



# CLIENT FTP FACILITY FOR UPLOADING GRAPHIC FILES UP TO 50MB IN FILE SIZE.

## ICON CREATIONS FTP PROCEDURE FOR INTERNET EXPLORER

Internet Explorer provides the ability to directly access an FTP site to upload files and folders. Icon Creations has an FTP site for allowing clients to upload artwork to our Graphics Department.

\*It is important that a single file is no greater than 50MB, and that you don't load a group of files that exceed 50MB. If your single or combined files exceed 50MB, a CD should be sent instead.

### Accessing the FTP Site (for customers);

1. Launch Internet Explorer.
2. In the command line, type ftp://218.214.145.9  
where "userid" appears, enter: client  
where "password" appears, enter: icon  
\*The address may be stored as a bookmark to avoid retyping.
3. Press the Enter key and the message "To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer." will appear in the dialog box.
4. Click "Page" on the right in the second command line at the top of the dialog box.
5. Click "Open FTP Site in Windows Explorer" and wait for the next dialog box.
6. Enter your password (ie: icon).
7. Click "Log on" and wait for the next dialog box.
8. 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 such as Delete and Rename.

### Uploading Files or Folders (for customers);

1. Follow the above "Accessing FTP Site " procedure to connect to the FTP site.
2. Right click Start and click Explore.
3. Locate folder containing upload file(s).
4. Select file(s) and/or folder(s) to upload. Hold down Control key for multiple selections.
5. Right click on a selected file or folder.
6. Click Copy to put file(s) and/or folder(s) in the clipboard.
7. Close Windows Explorer. The FTP dialog box should be visible
8. Click Edit and click Paste in the FTP dialog box. The Copying dialog box appears until the upload is complete.
9. If the Confirm File Replace dialog box appears, click Yes, and the file will upload.
10. Once upload is complete, simply close the FTP folder and notify Icon Creations the FTP Upload is complete.

**If you encounter any difficulties, please don't hesitate to contact  
our Graphics Staff on: 03 9587 5055**