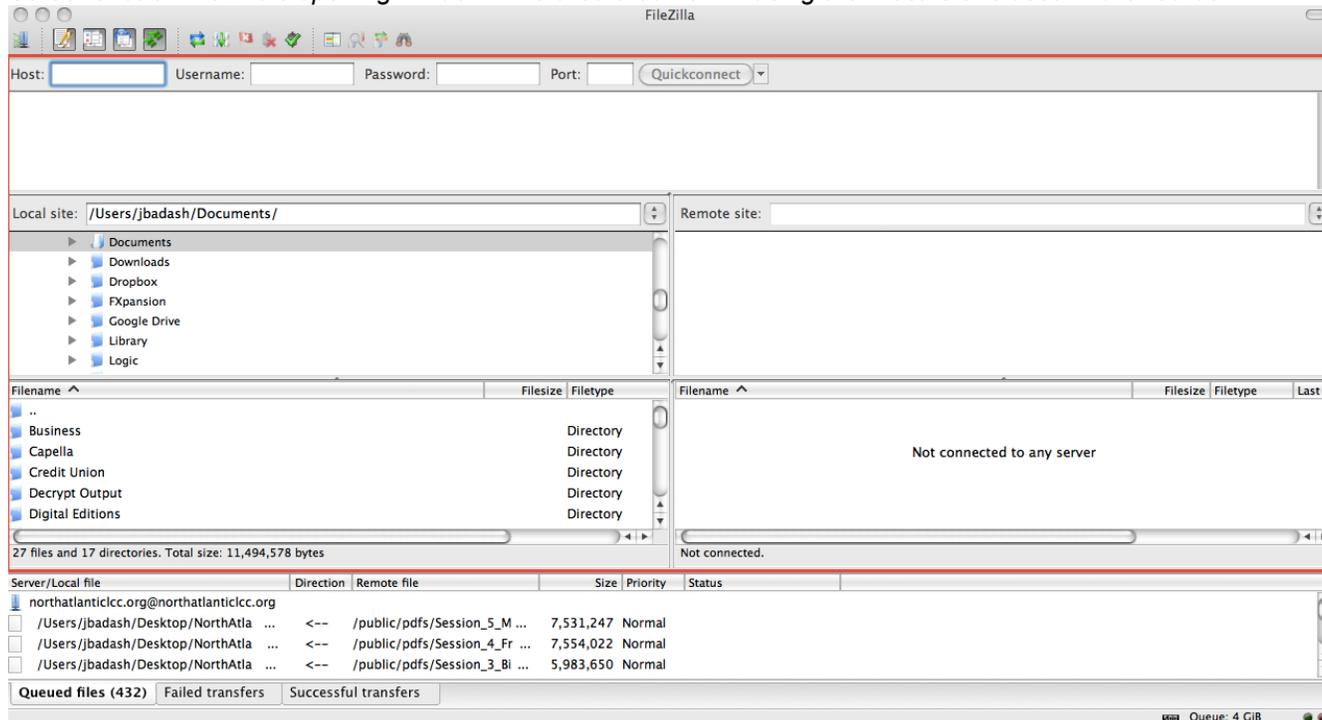


The following tutorial will describe the use FileZilla in FTP transfer of a batch of files to APPLCC. FileZilla is free software that makes FTP transfers easy.

1.) First, download and install the version of FileZilla that is appropriate for your operating system. It can be found here: <http://filezilla-project.org/download.php/>

2.) Open FileZilla if it is not open already.

Screenshot of FileZilla's opening window. The area that we will use the most is enclosed in the red box:



3.) At the top of the window, there are a number of empty fields titled **Host:**, **Username:**, **Password:** and **Port:**.

3A) In the **Host:** field enter **applcc.org**

3B) In the **Username:** field enter your APPLCC username.

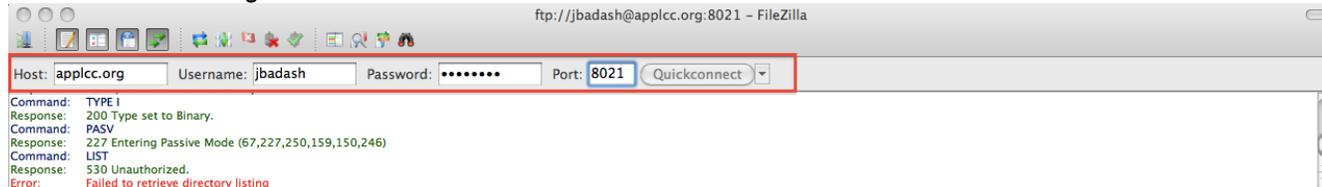
3C) In the **Password:** field enter your APPLCC password.

3D) In the **Port:** field enter **8021**

3E) Click the **Quickconnect** button.

You will see messages in the field below the login fields. The last of these messages will be an error message stating: **Failed to retrieve directory listing**. This message is normal. We will add the directory listing in the next step.

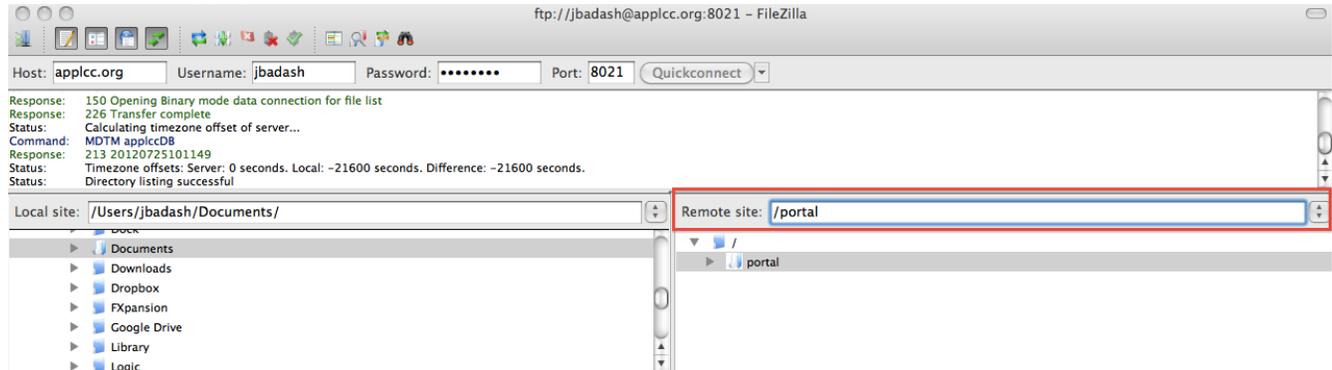
Screenshot of the login fields:



4.) On the right side of the screen, just below the Host login fields, is a field titled **Remote site:**

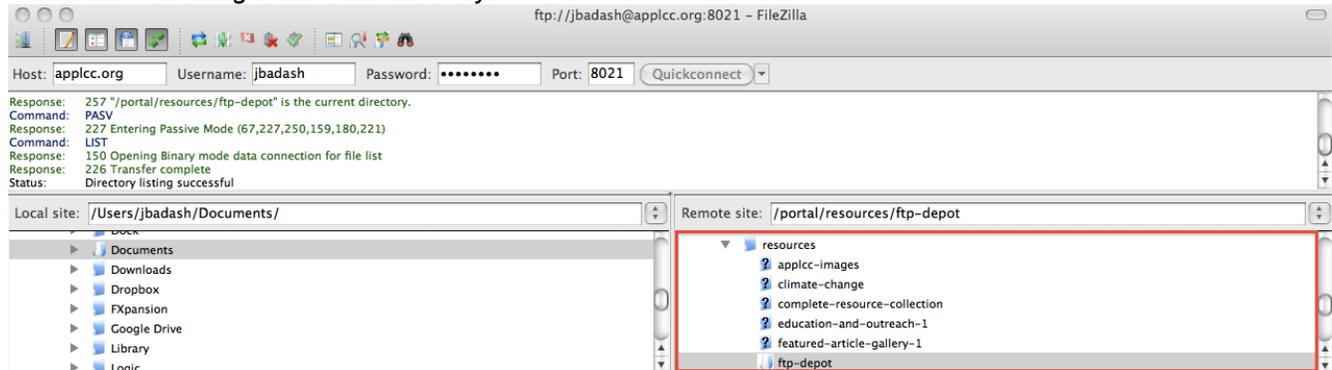
In this field enter **portal** and press enter. You should see the APPLCC file directory.

Screen Shot of Remote site:



5.) Click on the arrow next to the **portal** folder. This will expand the **portal** folder. Scroll down until you see a folder titled **resources**. Double click on the **resources** folder. This will expand the **resources** folder. Scroll down until you see a folder titled **ftp-depot**. Double click on the **ftp-depot** folder.

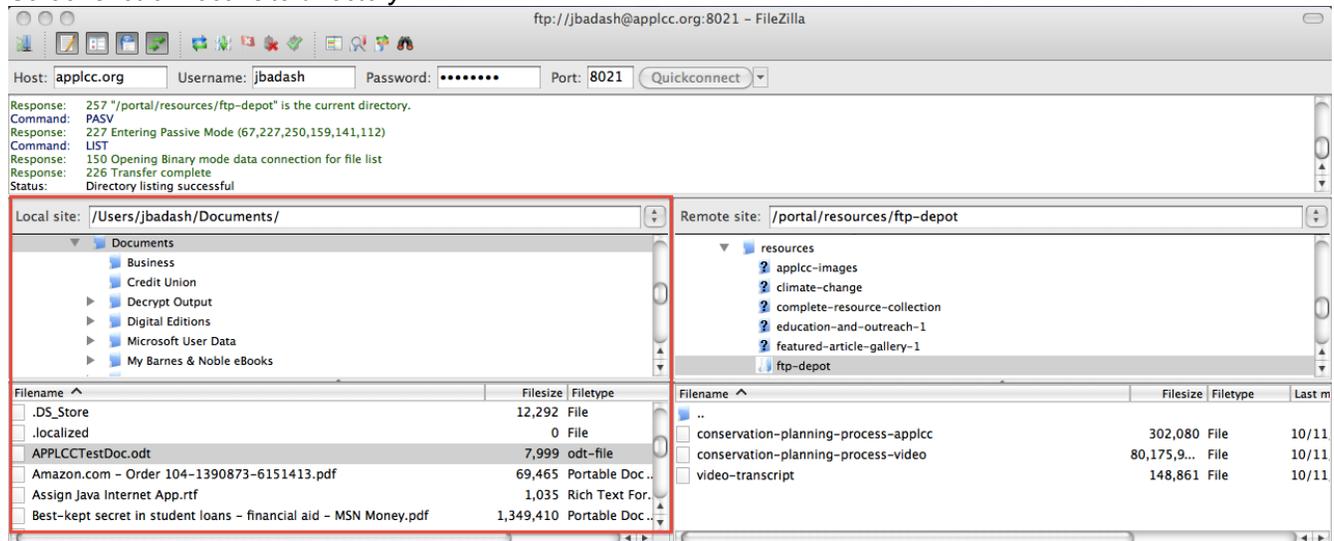
Screenshot showing remote file directory:



*Please Continue on the next page.

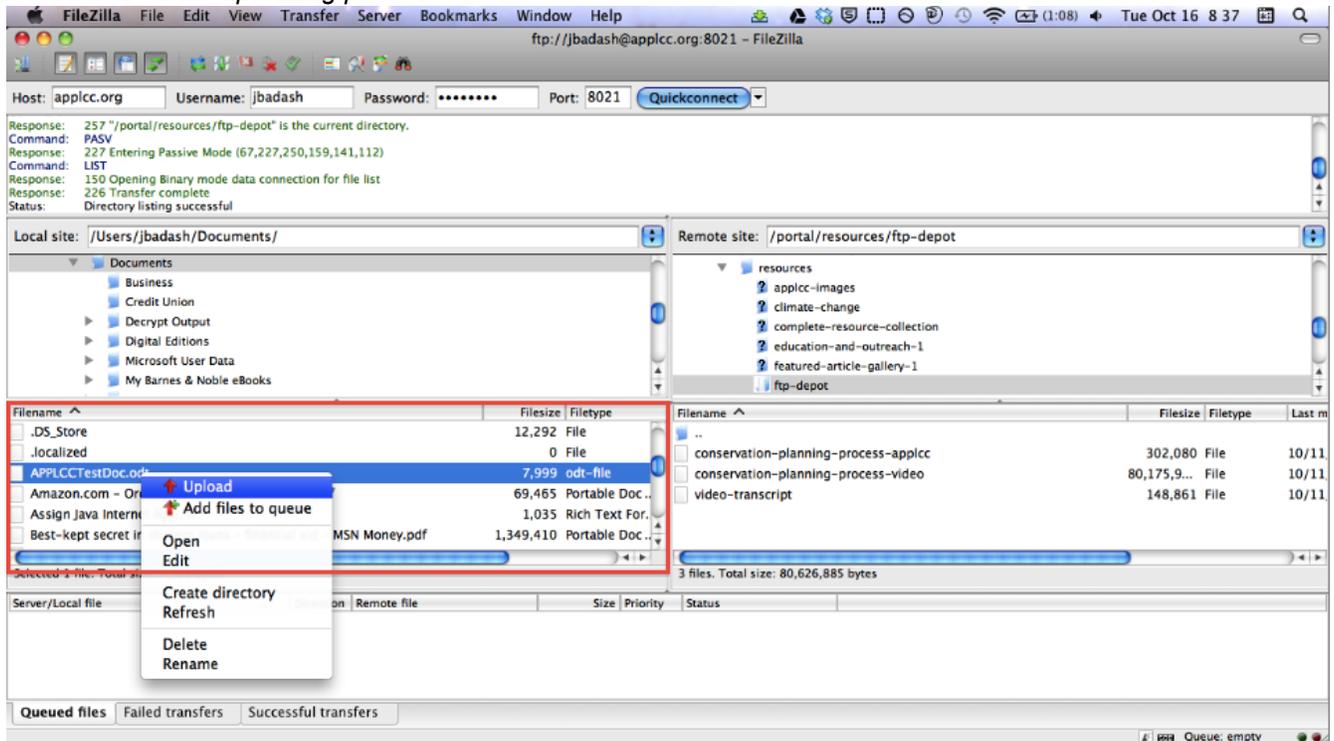
6.) On the left side of the screen, just below the Host login fields is a field titled **Local site:**. This is the local directory on your computer. Scroll down until you see the folder where your batch is located. Click on this folder to expand it. The contents of the folder will be displayed in the Filename window below the Local site window.

Screenshot of Local site directory



7.) Right click on the file or folder in your local directory that you would like to upload and click upload.

Screenshot of file uploading procedure



8.) Check the FTP Depot folder in the Resources section of the APPLCC website to make sure that your content is present. <http://applcc.org/resources/ftp-depot/>