



FTP USER GUIDE

www.courtneycolour.com.au

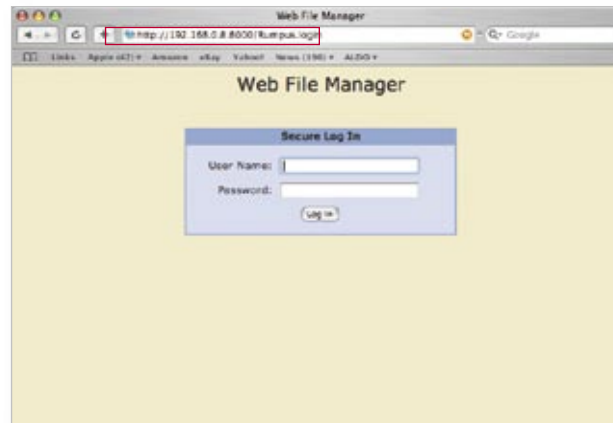
Courtney Colour File Transfer Protocol (FTP) – Welcome to our Web-based file transfer server. Using this service, you can upload, download, and manage files quickly and easily using any standard Web browser.

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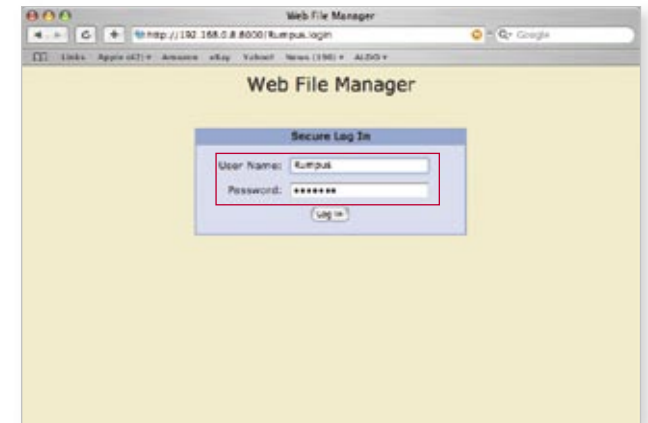
1. URL / Login

To access the Courtney Colour FTP server, make sure you have access to any standard Web Browser (eg: Internet Explorer, Firefox, Safari) then follow these easy steps.



Step 1 Enter the Courtney Colour FTP server URL Address, which is <http://210.15.235.226:8000> into your Web Browser Address field.

This will load the Web File Manager Login Screen.



Step 2 Enter your username and password into the required fields, then press Enter.

This will load the Web File Manager Interface.

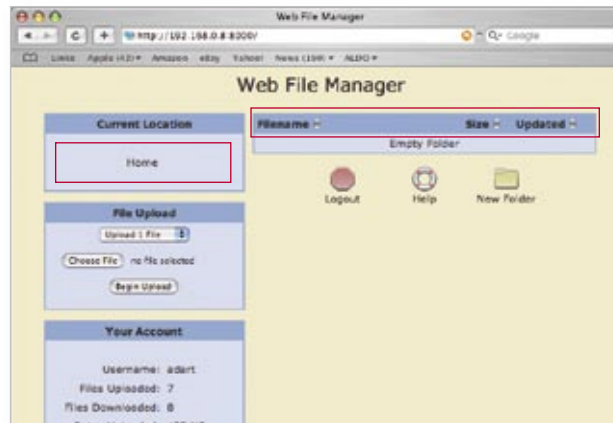
2. User Interface

The main page you will use is broken up into several different sections. The large box to the right is a listing of the files and folders in the currently selected directory.

The “Current Location” box at the top left displays the folders traversed to the currently displayed folder. When you first log in, the only folder shown will be the top level “home” folder, but as you move into various sub-folders, the current location box will update to let you know where you are.

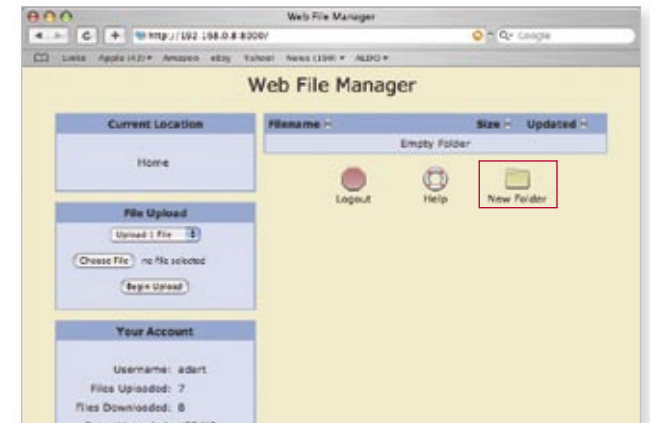
If you have permission to upload files to the current folder, the “File Upload” box, which is described in detail in the “Uploading Files” section, will also be displayed.

Finally, the “Your Account” box provides information about your user account and previous activity.



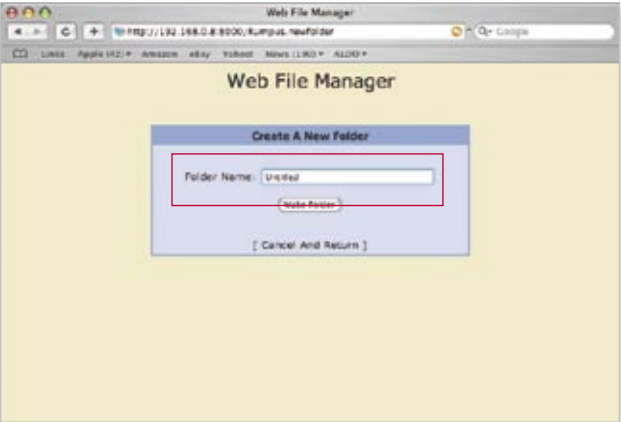
Step 1 You can move into a sub-folder simply by clicking its name in this list.

Step 2 You can sort directory listings by filename, file size, or last modified date by clicking the small up (increasing order) or down (decreasing order) buttons next to the column headings at the top of the list.

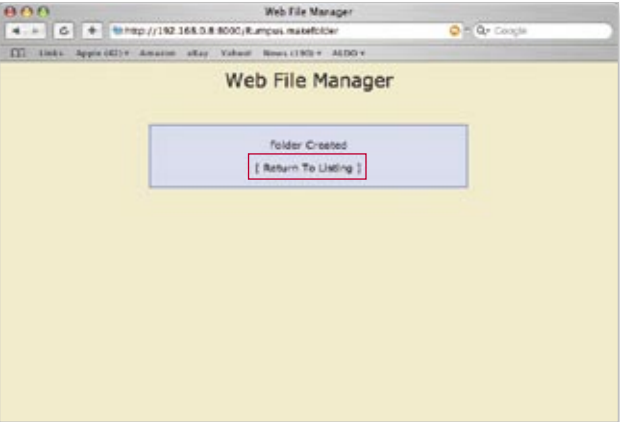


Step 3 To create a new sub folder, simply click the "New Folder" icon. this will load the "Create a New Folder" interface.

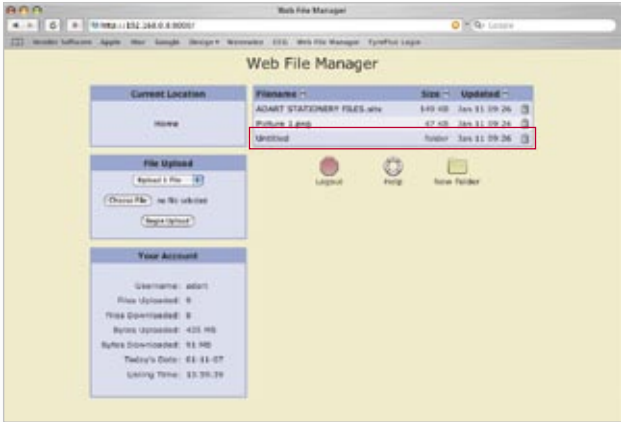
2. User Interface



Step 4 Enter the name of the new sub folder that you would like to create.



Step 5 Once the sub folder is created you will need to click "Return To Listing".

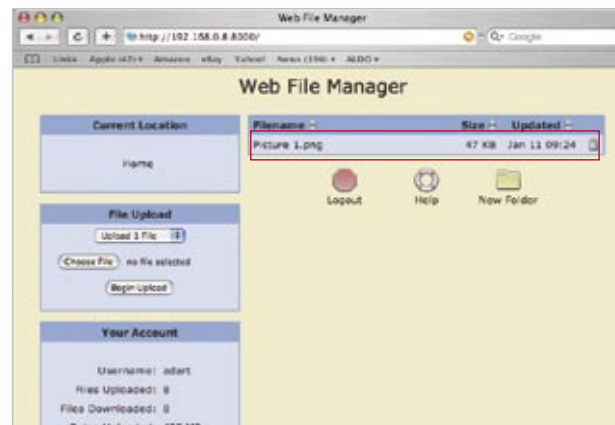


Step 6 The new sub folder is now ready to be accessed.

3. Downloading

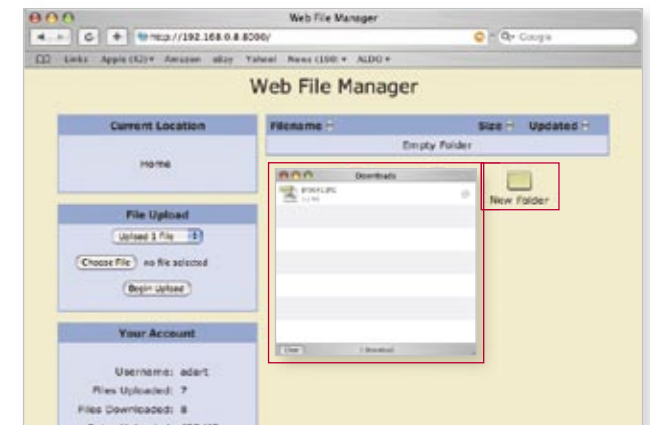
Files can be accessed by clicking the filename in the directory listing, which will cause your browser to either display the contents of the file or save it to your hard drive, depending on what type of file it is.

If you have the ability to delete a file, a small trash can icon will also appear on each line of the directory listing. Click the trash icon to delete the file.



Step 1 Locate the file or folder you wish to download.

Step 2 To save the file to a specific location on your computer, right-click (Windows) or control-click (Macintosh) on the filename link and choose the "Save As ..." option from the menu that appears.

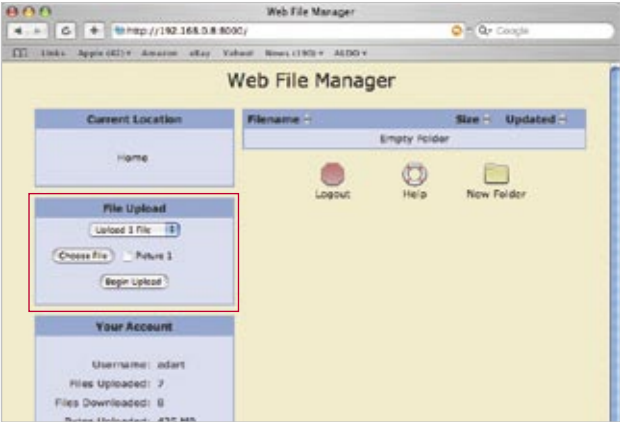


Step 3 To monitor the progress of your download, open the "Download Manager" or "Downloads" window in your Web browser.

4. Uploading

If you have the ability to upload files to the current folder, the “File Upload” box will be displayed to the left of the directory list. If you would like to upload multiple files at one time, select the number of files to be sent in the pop-up menu at the top of the upload box.

Please note that some Web browsers do not provide much feedback during file uploads. Don’t click the “Begin Upload” button more than once, close the window, or otherwise reset or stop the transfer. Uploading large files can take time, so please be patient.



Step 1 To upload a file click the “Choose File” button (it may also be labeled “Browse” or something similar, depending on your browser) and then select the file to be uploaded.

To upload multiple files, use a different Choose File button for each file to be sent.

Step 2 When you are ready, click the “Begin Upload” button to start the transfer.



Step 3 The server will display an “Upload Complete” message when the transfer is done. Simply click Return to load the Main Page again.

5. Troubleshooting

If you are having any difficulty with your Courtney Colour FTP Server Account and cannot find the solution in this User Guide, please feel free to contact:

PRE-PRESS

T 03 9735 5811 **F** 03 9739 6345

E prepress@courtneycolour.com.au