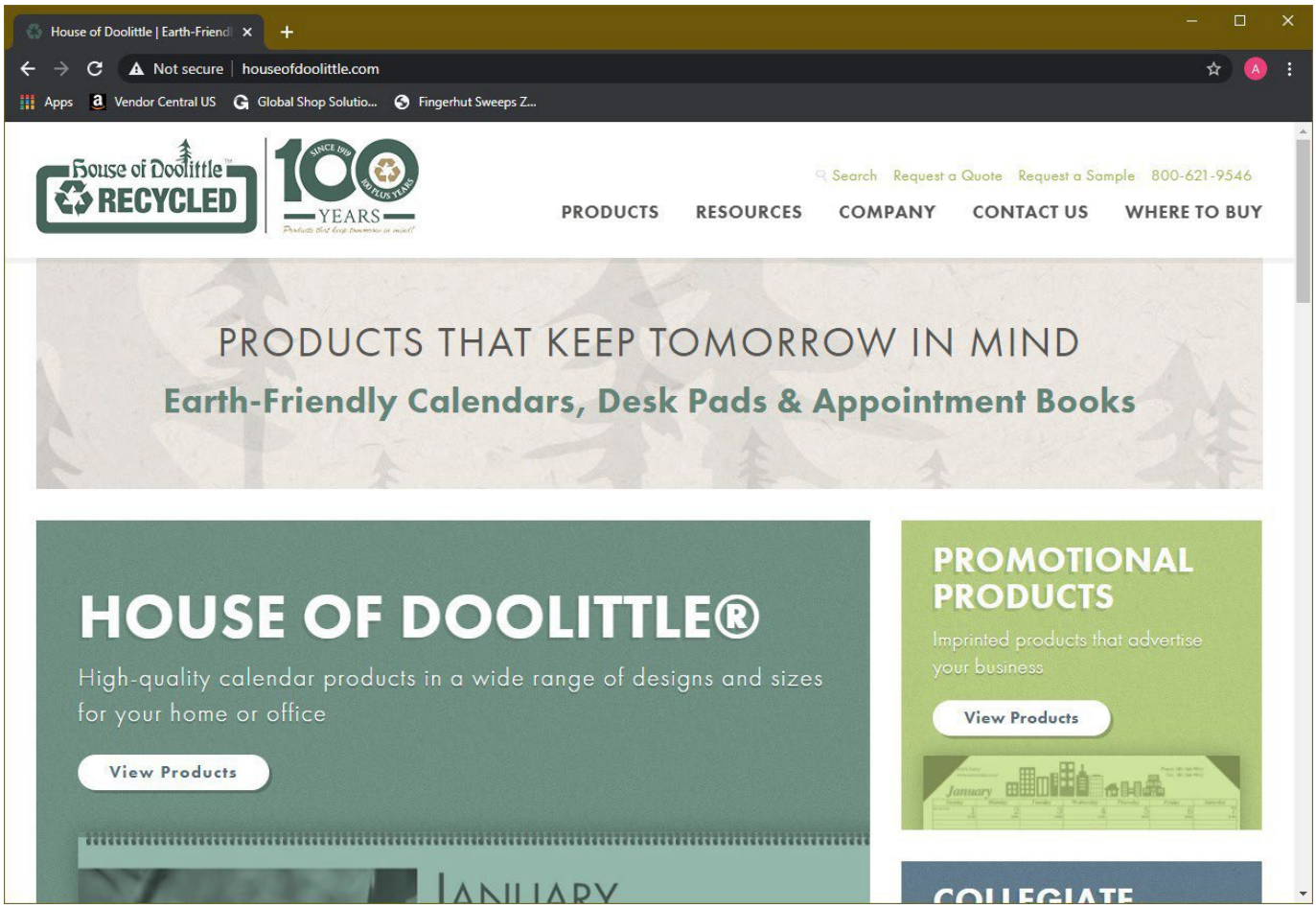
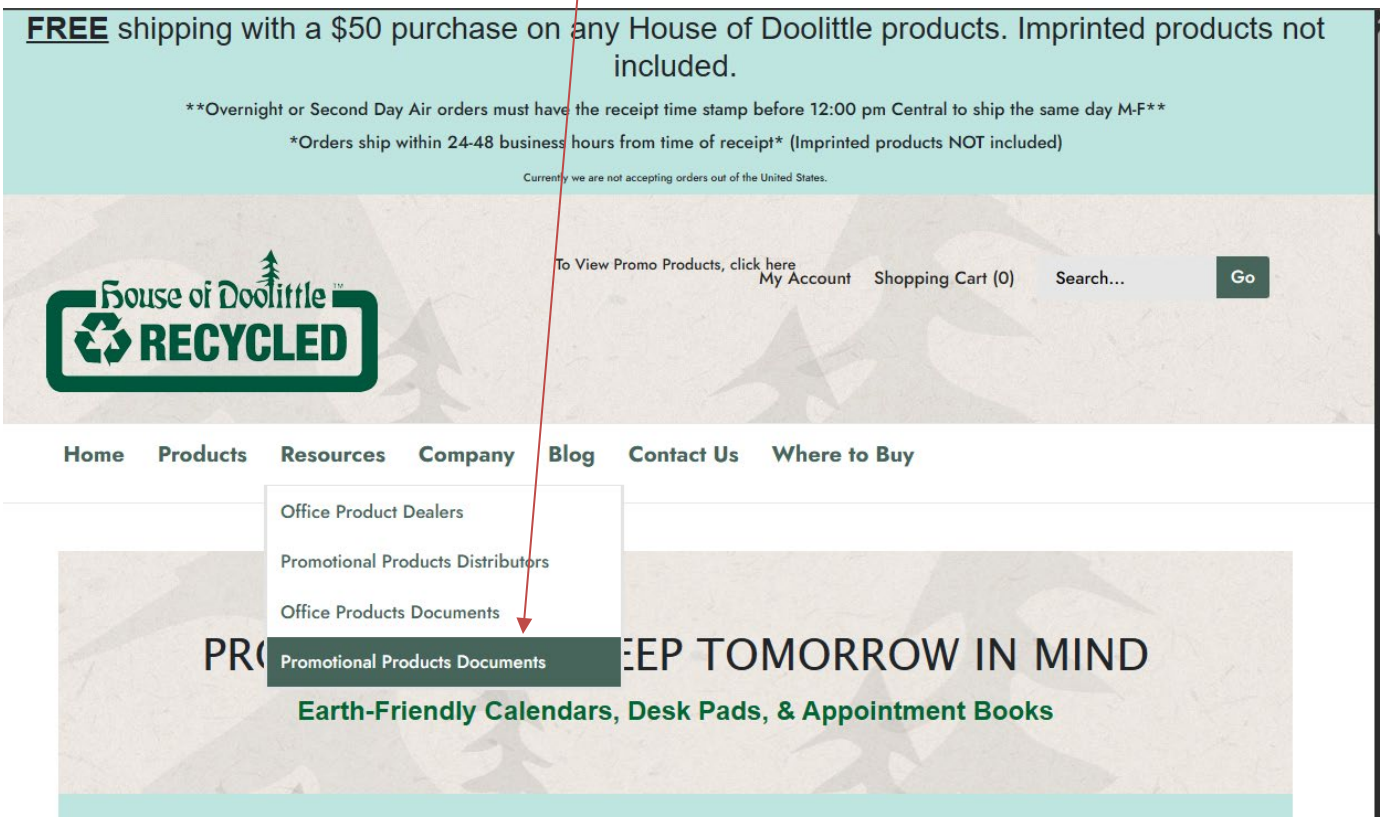
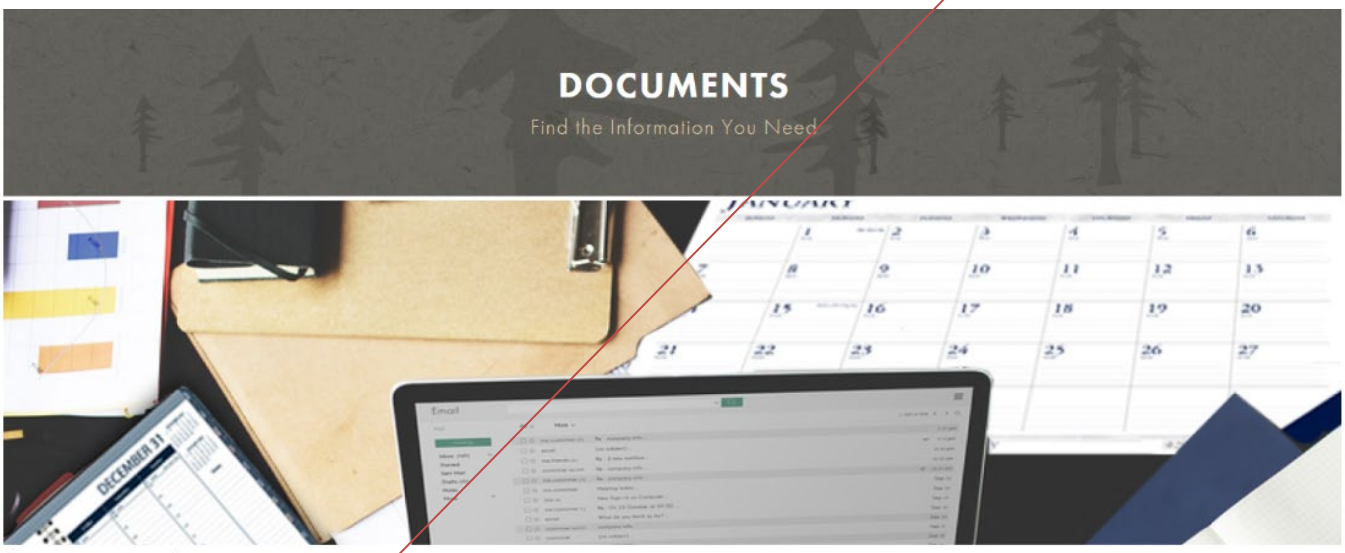
1. Open your internet browser (Microsoft Edge, Firefox, Chrome etc.)
2. In the address section enter houseofdoolittle.com



3. Choose resources then Promotional Products Documents from the drop down



4. This page will show, the link is the first bullet point under Forms, FTP click on it




Documents

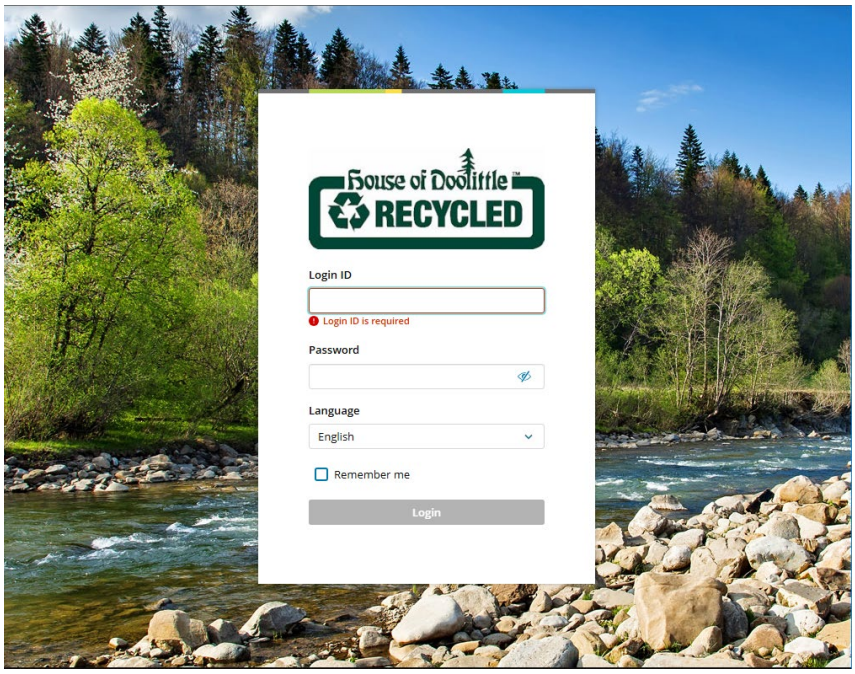
## Forms and Materials

Below are helpful instructions and forms for House of Doolittle ® . If you can't find what you need here, please contact us.

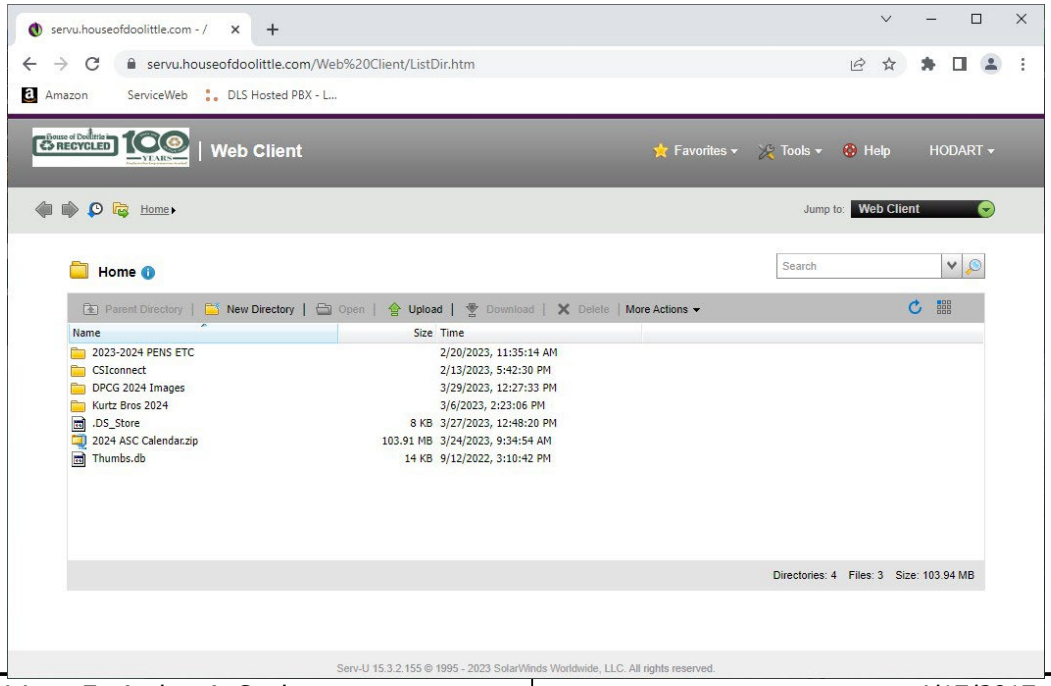
### Forms

- FTP

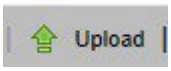
5. This will bring you to a sign in screen




6. Enter the Login ID - HODART the password - CMYK1711 (all caps) and click login
7. This will display the FTP folders.

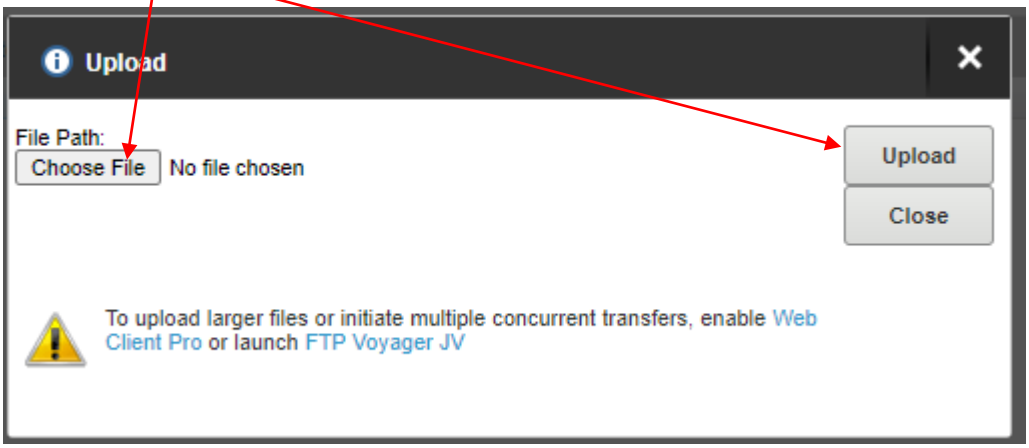


8. UPLOAD Files

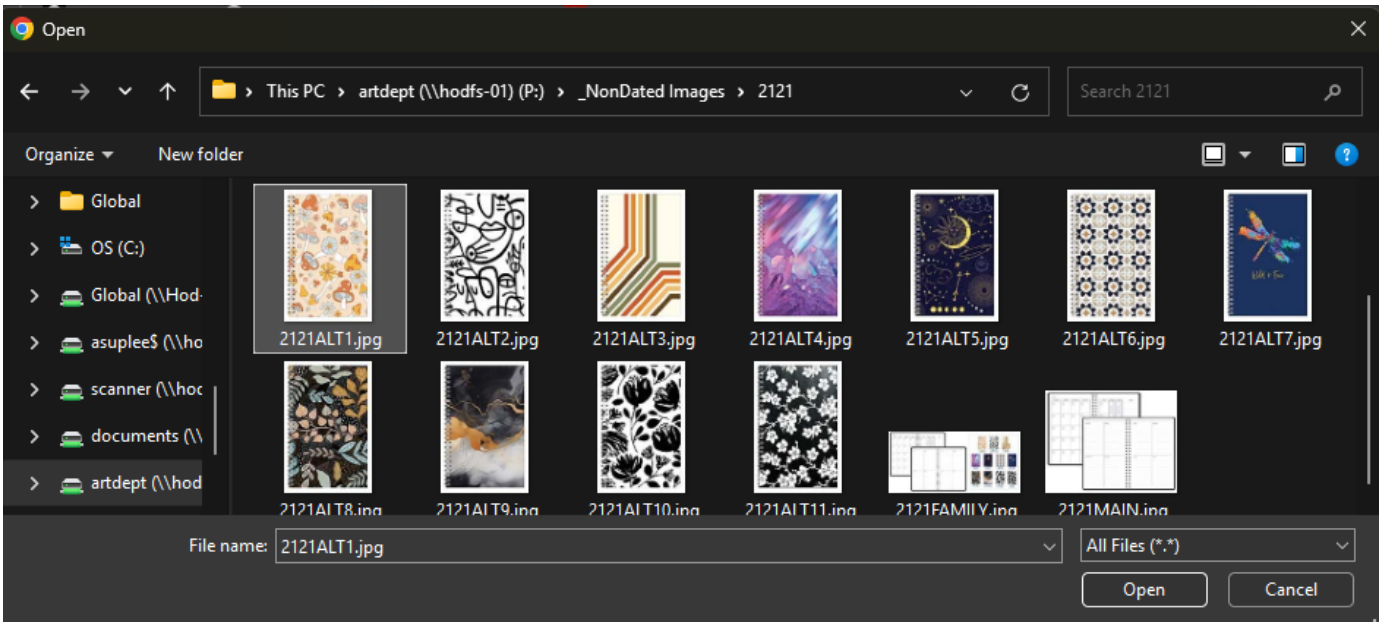



   a. To upload your file click on the green upload arrow button

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



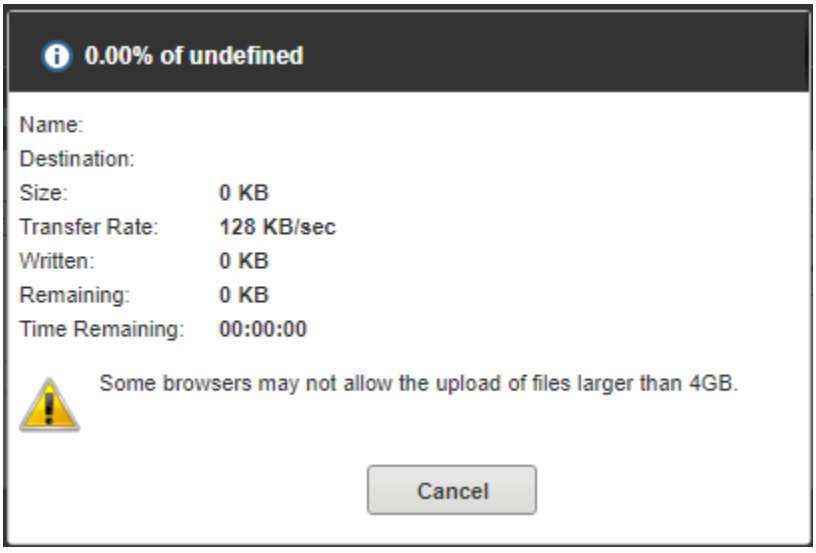
c. Browse to the file and select open



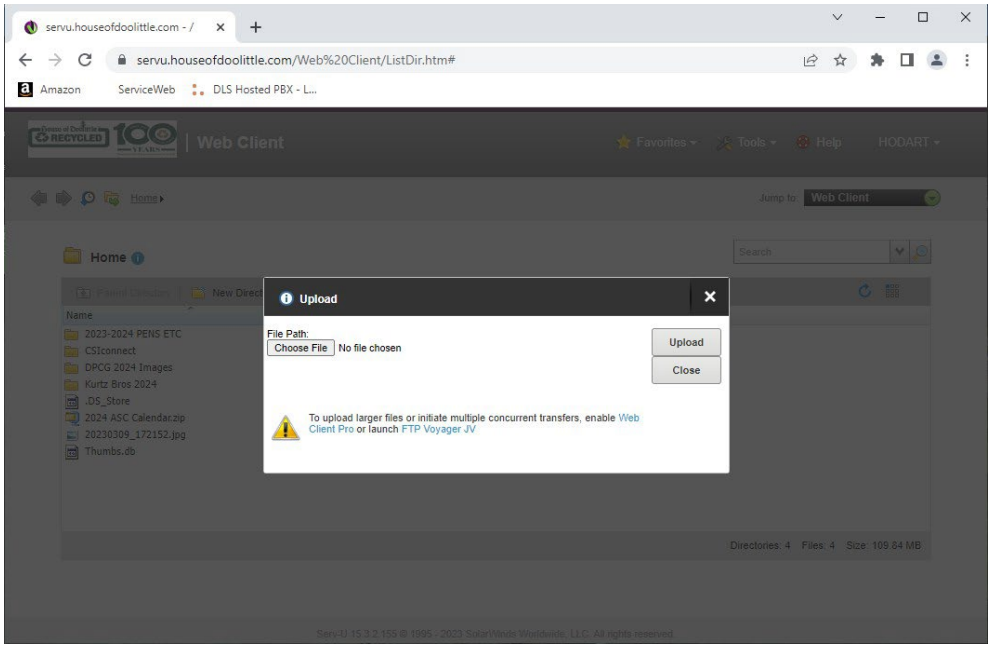
d. Now that the file is selected click on upload



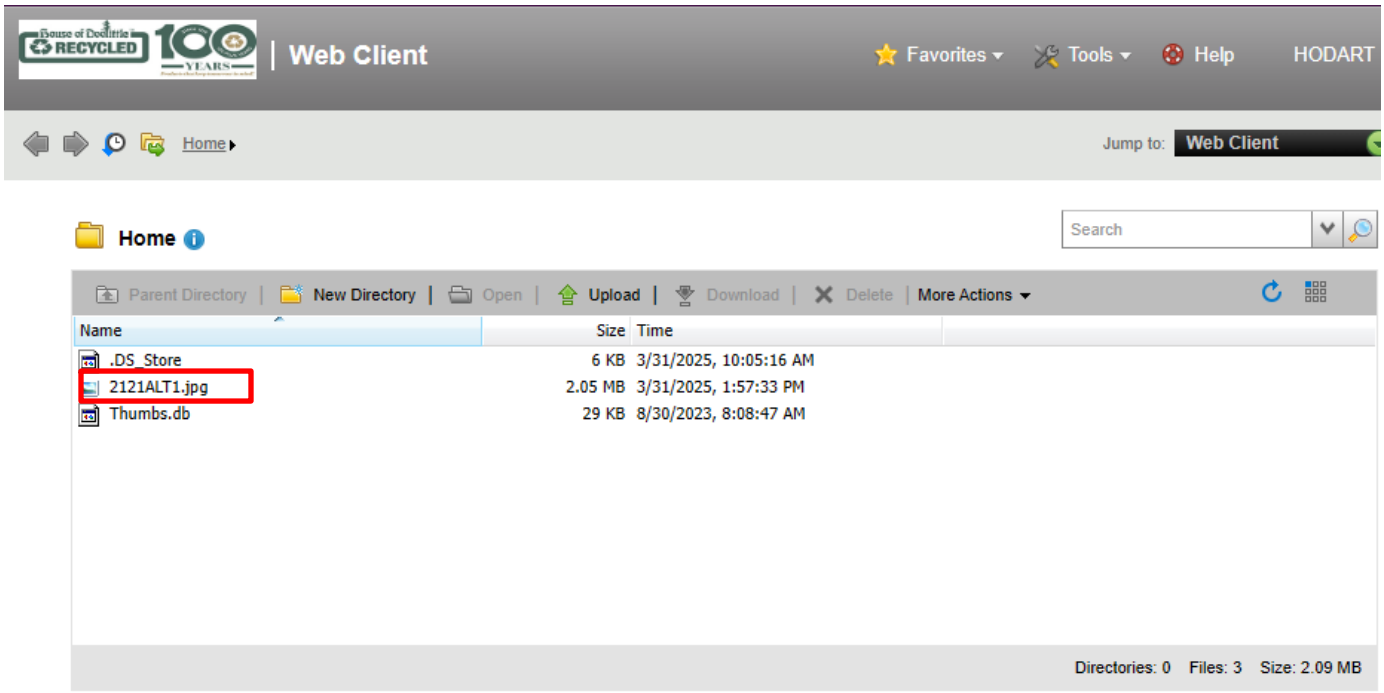

e. File will start to transfer/upload



f. When complete close the upload window or add another file to upload.




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

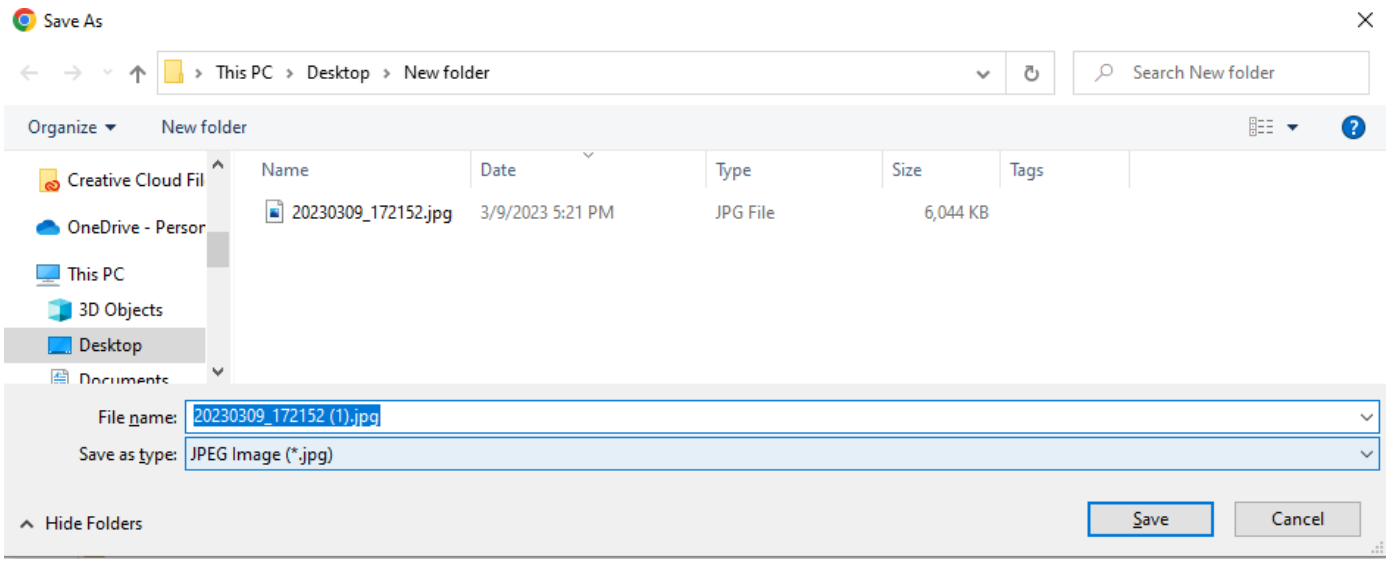


9. DOWNLOAD Files

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. Select folder to download, click save




d. .The file is now in the selected folder.

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

