

FTP Procedure for Internet Explorer 7 (Works for 8 as well)

FTP PROCEDURE FOR INTERNET EXPLORER

Internet Explorer provides the ability to directly access an FTP site to upload files and folders.

Accessing FTP Site Directly

1. Launch Internet Explorer.
2. In the address field, type ftp://ftp.weboffsetprint.com. Hit enter, or click GO.
(The location may be stored as a bookmark to avoid retyping in the future.)
3. Enter your username and password when prompted and click "Log On".
You should see "FTP root at ftp.weboffsetprint.com
To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer.",
along with any folders and/or files that may already be there.
4. Click "Page" on the right in the second command line at the top of the dialog box.
5. Click "Open FTP Site in Windows Explorer". A "Log On As" dialog box will open.
6. Enter your username and password again and click "Log on".
7. When the connection is complete you can now drag and drop your files into the window for upload.