Topeka Blueprint's FTP Server

Instructions

These instructions are available at http://www.topekablue.com/ftp-instructions.pdf.

CONFIDENTIALITY AND PRIVACY WARNING – Any file(s) uploaded to Topeka Blueprint's FTP Server using one of our general FTP accounts will be available for viewing and downloading by anyone with knowledge of our general FTP account login. No privacy or confidentiality of your file(s) can be assured when using our general FTP accounts. If you require privacy, please request a private FTP login account. See below for more details.

What is an FTP Server?

An FTP server provides an easy method for Topeka Blueprint to send and receive large files to and from its clients. This bypasses the problems encountered when using e-mail attachments.

ANONYMOUS USERS – For addition security TBP no longer allows anonymous users to upload and download files to/from our FTP Server. You will need to contact TBP and receive a User name and password to access our FTP Server. Sorry for the inconvenience.

How do I upload a file?

There are several ways to upload a file to the server. Below are a couple of the most common methods.

Windows Explorer (Recommended Method) will allow you to upload files directly to our FTP server without using any additional software.

1. To connect to our FTP Server using Windows Explorer open My Computer.
2. Next enter **ftp.topekablue.com** in the "Address" bar and press Go or Enter.
3. You will be prompted for your Log on User name and Password. You must contact TBP for a User name and Password.
4. We suggest you create a new folder on our server. Click on the File menu, and select "New Folder". Rename the new folder using a project name or your name to help us to easily recognize it.
5. Open the folder on your hard disk drive where your files you want to upload are located.
6. Position the folder window so you can see both it and the Windows Explorer window.
7. Simply drag and drop or copy and paste the file(s) from the folder window to the new folder you created on our FTP Server in Windows Explorer to upload them.
8. Your Files will now upload. How long this takes depends on the size of the file, the speed of your Internet connection, and the level of internet traffic at the time.

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9. Please provide a text file with instructions with your upload.
10. Call or email info@topekablue.com to let us know you've uploaded files for processing.

Internet Browsers like Internet Explorer, Firefox, Opera and Chrome are no longer recommended or supported for uploading and downloading files.

FTP Client - You can also use your favorite FTP Client to upload file(s). Configure your FTP Client with the following settings.

> Host or URL: ftp.topekablue.com
> Port: 21
> Username: *(contact TBP for username)*
> Password: *(contact TBP for password)*
> Remote Directory: *(leave blank)*

When connecting to our FTP server your access isn't restricted. You will be able to upload, download, create, delete, rename or modify any of the files or directories listed. If you're accessing one of our general FTP accounts please only alter your own files.

How do I download a file?

The easiest method is with Windows Explorer connecting to **ftp.topekablue.com**. Enter your Log on User name and Password. If you don't have a User name and Password you must contact TBP.

1. To connect to our FTP Server using Windows Explorer open My Computer.
2. Next enter **ftp.topekablue.com** in the "Address" bar and press Go or Enter.
3. You will be prompted for your Log on User name and Password. You must contact TBP for a User name and Password.
4. Navigate to the proper folder.
5. Select as many files as you'd like to download.
6. Right click on one of the highlighted files and select "copy" from the context menu.
7. Browse to the folder you would like the files saved, right click and select "paste" from the context menu.
8. It is a good idea to create a special folder (called C:\downloads, for example) where you save downloaded files. Then you will always know where they are. When this window appears you should also make a note of the name of the file - you will need to know that to find it later.

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9. Windows Explorer will then begin downloading the file. How long this takes depends on the size of the file, the speed of your Internet connection, and the level of internet traffic at the time.

FTP Client - You can also use your favorite FTP Client to download file(s). Configure your FTP Client with the following settings.

> Host or URL: ftp.topekablue.com
> Port: 21
> Username: *(contact TBP for username)*
> Password: *(contact TBP for password)*
> Remote Directory: *(leave blank)*

When connecting to our FTP server your access isn't restricted. You will be able to upload, download, create, delete, rename or modify any of the files or directories listed. If you're accessing one of our general FTP accounts please only alter your own files.

I'd like my own Private FTP Account

Call or E-Mail Topeka Blueprint and request your private FTP Account. We'll be happy to setup your own account for a nominal fee. Having your own account allows you the ability to upload, download, create, delete, rename or modify any of the files or directories in your folder.

Where to find an FTP Client?

There are several "good" FTP Client available for download directly from the internet.

Windows - Free FTP Clients

RightFTP http://www.right-soft.com/rightftp/

Filezilla http://filezilla-project.org/

Windows - Commercial FTP Clients

WS_FTP Professional http://www.ipswitchft.com/Products/WS_Ftp_Pro/Index.aspx?ps=1

CuteFTP http://www.cuteftp.com/cuteftp/

Macintosh - Commercial FTP Clients

Fetch http://fetchsoftworks.com/fetch/

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What are these .zip files?

Some files on this FTP server may be available for download as "ZIP" files. A ZIP file is a "compressed" format file. One or more original files can be compressed in size and then stored in a ZIP file. When the original files are needed, the user can "extract" the original files from the ZIP file using a ZIP file program. Storing files in the ZIP format provides two advantages for the person who downloads the file: (1) Several files (e.g., all of the files associated with a particular program) can be downloaded as one file, and (2) the files stored in a ZIP file are compressed, making the ZIP file smaller than the size of the uncompressed files, resulting in a faster download.

Windows - Free Zip Utilities

7-Zip http://www.7-zip.org/

Windows - Commercial Zip Utilities

PKZIP http://www.pkware.com/software-pkzip/intro

WinZIP http://www.winzip.com/index.htm

Macintosh - Commercial Zip Utilities

Stuffit Expander http://www.stuffit.com/mac-expander.html

Troubleshooting Tips

1. If you're using a web browser like Internet Explorer, Firefox, Opera or Chrome to access our FTP Server they are no longer recommended or supported for uploading and downloading files. We recommend using Windows Explorer. Refer to instructions on the first page of this document.
2. If you're unable to upload or download from our FTP Server using Windows Explorer, we recommend you install and use one of the recommended FTP Client applications.

This document last revised on March 5, 2012.