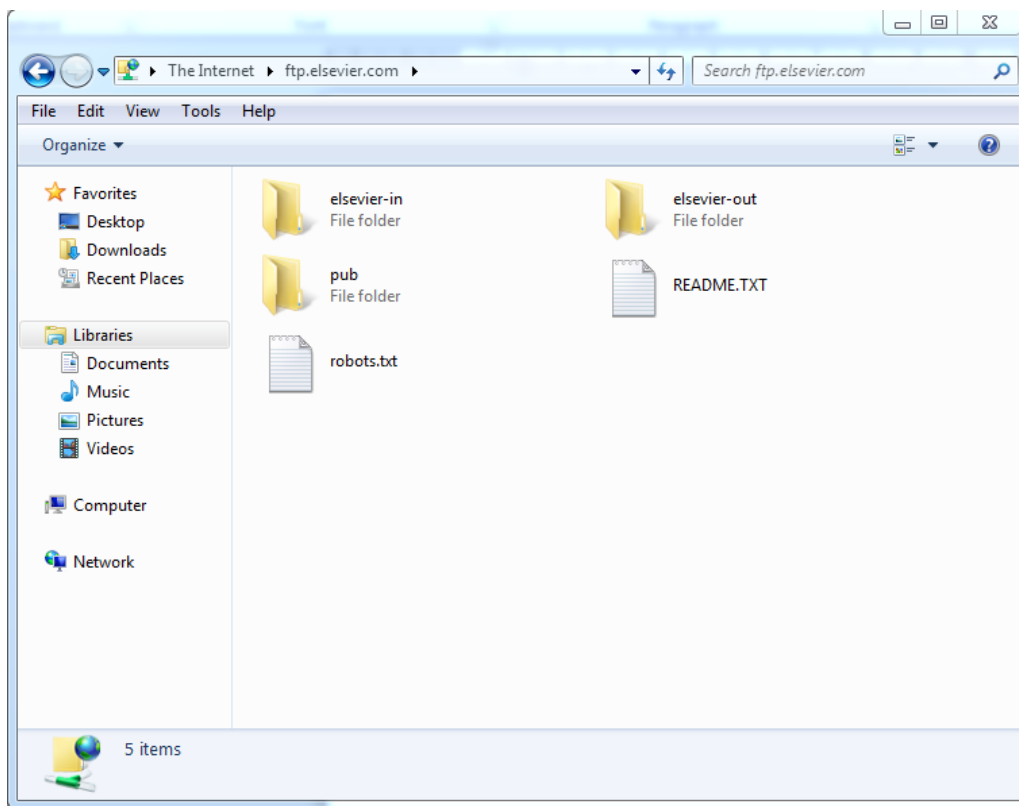
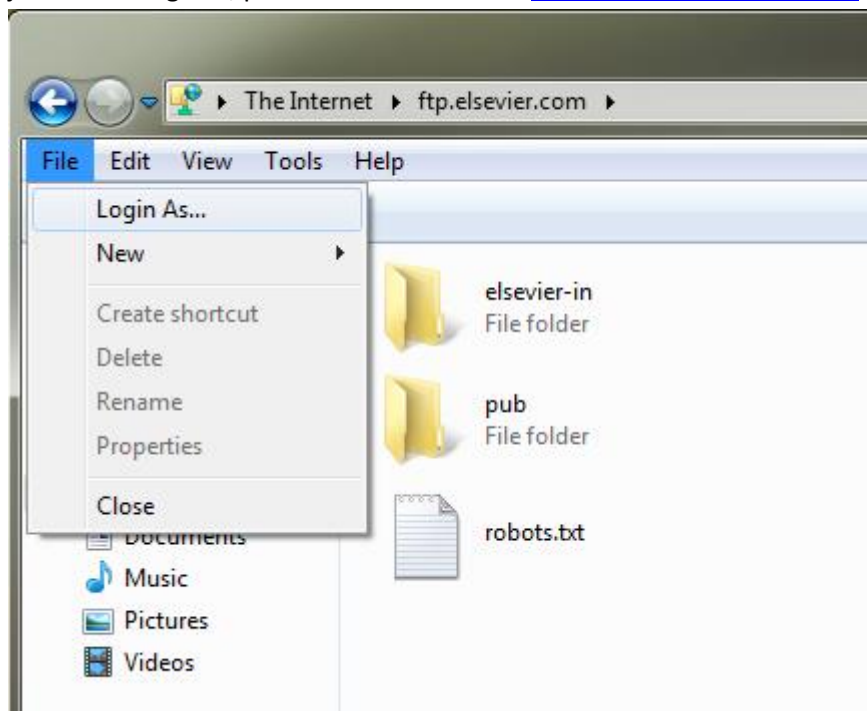


## How to upload files to Elsevier FTP

1. Open my computer, type or paste <ftp.elsevier.com> in the address bar, click 'Go', you will see:



2. Go to "file" menu and select "login as". You will be required to provide username and password. Please ask the journal manager for the credentials. If you are not sure who the journal manager is, please send an email to [ProcediaPCC@elsevier.com](mailto:ProcediaPCC@elsevier.com)



3. Please make sure that there are no word spaces or special characters in the file name of the zipped folder and also the file name of article files. All the files that need to be uploaded to us must be placed in a zipped folder. Copy the zipped folder from the location in your computer and paste it in the folder. You can also drag and drop the folder.
4. Please consult the Upload Checklist for Guest Editors prior to uploading the files to the FTP site. Proofs will not be sent to Authors or Editors at any time during production.
5. Once the files are uploaded, please send an email immediately to the journal mailbox. The files will be downloaded for further processing.