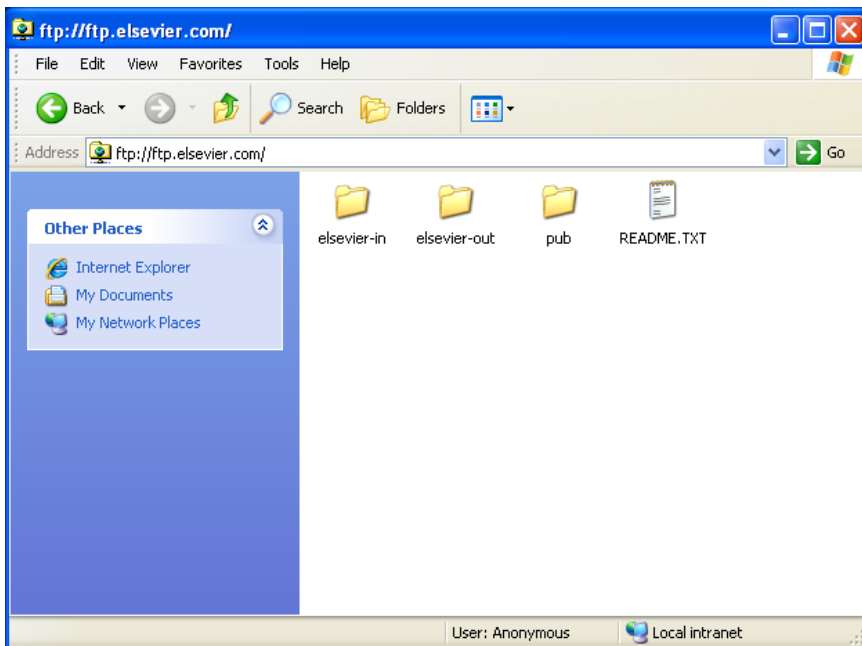
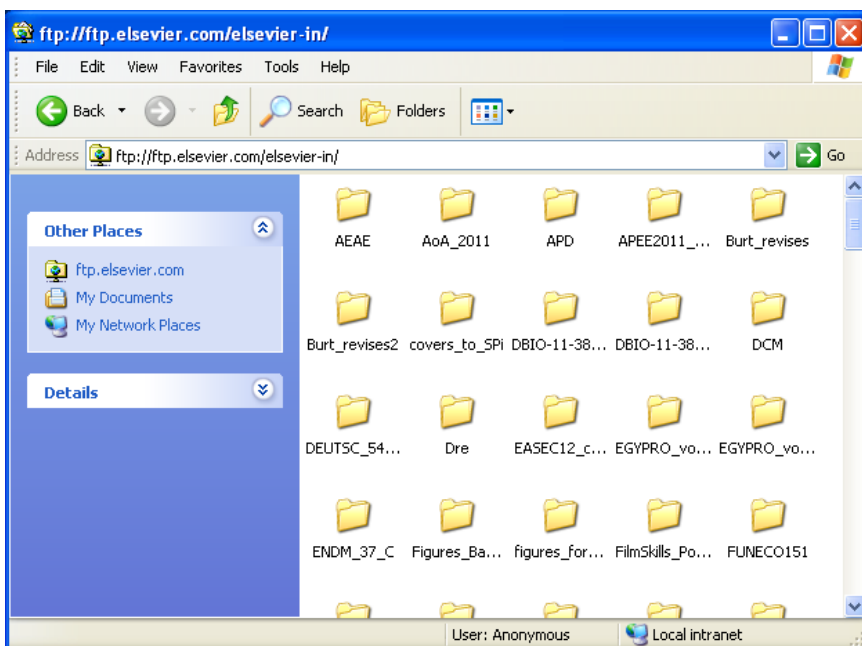


## How to upload files to Elsevier FTP

1. Open 'My Computer', type or paste <ftp.elsevier.com> in the address bar, click 'GO', you will see:



2. Double click the folder 'elsevier-in', you will see folders and files in this folder:



3. It is very important to make sure that the folder you are going to upload does not contain any space, i.e. "my new file.txt" will be rejected, while the file name: "my-new-file.txt" or "my\_new\_file.txt" will be accepted.

4. Copy the your folder and paste it in 'elsevier-in'

5. After the uploading is done, please email [ProcediaPCC@elsevier.com](mailto:ProcediaPCC@elsevier.com).