

Memo

To: All CAD Users
From: Tom Hanley
Date: 5/18/09
Re: Transferring client files using FTP on our website - Updated

With the increasing size of drawing files and the need for rapid transfer, I have implemented an FTP area on our Lanc & Tully website. This is not meant to replace Email as the primary way we share files because Email allows us to join text with the files to explain what and why we are sending something. FTP is just a Transfer method and has no descriptive note that can be attached to identify the file (except for the file name). Conventional Email will not handle much more than an 8 Meg attachment. Using FTP, anyone can move or copy a file into a "client" area on our website just like they use Windows file explorer. Any type of file can be placed there.

***A Special Word of Caution ***

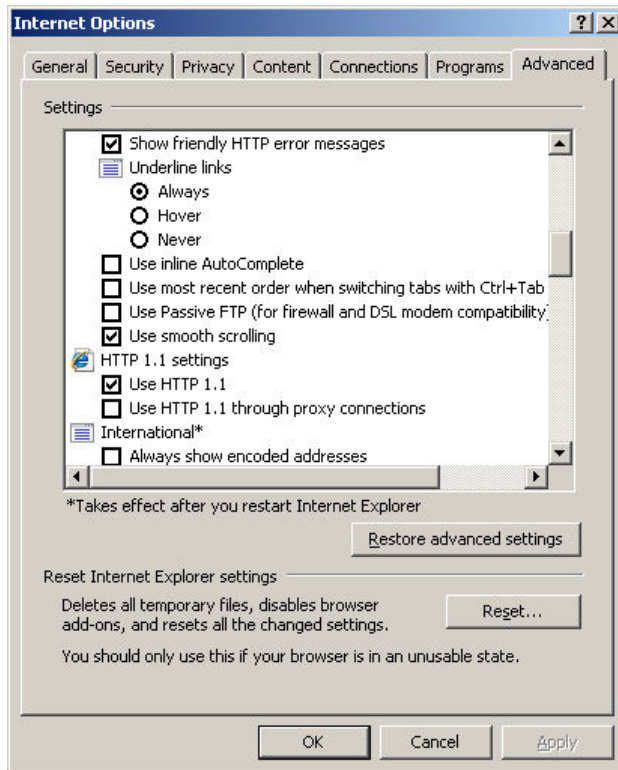
You are placing information in a public directory on the Internet. Anyone and everyone can see it if they get into that directory. This is not a place for any sensitive or confidential information. You should also remove anything that is no longer needed in this directory.

What is FTP?

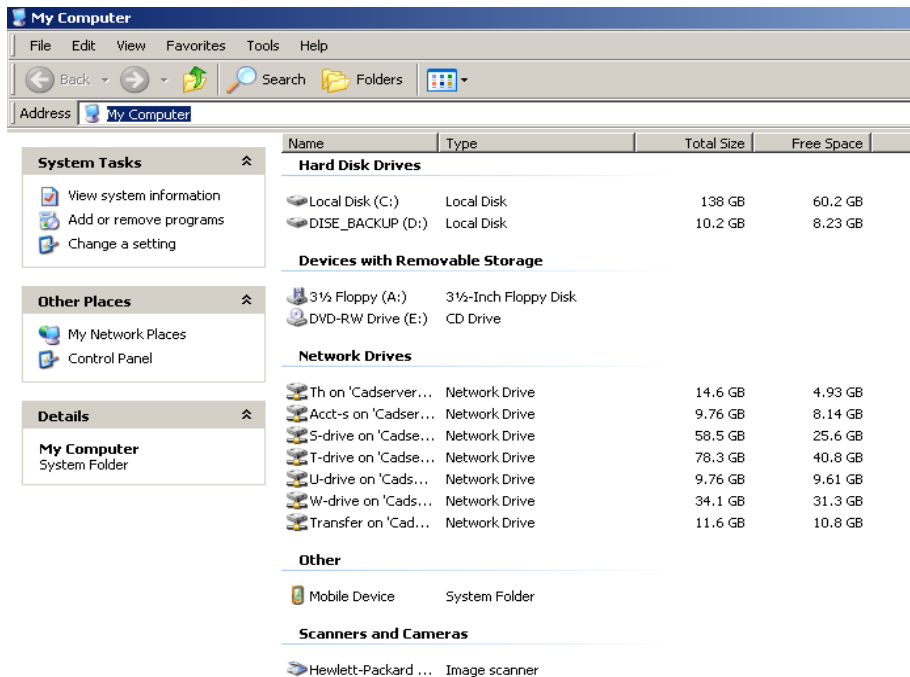
FTP stands for File Transfer Protocol. In a nutshell, it's a way of connecting your computer to a directory in a website just like you connect to a directory on our server. You need to log in to an FTP site just like you do on our network. There are many ways to access the files on our FTP site. Below are some options.

Using My Computer on a Windows system:

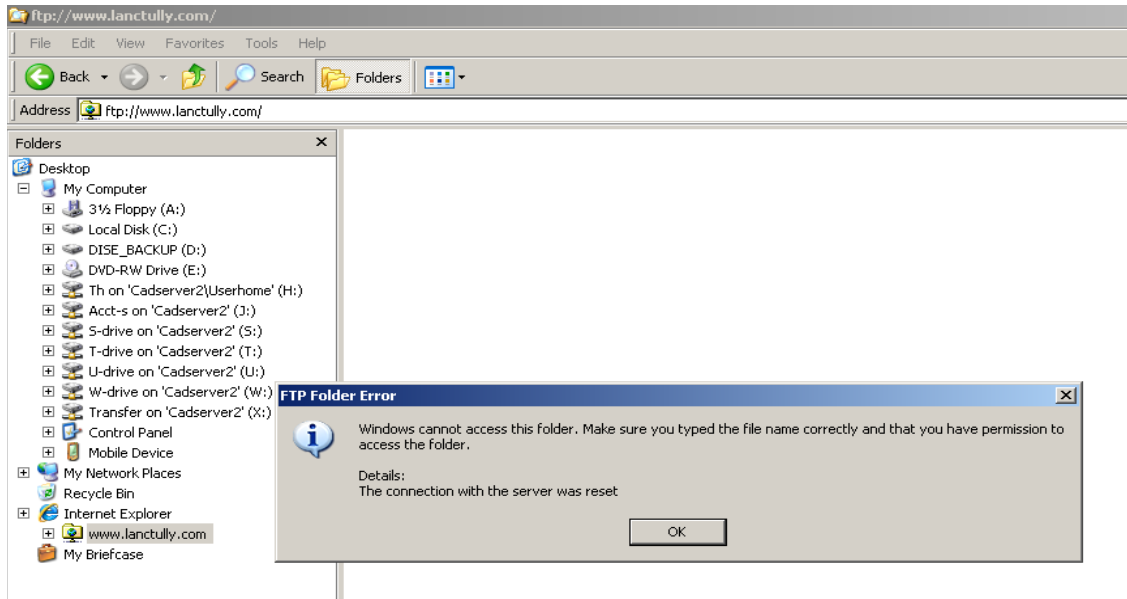
1. Make sure your Internet Explorer does not have Passive FTP enabled.



2. Click on **My Computer** from your desktop.

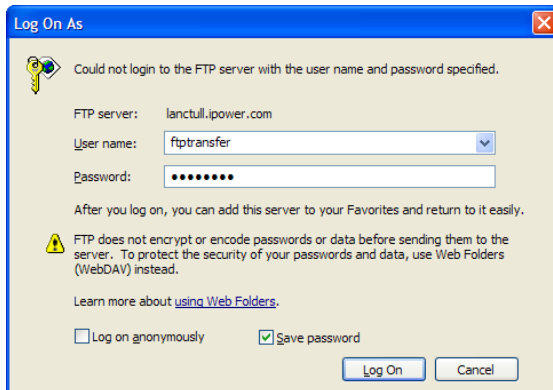
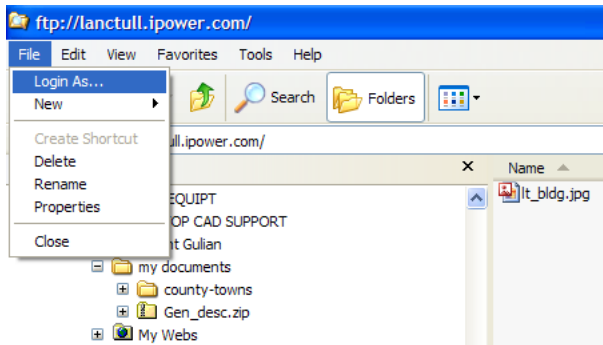


- Type **ftp://lanctull.ipower.com/** in the address window then press “ENTER”.
- An error box may come up on some systems...

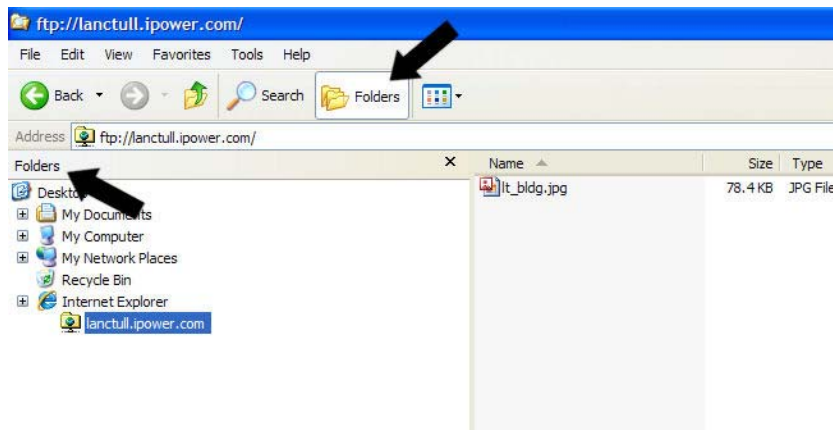


- On the Menu, click on “File” then “Login As...” and Log in when the following dialog box comes up using “**ftptransfer**” as your user name. The password is “**password-1**”. Then click the “Log On” button at the bottom.

** For Vista, right click on the folder **lanctull.ipower.com** in the left hand panel to find the “Login As” option.



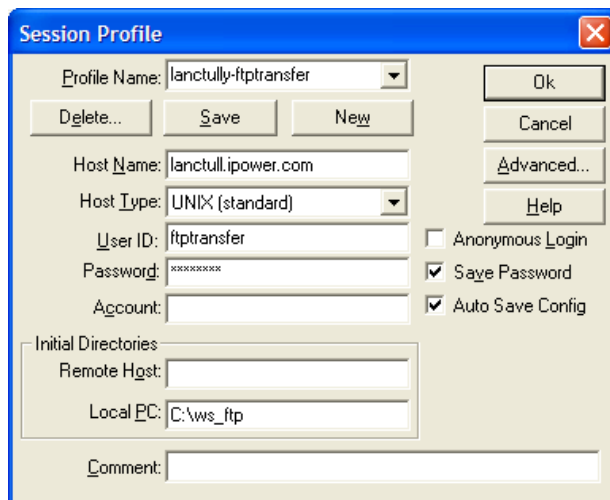
Once you log into the FTP site, clicking on the “folders” button will load the file directory folders in the left hand window just like Windows File Explorer.



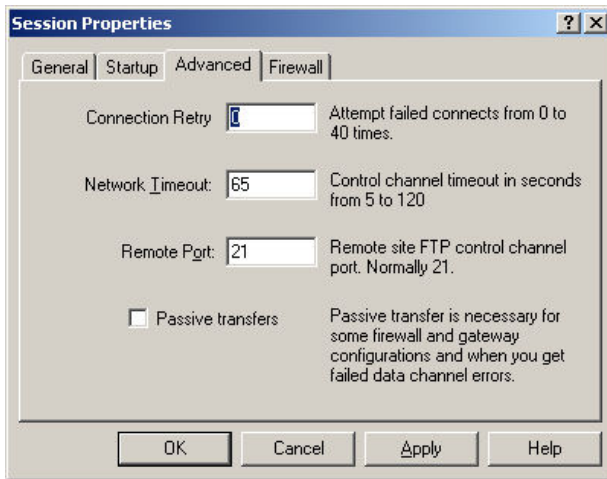
Now, you can transfer files just like you do using Windows File Manager.

Using WS_FTP:

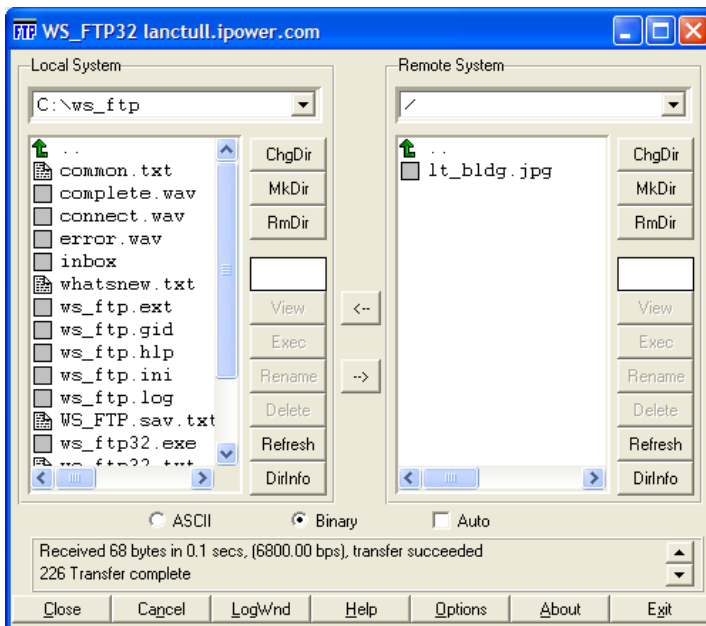
WS_FTP is a standalone FTP program that was very popular as a “shareware” program. This program can be downloaded from www.ipswitch.com.



The user ID is “lanctull.ipower.com” and the Password is “password” in lowercase.



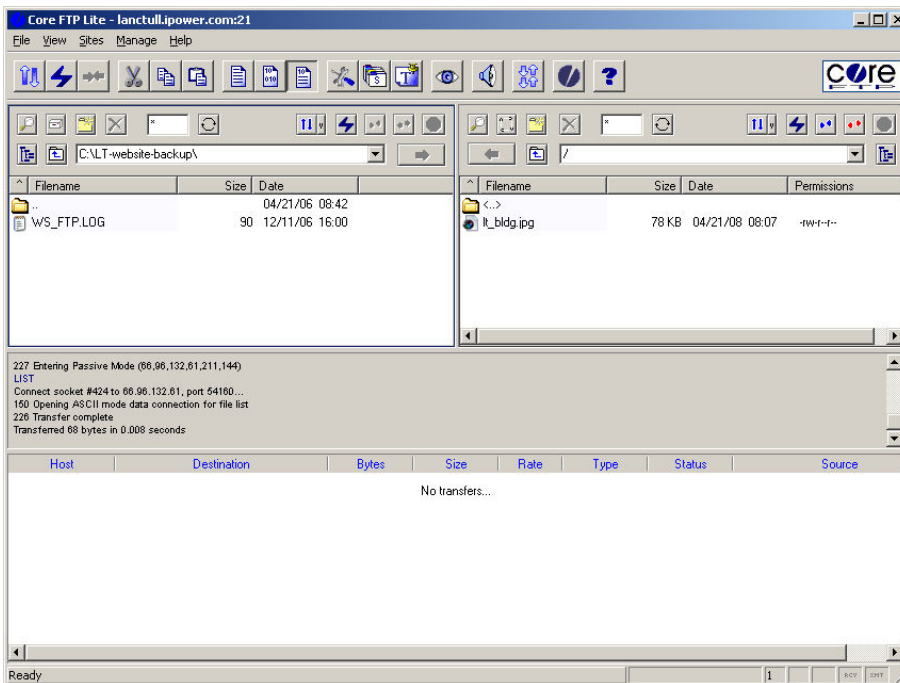
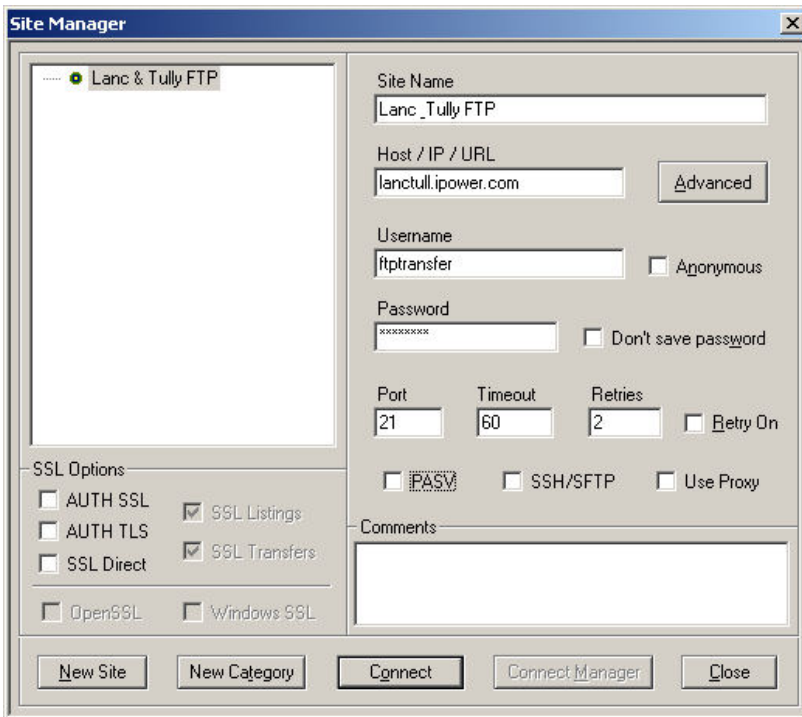
Do not use Passive transfers.



This window shows two directories side by side. The left side is a directory on your local machine and the right side is the Lanc & Tully Internet website FTP directory. WS_FTP allows you to copy files from one directory to another either by double clicking on a file or by highlighting a file in one of the windows and clicking on one of the arrows in between the two windows.

Using CoreFTP Lite: <http://www.coreftp.com/>

CoreFTP is free to download and use. It is very similar to WS_FTP.



Please contact me if you have any questions concerning this procedure or need further clarification.

Thank You,

Tom Hanley