

## GCI FTP User Guide

### 1. What is FTP?

FTP is an acronym for File Transfer Protocol. As the name suggests, FTP is used to transfer files between computers on a network, such as the Internet. You can use FTP to exchange files between computer accounts, to transfer files between an account and a desktop computer, or to access software archives on the Internet.

### 2. Why use FTP?

FTP is a simple way to transfer your files to Graphic Center, Inc from just about any location with an internet connection. Since most of graphic files are large in nature, we recommend sending the files via FTP instead of e-mail since many e-mail services have restrictions on file attachment sizes.

### 3. How do I connect to your server?

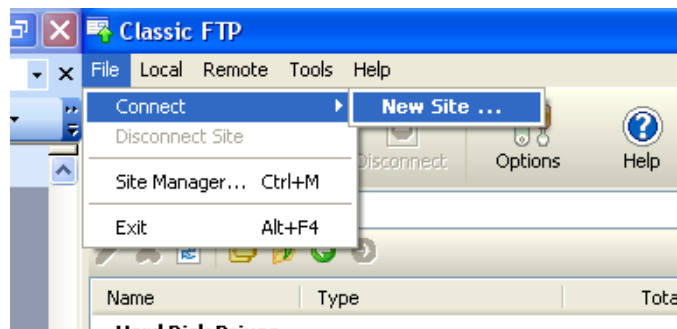
If you're already familiar with FTP our server address is <ftp.gciguam.com>. Simply enter the username and password that was provided to you. Ensure that passive transfers are enabled.

If you do not have an FTP client we recommend that you download a **FREE** FTP client from NCH Software at <http://www.nchsoftware.com/ftp/>. Clients are available for both Mac and PC. The download and installation should only take a few minutes.

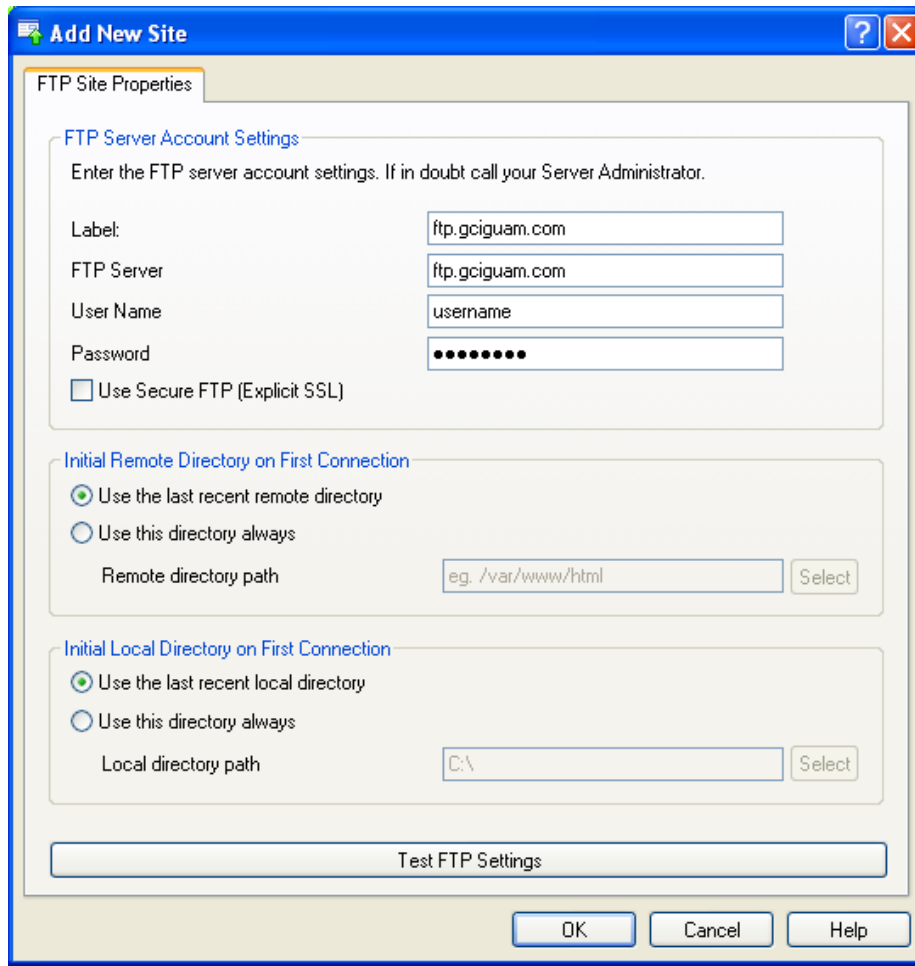
### 4. How do I configure Classic FTP to connect to your FTP server?

From the NCH website, click the "Download Now" if you're using a PC or "Download Mac" if you're using a Mac under the Classic FTP heading. Once the download has completed, click on the installation file.

Once installation is completed, the application will automatically launch. To configure your connection, click on File>Connect>New Site

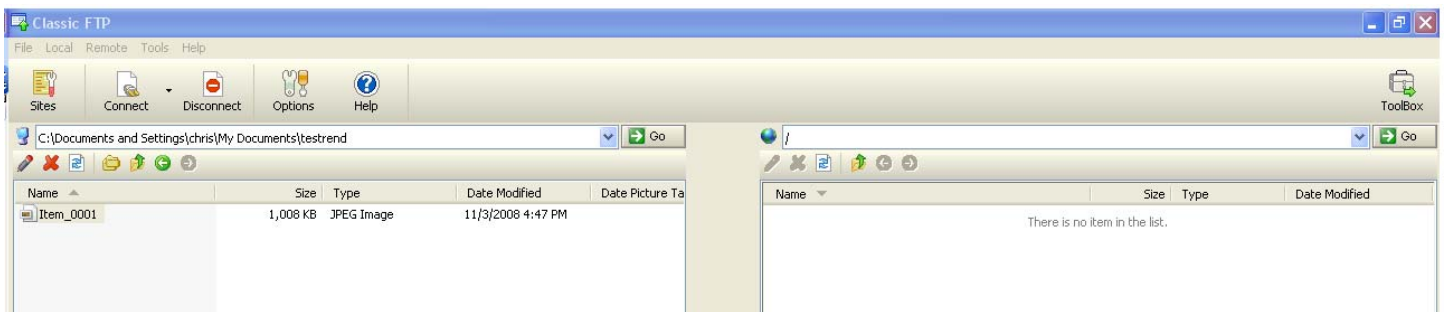


The Add New Site window will appear with the FTP Site Properties Tab enabled. Enter <ftp.gciguam.com> for the Label and FTP Server. Enter your username and password that was provided to you by the GCI staff.



Click the Test FTP Settings to ensure that the configuration is correct.

Once the test is completed click on the connect button to access our FTP site. If you want to transfer files, locate the directory of the desired files on the right hand side of the FTP client. If you need to change the directory, simply click on the drop down menu and navigate to the appropriate directory. Once you have located your file, click on it once and click the arrow point to the right.



The FTP client will ask if you are sure you want to upload the selected file. Click on “Upload” and the file transfer will begin.

Transfer speeds will vary depending on the size of the file, your connection speed and network traffic.

If you have any questions please do not hesitate to contact us at 472-3072.