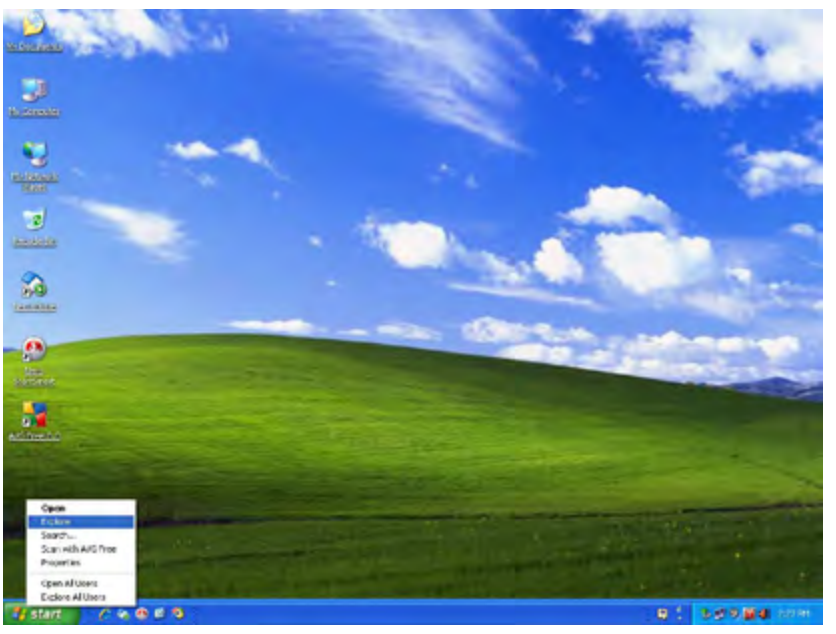
BookMasters Inc.

FTP upload via Windows Explorer:

The following instructions are for uploading files to BookMasters FTP sites using Windows Explorer. It is recommended that customers use an FTP client for this type of transfer. The following instructions are for customers who do not have access to an FTP client and have no alternative but to use native Windows tools.

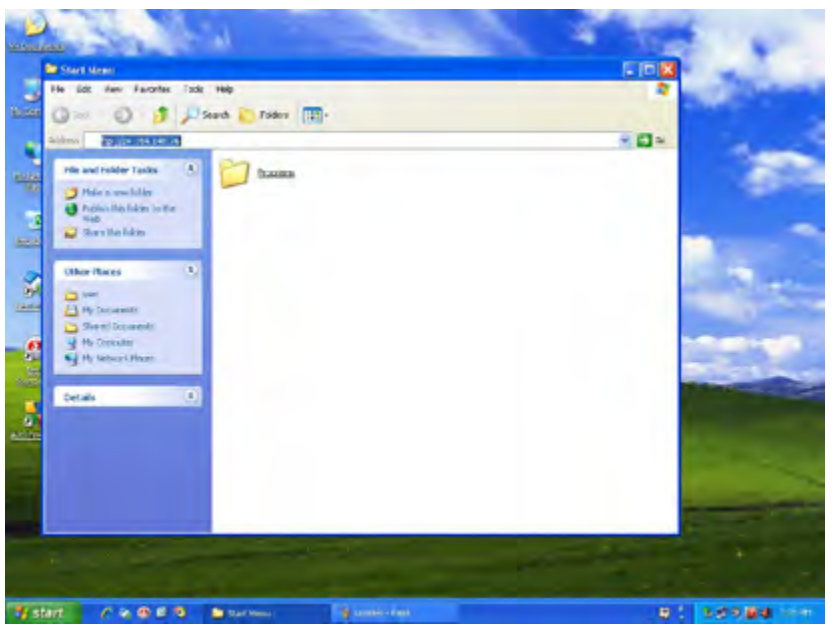
STEP 1:

Place your mouse over the “Start” button and click with your right mouse button to activate the contextual menu; from the menu, select Explore.



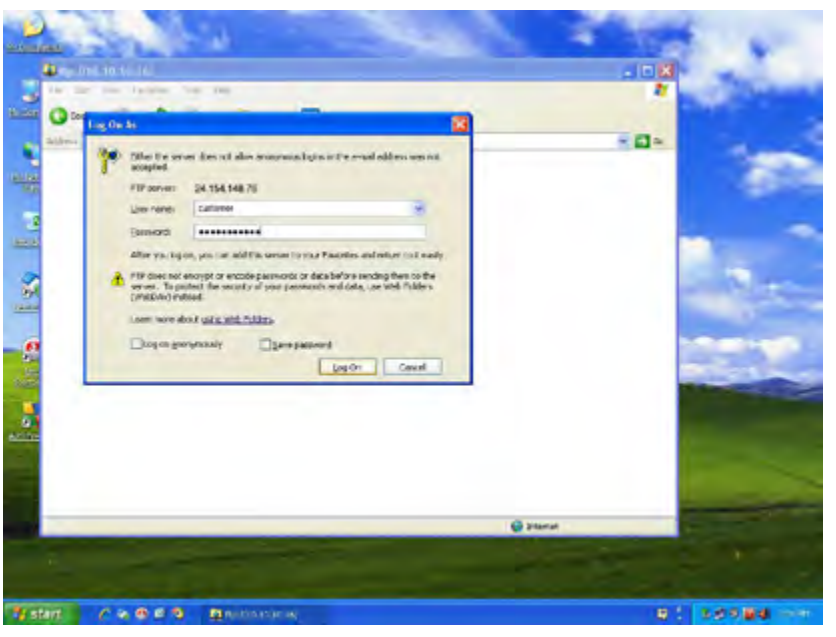
STEP 2:

In the newly opened Windows Explorer address bar, type “ftp://24.154.148.76” and either click “Go” or hit “Enter” on your keyboard.



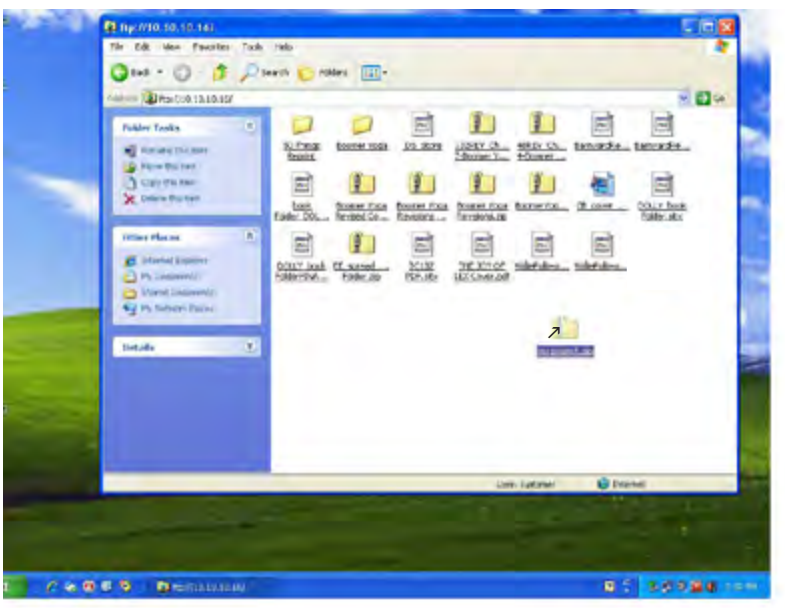
STEP 3:

When prompted, enter your BookMaster supplied user name and password.



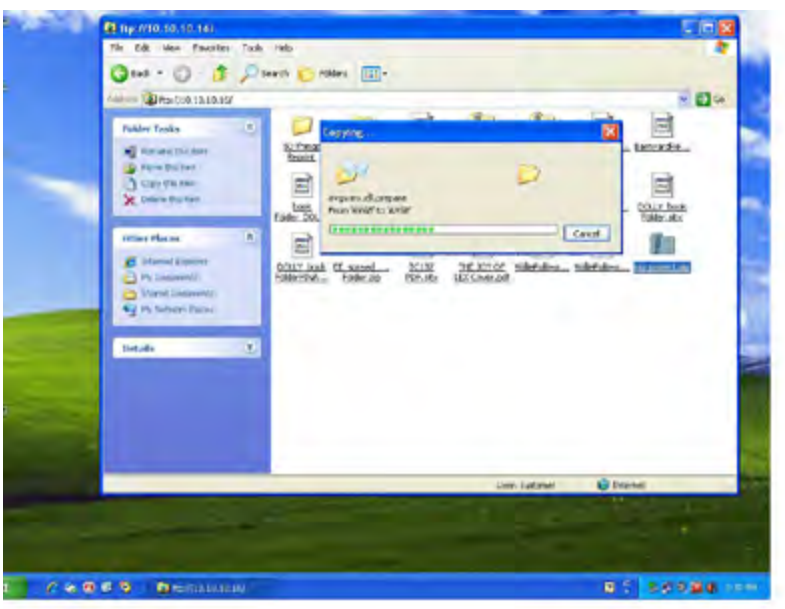
STEP 4:

After you enter your login information you will see a window showing the contents of the FTP site. You will want to drag the files you wish to upload into this window and release the mouse button.



STEP 5:

Once you release the mouse, your transfer will begin and you will see a progress bar. Leave the window open until the transfer completes and the progress bar is gone.



Your upload is now complete. Please contact your CSR and inform them of the files that you uploaded and the job that they are to be associated with.