

FTP Download & Upload Procedures for Internet Explorer 7 & 8

Downloading File(s) or Folder(s)

Follow the "Accessing the FTP Site" instructions.

Select files and/or folders. Hold down Control key for multiple selections.

Right click on a selected file(s) or folder(s).

Select "**Copy to Folder**" and the "**Browse for Folder**" dialog box appears.

Browse to the folder where you want the file(s) and/or folder(s) to be downloaded.

Select **OK**. The Copying dialog box appears until the download is complete.

If the "**Confirm File Replace**" dialog box appears, select **Yes**, and the file will download.

Uploading Files or Folders

Follow the "Accessing the FTP Site" instructions.

Right click on **Start** and select **Explore**.

Browse to the location of the data to be uploaded.

Select file(s) and/or folder(s) to upload.

Right click on a selected file or folder. Hold down Control key for multiple selections.

Select **Copy** to put file(s) and/or folder(s) in the clipboard.

Close Windows Explorer. The FTP dialog box should be visible, select the **Edit** (pull down) and select **Paste** in the FTP dialog box. The Copying dialog box appears until the upload is complete.

If the "**Confirm File Replace**" dialog box appears, click **Yes**, and the file will upload.