

# Uploading to Applied Digital Imaging's FTP site

## 1.

For files over 5Mb or if you are having trouble using a web browser, we recommend Filezilla from SourceForge (<http://filezilla-project.org/>) as a stable, free and safe multi-platform FTP client.

Download the "FileZilla Client".

Once you have installed Filezilla you can add new sites by using [File -> Site Manager] or typing Ctrl-s. In the Site Manager click the "New Site" button in the bottom left. A form will come up. Fill out the form as follows:

**Host:** ftp.applieddi.com  
**Port:** 21  
**ServerType:** FTP  
**Logon Type:** (Change to "Normal")

**User:** incoming@applieddi.com  
**Password:** Incoming1234

Then click "OK" or "Connect".

## 2.

At this point a list of folders/directories/files/windows comes up. To simplify the view uncheck the four buttons to the right of the world icon which clears some of the power user tools from the screen.

The small left window contains your local file directory. The right window contains the remote file directory. On the right you will upload your file(s) to the folder labeled "incoming". You will do this by dragging them from your local file directory to the the "incoming" folder.

- NOTE: If uploading more than one file, please compress folder with all files inside using either Stuff-It (.sit) or ZIP (.zip) compression software.

## 3.

Email the Graphics Department at [graphics@applieddi.com](mailto:graphics@applieddi.com) with file name(s) and job specifications.