



File Transfer Protocol (FTP): frequently asked questions

What is FTP?

File Transfer Protocol (FTP) is a protocol used to transfer files over the Internet. People commonly use FTP to make files available for others to download. This protocol is usually faster than HTTP. You can start an FTP session using a standard web browser, command line prompts, Windows Explorer, or an FTP Client.

How do I start FTP?

To start FTP in Internet Explorer, type the FTP address into the Address bar or click an FTP link on a webpage. If you click a link, you will be asked whether you want to save the file or open it. (If you use a different web browser, follow the instructions that came with your browser.)

FTP addresses start with "ftp://" rather than "http://." For example, to go to the Microsoft FTP website, type ftp://ftp.microsoft.com, and then press ENTER.

How do I access FTP websites and download files?

1. Once you are provided the download links after registration, you can simply click the link and it will open the ftp site on your browser.

OR

2. If you already have the site's URL as provided from emails or from copying it from above, type or paste the Internet address (URL) for the FTP site you want to connect to in your web browser's address bar (for example, ftp://ftp.microsoft.com/), and then press ENTER.
3. The FTP site opens, and you can do one or more of the following:
 - To open a file or folder, click it.
 - To download a file or folder, right-click it, and then, in Internet Explorer, click **Save Target As**. If you use a different web browser, follow the instructions that came with your browser.

You can also open the site in a Windows Explorer window. To open the site in this way, in Internet Explorer, click the Page button, and then click Open FTP site in Windows Explorer. In the new window, to download a file or folder, right-click it, and then click Copy to Folder.

How do I upload files to an FTP website?

There is no uploading option at this point for the website.

Can I use FTP to copy or move files between websites?

Yes, but not directly between sites. You must first use FTP to download the files to your computer, and then use FTP again to upload them to the other website.

FTP Clients

FTP Client – is software that enables a user-friendly interface to downloading and uploading files from one computer to another.

NOTE: It is imperative that you register to become a plan holder as that is the only way to assure access and updates to any project or file changes. If it is found that downloads are being made or attempted from a non-registered company, their access will be blocked.

After you register you are presented a link. You can then right click on the link and click “copy shortcut”. You can also just click the download link and then copy the information from the address bar. This will provide you with the following link **Example**.

“<ftp://555.5.5.555/FolderName/Public/Project XXX name>”

You will need to follow the individual instructions per your FTP Client. Below are common entries items that you will need to enter as a result of the above link:

Protocol: Normal FTP

Host: [555.5.5.555](ftp://555.5.5.555)

Path: /FolderName/Public /Project XXX name

Login Type: anonymous

(No username/password)

Again, you must have registered. Remember that the paths are subject to change and the key is to make sure that you get the **correct link from the procurement registration / download** web page.

We do not endorse or recommend any specific FTP client. Below are some of the more common ones.

WS_FTP - <http://www.ipswitch.com/>

CuteFTP - <http://www.cuteftp.com/>

SmartFTP – <http://www.smartftp.com/>

FTP Explorer - <http://www.ftpx.com/>

FileZilla – <http://filezilla-project.org>

NOTE: Some companies block or disallow ftp to certain sites or IP Addresses. Please check with your IT department for any of these restrictions, help installing, or configuring any software on your computer.