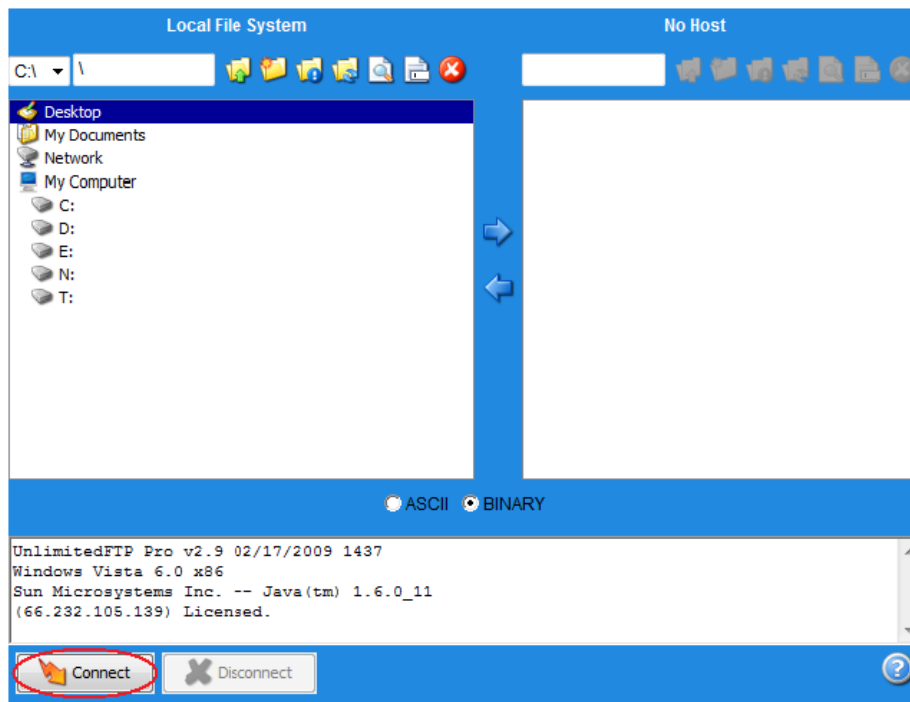



## Job-Aid for new FTP Site

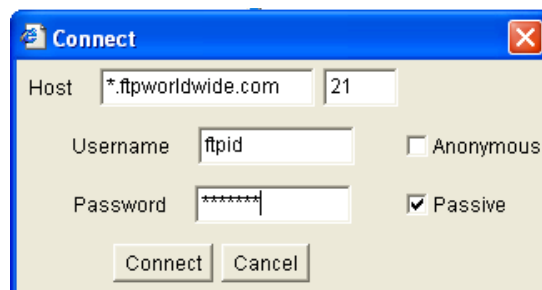
Here is a screen shot of the new FTP user interface that will open in your browser. Depending on your Operating System and browser, your display may differ slightly.



To Connect, click on the Connect button



The following dialog box will be displayed prompting you to enter **Username** and **Password**, then click the Connect button  to open the FTP server.

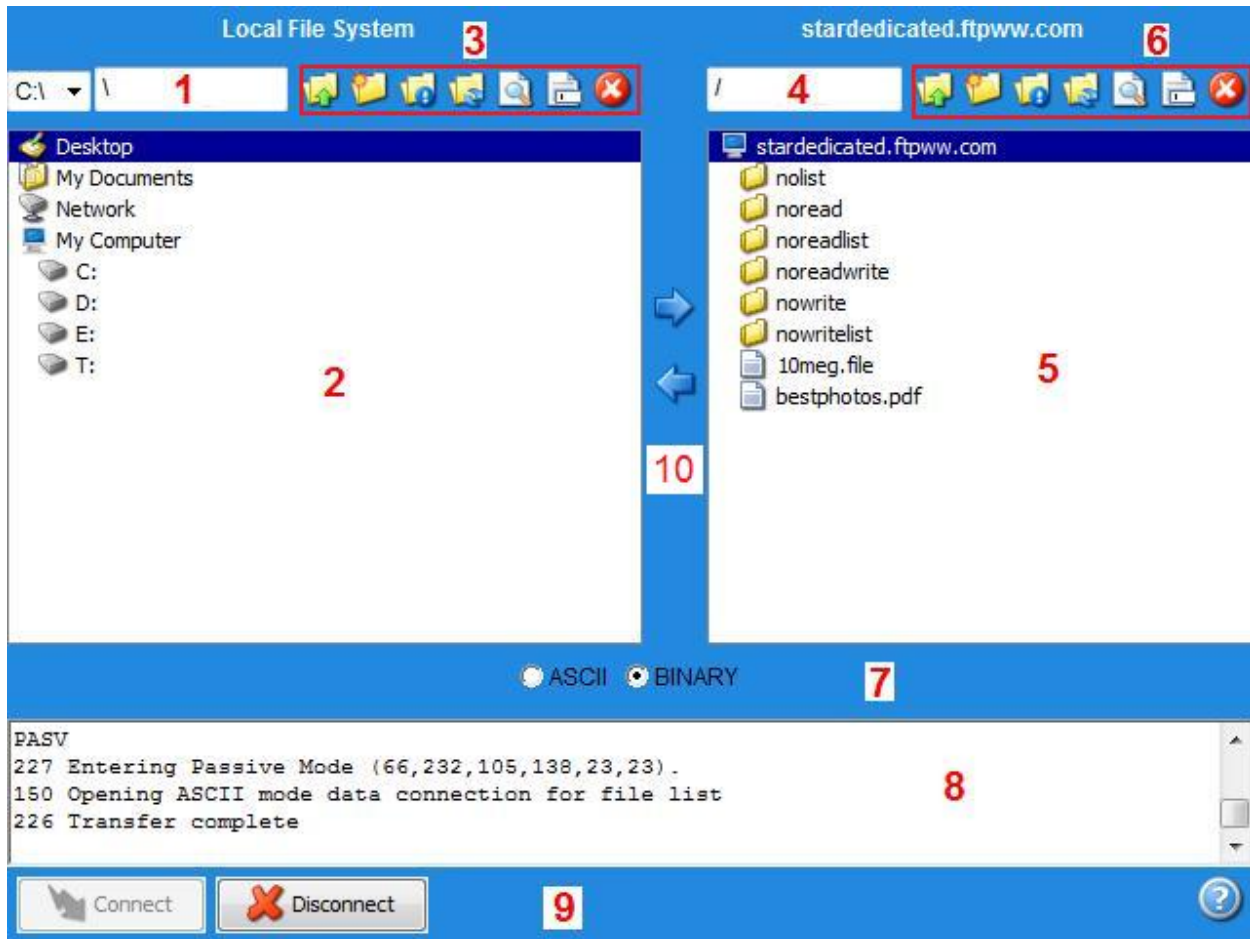


The following fields should not be changed.

- Host (yours will be different then the above sample)
- Port is always 21
- Passive is always checked. Anonymous has been disabled and will not allow you to connect to the FTP server.

## Job-Aid for new FTP Site

Once a connection has been established the remote directory listing will be loaded on the right side (5), with the file and folders the username has permission to see. [This is the location where files/folders should be uploaded to or downloaded from the FTP Server.](#)



User Interface explanation:

1. **Current local directory** - Displays the full path of your current local directory.
2. **Local file listing** - Displays files and sub-folders in your current local directory.
3. **Local toolbar** - Icons used to perform actions on your local directory.
4. **Current remote directory** - Displays the path of your current remote directory.
5. **Remote file listing** - Displays files and sub-folders in your current remote directory.
6. **Remote toolbar** - Icons used to perform actions on your remote directory.
7. **Transfer mode** - Switch between ASCII and BINARY transfer modes. On MAC platforms the transfer modes are: ASCII, DATA or MACBINARY.
8. **FTP message display** - Displays messages sent to and received from the FTP server.
9. **Connect/Disconnect** - These buttons allow you to connect and disconnect from the FTP Server.
10. **Upload/Download Arrows** - These arrows will transfer highlighted files and/or folders to/from the FTP Server.

## Job-Aid for new FTP Site

Icon explanation:



Move up one folder



Create new folder in open directory



Folder information of files in opened directory



Refresh local or remote window



View selected file



Rename selected file/folder



Delete selected files/folder



Upload selected files to FTP Server



Download selected files to local machine

To Disconnect from the FTP Server, click on the Disconnect button.

