



EBSCO MEDIA
FILE TRANSFER SOFTWARE
INSTALLATION INSTRUCTIONS

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EBSCO MEDIA FILE TRANSFER WINDOWS INSTALLATION

Double-click on the downloaded “winftp.exe” file to begin the file transfer software installation.

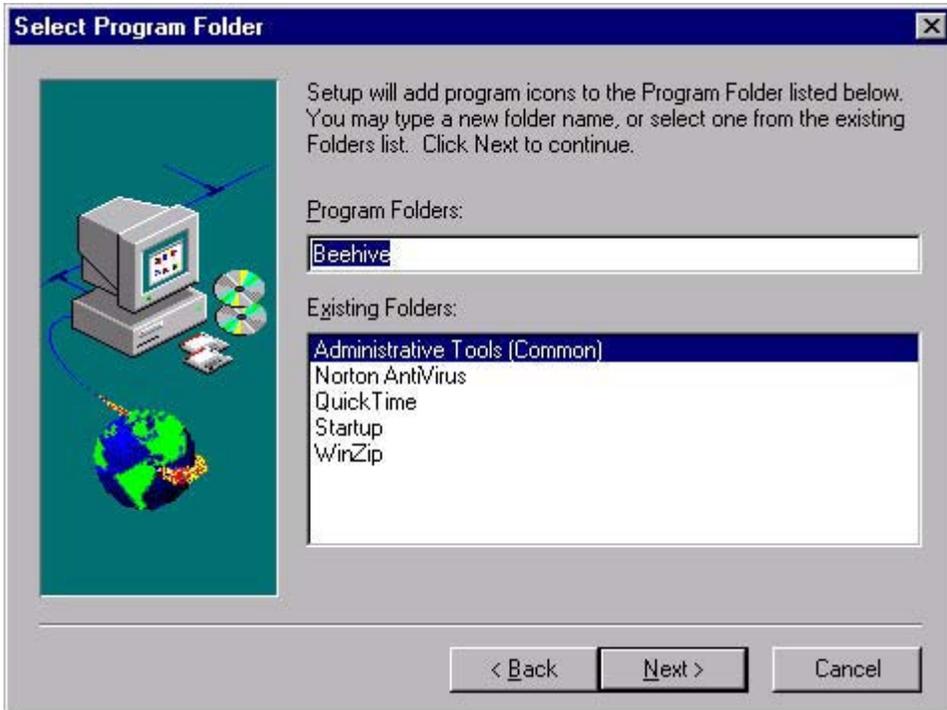
At the Welcome screen, click “Next” to continue



Click “Next” to accept the default install directory



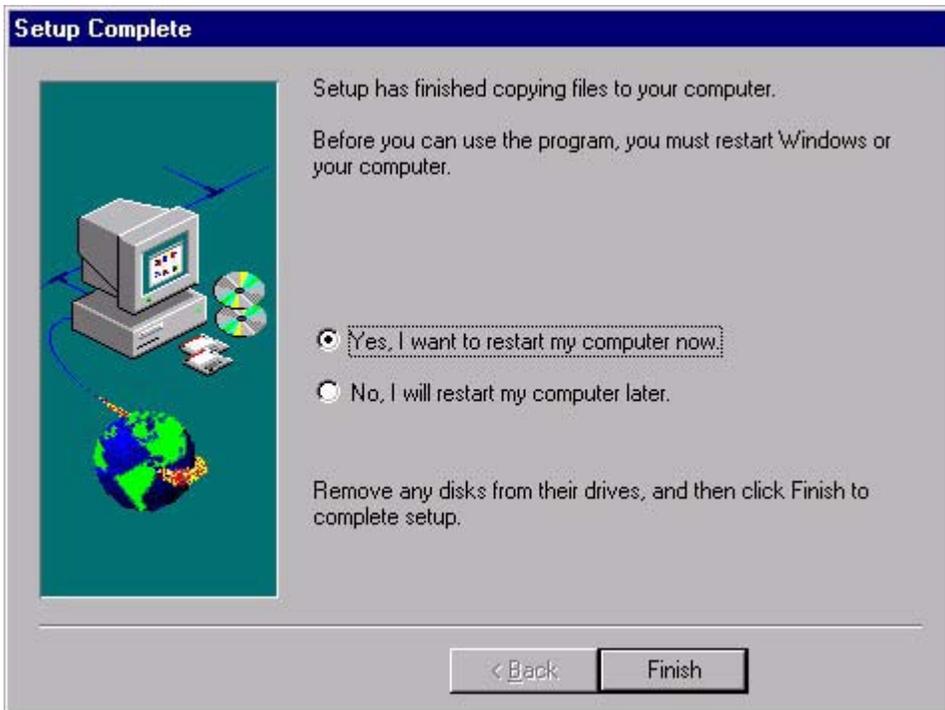
Click "Next" to accept the default Program Folder.



Click "Next" to continue setup.



Select “Yes” or “No.” Then click “Finish.”



If you selected “No,” you will see the following screen. Click “Finish” to exit the setup program. Remember to reboot the computer before using the software.

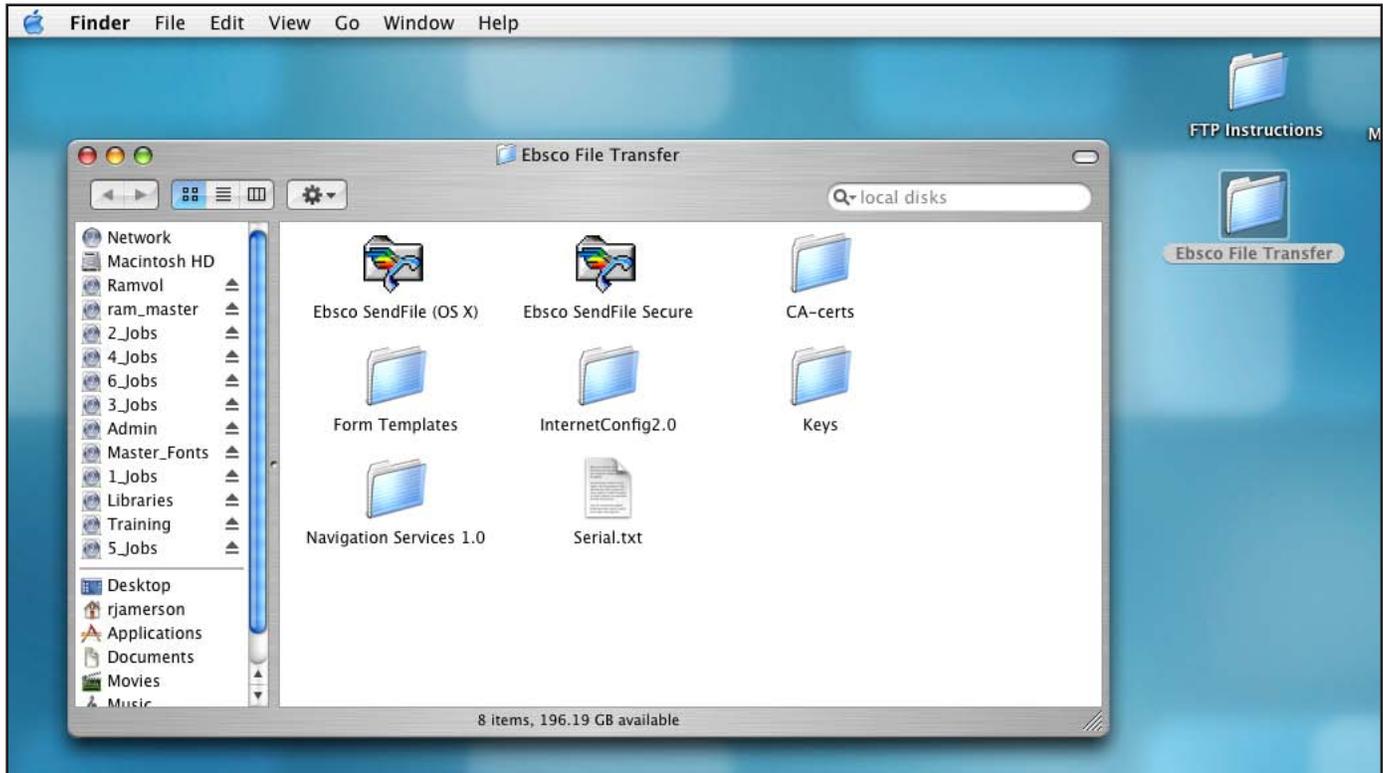


After the computer has rebooted, double-click the “Beehive SendFile Secure” icon on the desktop to start the application. You may also click on the “Start” button on the taskbar, select “Programs”, “Beehive,” and then click on “Beehive SendFile Secure.”

EBSCO MEDIA FILE TRANSFER MACINTOSH INSTALLATION

Double click on the downloaded file “EBSCO File Transfer.sea” to extract the folder. You can also extract the folder by dragging the file to Stuffit Expander.

Move the folder to the Applications folder or to any other desired location on your hard drive.



If you are running Mac OS X, double-click on the “Beehive SendFile (OS X) file. Otherwise, click on the “Beehive SendFile Classic.”

SETTING UP AND USING THE SOFTWARE (MACINTOSH AND PC)

Enter all relevant information into the Sign Up form. Do not enter a password unless you installed an earlier version of this software previously and were sent an e-mail confirmation of your SendFile User ID and assigned password. Leave the "Account #" field blank. Be sure to enter a valid email address as all confirmations will be automatically sent to this address.



Sign Up

Please enter your valid E-mail address and user information below.

E-mail: This is also your SendFile User ID.

Name:

Account#:

Department:

Company:

Address:

City: State/Province:

Zip/Post Code: Country:

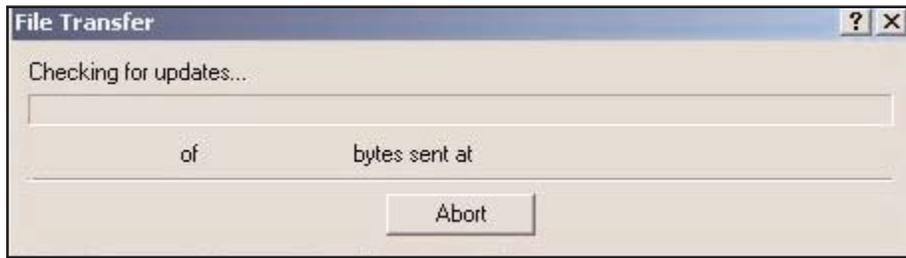
Phone: Fax:

If you already have a SendFile password, please enter it below. If not, just leave this field blank, and your new password will be sent to your E-mail.

Password:

Forgot your password? Have it sent to your E-mail box!

IMPORTANT: If a progress bar appears during registration or installation stating that the software is “checking for updates”, DO NOT ABORT OR CANCEL this process. The software will not function if this step is aborted and the software will need to be deleted and reinstalled.



When you see the following window in figure A, your software is ready to use.

If you see a window that looks like Figure B, your computer was not able to successfully connect to EBSCO Media’s file transfer server and you should contact Randy Jamerson at EBSCO Media for assistance.

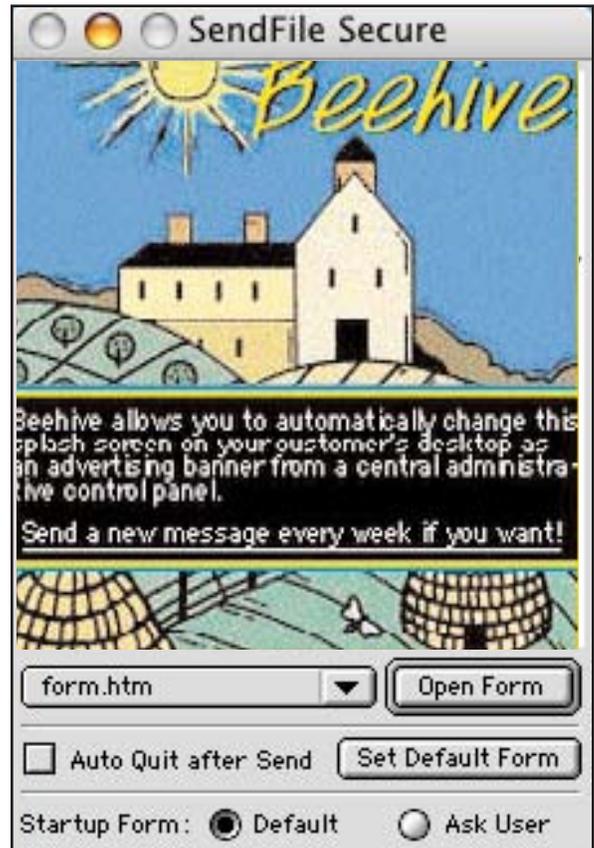


Figure A CORRECT

Figure B INCORRECT-WILL NOT CONNECT TO EBSCO MEDIA



To send files, click on the OPEN FORM button

Input a descriptive name of your job into the “Subject” field such as the EBSCO Media job number (if you know it) or the general title of the project (i.e. “State University 2004 Media Guide”).

Browse to or drag your files to the attachment window at the bottom of the form and click the send button.

The file transfer will begin. The speed of the transfer is dependant the speed and availability of your internet connection.



A progress bar will indicate the status of your transfer.

When the transfer is complete, you will receive an automated email notification that your files were received.

Your EBSCO Media sales representative and customer service representative will also receive a notification.

To ensure that your files are processed promptly, we recommend that you contact your EBSCO Media representative via email or phone.

PRIOR TO SENDING

1. Macintosh jobs should be stuffed into archives before file transfer. DropStuff is an application that is included in all current Macintosh operating systems that will compress files into archives. It also may be downloaded for free from www.stuffit.com.
2. PC files do not need to be compressed before transfer
3. File names should be simple and alpha-numeric characters should be used. Do not use !@#\$*%/^\ or similar types of characters as different operating systems interpret these characters as commands and may cause your file to be undeliverable or unusable.
4. Remember to send all fonts and placed graphics along with your page layout documents.

TECHNICAL SUPPORT

If you should require technical support installing EBSCO Media's file transfer software, please contact:

Randy Jamerson
EBSCO Media Prepress Administrator
205-226-9557

1-877-291-5502
rjamerson@ebSCO.com