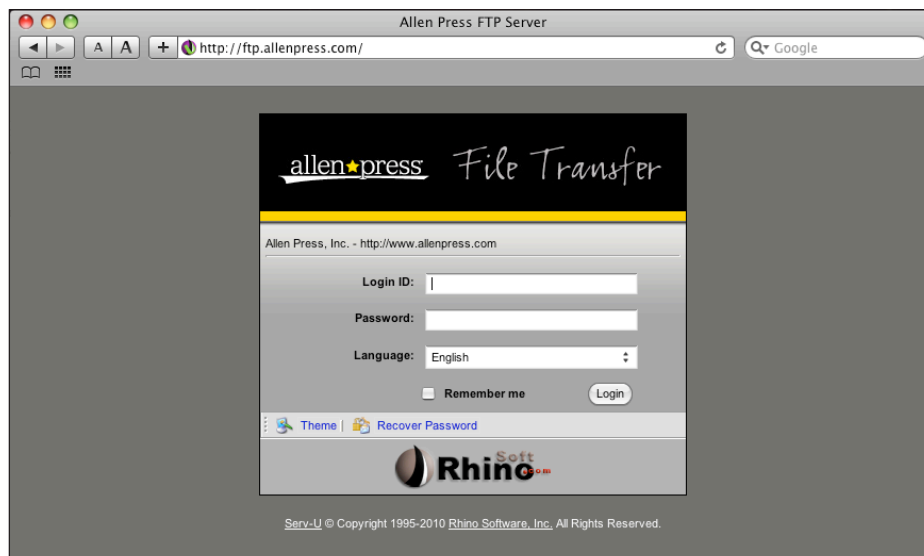


Instructions for Using FTP

Sending Files to Allen Press

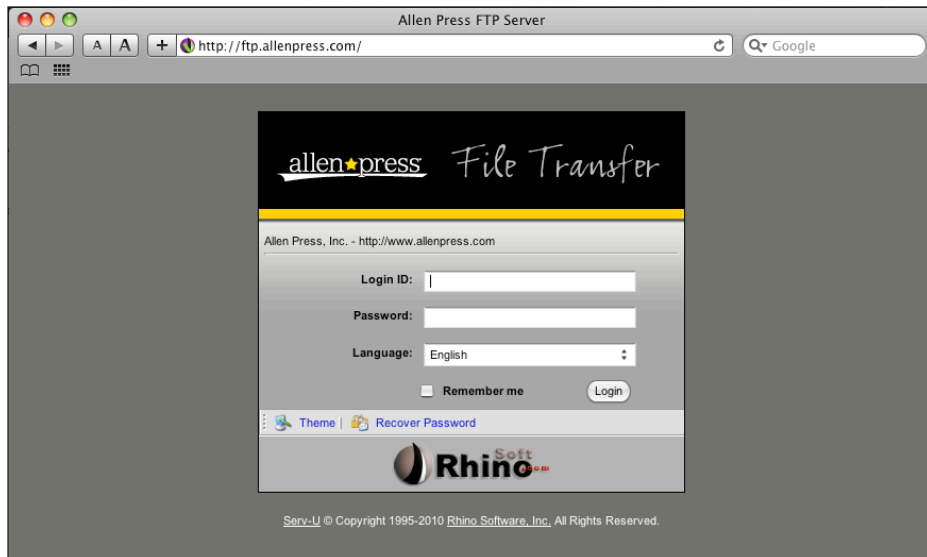
1. Open web browser.
2. Navigate to <http://ftp.allenpress.com>.
3. Enter user name and password.



4. When the folder opens, place designated file(s) in the folder for upload.
5. Note: Files should be compressed with Zip or Stuffit before transmission if possible.
6. If a user name and password is unassigned, the login is:
 - User:** anonymous
 - Password:** your e-mail address
7. Search for the folder named "inbox" and click on it.
8. When the folder opens, place the designated file(s) in the folder for upload.
9. Note: Files should be compressed with Zip or Stuffit before transmission if possible.

Receiving Files from Allen Press

1. Open web browser.
2. Navigate to <http://ftp.allenpress.com>.
3. Enter user name and password.

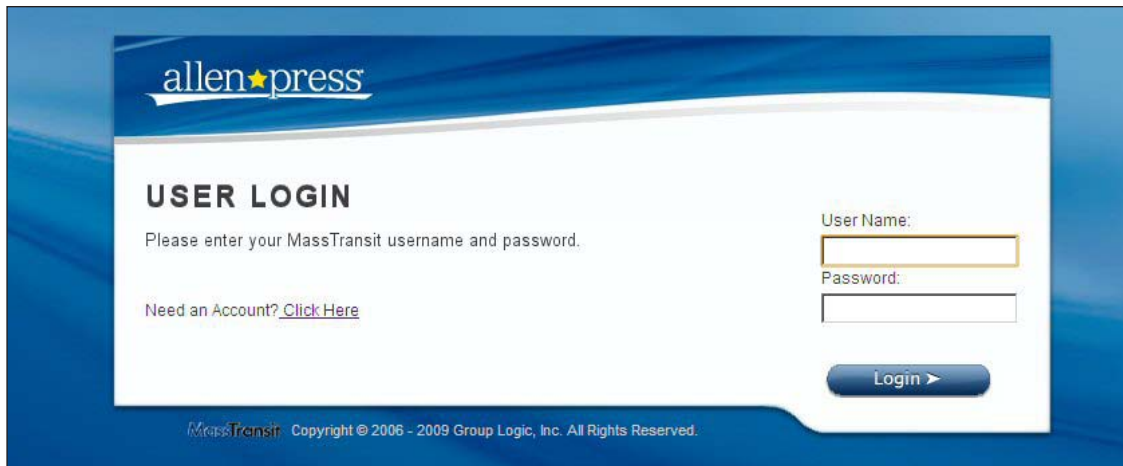


4. When the folder opens, search for designated file(s).
5. Drag the file(s) to the desktop or open and save.
6. If a user name and password is unassigned, the login is:
User: anonymous
Password: your e-mail address
7. Search for the folder named "outbox" and click on it.
8. When the folder opens, search for the designated file(s).
9. Drag the file(s) to the desktop or open and save to a preferred location.

Instructions for Using MassTransit

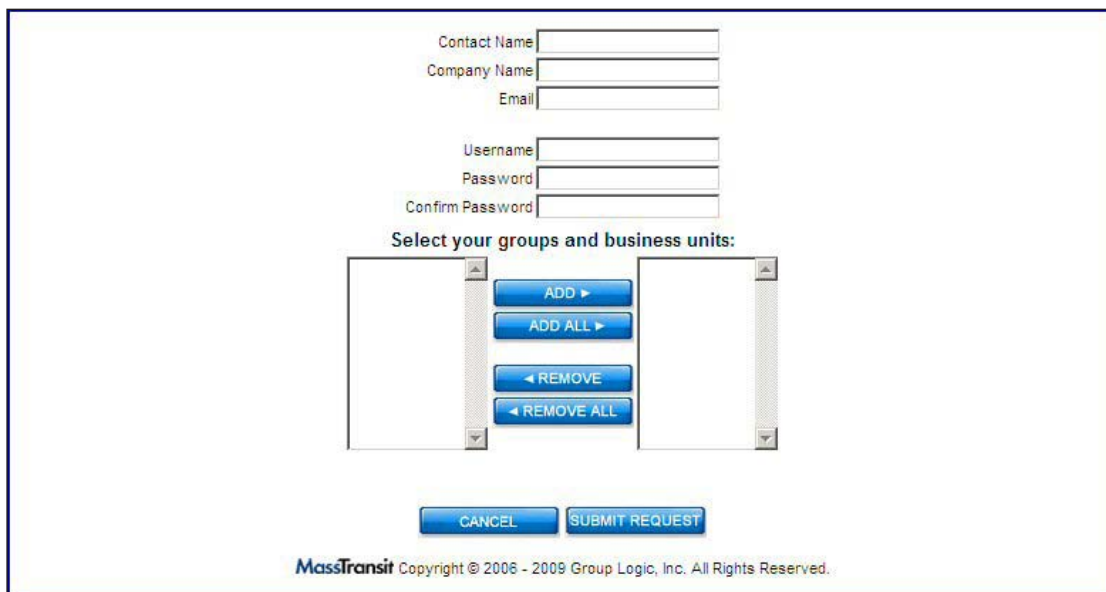
Sending Files to Allen Press

1. Open web browser.
2. Navigate to masstransit.allenpress.com.
3. Enter user name and password.

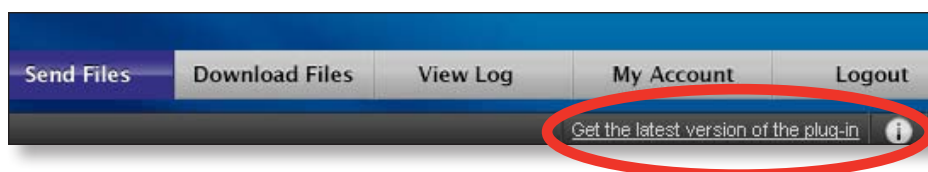


The screenshot shows the 'User Login' page for MassTransit. At the top left is the 'allen★press' logo. Below it, the text 'USER LOGIN' is displayed. A message reads: 'Please enter your MassTransit username and password.' To the right of this message are two input fields: 'User Name:' and 'Password:'. Below the 'User Name' field is a blue button labeled 'Login >'. At the bottom left, there is a link: 'Need an Account? [Click Here](#)'. At the bottom center, the copyright notice reads: 'MassTransit Copyright © 2006 - 2009 Group Logic, Inc. All Rights Reserved.'

4. Or register to open an account. Do not complete "Select your groups and business units."

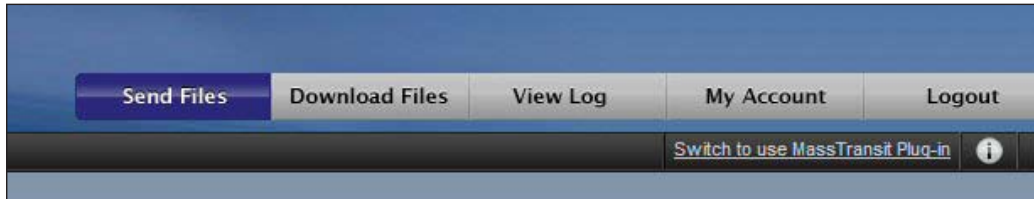


The screenshot shows the registration form for MassTransit. It includes the following fields: 'Contact Name', 'Company Name', 'Email', 'Username', 'Password', and 'Confirm Password'. Below these fields is a section titled 'Select your groups and business units:' which contains two empty list boxes and four buttons: 'ADD >', 'ADD ALL >', '< REMOVE', and '< REMOVE ALL'. At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT REQUEST'. At the bottom center, the copyright notice reads: 'MassTransit Copyright © 2006 - 2009 Group Logic, Inc. All Rights Reserved.'

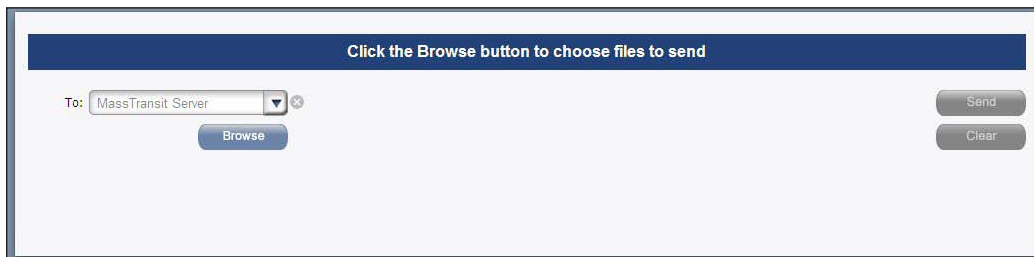


NOTE: If you are using MassTransit for the first time, you will need to download a plug-in and install the web client.

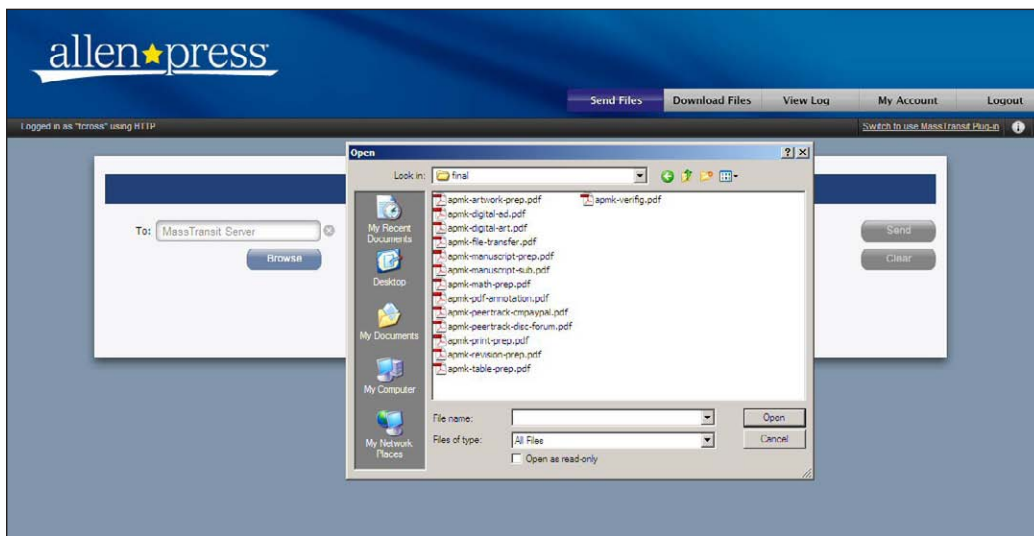
5. Click on the **Send Files** button.



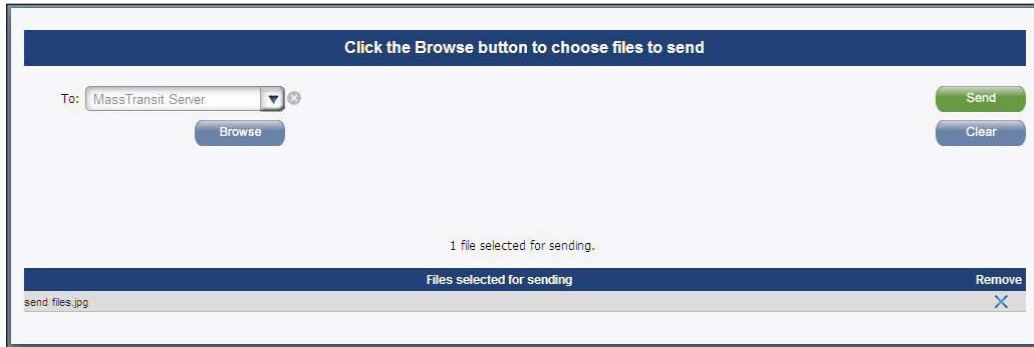
6. Click the **Browse** button to choose which files to send.



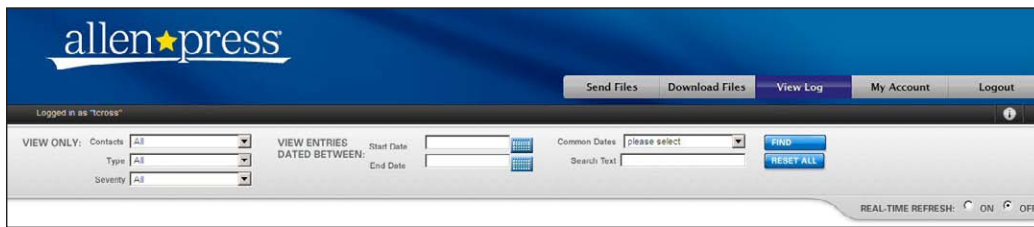
7. Select the files.



8. Confirm the files chosen (displayed at the bottom of the window) and click **Send**.

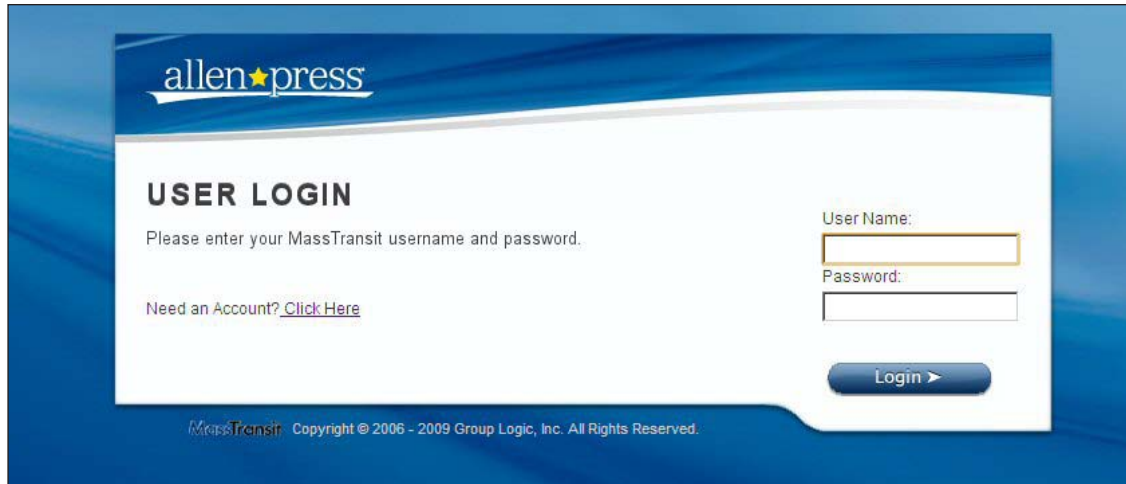


9. To view a log of all upload activity, click on the **View Log** button.



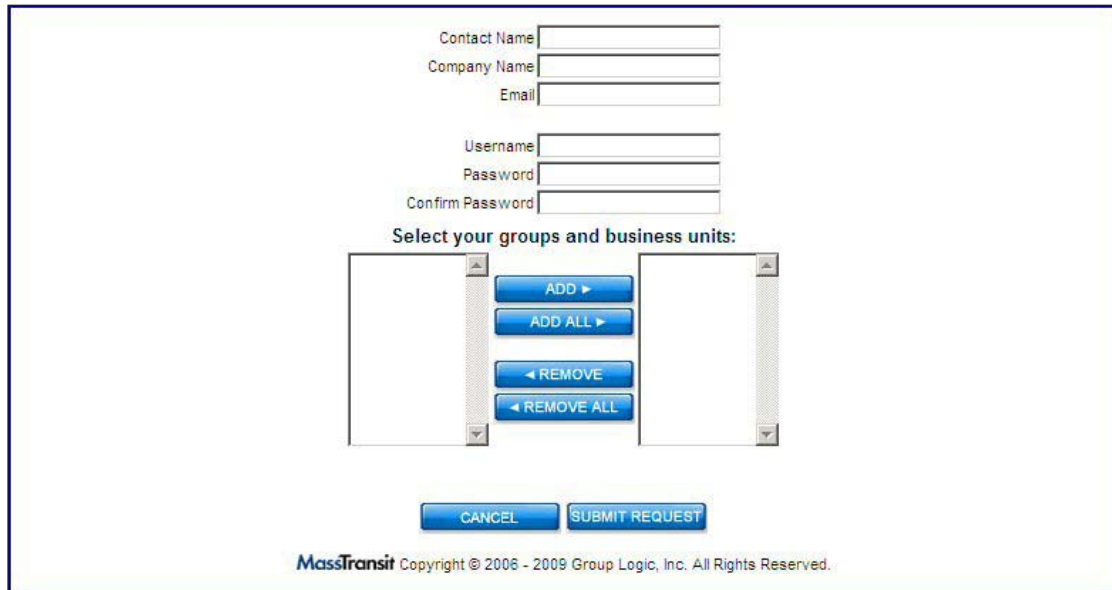
Receiving Files from Allen Press

1. Open web browser.
2. Navigate to masstransit.allenpress.com.
3. Enter user name and password.



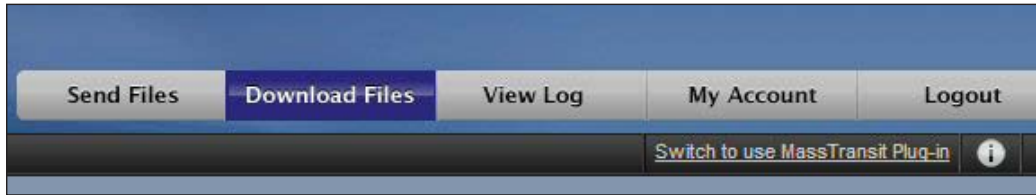
The screenshot shows the 'User Login' page for Allen Press. At the top left is the 'allen★press' logo. Below it, the text 'USER LOGIN' is displayed in bold. Underneath, a message says 'Please enter your MassTransit username and password.' To the right of this message are two input fields: 'User Name:' and 'Password:'. Below the 'User Name' field is a blue button labeled 'Login >'. At the bottom left, there is a link that says 'Need an Account? [Click Here](#)'. At the bottom center, there is a copyright notice: 'MassTransit Copyright © 2006 - 2009 Group Logic, Inc. All Rights Reserved.'

4. Or register to open an account. Do not complete "Select your groups and business units."

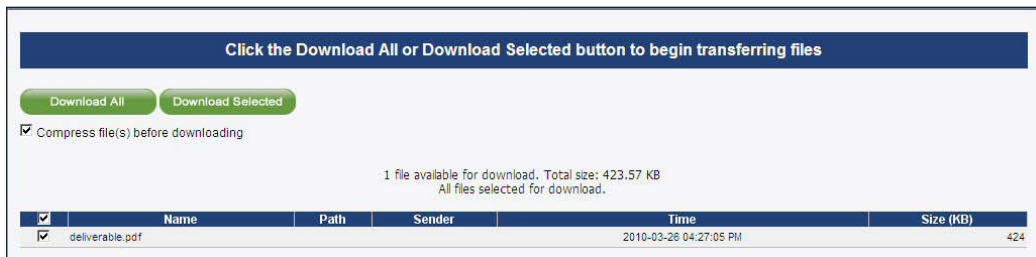


The screenshot shows a registration form with several input fields: 'Contact Name', 'Company Name', 'Email', 'Username', 'Password', and 'Confirm Password'. Below these fields is a section titled 'Select your groups and business units:' which contains two empty list boxes and four buttons: 'ADD >', 'ADD ALL >', '< REMOVE', and '< REMOVE ALL'. At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT REQUEST'. At the bottom center, there is a copyright notice: 'MassTransit Copyright © 2006 - 2009 Group Logic, Inc. All Rights Reserved.'

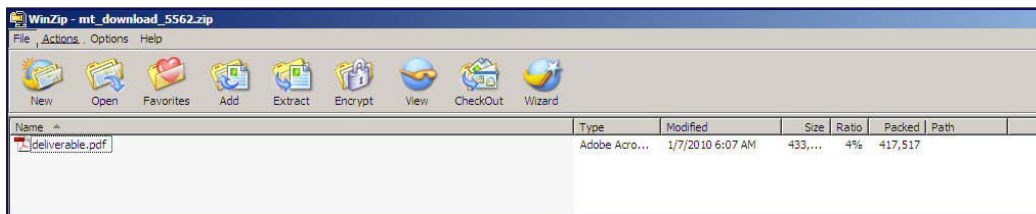
5. Click on the **Download Files** button.



6. Select files and click **Download All** or **Download Selected**.



7. Files will be downloaded as a .zip file.



8. To view a log of all download activity, click on the **View Log** button.

