

What is FTP?

FTP is short for File Transfer Protocol. A protocol is a set of rules that networked computers use to talk to one another. And FTP is the language that computers on a TCP/IP network (such as the internet) use to transfer files to and from each other.

What do we recommend for this?

An easy-to-use and entirely FREE application called **FileZilla** is a great place to start. FileZilla has all of the features you'll need. It is available in both **Macintosh** and **Windows** operating systems and is highly recommended. Other FTP applications can be used in the same general manner.

Download FileZilla here: <http://filezilla-project.org/download.php>

Once you download and install the program you'll be able to launch the program and proceed with uploading.

NOTE: You will need 3 things to connect. The Host name (the server you are connecting to), user name and password. You should already have these.

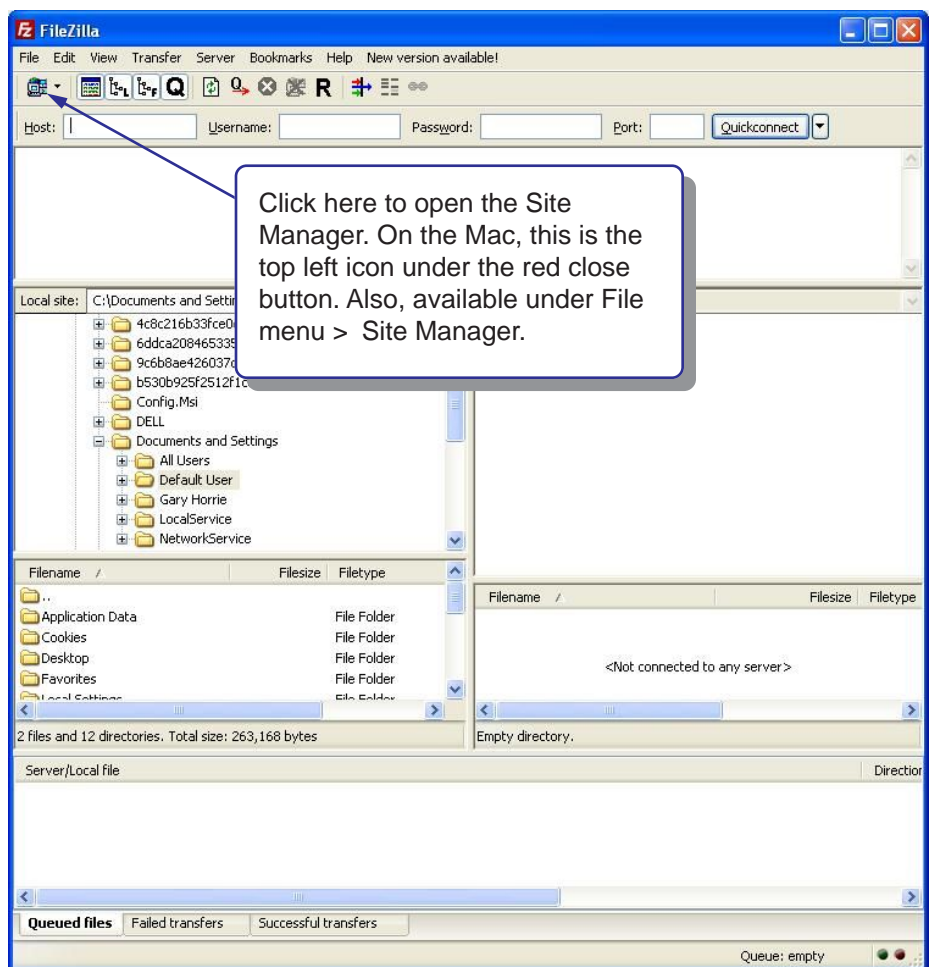


Step 1 - Installation

Go to the above address to download the latest version of FileZilla for your operating system. Once downloaded, install. Follow the instructions to complete the installation. The default settings for the install are usually the best.

Step 2 - Setting up an FTP site

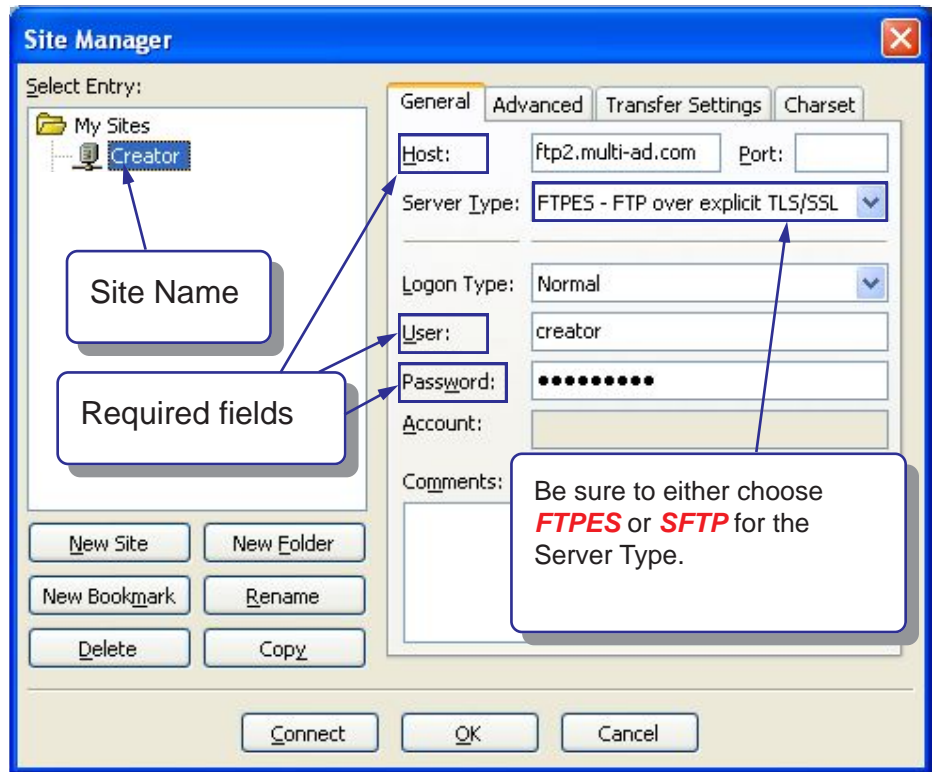
Open the site manager by clicking on the icon in the top left of the screen as shown to the right. The same instructions pertain to the Macintosh version.



Step 3 - Create New Site

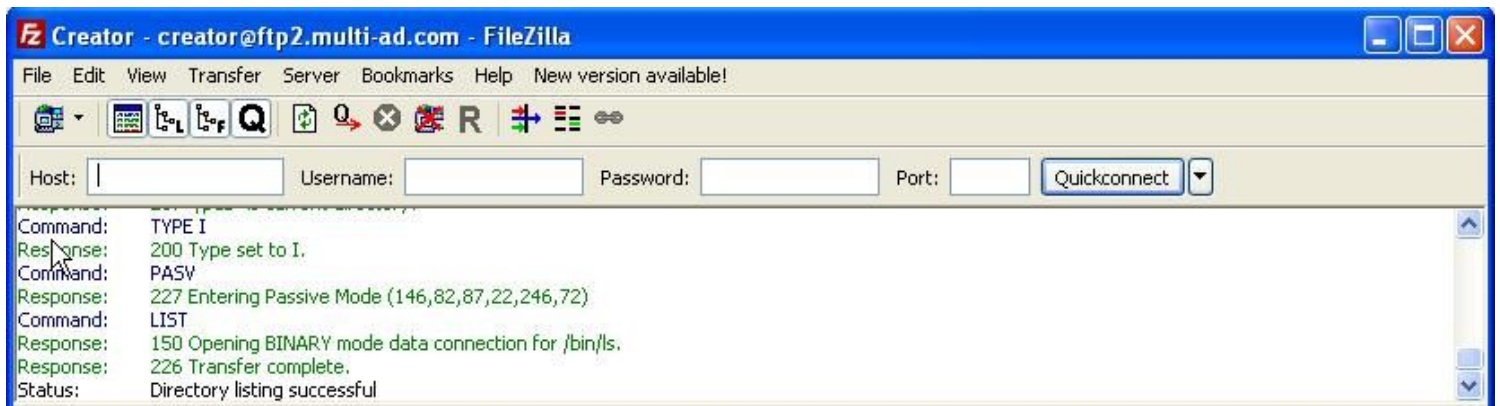
Click the “New Site” button and name the Site on the left panel. Then enter the info of the host, the user name, and the password in the required fields. The “Server Type” needs to be FTPES or SFTP. Click OK.

NOTE: This is a one time set up *per* FTP site. Once you have done this, the name will appear in a list that is accessible from the little arrow to the right of the site manager icon.



Step 4 - Connecting

To connect, simply click on the little arrow described above to show the list of FTP sites. This will connect to the FTP site. The top part of the window displays the connection activity. If there is any text in that area that is **RED**, then errors have occurred. You should check your host, user name, or password to resolve this. If all is OK, you'll see some **GREEN** text along with a message: *Directory listing successful*

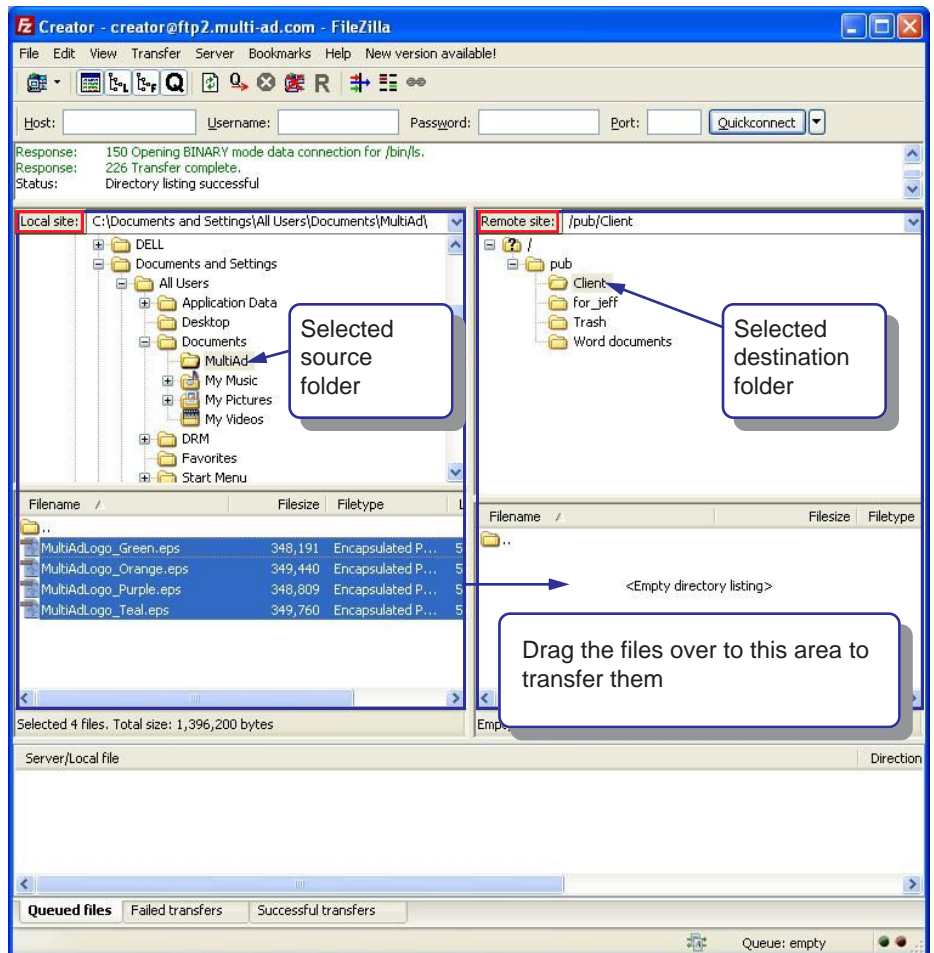


Step 5 - Understanding the window layout

The next thing you'll notice is the multiple windows. We've already established that the top area is for connection activity. The bottom is for transfer activity. At this point, you can ignore both the top and bottom and focus on the 4 inner windows. They are divided up into 2 columns.

The left is the "Local Site" (your hard drive) and the right is the "Remote Site" (the server you are connected to).

Each column (Local/Remote) has a top and bottom. The top simply displays the folders and the bottom displays the files within those folders.

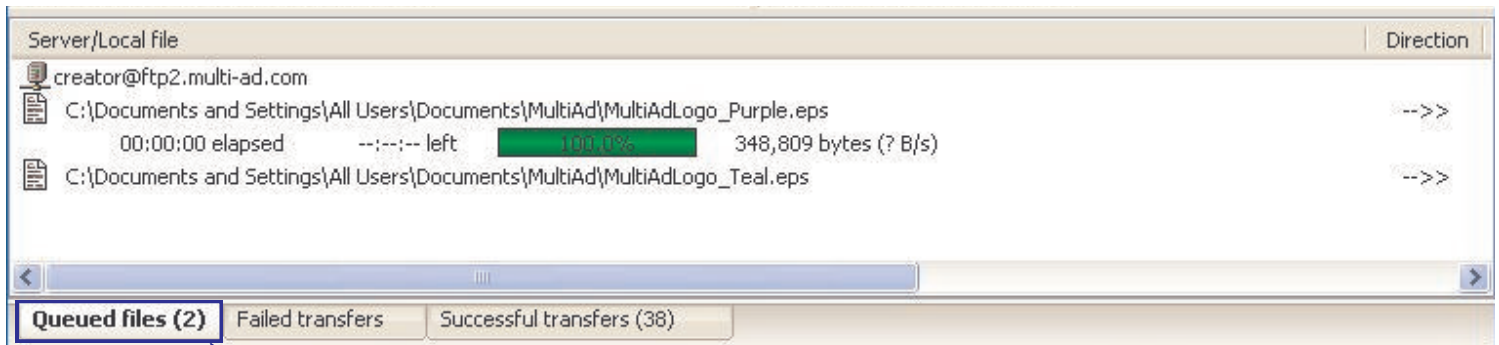


Step 6 - Transferring the files

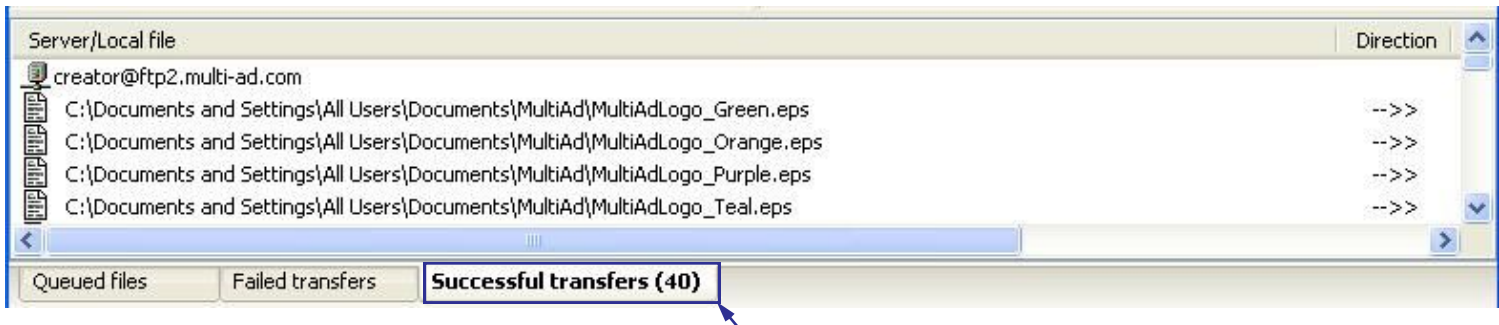
Transferring the files are as easy as drag and drop. Just choose your source folder (left column), you'll see the files inside that folder below. Then, choose the destination folder (right column). Now, you can select the file and drag from bottom left to the bottom right as show in the above screenshot.

Step 7 - Making sure your transfer was successful

Once you initiate the transfer, you should see the files appear in the bottom section in the “Queued files” tab and give a status bar as they transfer.



If successful, you can see them in the “Successful transfers” tab as shown below. If they failed, they will appear in the “Failed transfers” tab.



Tips and troubleshooting

- If you are within MultiAd’s network, external FTP sites will require you to log into Sonic Wall before connecting.
- Connectivity problems: Please make sure that your local internet settings (Firewall, Anti-Virus, IE Internet Options Security Settings) are not set to block any ports used for FTP traffic.
- Connectivity problems: Try turning off “Passive” mode. Go to Edit menu > Settings > Connection > FTP and click on the “Active” radio button, click OK.
- Avoid abuse to server: Some servers will block you if you have more than one connection to the server simultaneously. To avoid this, go to Edit menu > Settings > Transfers and set the “Maximum simultaneous transfers to 1.