

# Cuttriss & Hambleton

## FTP Information

### What is FTP?

FTP (File Transfer Protocol) is a widely used method of transmitting files between servers over an Internet connection. FTP allows fast, relatively secure file transfers of unlimited size (unlike email attachments) and is free to anyone with a web browser or FTP client software and Internet access.

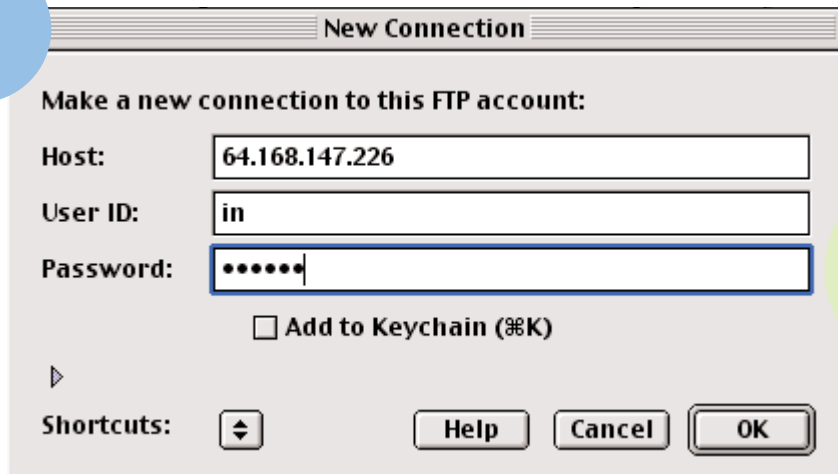
### What do I need to connect and transfer files?

You can access our FTP server through a FTP client. We recommend using **Fetch** as your FTP client if you are a Macintosh user and **GoZilla** or **WS\_FTP** if you are a PC user. Current versions of the software can be found at [www.download.com](http://www.download.com).

### FTP Transfer Using Client Software

#### Uploading Files to Server

1

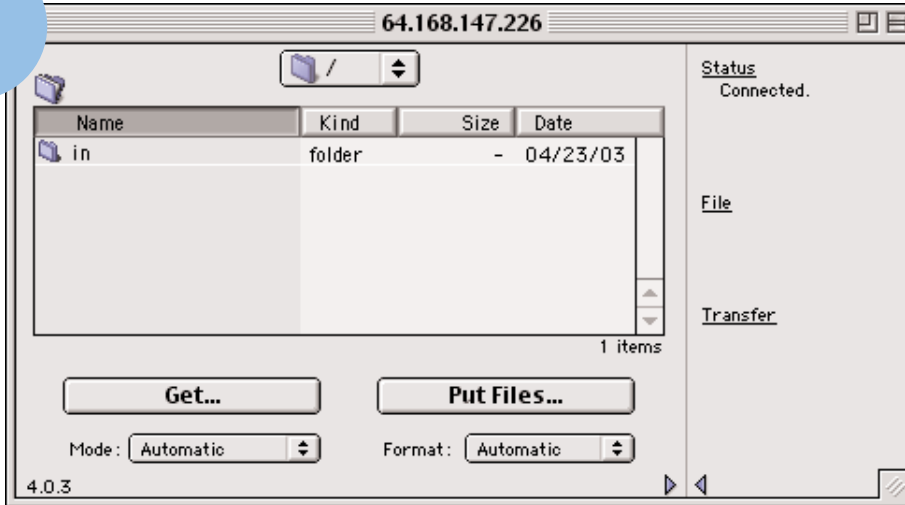


*The following screen shots were made using Fetch 4; the settings shown can be adapted to other programs.*

password: upload

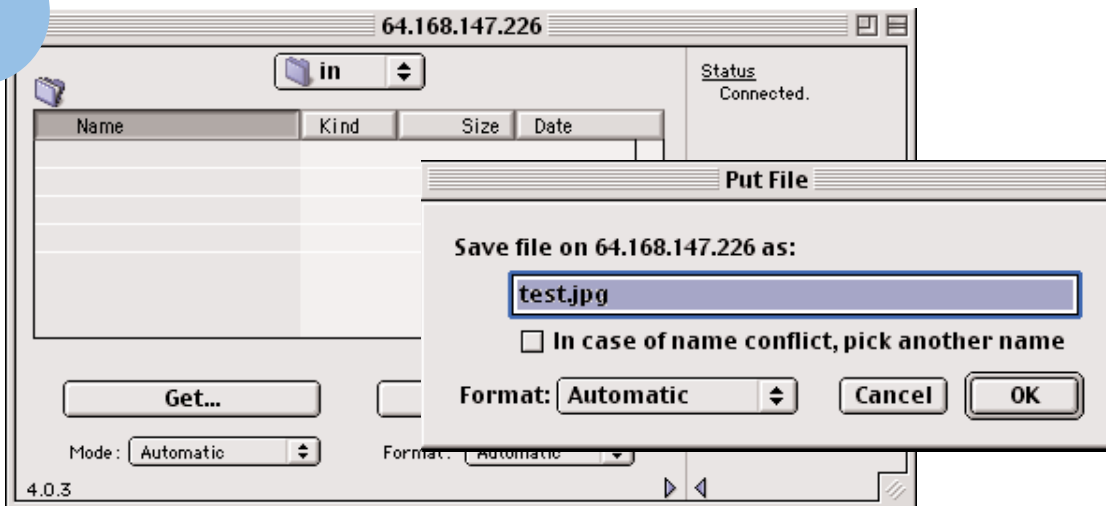
Choose **New Connection** or **Get via FTP** and enter the account information above. If your software asks for a Directory entry, leave it blank.

2



Once connected, you can upload files by double clicking on the **in** folder.

3



Use the **Put Files** command or drag the files from your desktop into the open window. Your ftp client software should show you a progress indicator showing you the speed and size of your transfer. Confirm the uploads have finished before quitting.

### Downloading Files to Server

Choose **New Connection** or **Get via FTP** and enter the following account information:

host: 64.168.147.226

username: out

password: download

Follow instructions as above using **Get** command rather than **Put Files** command to download files.