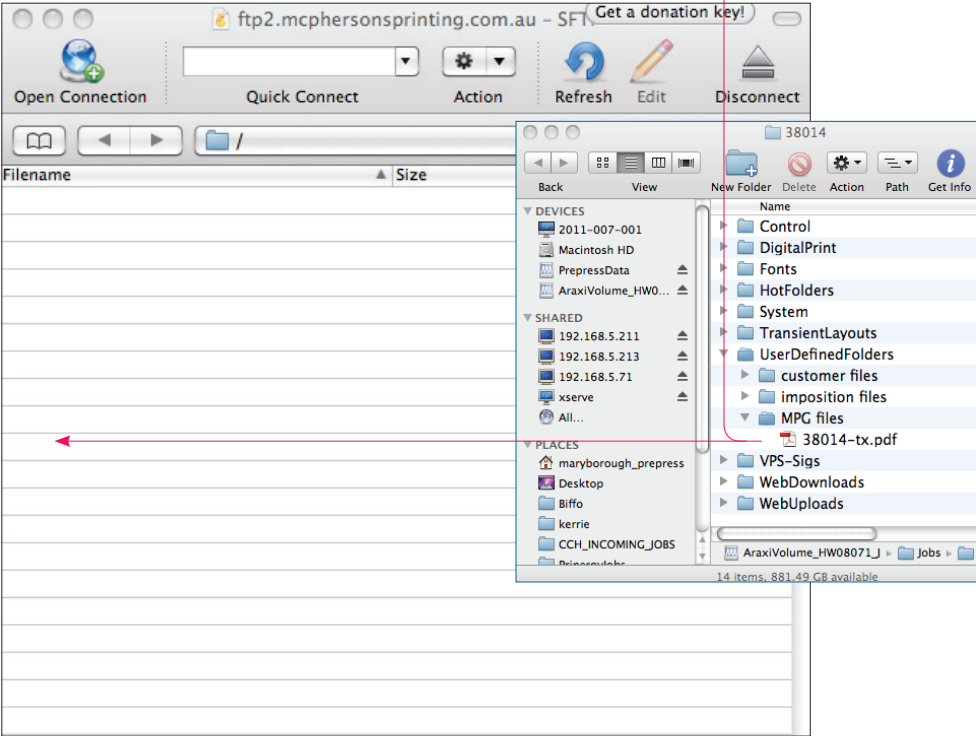
Step 3: Enter the **Server** name (<https://ftp2.mcphersonsprinting.com.au>) in the space provided. The server name is usually provided to you by whomever created your FTP account. Select SFTP as the Protocol. The default **Port** for MPG FTP is 22. Now enter your **Username** and **Password** in the spaces provided. When all of that information is in place, click the **Connect** button.



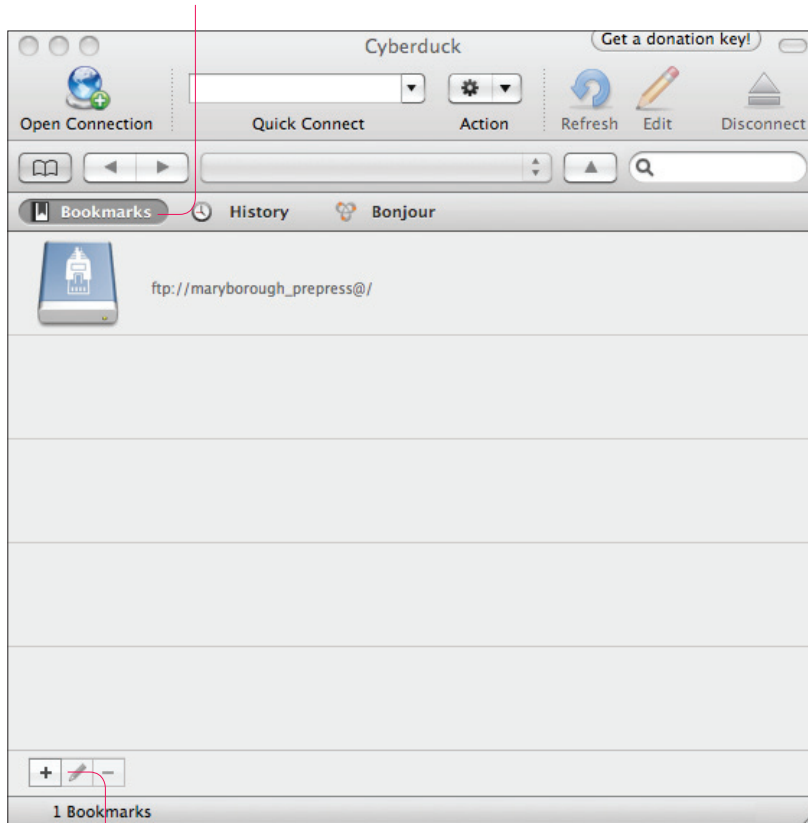
Step 4: And now you'll connect to your FTP server. The window may be blank or empty if you've never uploaded any files or folders.



Step 5: To upload files, locate them in your Finder, select the ones you want to upload, and then drag them to the main CyberDuck window. Once the upload has completed, the window will refresh and your files will be listed.



Step 6: If you want to save the FTP server information (so you don't have to enter it every time you want to connect to it) – click the **Bookmarks** button.



Step 7: From the Bookmarks pane, click the small + (plus sign) at the bottom. And the FTP site will be saved to your CyberDuck bookmarks.