

Documentation for using ftp://ftp.globusprinting.com

Some basic information about FTP.

- 1 FTP stands for file transfer protocol.
- 2 It is the standard for file transfers across the internet.
- 3 In order to speed the transfer and keep a directory structure intact we recommend you create an archive of the files. If you are transferring a single file we recommend you create an archive. Archiving the file will eliminate many upload issues.
- 4 You can create archives using an application like [Stuffit](http://www.digitalriver.com/v2.0-img/operations/aladdins/site/promos/stuffdx_mac_home.html) (http://www.digitalriver.com/v2.0-img/operations/aladdins/site/promos/stuffdx_mac_home.html) or [Winzip](http://www.winzip.com/index.htm) (http://www.winzip.com/index.htm). You can follow the links to download the free versions of these programs.

Our procedures are documented below.

- 1 You have received an email with the address, user name, and password to access the upload section of our FTP site. This can be used by everyone at your company to upload files to the ftp site.
- 2 To access the FTP site, you have to be connected to the internet. It is our recommendation you use an FTP programs or "client". We have provided links and documentation for an open source FTP client below. For Macintosh we selected Cyberduck, for Windows we have selected a program called Filezilla. These are the program we support and use in our organization. Other FTP clients will work as well.



For the Macintosh, Cyberduck:

Follow the link below to download and install the software on your system.

[Cyberduck](http://cyberduck.ch/) (http://cyberduck.ch/) : Using Cyberduck Make a New Connection



In this dialog, you will enter your User name and Password. Also the ftp site's address.

FTP (File Transfer Protocol)

Server: ftp.globusprinting.com Port: 21

Path:

Username:

Password:

Add to Keychain

Anonymous Login

Use Public Key Authentication
No Private Key selected

Connect Mode: Passive

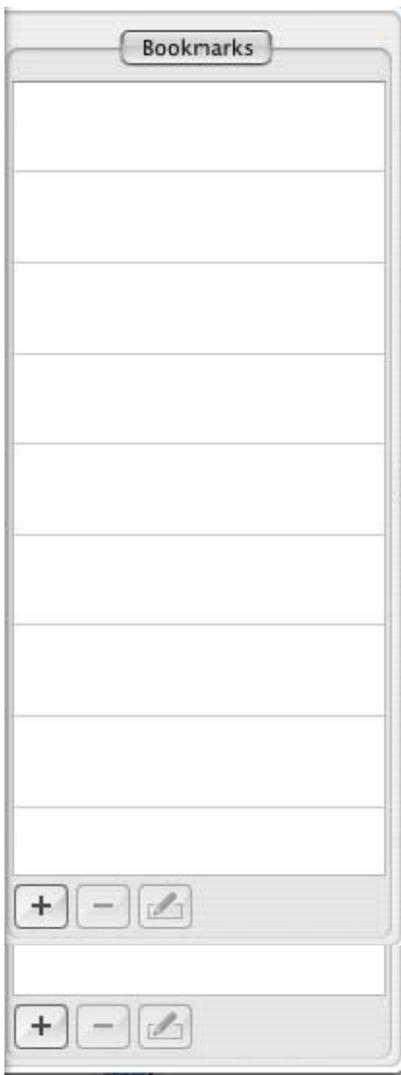
Encoding: UTF-8

Cancel Connect

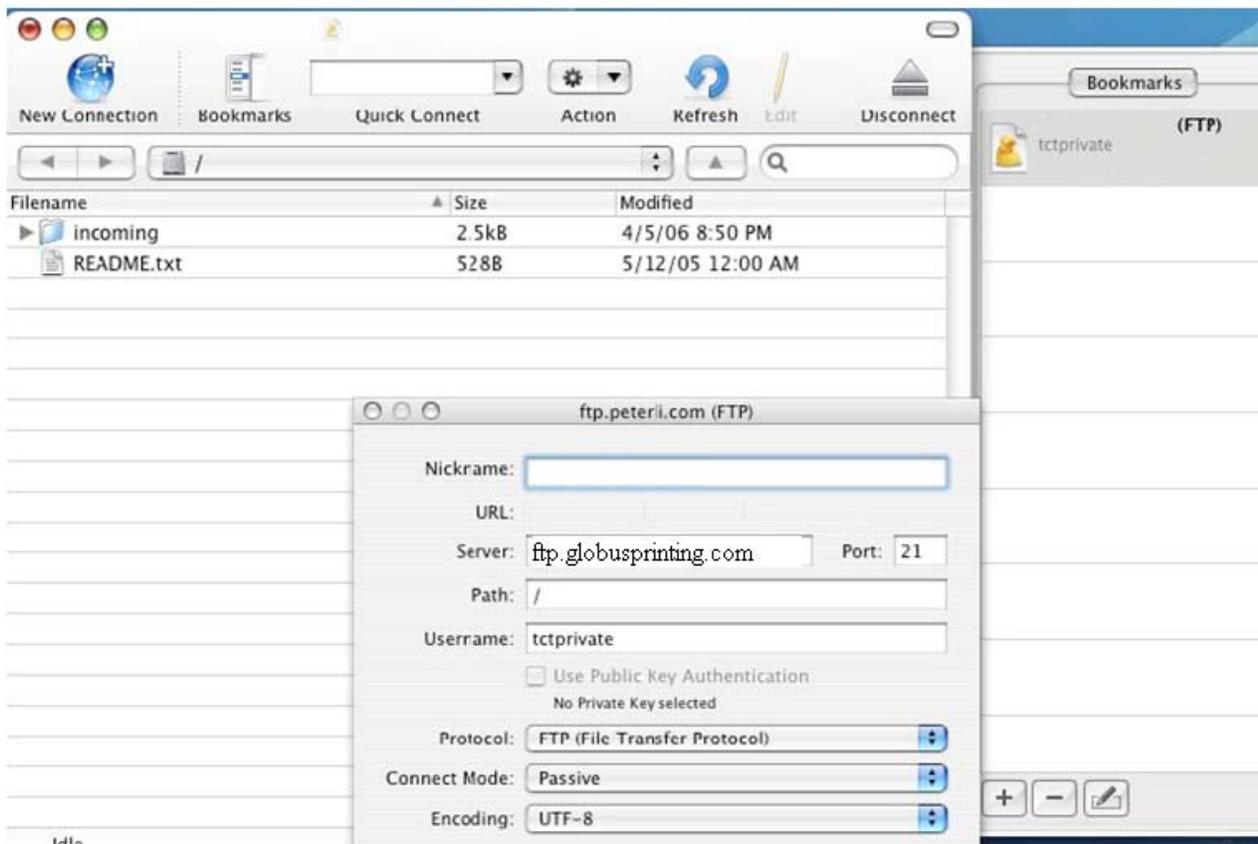
You can also click on the Add to Keychain button so that you do not have to enter in the ftp information. Also, if you click on the Bookmarks button



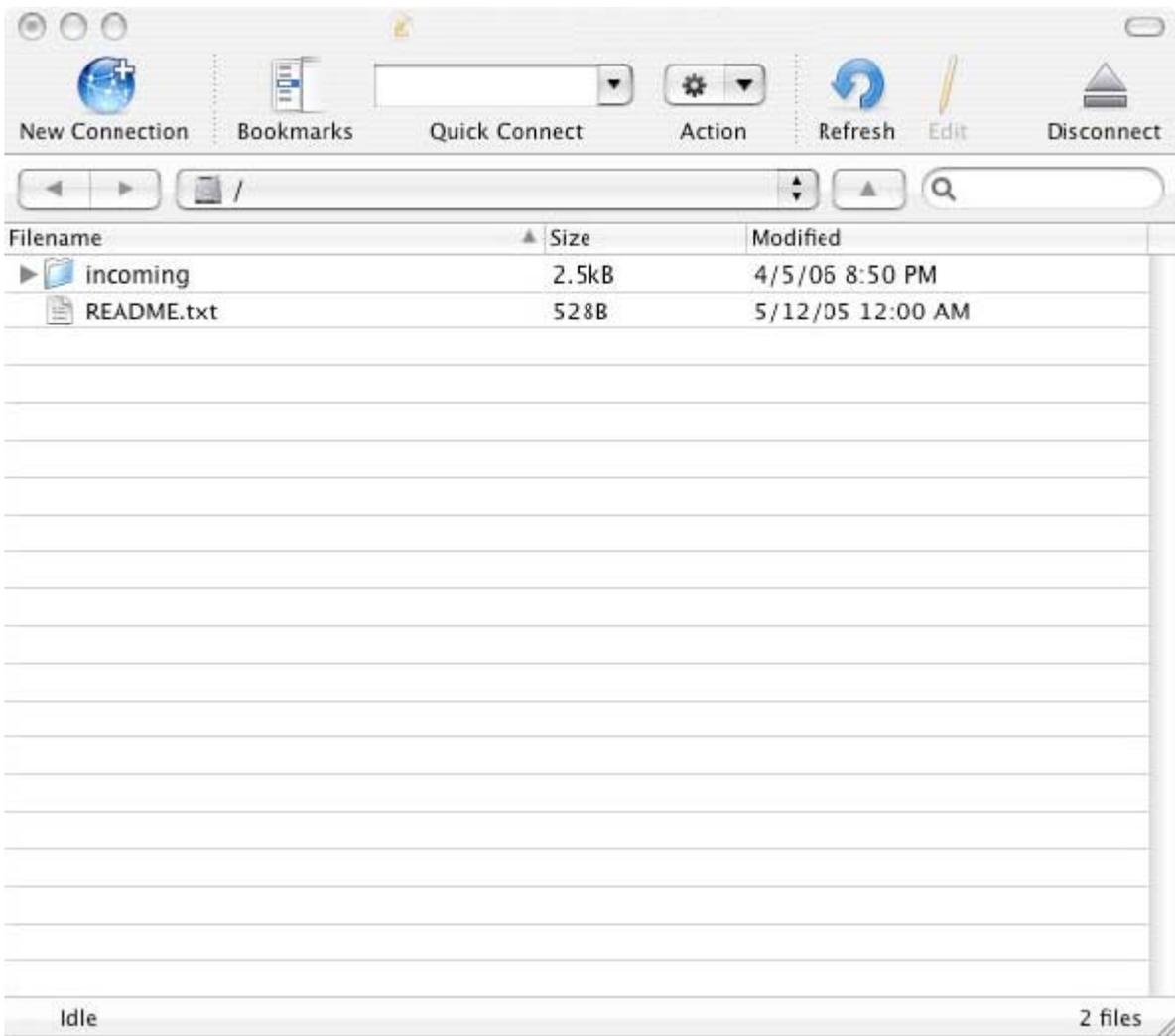
you can click on the Plus button at the bottom of the side-window that opens



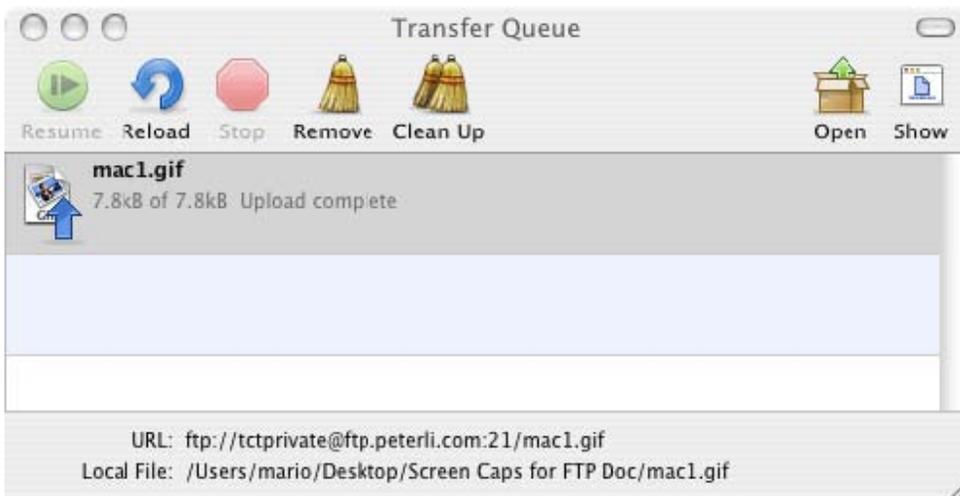
and the information that you entered in the New Connection dialog should automatically be transferred to this window. You can use this as a shortcut so you do not have to enter the information more than once. **Note** that if you didn't click on the Add to Keychain check box, when you double-click on the bookmark you created, a window will prompt you to enter in the password again.



Once you hit Connect, you will see a progress bar. Then, you will see the root directory of the ftp site. Here, you will double click on the Incoming folder.



Next, you can drag and drop your files directly into the window above. A Transfer Queue window will pop-up, and will show your progress.



When you quit the application after finishing your uploads, you will be asked if it's OK to disconnect from the ftp servers you are connected to.

Click on the Quit Anyway button.



Quit

You are connected to at least one remote site. Do you want to review open browsers?

Cancel

Quit Anyway

Review...