

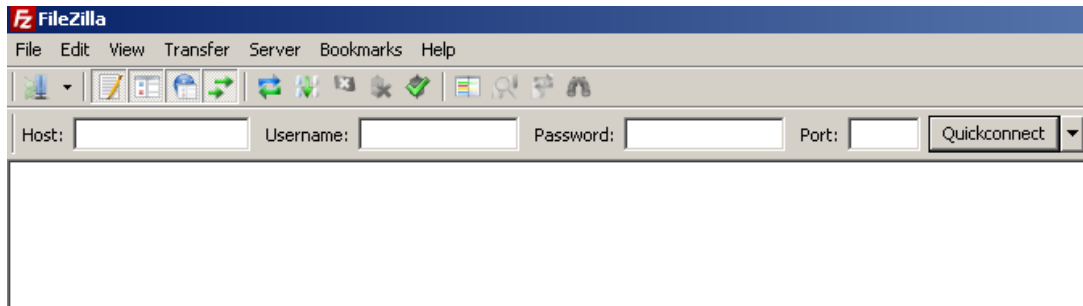
Instructions for uploading files to our FTP site

## WHAT IS A FTP AND WHY DO I NEED TO USE IT?

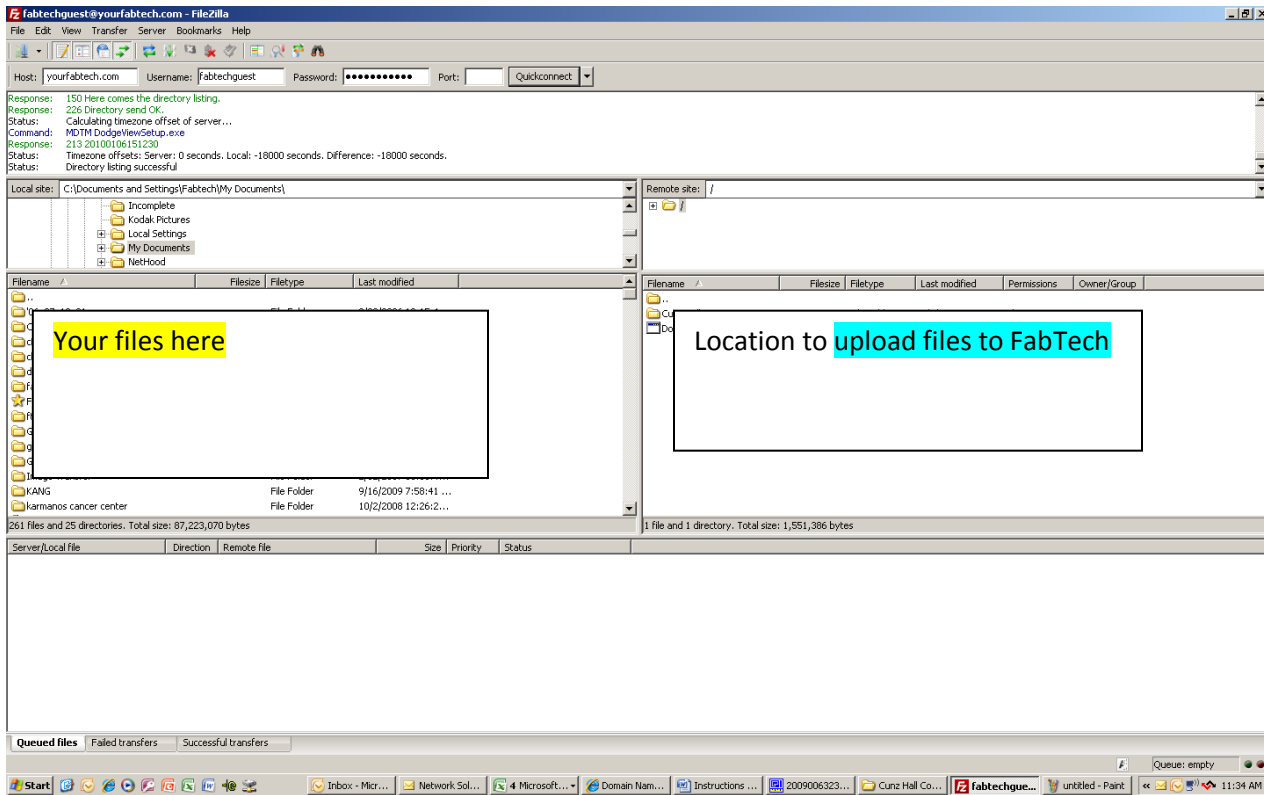
FTP is for file transferring of large files that cannot be emailed. Most email services can only handle files up to 10-12 megabytes. So, files that are larger are usually transferred to CDs or DVDs and mailed. The FTP is a faster version than mailing disks.

## HOW DO I USE THE FABTECH FTP SITE?

- 1) DOWNLOAD FTP SOFTWARE ONTO YOUR MACHINE. (This is only needed the first time you use the FTP site. For future uploads, you will skip step 1)
  - a. You will need to load some FTP software onto your computer. There are several types of free software available from the Internet. We use filezilla. You can download the FREE “client” software at [www.filezilla-project.org](http://www.filezilla-project.org). The “client” software is what you use to pick files from your local computer and “drop” to the FTP site. Most users will choose the windows version marked “recommended”.
  - b. For this document, we will use filezilla terminology. However, any FTP client program can be used. Others are Fetch, CoreFTP or Cuteftp.
- 2) LOCATE THE FILES YOU WANT TO UPLOAD TO FABTECH
  - a. Go onto your computer to locate the files you want to transfer. Make a note of the location (drive letter, folder, etc). You will need this information later.
- 3) OPEN FILEZILLA FROM YOUR PROGRAM LIST (if it does not automatically open)
- 4) LOG ONTO THE FABTECH FTP SITE.
  - a. See below for screen shots. You need the following to logon:
    - i. **HOST - yourfabtech.com** (all lower case)
    - ii. **USERNAME - fabtechguest** (all lower case)
    - iii. **PASSWORD - FabTech4775** (be sure to follow exact use of caps and lower case for password - the site requires a mix).
    - iv. **Then click on quickconnect** (no port needed)



5) YOU WILL SEE YOUR LOCAL FILES ON THE LEFT SIDE AND THE FABTECH UPLOAD FOLDER ON THE RIGHT SIDE



6) SELECT THE FILES **YOU WANT TO TRANSFER**. DRAG AND DROP THEM ONTO THE **FABTECH FOLDER** ON THE RIGHT.

7) YOU WILL SEE FILES BEING UPLOADED.

8) Once the files are uploaded you will see them on the right side window.

9) Call or email FabTech to let them you know you have completed your upload

10) YOU ARE FINISHED.

Thank you. If you have any questions, call Pete at 330 926-9556