



# STANDARD Printing Company

~ FTP Instructions ~

[www.spcoc.com](http://www.spcoc.com)

Standard Printing Company of Canton is completely set up and installed with our own full T1 line dedicated to our FTP site. Just contact one of our Customer Service or Sales Representatives to receive the username and password to our 'General FTP' folder to upload your files immediately. Or as another option, for your extra security, we can set up your own private folder on the site for sending your files. Once completed, we will send you all the specific instructions and information required to send files properly to our site including your personal username and password.

If PDFs are being supplied, please prepare files according to our PDF specifications. Guidelines for correct file assembly and instructions for producing high quality press ready PDF files can be viewed or downloaded from our website by clicking on the [File Upload](#) link.

Below are instructions for using Standard Printing's General FTP folder:

**To download files** from our FTP site, you can use any Web Browser such as Safari or Internet Explorer

At the address bar of your Web Browser, enter:  
<http://w3.spcoc.com/spcftp>

At the login window, enter:  
Username: 000000  
Password: 000000

**To upload files** to our FTP site, you must use a FTP Client software program such as 'Fetch'

STUFF ALL FILES to be posted to our FTP.  
This will ensure file integrity and shorten upload time.

Although our system will inform us when a file has finished uploading, please e-mail [prep@spcoc.com](mailto:prep@spcoc.com) and your Standard Printing Customer Service Representative with all information we should need, including the uploaded file name(s) for all files posted to this FTP site.

Hostname: [ftp.spcoc.com](ftp://ftp.spcoc.com)  
Username: 000000  
Password: 000000

When using Fetch, if connection can not be made.  
Go to Fetch "preferences" and try turning on or off the  
"Use passive mode transfers (PASV)" checkbox.

If any technical assistance is needed, please contact Chuck at Standard Printing.  
[cgarrett@spcoc.com](mailto:cgarrett@spcoc.com)  
330-453-8247