

## B&B UPLOAD DIRECTIONS

### Files up to 1 GB

Please use Firefox, Chrome or IE.  
Some versions of Safari won't send the password and will not allow you to log in.

Please stuff, zip or compress your files to reduce size and maintain file integrity.

**Step 1:** Go to [bbprintsource.com](http://bbprintsource.com)

**Step 2:** In the upper right hand corner click **UPLOAD FILES**

**Step 3:** Under Username enter:  
**bbcustomer** (all lower case)

**Step 4:** Under Password enter:  
**SendBBfiles** (upper & lower case)

**Step 5:** Fill out the form then click the **SUBMIT** button

**Step 6:** Upload files by navigating to select your file or drag files into the box, then click the **Begin Upload** button

## B&B FTP DIRECTIONS

### Files larger than 1 GB

Requires FTP software—your browser (Chrome, Firefox etc is not FTP software). You can use Cyberduck, Fetch, Transmit, Filezilla or any other dedicated FTP client.

Please stuff, zip or compress your files to reduce size and maintain file integrity.

**Step 1:** Go to <ftp://files.bbprintsource.com>

**Step 2:** Under Name enter:  
**customer00** (Zero Zero - lower case)

**Step 3:** Under Password enter:  
**bigyfiles** (all lower case)

Have file prep questions? Please call 503-639-9835 and ask for prepress customer assistance.