

## How to Upload Files to MMP Printing & Digital Graphics

**Thanks to the convenience of our online file transfer module, you can easily send a file from your computer to our Pre-Press department in a matter of minutes.**

**Digital file transfer using the website instead of using e-mail attachments is always recommended, but is required when your file size exceeds 1MB.**

- 1.) Using your web browser (Microsoft Explorer, Firefox, Safari, etc.) go to [www.PrintWithMMP.com](http://www.PrintWithMMP.com)
- 2.) Click on the “Send A File” tab.
- 3.) Fill out the text fields with the information pertinent to the job your are sending.
- 4.) Prepare your files by compressing them using DropSuff (Stuffit) or WinZip. The preferred method would be to place all fonts, graphics and layouts in a single folder, then compress the folder and send it to us.

This will help to protect your file(s) from possible corruption when being transmitted, which commonly happens to loose files

- 5.) At the bottom of the form are three boxes used for attaching files for the upload process. Click on the “Browse” button next to the box labeled “Filename1”, and this will bring up a dialogue box that will allow you to navigate through your computer to where the file is stored. Double click on your file, and it will be automatically attached. Use the same process if you have other files to send. Up to three can be sent at one time. If you have more, you’ll need to send your first group and set up another file transfer session for additional files.

**If you have questions or comments, or you need assistance, please don’t hesitate to call. We’ll be happy to guide you through the process if you need help.**

**818-891-8282 or [Prepress@PrintWithMMP.com](mailto:Prepress@PrintWithMMP.com)**