
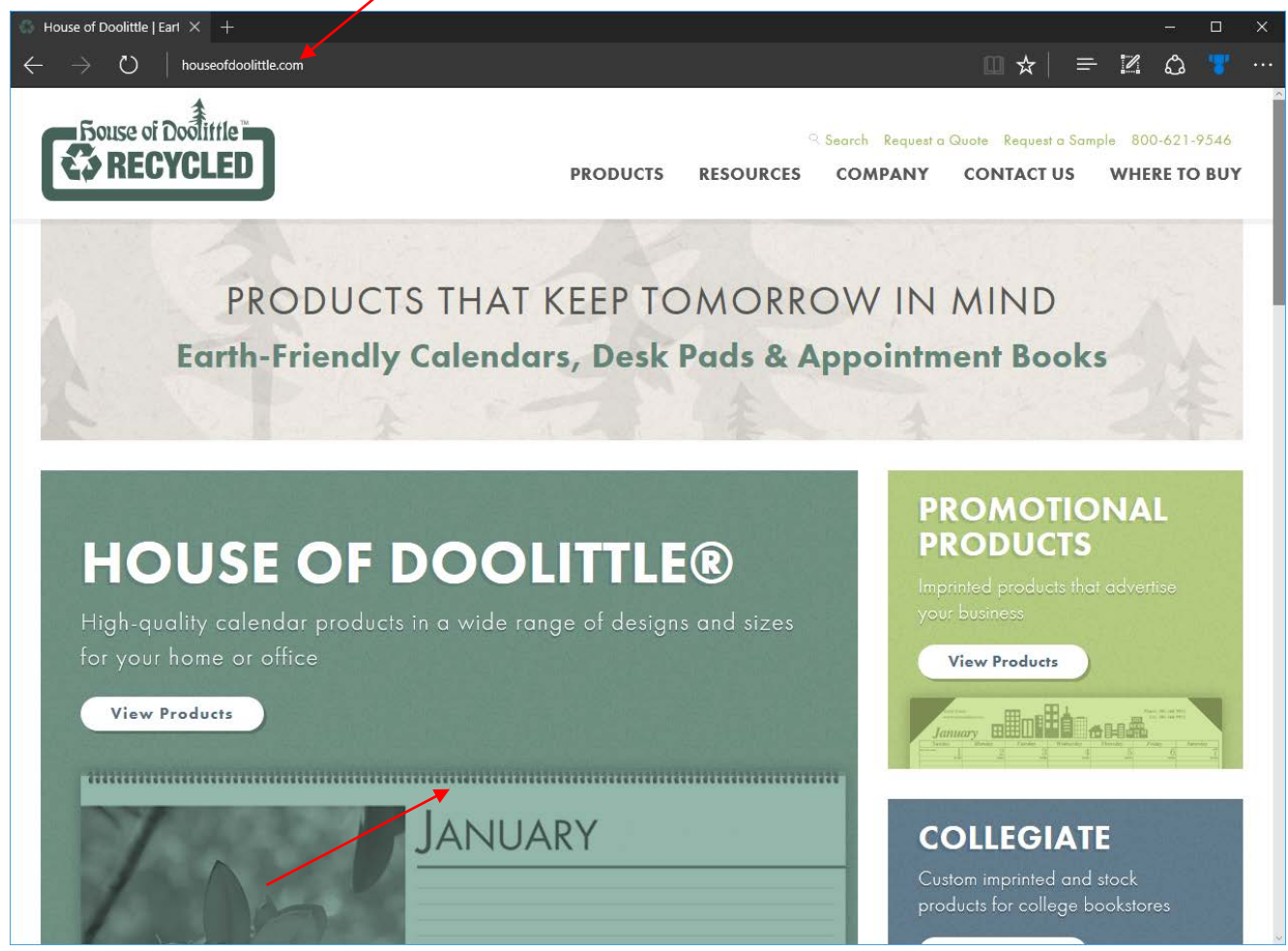



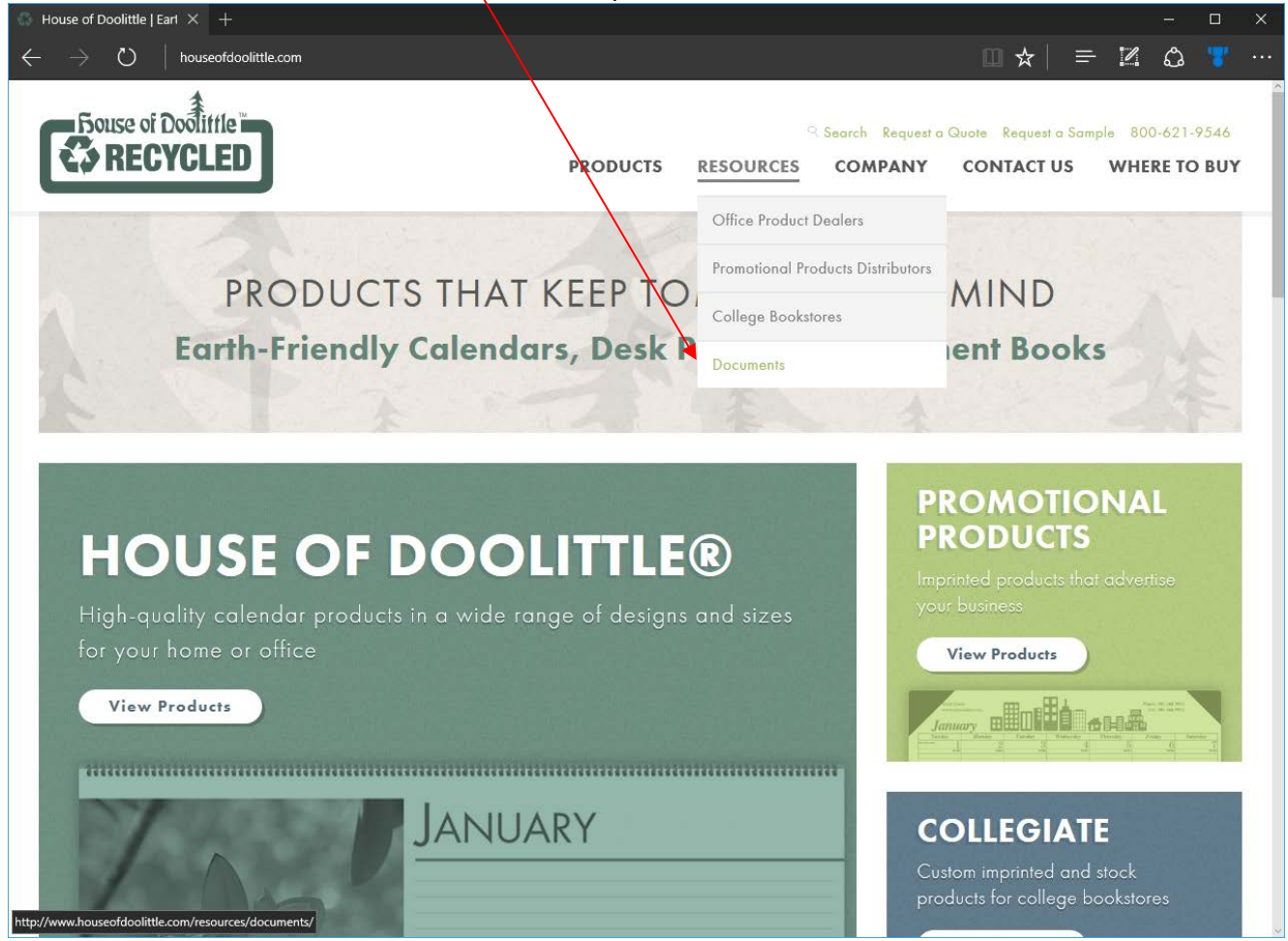
| | | |
|---|---|---|
|  | <p>House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p> | <p>Title: SYSS001 House of Doolittle Artwork FTP Instructions</p> |
|---|---|---|

1. Open your internet browser (Internet Explorer, Firefox, Chrome etc)
2. In the address section enter houseofdoolittle.com



| | | |
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3. Choose resources then documents from the drop down






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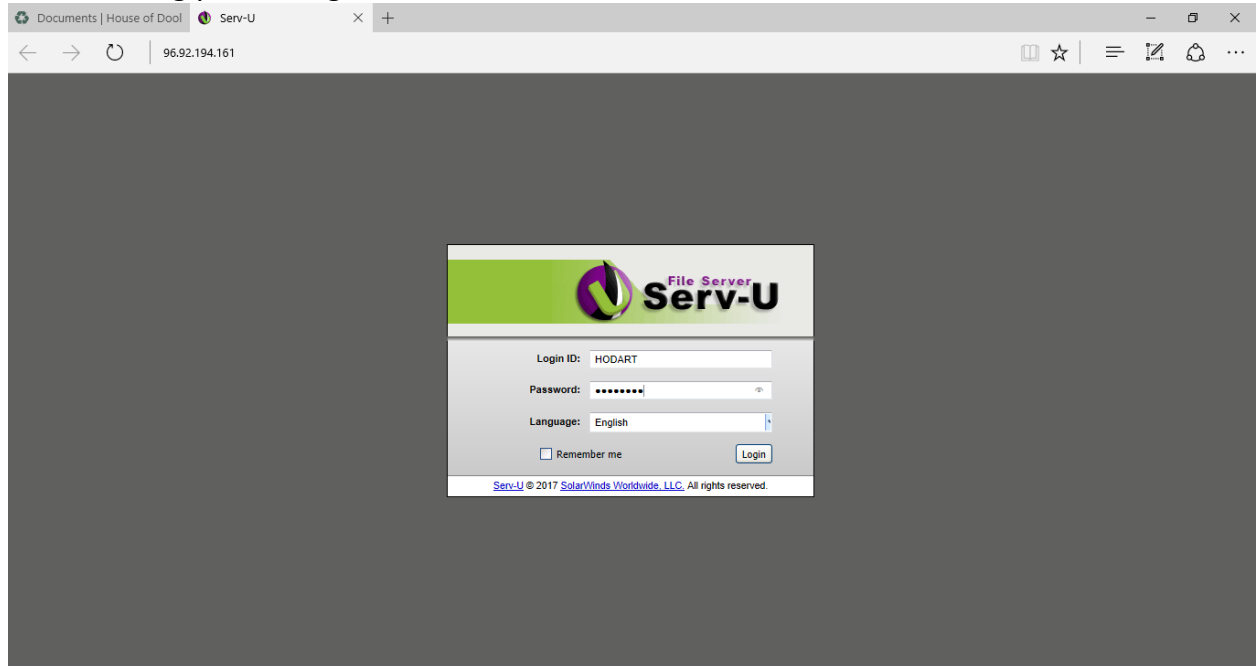
Title: SYSS001 House of
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4. This page will show, the link is the first bullet point under Forms, FTP click on it

The screenshot shows the 'DOCUMENTS' page on the House of Doolittle website. The page features a navigation bar with 'PRODUCTS', 'RESOURCES', 'COMPANY', 'CONTACT US', and 'WHERE TO BUY'. Below the navigation is a large banner with the text 'DOCUMENTS Find the Information You Need'. Underneath the banner is a collage of various products including calendars, desk pads, and planners. A section titled 'Forms and Materials' contains the text: 'Below are helpful instructions and forms for House of Doolittle® distributors and dealers. If you can't find what you need here, please contact us.' Under this text, there is a 'Forms' section with a single bullet point: 'FTP'. A red arrow points from this 'FTP' link to the 'DOCUMENTS' header.

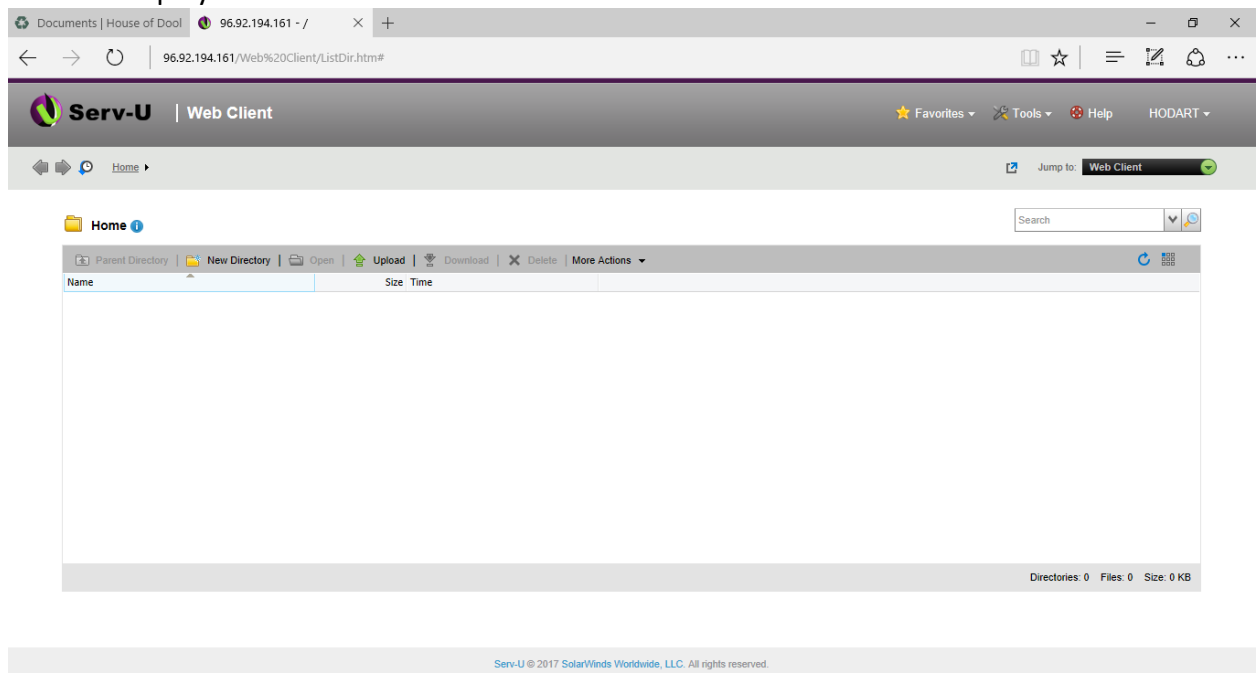
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|  | <p style="text-align: center;">House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p> | <p style="text-align: center;">Title: SYSS001 House of Doolittle Artwork FTP Instructions</p> |
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5. This will bring you to a sign in screen



6. Enter the Login ID - HODART the password - CMYK1711 (all caps) and click login

7. This will display the FTP folders.





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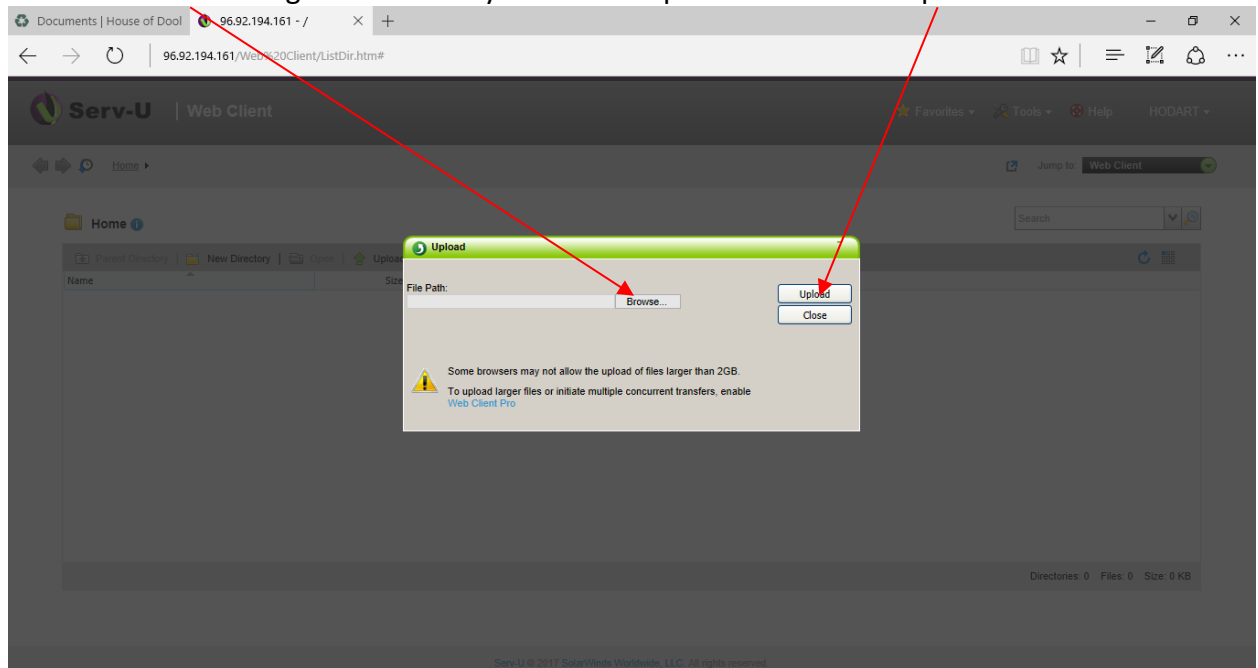
Title: SYSS001 House of
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8. UPLOAD Files

a. To upload your file click on the green upload arrow button



b. Select browse to navigate to the file you want to upload and click on upload

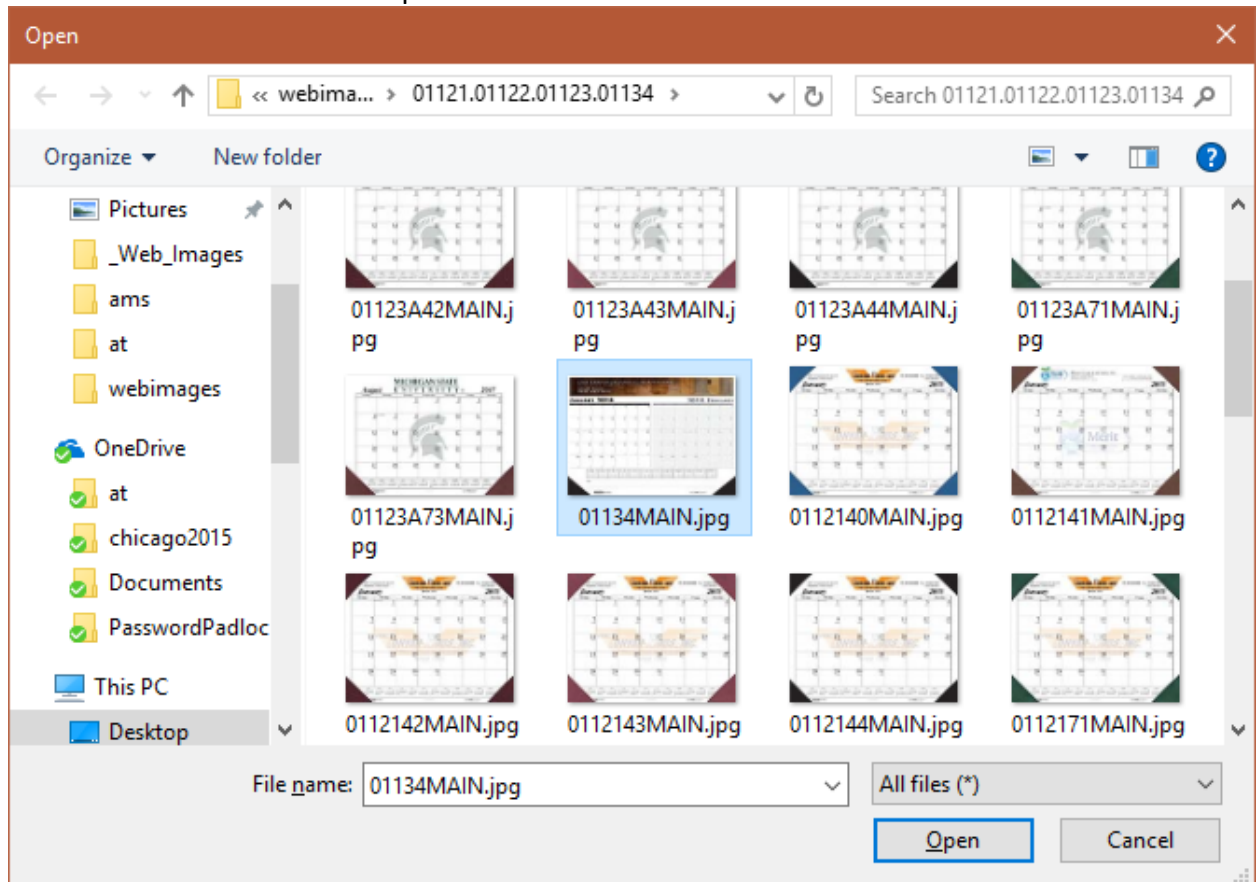




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c. Browse to the file and select open

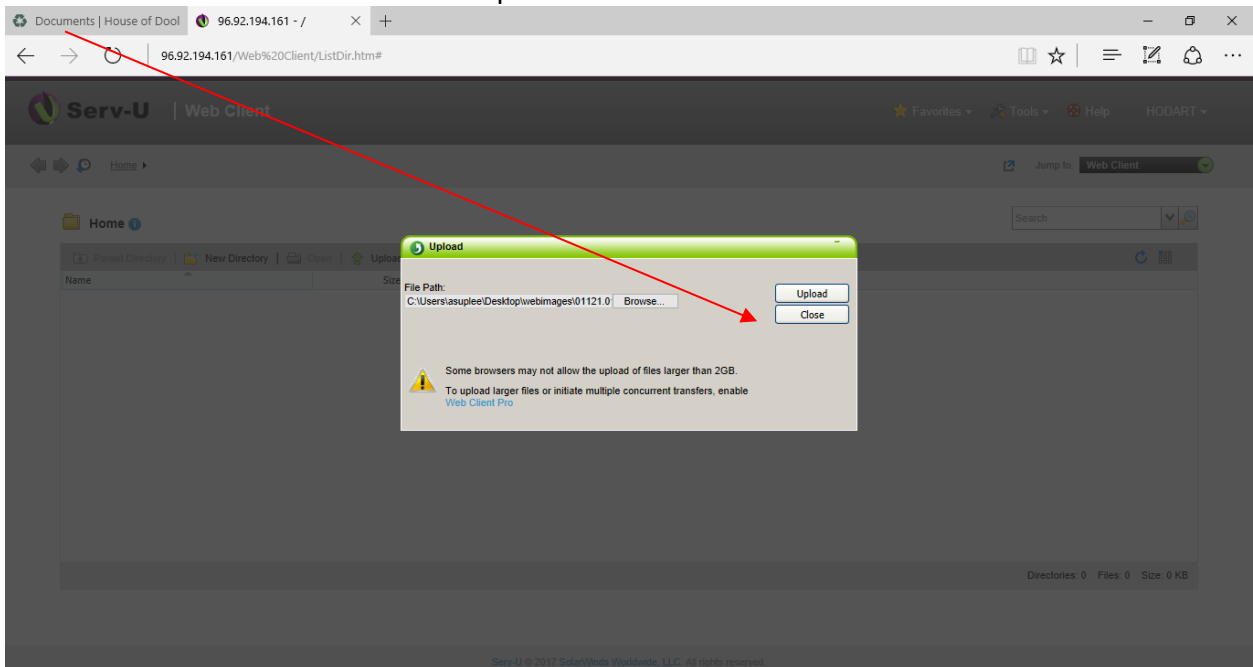




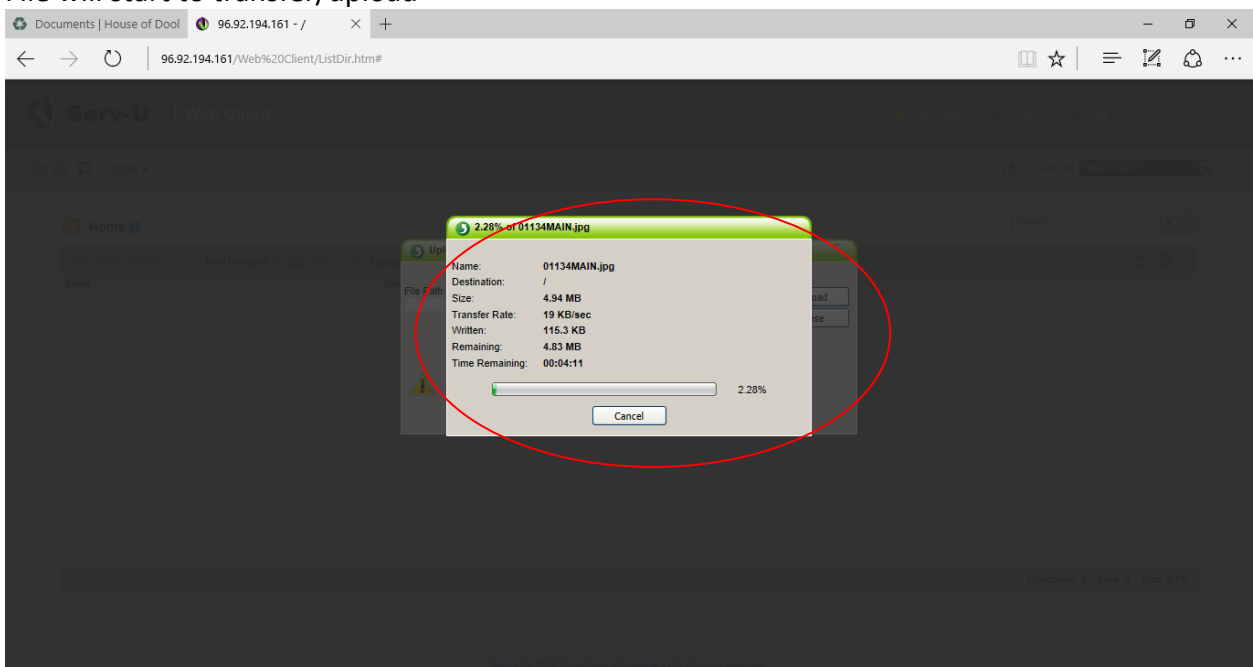
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d. Now that the file is selected click on upload

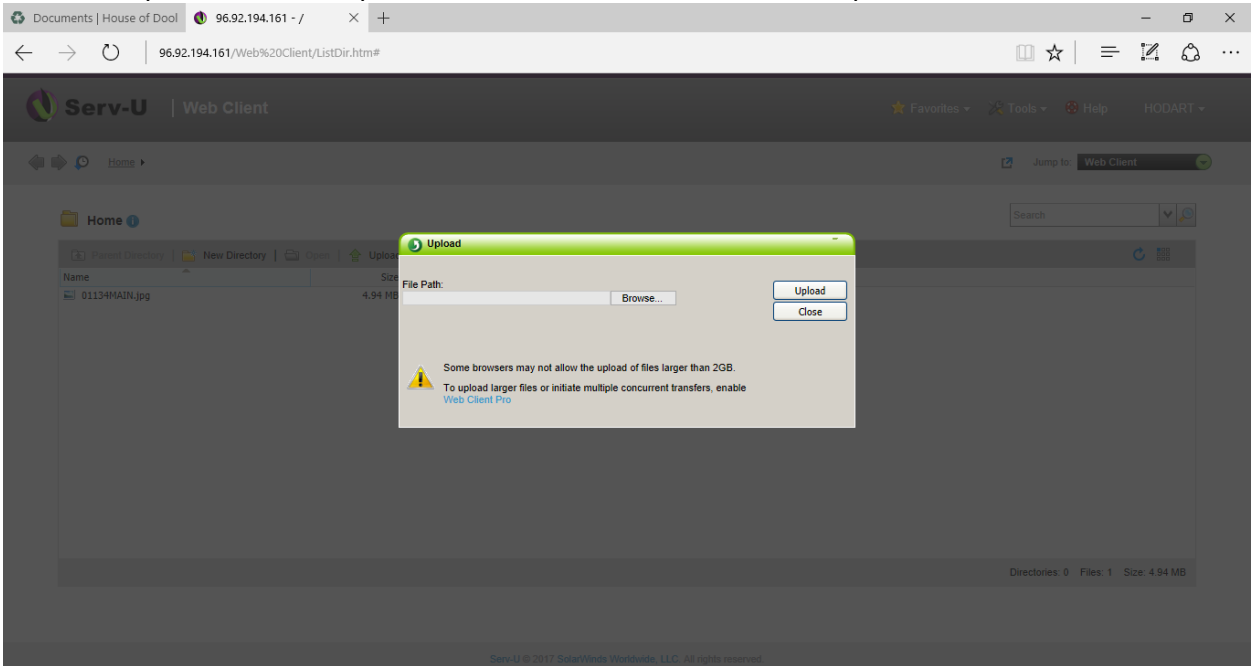


e. File will start to transfer/upload

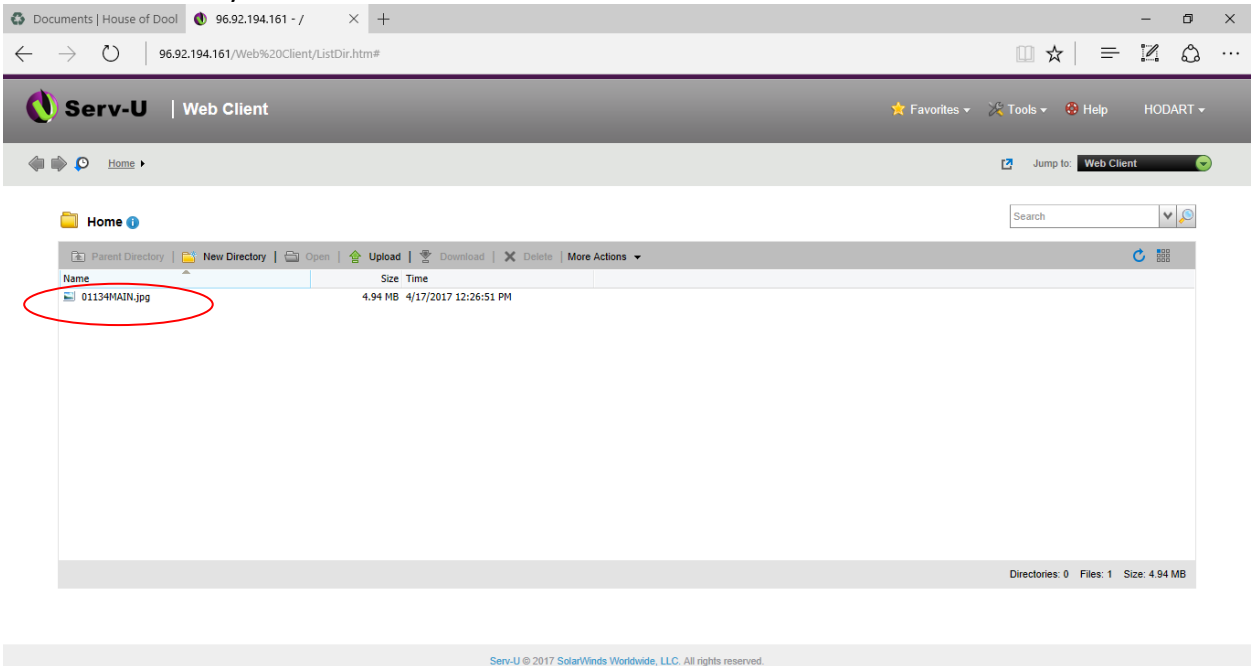



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|  | <p style="text-align: center;">House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p> | <p style="text-align: center;">Title: SYSS001 House of Doolittle Artwork FTP Instructions</p> |
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f. When complete close the upload window or add another file to upload.



g. You will now see your file in the FTP folder



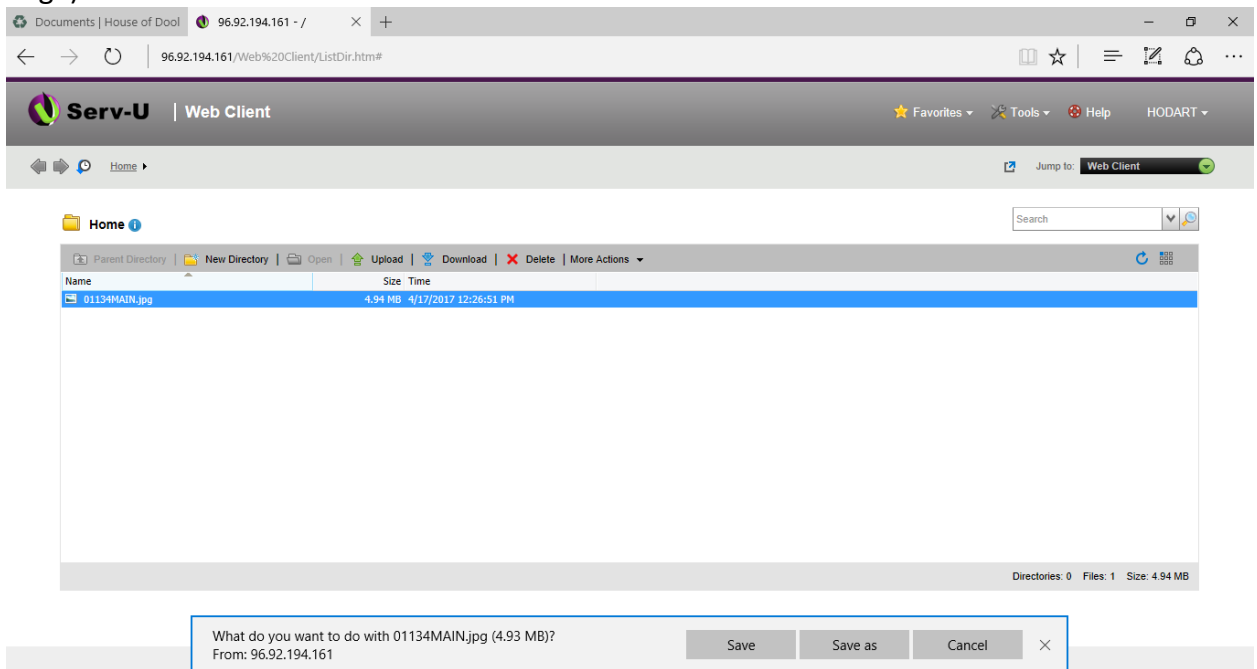
| | | |
|---|---|--|
|  | <p style="text-align: center;">House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p> | <p style="text-align: center;">Title: SYSS001 House of Doolittle Artwork FTP Instructions</p> |
|---|---|--|

9. DOWNLOAD Files

a. Navigate to the file you wish to download click on it to highlight it and the download button will appear


b. Click on the blue download button 

c. In this example it shows the download information at the bottom of the screen (Microsoft Edge)



d. Click save which will go to your download folder or save as and choose a place to download your file.

e. The browser will tell you when it is completed.

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10. Click on HODART arrow on the top right corner to log out or simply close the browser.

