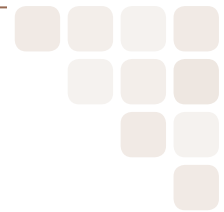


Upload to McPherson's Printing Group using FTP: Windows

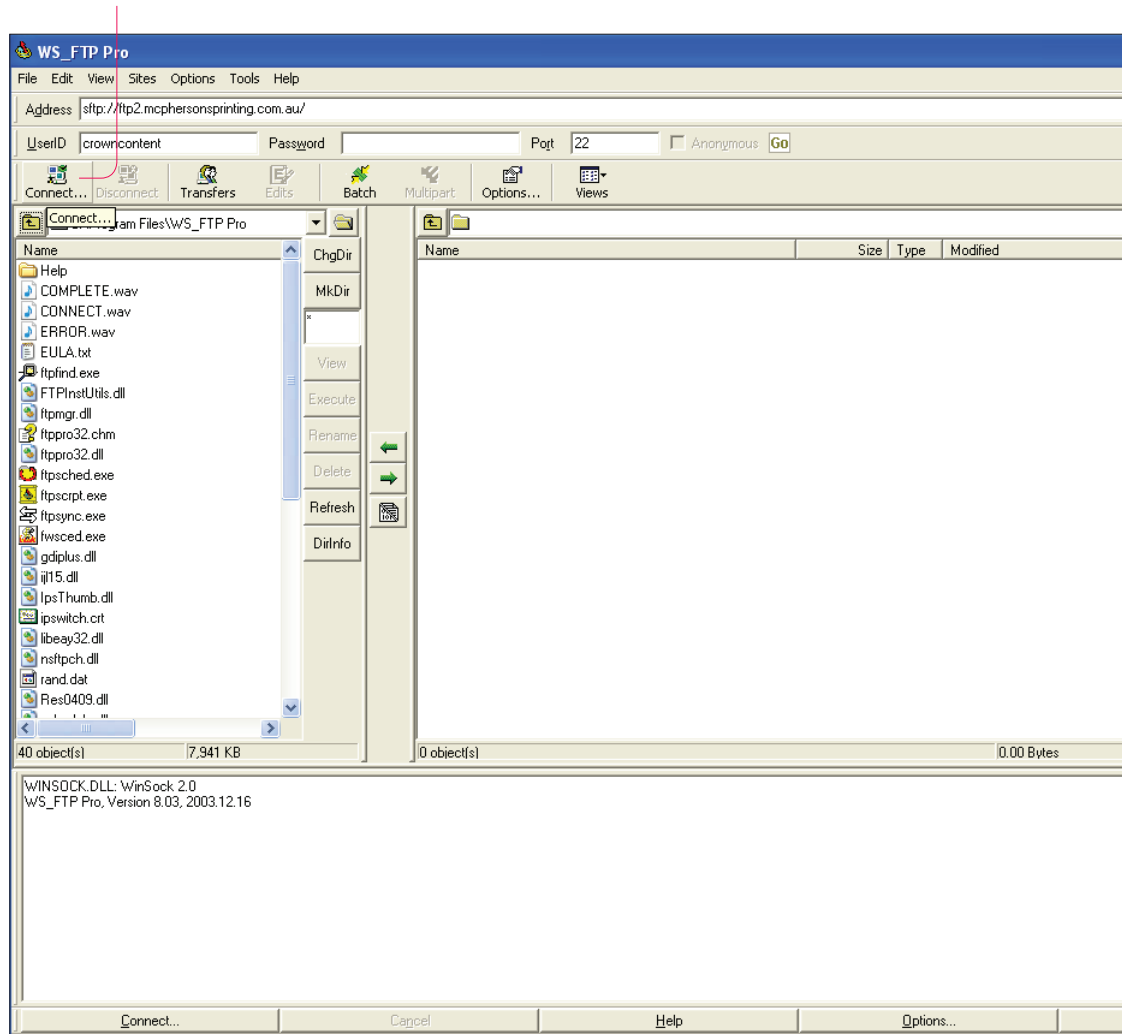


In this document we will provide a step-by-step instruction on connecting to MPG ftp server via the client Ipswitch WS_FTP pro.

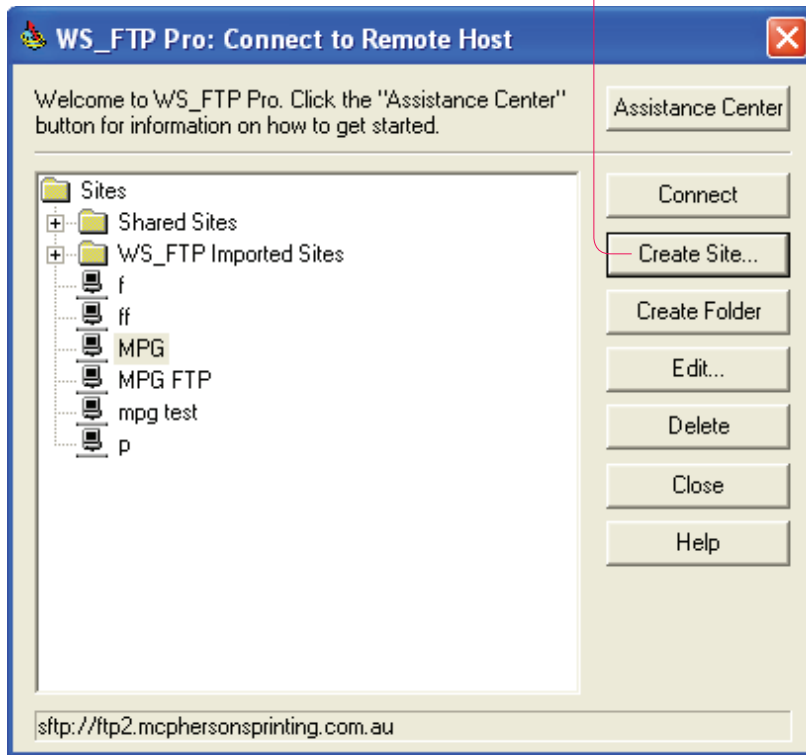
Note: a requirement for your FTP client to connect successfully is the ability to connect via the protocol SFTP/SSH.

Please make sure you have been given your MPG user name and password. If not, contact your Account Manager for assistance.

Step 1. Click the **Connect** button.

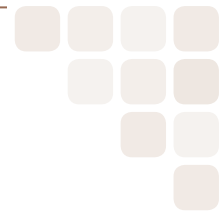


Step 2: Ignore the pre-configured connections and click the **Create Site** button.



Step 3: **Give the connection a name.** Click **next**.





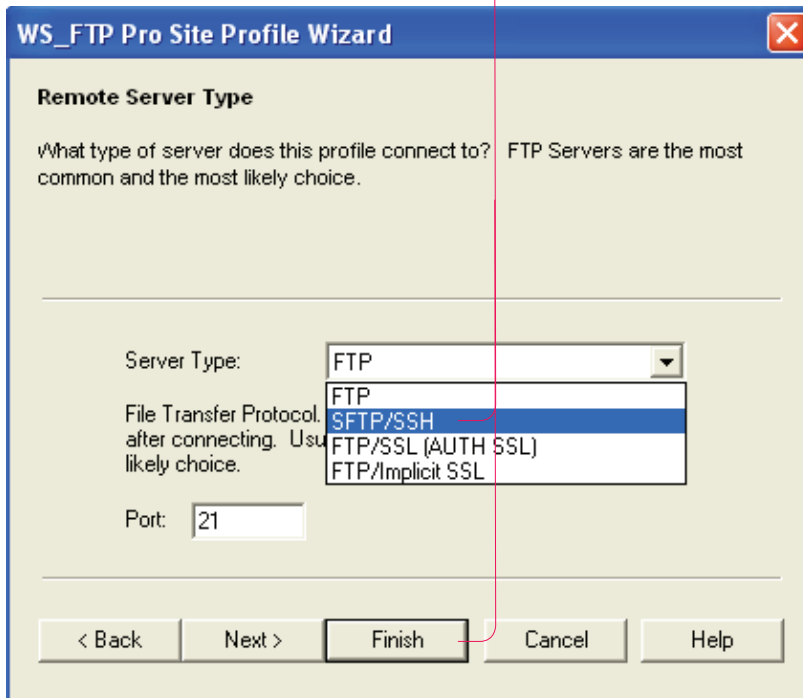
Step 4: **Enter the address** as shown and click **next**.

The screenshot shows the 'WS_FTP Pro Site Profile Wizard' dialog box. The title bar is blue with a close button. The main area has a light beige background. The section is titled 'Host Address'. Below the title is a paragraph of instructions: 'Enter the Host Address of the server you want to connect to. Usually these addresses start with ftp and continue with the domain where they belong, like ftp.ipswitch.com. Or they may be a sequence of numbers like 192.168.100.1'. Below this is a horizontal line. Underneath the line is the label 'Host Address:' followed by a text input field containing 'ftp2.mcphersonsprinting.com.au'. A red line points from the text 'Enter the address' in the step instruction to the input field. At the bottom of the dialog are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'.

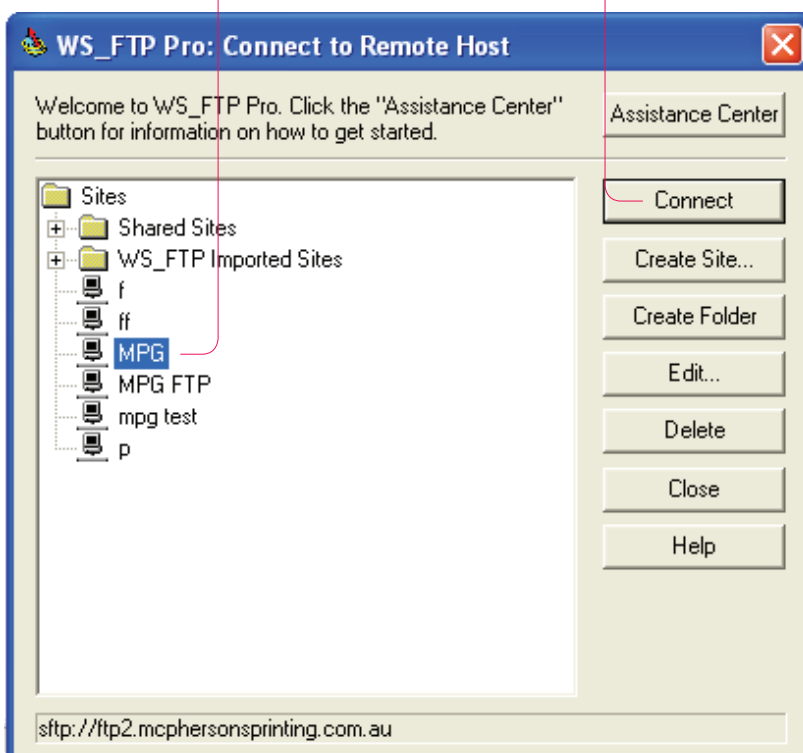
Step 5: Leave this next section blank for the time being and click **next**.

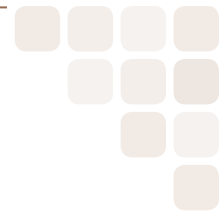
The screenshot shows the 'WS_FTP Pro Site Profile Wizard' dialog box. The title bar is blue with a close button. The main area has a light beige background. The section is titled 'Login Credentials'. Below the title is a paragraph of instructions: 'Enter your User ID and Password. These would have been provided to you by your ISP or administrator. When logging in anonymously, it is customary to use your email address as the password. Very few FTP servers require the Account field. You may store your password now, later, or enter it whenever you connect.' Below this is a horizontal line. Underneath the line are three text input fields labeled 'User Id:', 'Password:', and 'Account'. To the right of these fields are three checkboxes: 'Anonymous' (unchecked), 'Save Password' (checked), and 'Save Account' (checked). At the bottom of the dialog are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'.

Step 6: **Select SFTP/SSH** from drop down box and click **finish**.



Step 7: Now **your site has been configured**. **Select the MPG site** we have just created and click the **connect** button. You should get a login prompt.





Step 8: Enter your **Username** and **Password** then click **connect**.

Login Information [X]

Please provide both a userid and password to login.

Host: ftp2.mcphersonsprinting.com.au

User Id:

Password:

You should now have successfully connected to the MPG FTP directory.

[Please contact your account manager if you have any concerns or questions.](#)