

Topeka Blueprint's FTP Server

Instructions

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

What is an FTP Server?

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

TBP no longer allows anonymous users to upload files to our 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?

Newer Internet Browsers will allow you to upload files directly to our FTP server without using any additional software.

1. To connect to our FTP Server enter `ftp://login@ftp.topekablue.com` in your browser "Address" box.
2. You will be prompted for your Log on User name and Password. You must *contact TBP for a User name and Password*.
3. Once you have connected to our server, you can add this location to your 'Favorites' (bookmarks) so you can return here easily at a later date.
4. We suggested 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 Internet Explorer window.
7. Simply drag and drop the file(s) from the folder window to the new folder you created in Internet Explorer to upload them.
8. Your browser will then begin uploading the file(s). How long this takes depends on the size of the file, the speed of your modem, and the level of internet traffic at the time.
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.

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](ftp://topekablue.com)
Port: 21
Username: (contact TBP for a username
Password: and password)
Remote Directory: (left 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 to point your Browser to `ftp://login@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. For Internet Explorer:
 - a. Navigate to the proper folder.
 - b. Select as many files as you'd like to download.
 - c. Right click on one of the highlighted files and select "copy to folder" from the context menu.
 - d. Browse to the folder you would like the files saved to and select "ok".
2. For Netscape Navigator:
 - a. Navigate to the proper folder.
 - b. Select as many files as you'd like to download.
 - c. Right click on one of the highlighted files and select "Save Link As" from the context menu.
 - d. Specify the filename and download destination for your file and select "Save".
3. 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.
4. Your Browser will then begin downloading the file. How long this takes depends on the size of the file, the speed of your modem, and the level of internet traffic at the time.

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 a username
Password: and 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. 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.sourceforge.net/>

Windows - Commercial FTP Clients

WS_FTP Pro <http://www.ipswitch.com/Products/file-transfer.html>
CuteFTP <http://www.cuteftp.com/cuteftp/>

Macintosh - Commercial FTP Clients

Fetch <http://www.fetchsoftworks.com/>

What are these .zip files?

Some files on this FTP server maybe 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://sourceforge.net/project/showfiles.php?group_id=14481

Windows - Commercial Zip Utilities

PKZIP http://www.pkware.com/products/free_eval.html

WinZIP <http://winzip.com/ddchomea.htm>

Macintosh - Commercial Zip Utilities

Stuffit Expander <http://www.stuffit.com/expander/index.html>

Troubleshooting Tips

If you're using a web browser to access our FTP site.

You must use this URL: `ftp://login@ftp.topekablue.com/`, or you will not be prompted for your login information.

Verify these Internet Explorer Settings.

Select Tools/Internet Options... from the menu, then the Advanced tab. Under the Browsing section. Verify "Enable folder view for FTP sites" is checked and "Use Passive FTP" is NOT checked.

Troubleshooting

1. If you're unable to upload or download from our FTP Site using Internet Explorer, you may need to change the Internet Explorer FTP Client Mode.
 1. Start Internet Explorer.
 2. Click Internet Options on the Tools menu.
 3. Click the Advanced tab.
 4. Click Enable Folder View for FTP sites.
 5. Uncheck Passive FTP (Turn off Passive FTP)
2. If your browser isn't at least Netscape 4.7 or Microsoft Internet Explorer 5.0 you may not be able to upload or download from our FTP Site. You can download a newer version of your browser from one of these locations.

Mozilla FireFox (Windows and Mac versions)

<http://www.mozilla.org/products/firefox/>

Netscape (Windows and Mac versions)

http://wp.netscape.com/download/full_install.html

Internet Explorer (Windows version)

<http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.msp>

Opera (Windows and Mac versions)

<http://www.opera.com/download/>

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