



# Annex North FTP Uploading Instructions

All files **must be compressed / zipped** to prevent corruption when uploading.

## Step 1:

To upload via FTP within your web browser:

1. Open a browser window.
2. Type **http://annexnorth.loadingdock.ca** into the address bar and click **Enter**. Screen **A** below will appear.

## Step 2:

Follow the on screen instructions

1. Enter your email address and confirm
2. Enter any instructions
3. Select person(s) to notify - default is "All"
4. Select number of files to upload
5. Click "browse" to select your file(s)
6. Click "Send" to upload file(s)

## Step 3:

### Confirmation screen

This screen confirms that your file(s) have been successfully uploaded. An email has been automatically sent to the assigned Coordinator(s) to notify them that a file has been uploaded.

**Accepted File Formats**

Macintosh	Ver #
Adobe - Acrobat .PDF	
Adobe - Illustrator .AI	CS3
Adobe - InDesign .INDD	CS3
Adobe - Photoshop .PSD	CS3
Microsoft - Word .DOC	
Quark - Xpress .QXD	7.0
Encapsulated PS .EPS	
Bitmap .JPG or .JPEG	
Bitmap .TIF or .TIFF	
Microsoft - Excel .xls	
Microsoft - PowerPoint .p	

  

Windows	Ver #
Adobe - Acrobat .PDF	
Microsoft - Word .DOC	
Encapsulated PS .EPS	
Bitmap .JPG or .JPEG	
Bitmap .TIF or .TIFF	
Microsoft - Excel .xls	
Microsoft - PowerPoint .p	

[Click here for Notes](#)

**Any Questions or Problems... Please contact Trish Ramsay at tramsay@annexweb.com**