

FTP Procedure for Internet Explorer 7

Accessing the FTP Site

Go to givlerengineering.com and select **FTP Site** then select the **FTP site link**.

Select "**Cancel**" *twice* until a blank page is displayed.

Select "**Page**" on the right in the second command line at the top of the dialog box.

Select "**Open FTP Site in Windows Explorer**" and wait for the next dialog box.

Enter the **user name** and **password**. Select "**log on**" and wait for the next dialog box.

When the connection is complete, an FTP dialog box will appear which identifies the files and folders at the site. You can use the same edit commands and actions at the FTP site that you use with Windows Explorer or My Computer.

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) or Folders 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.

Unloading 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. Hold down Control key for multiple selections.

Right click on a selected file or folder.

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.