

FTP File Transfer from Windows

File Transfer Protocol

FTP (File Transfer Protocol) is simply transferring files (uploading) to a server, which then can be retrieved (downloaded) by the person receiving your job. FTP-ing your job to Badger Press saves time and money. Rather than saving your files to a disk and then mailing them, placing your files on our FTP server allows Badger Press to receive your job the same day you send it. In order to FTP, you will need FTP software. Many easy-to-use software programs can be downloaded(usually free) from the internet. Here is a popular FTP program for Windows: FileZilla (<http://filezilla-project.org/download.php>)

Please call your sales rep for a username and password.

Begin by logging on to our website, badgerpress.com, and clicking on the “FTP” link.

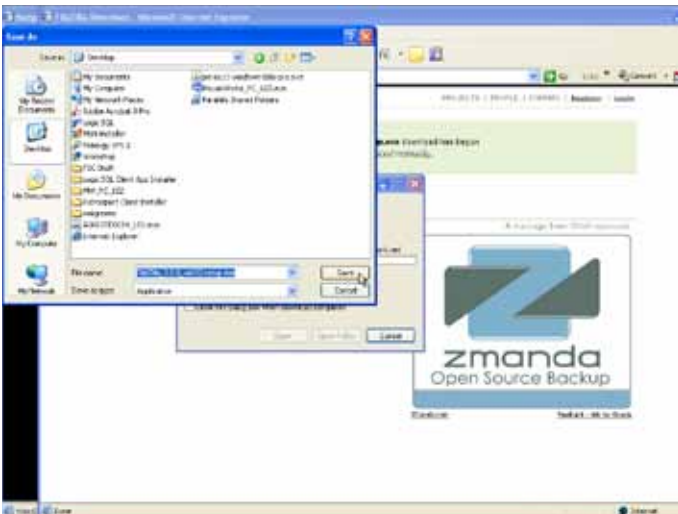
Once on the page locate and click the “Download FileZilla” link.



We recommend the top .exe link.



You can then Run or Save the file, this example illustrates saving to your desktop.



Navigate to your desktop, make note of the file name and click the “Save” button.



Then double-click the “FileZilla” icon, this will begin the installation of the application.



An installation wizard will guide you through the process of loading the program on your computer. Click “Run.”



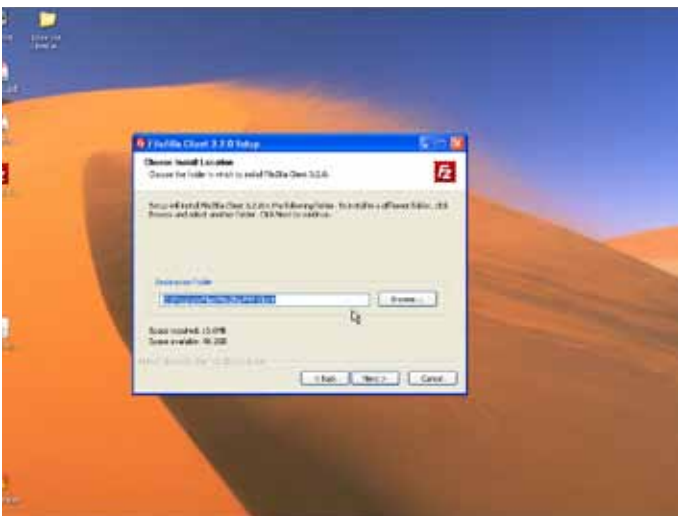
After carefully reading the license agreement, click the “I Agree” button.



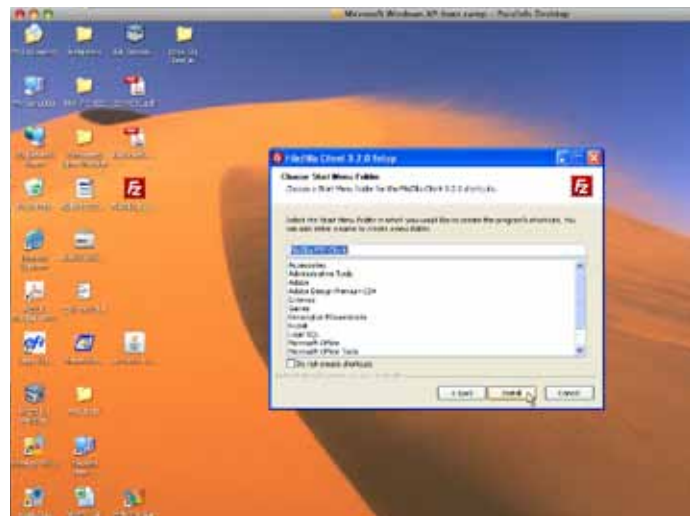
Decide if only you or anyone using your computer will have access to this application.



In this window you may wish to choose the “Desktop Icon,” this gives you a shortcut on the desktop.



Choose the location you would like the application to be loaded or accept the default location “Program Files.”



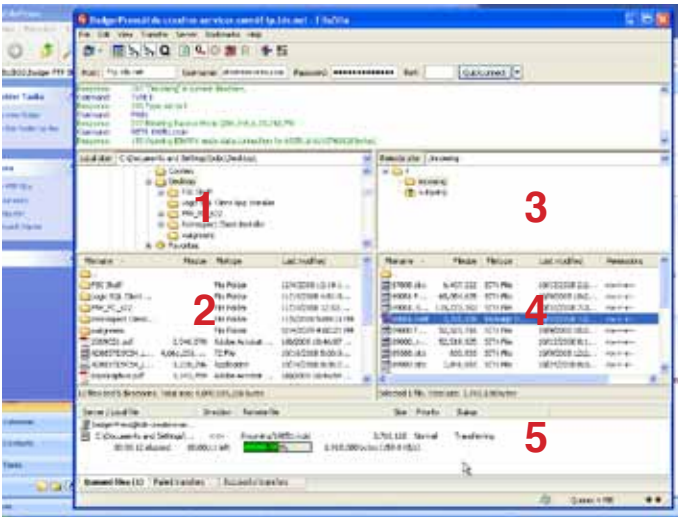
Click the “Install” button.



You have completed the installation click the "Finish" button.



You may now begin using "FileZilla" ftp software.



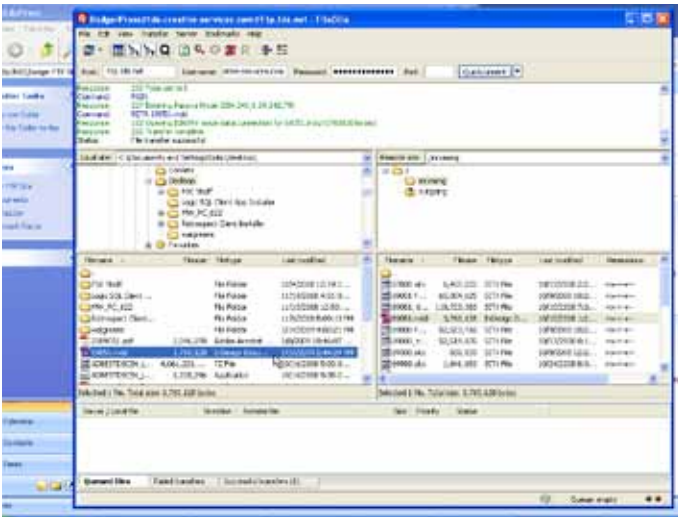
The "Host" will be: ftp.badgerpress.com

"Username" will be: *the login provided to you* this will vary depending on which account you wish to access.

"Password" will be: *the password provided to you* this too will vary based on the user.

1. Your Computer and the folder you will place files
2. Listing of files within your chosen folder
3. Remote site
4. Files located in the remote site

Click the files you wish to transfer and drag them to the location of you choosing. In this example we will move files from the remote site and transfer them to our desktop. Area 5 shows the status of the file transfer.



The file transfer is complete, you can see the file has been transferred onto the desktop and is now ready for use.

If you have any questions regarding this process feel free to contact your sales associate or CSR and we'll be happy to guide you through the process.