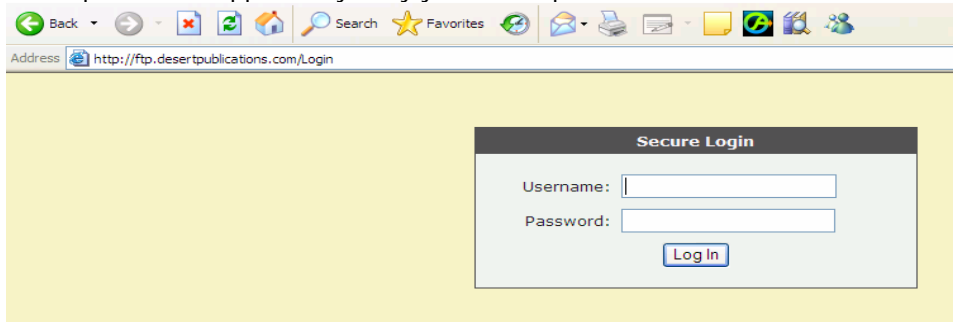


How to upload files using FTP

First Navigate to the URL <http://ftp.desertpublications.com/>

Use the username and password supplied to you by your correspondent.



Once logged in. On the Left hand side of the screen you will find files and folders.

To enter a selected folder, click on the folder name on the left side. To download the file or folder, click on the right hand side icon.

Filename	Size	Updated
IT	folder	Mar 20 16:30
DesertGrafics	folder	Jan 10 15:50
Editorial	folder	Mar 27 11:58
PebbleBeach	folder	Mar 20 11:57
Marketing	folder	Jan 10 15:51
Desert Guide	folder	Mar 21 14:17

On the left hand side of the page you can upload files.

To upload files choose the number of files you wish to upload from the drop down box. Next Click on the Browse (Macs: Choose File) button to select your file(s).

Files names must be short (8-15 characters) and not contain spaces or non-alphanumeric characters.

Next fill in the form so that we can process the file to right recipient. Then you can click the "Begin Upload" button. You will then see a progress status page.

File Upload

Upload 1 File

Browse...

*Your Name:

*Your Email:

*Publication/Project:

*Deliver File To:

Notes regarding files can be placed here.

File Notes:

* = Mandatory Input.
File names can't include spaces or non-alphanumeric characters.

Begin Upload

The Upload Is In Progress...

File Being Sent: Cyberduck-2.4.6.dmg
File Size: 4460 K Bytes
Bytes Sent: 944 K Bytes
Percent Complete: 21%
Elapsed Time: 19 Seconds
Est. Time Remaining: 70 Seconds

The File Has Been Successfully Sent

[Return To The File Listing]

[Logout]

Once file has successfully uploaded, you will see a confirmation screen. From there you can return to the file listing to confirm your file is uploaded, or you can logout of the site. If you have specific instructions or want to be sure your file is processed quickly, send an email to your correspondent to notify them of the upload.