

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.

Our procedures are documented below.

1. You have received an email with the Globus ftp address, user name, and password to access the upload section of our FTP site. (This would have been provided at the time you received your lock numbers). 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 program or "client". If you do not already have an FTP program, this documentation provides a link to a free FTP client below. For Windows, we have selected a program called Filezilla. This program is supported and used in our organization. Other FTP clients will work as well.



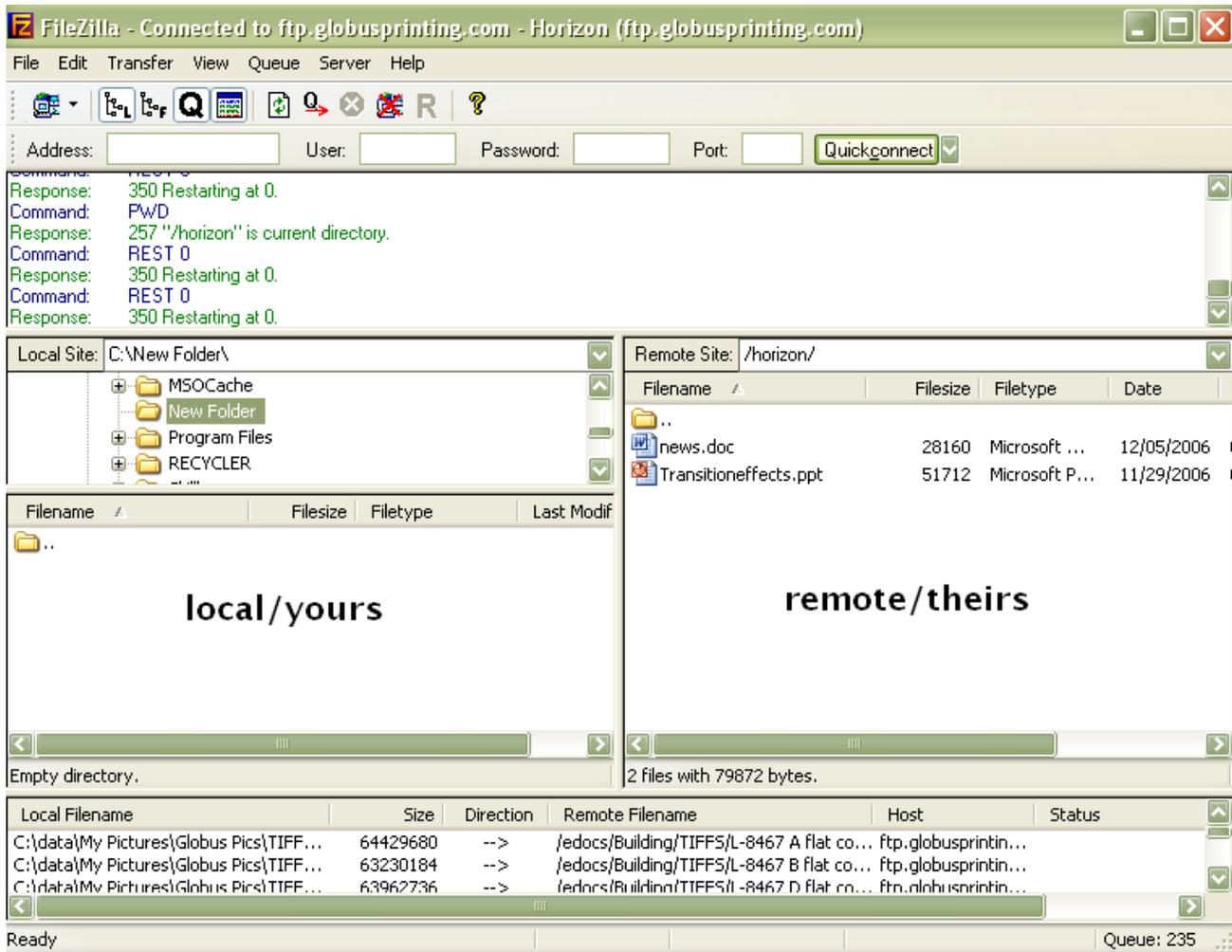
For the PC, Filezilla:

Follow the link below to download and install the software:

[Filezilla](http://filezilla-project.org/) (http://filezilla-project.org/)

Using Filezilla

Once you've launched Filezilla, the main window comes up. This is also a brief overview of the windows and a description of what they are.



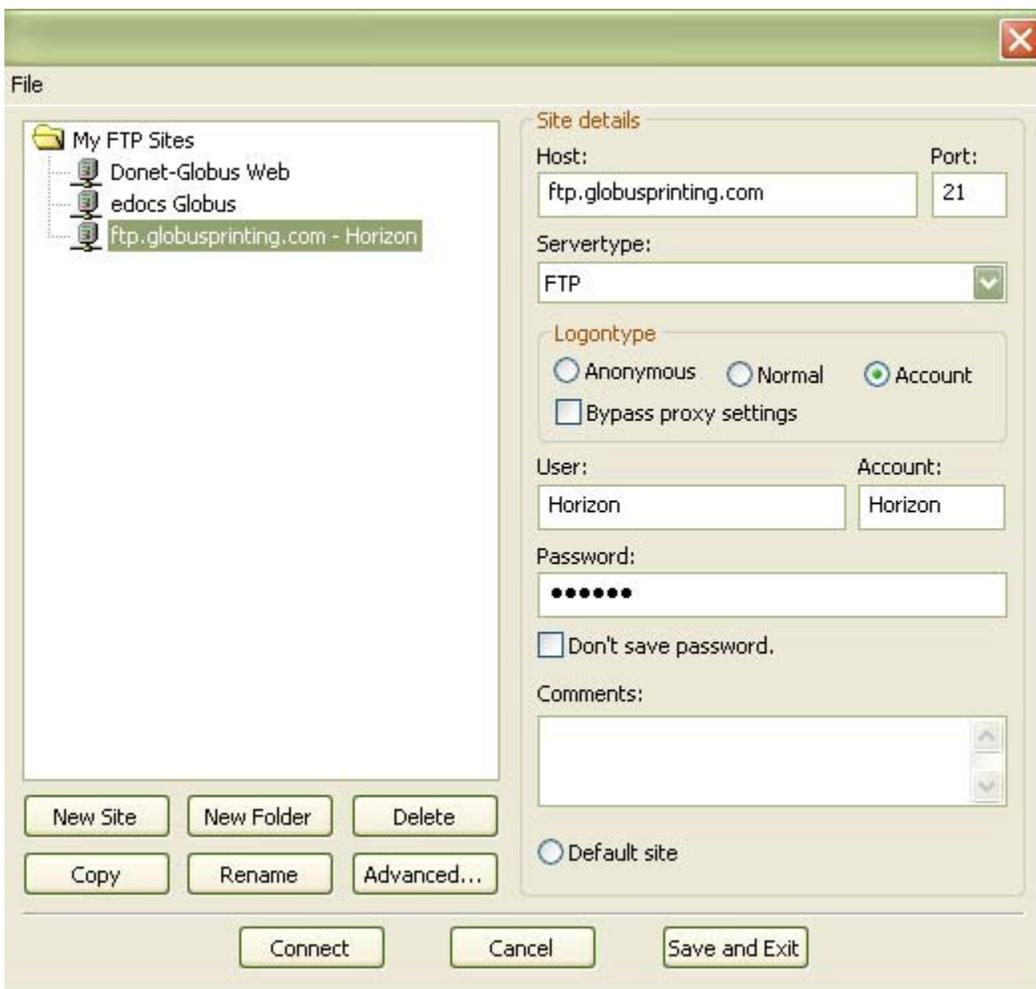
Click on the Site Manager button, pictured here.



The Site Manager window comes up.

Here, the **My FTP Sites** folder is highlighted. You can rename it here, if you'd like; it is mainly for organization. For example, you can rename it to "Thomson ILT" or "Globus FTP"

Click on the New Site button.

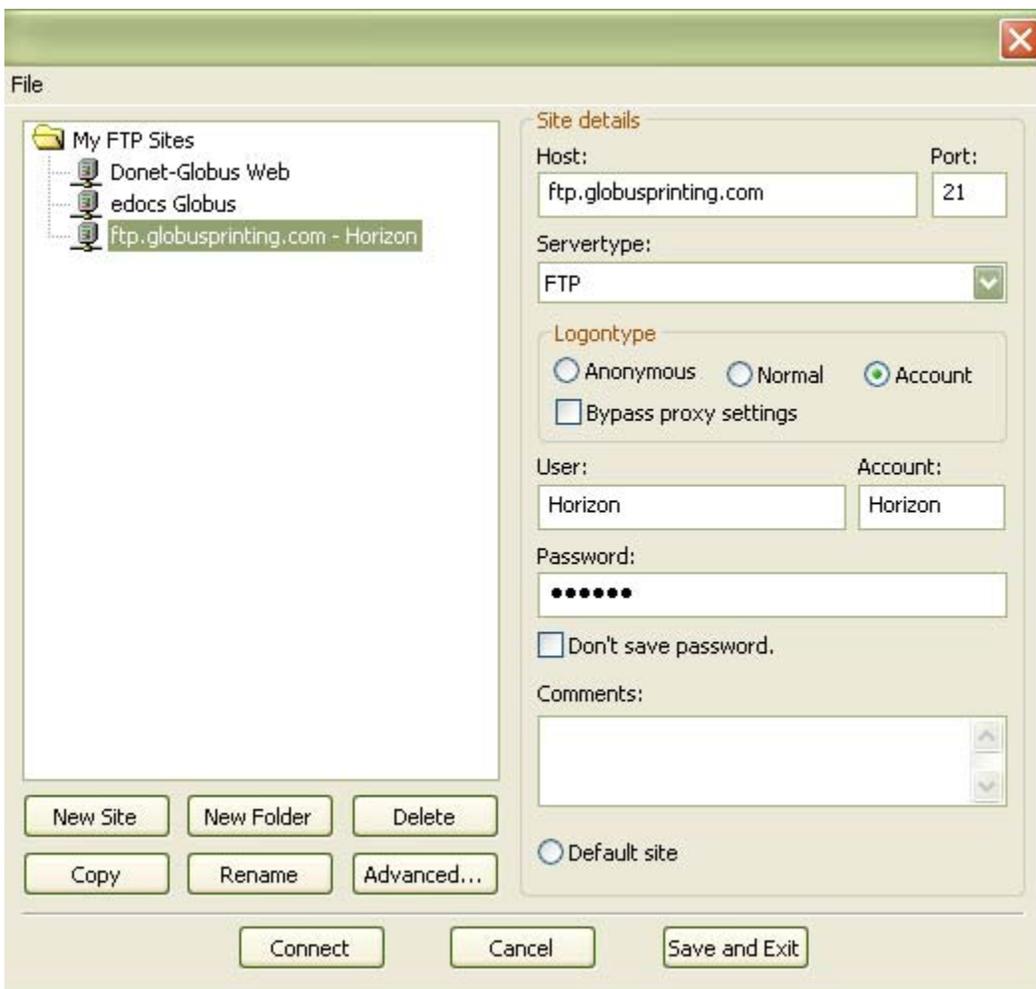


Doing so creates an icon for a new FTP connection.

Enter in the information you have, including the User and Password.

The next step is to click on the Save and Exit button; this only needs to be done the first time you set up a new site.

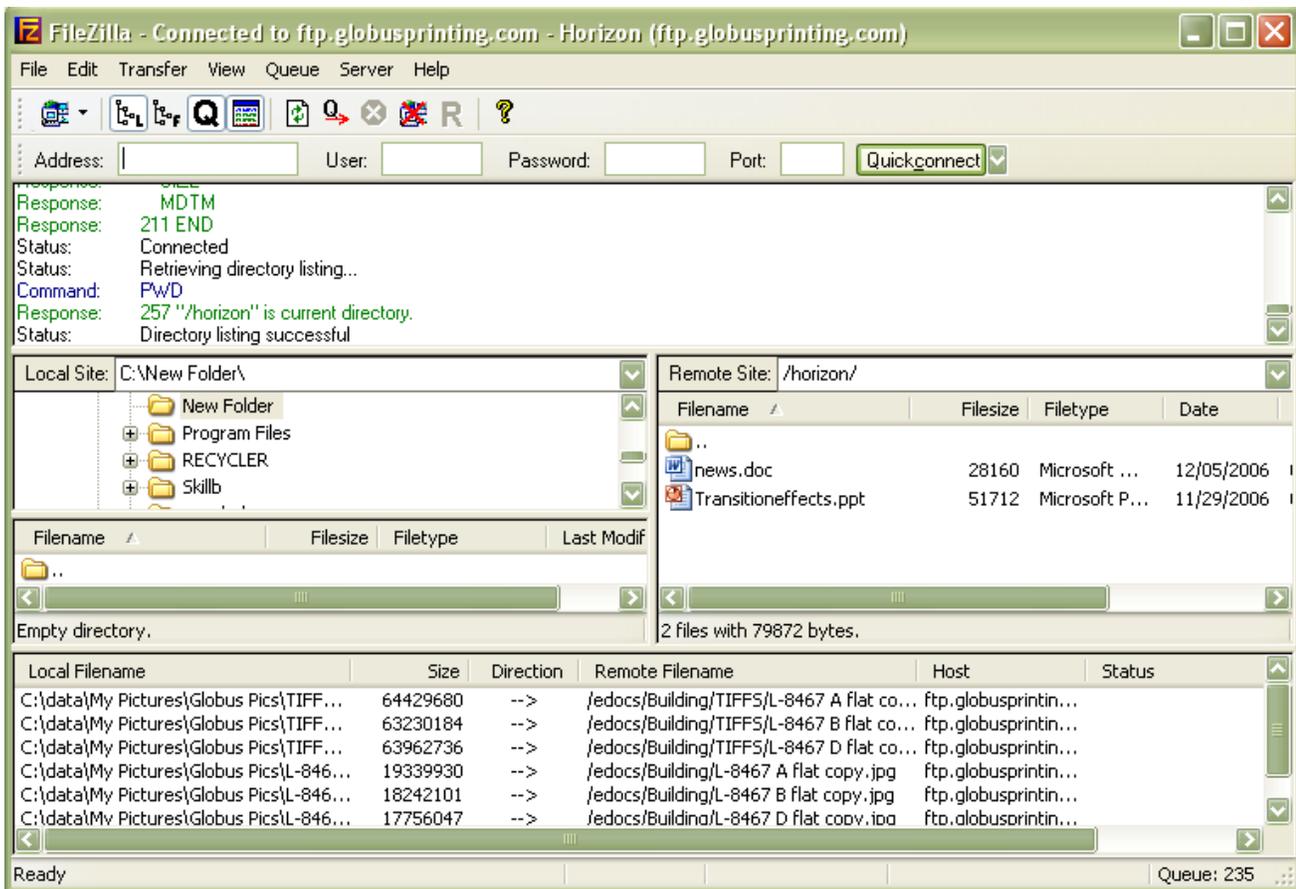
Then, re-open the Site Manager, and hit the Connect button.



There will be a dialog in the top window as the source and destination computer communicate (see overview above for a description of the windows).

You will see the Incoming folder of the site in the right-middle pane.

You can immediately drag and drop directly into that folder, or you can double-click on the folder to open it up, and then drag it to that window.



Once you do start uploading a file, you will see the status of your upload at the bottom pane.

