

Instructions for Mid-America Photo Upload Utility (Download and Use)

To download the Mid-America Photo Upload Utility, simply go to <http://midamericaartwork.com/> and click the large blue text that says, 'HERE'.



File Upload Utility

Welcome to our new FTP uploader utility

Please download and open the instructions below and follow them to upload your file to us. You may want to print the instructions for future reference.

For Windows Users - There is now an easy-to-use uploading tool.
You can download the new uploading tool [HERE](#) -Zipped Folder

However, if you'd prefer to use the older method, you can find those instructions below.
[Download instructions...](#) -PDF format

For Mac Users

If you already have FTP software, please use the host and username in the Download instructions. No password is necessary.
If you don't have FTP software, please download and install [the latest version of Filezilla](#).
[Download instructions...](#) -PDF format

Need Assistance?

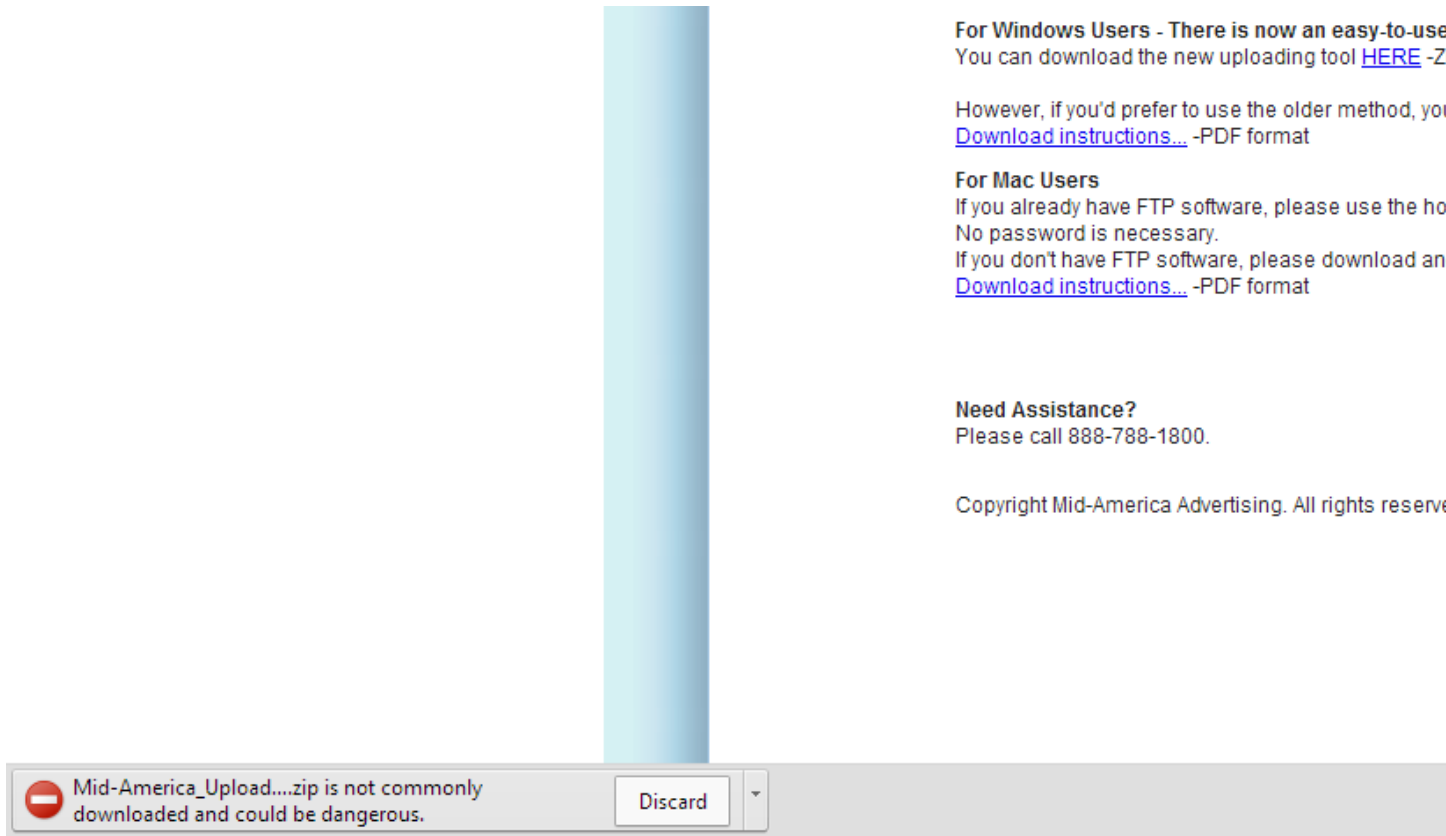
Please call 888-788-1800.

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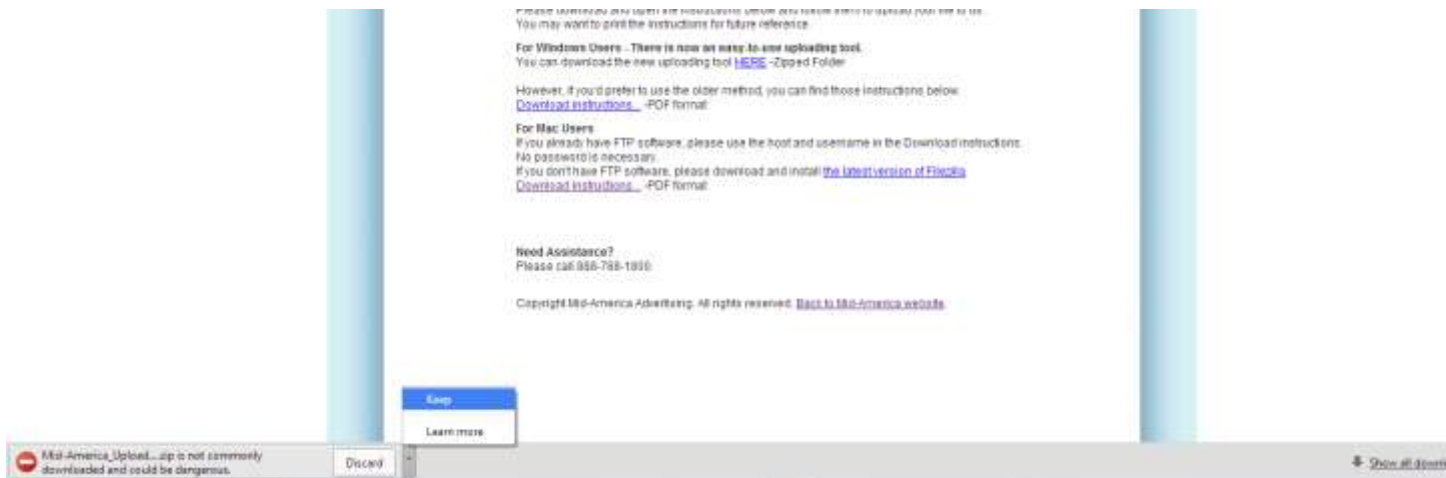
Once clicked, the download will begin. The download itself is fairly small, but the time it takes will vary depending on your internet connection.

Google Chrome users may be prompted to discard the file. If this happens, follow the instructions below.

Internet Explorer users will not see this message.



For **Google Chrome** users to keep the file, simply click the downwards facing arrow to the right of the “Discard” button and press, “Keep”.



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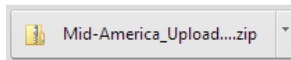
If you don't have FTP software, please download and install [the latest version of Filezilla](#)

[Download instructions...](#) -PDF format

Need Assistance?

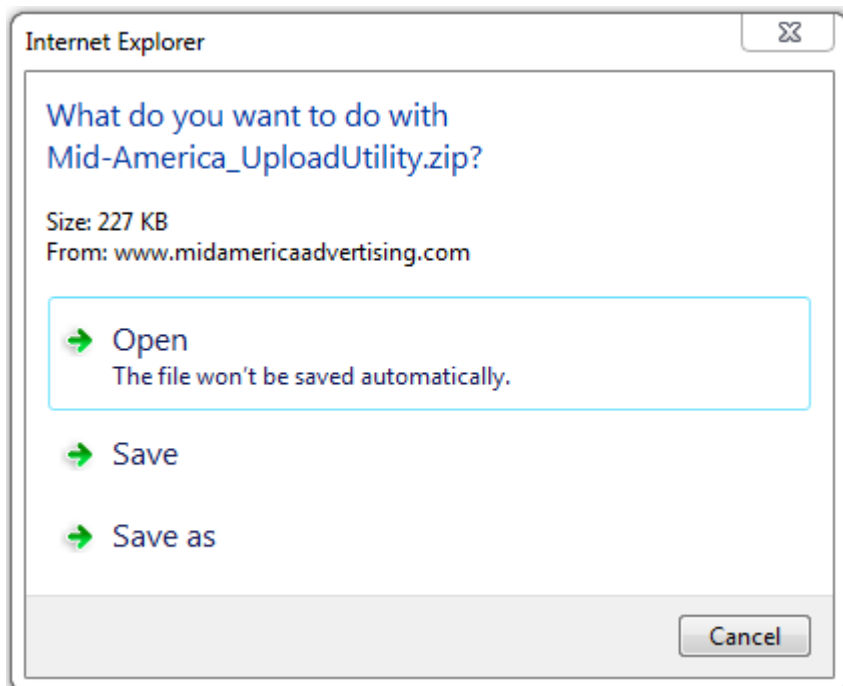
Please call 888-788-1800.

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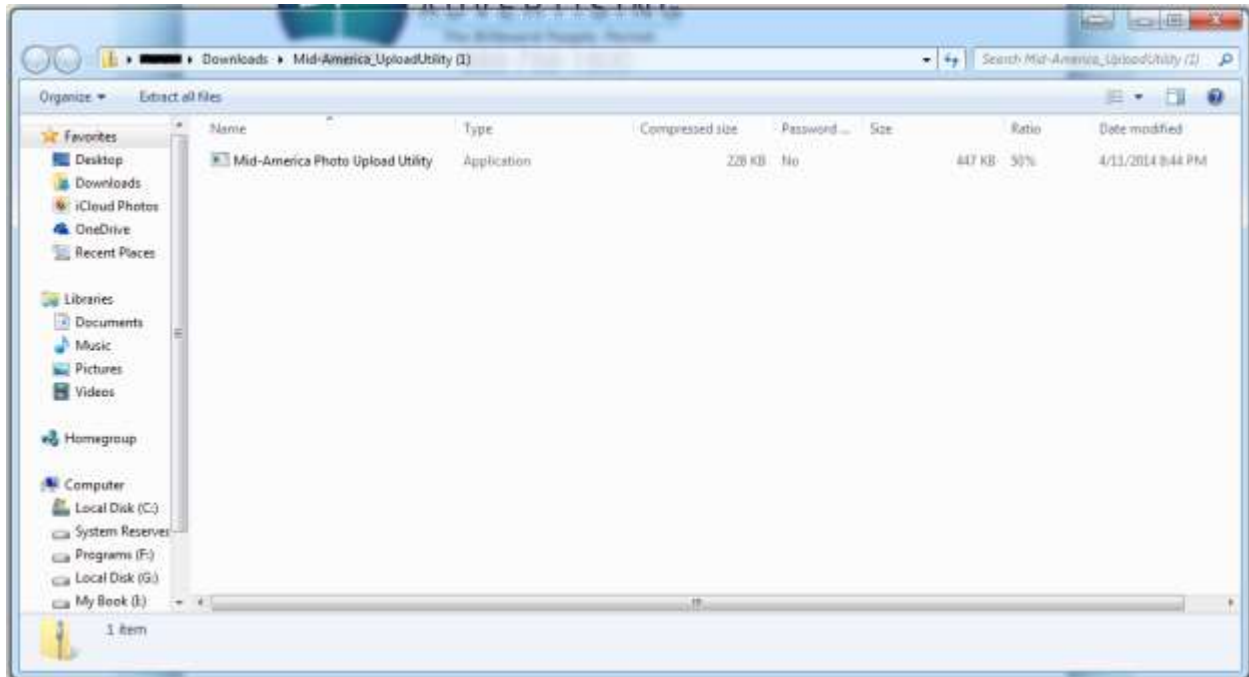


Once the file is downloaded and you have selected to keep it, simply click on the folder as shown above.

Internet Explorer users will see the following screen and will simply need to press "Open".

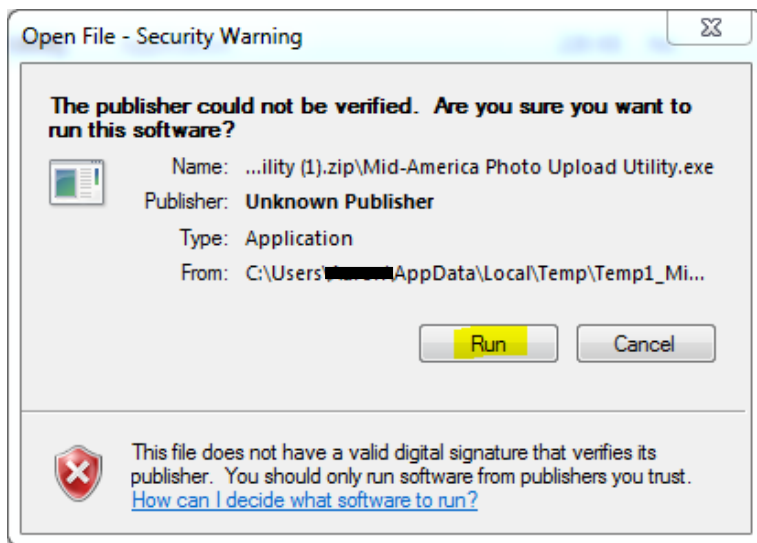


After those steps are complete, both Google Chrome and Internet Explorer users will see the following screen.



To use the Mid-America Photo Upload Utility, simply double click on the “Mid-America Photo Upload Utility” displayed within the folder. It will then be decompressed and will open automatically after being verified by your anti-virus software.

Once the program begins to run, you may be presented with the following screen. If so, simply press “Run” to continue.



Now that the program has been completely verified, the verification page will be displayed. Please enter the password you received to continue.



A screenshot of a Windows-style dialog box titled "Verification". The dialog contains the following text: "Please enter the Username and Password you received." followed by "If you do not have this information, contact Mike@MidAmericaAdvertising.com". Below this, there are two input fields: "Username" with the text "MidAmerica" entered, and "Password" with a series of black dots. A "Continue" button is located at the bottom right of the dialog.

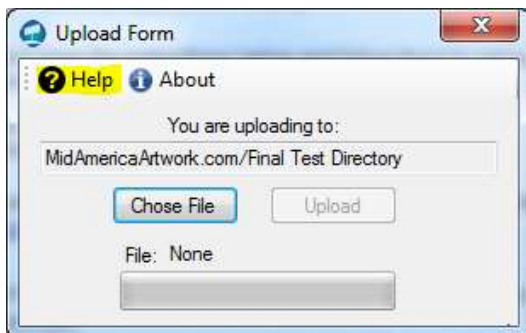
Next, enter the name of your business. It is important to enter a name longer than three (3) characters and to also ensure that it does not contain any non-typical characters, forward-slash or back-slash marks. i.e. "my/business/name" or "my\business\name". However, your business name can contain both spaces and capital and lowercase lettering.

Hint Once you enter your business name, it is saved and will not have to be re-entered in the future.



A screenshot of a Windows-style dialog box titled "Business Registration". The dialog contains the text: "Please enter your business' name." followed by a text input field containing "MY BUSINESS NAME HERE". A "Continue" button is located at the bottom right of the dialog.

Finally the upload form is displayed. Additional assistance for this portion of the program can be found in the "Help" section located at the top of the form.



A screenshot of a Windows-style dialog box titled "Upload Form". The dialog has a menu bar with "Help" and "About" options. The main text reads: "You are uploading to:" followed by a text field containing "MidAmericaArtwork.com/Final Test Directory". Below this are two buttons: "Chose File" and "Upload". At the bottom, there is a label "File: None" and an empty text field.