

File Transfer Protocol Made Easy



Byron, MN

**<ftp://ezftp.com>
<http://www.schmidt.com>**

For Further Assistance Contact:

**Schmidt Preflight Team, Byron
507-775-7389 or 507-775-7303**

or

**The Desktop Helpline:
507-775-7315 or 507-775-7358**

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What is FTP:

One of the oldest, yet increasingly popular methods of transmitting electronic files is File Transfer Protocol (FTP). FTP is a method of sending files via the Internet. Although similar to an e-mail attachment, an FTP file is converted into a unique format that is recognized by all FTP client software packages. By standardizing the conversion and file transfer, the chance of error is greatly reduced. Other advantages of FTP include:

- Unlimited file size.
- Eliminates the need for various types of media and the associated shipping costs.
- No need for unique client software.
- No phone transmission charges.
- No threat of unreadable attachments because your e-mail encoding and decoding schemes are incompatible with the receiver.
- Easy drag-and-drop method used to transfer files frees up your screen and allows you to continue working throughout the transmission.

FTP is a cost-effective, reliable, and easy-to-use method for transmitting electronic files. The requirements for FTP are simple; Internet access and a browser of your choice or Internet access and FTP client software.

Getting Started with FTP

- Step 1:** The first time you send to our FTP site, call your Account Manager to see if we have a User Folder set up for you already and what your Password is. If one doesn't exist, we will get one set up for you.
- Step 2:** Compress your files prior to sending them
- Step 3:** Transmission via Internet
- a. Mac Users - Safari or Firefox
 - b. PC Users - Internet Explorer
- Host Address: ezftp.com
- Step 4:** FTP Client Software
- a. Mac Users - Fetch
 - b. PC Users - WS_FTP
- Host Address: ezftp.com

File Transmission using Internet Browser

Native files must be compressed prior to transmission.

- 1 Address:
<http://www.ezftp.com>

- 2 Enter your:
Login ID & Password.

Click OK

- 3 Double click on the Directory you want to Upload files to. You can also create a new Directory by clicking on "Create A New Directory" located to the right.

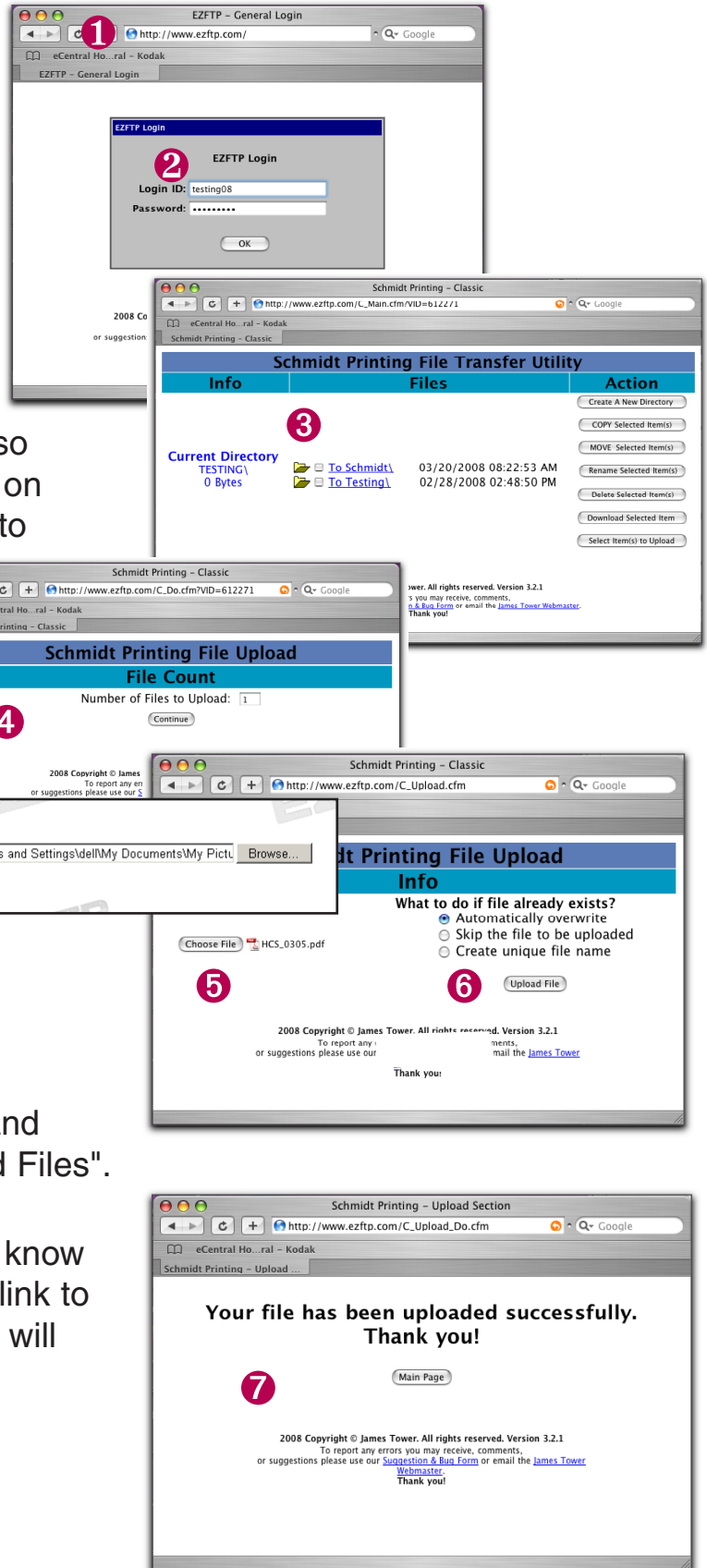
- 4 Change the "Number of Files to Upload" default to match the number of uploads you are sending.

Click on Continue.

- 5 Click on the "Choose File/Browse" tab to locate and select the files for uploading.

- 6 When all files have been located and visible in this window click "Upload Files".

- 7 A window will appear that lets you know the Upload was successful with a link to the Main Page. The uploaded files will then be visible on the Main Page.



FTP Client Software

FTP Client Software programs are used for seamless transfer of files over networks, such as the Internet. Below are links to both Fetch (Mac) and WS_FTP (PC) sites where you can purchase the appropriate client software for your site. If you are going to be uploading larger files, this may be a better transfer solution than your Internet Browser.



Macintosh - Downloading Fetch

Fetch Softwareworks

If you prefer using FTP Client Software for ease of uploading files, follow the information below to locate Fetch. Fetch must be purchased for about \$25.

Go to:

<https://store2.esellerate.net/store/checkout/CustomLayout.aspx?s=STR538073659&pc=&page=catalog.htm>

Host Address: ezftp.com

PC - Downloading FTP Client Software for PC Users



If you prefer using FTP Client Software for ease of uploading files follow the information below to locate WS_FTP. WS_FTP must be purchased for approximately \$55.

Go to:

http://www.ipswitch.com/purchase/products/ws_ftp.asp

Host Address: ezftp.com