



Uploading your artwork via our FTP server? Start to use our innovative new software called DROPLET! A super-simple aid for transmitting your artwork to us!

## Steps to upload your artwork to our FTP server



**STEP 1.** Go to: <https://ftp.kappa-zedek.nl/Login>



**STEP 2.** Enter "droplet" as the user name in the login window and click on "Log in" and confirm that no password is required.



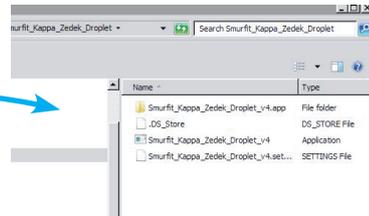
**STEP 3.** A ZIP file is displayed, which you can save on your system.



**STEP 4.** Your droplet is then downloaded.



**STEP 5.** Your droplet is now ready for your data?



**STEP 6.** Drop your PDF on the little icon and then fill in the username and password, which you have received from your contact person within Smurfit Kappa Zedek. Are the user names and passwords changing from the old FTP ones? In which case who is issuing these new user names passwords, if not tell them to use their old FTP usernames and passwords.

You only have to ask for a new username and password once.



A check takes place in the background before the data is uploaded, and you will see directly whether everything is OK.

If there are things that have to be modified, then this is displayed on screen immediately. If it concerns minor items, which are wrong but which you do not find that terrible, you can nevertheless release the file by doing a sign-off on these items.

If you click on "Send", the file will be sent and your data will be automatically uploaded to us for processing.

This system should lead to an enormous gain in time, whereby delivery deadlines are less likely to be endangered.

### A LIST OF THE ADVANTAGES

- The control is carried out "live" on your workstation (PC or MAC).
- Errors are reported directly and are displayed on screen.
- Errors can be modified by the designer immediately (or are released, if the error is acceptable, for instance a too low resolution, or if no other picture material is available).
- No hassles afterwards, once the data has been accepted by Smurfit Kappa Zedek.
- A quicker turnaround of the entire process!

We will be going 100% live on the 4th of November. As of then you will no longer be able to log in using the old procedure.

We are confident that this will lead to a still more professional cooperation!