

FTP Instructions

- 1) Click Start → My Computer
- 2) In the address bar at the top enter: <ftp://client1@ftp.mitographics.com>
- 3) When the 'Log On As' box pops up enter the username and password provided by Kristen Danson (Kristen@mitographics.com)
- 4) Select the appropriate file for either uploading or downloading a document

To Upload a Document

- 5a.) Click Start → My Documents to open a new pane
- 6a.) Locate the file to be uploaded
- 7a.) Drag file to be uploaded the from the 'My Documents' pane to the FTP server pane
- 8a.) On a successful upload your file will appear on the FTP server screen

To Download a Document

- 5b.) Locate the file to be downloaded
- 6b.) Double click the file
- 7b.) Select: Open
- 8b.) Select: Save