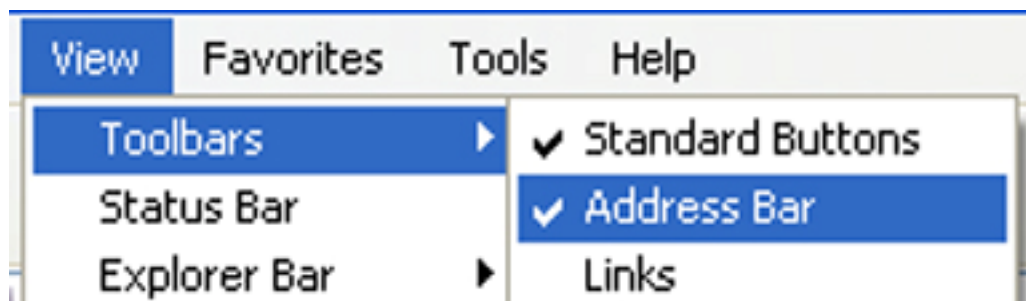


Logging In:

To access the FTP site, click on “My Computer”, *not* Internet Explorer. Internet Explorer forces users to use Windows Explorer. It’s easier to drag and drop files from the native Windows Explorer. This is also why we don’t have an accessible link from our website anymore.



Make sure your Address Bar is turned on in My Computer. It may be turned off by your browser settings. If it is, go to the menu bar, under View > Toolbars > Address Bar, making sure that the Address Bar is checked.

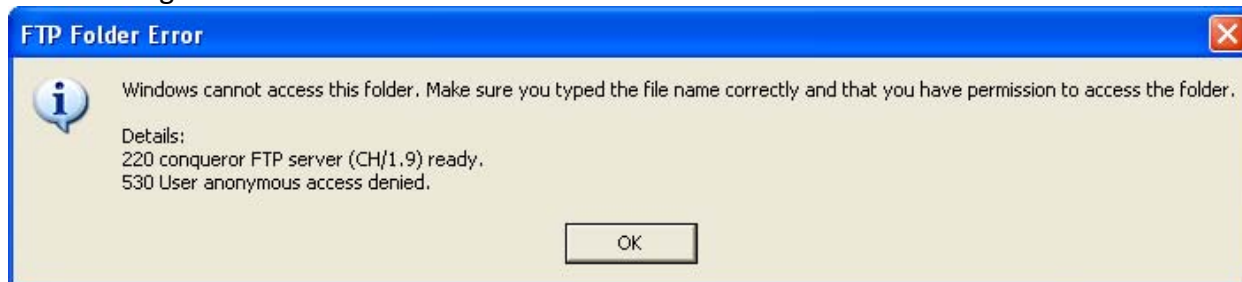


This is what the Address Bar looks like.

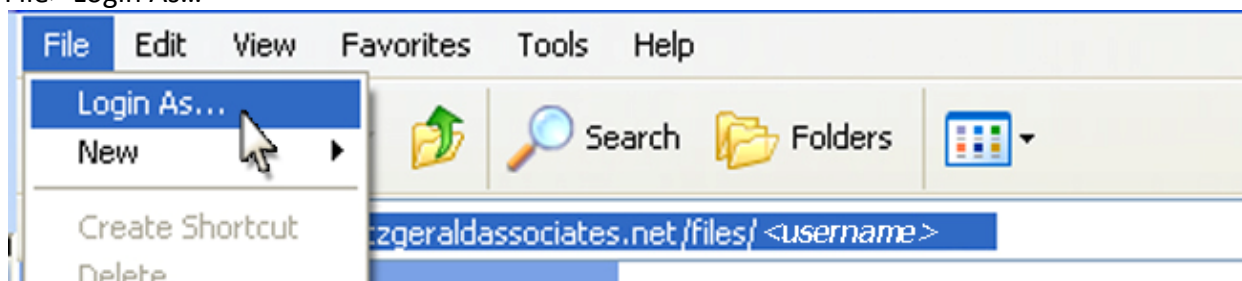


In the Address bar, type in the following;

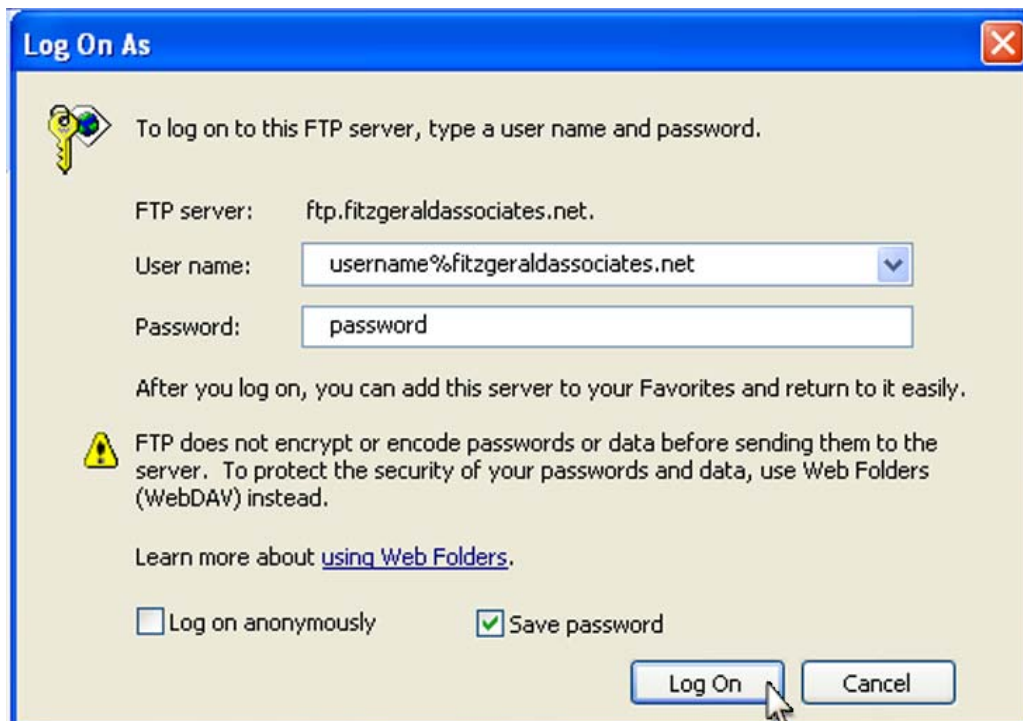
ftp.fitzgeraldassociates.net. Hit “Enter” or simply click the “Go” button. You should get the error message as stated below.



Anonymous access isn’t allowed by the hosting site. To log in, go to the menu bar, and select File> Login As...



Type in the following in the “User Name:” field.; **username@fitzgeraldassociates.net**. In the “Password:” field, type in the password that was supplied to you from FitzGerald Associates Architects. Check the “Save password” box, and click “Log On”. Also note, that everything is case sensitive. Everything is in lower case.



(Note to FAA Employees: You can use the same username and password you use to access your Web-Mail. This will allow you access to all FTP accounts.)

Double click on the “Files” directory.
Navigate to the appropriate FTP User Account.
Access to the files should be available to you now.

What naming conventions should I follow for FitzGerald Associates Architects FTP files?

In general, you should use the following naming conventions:

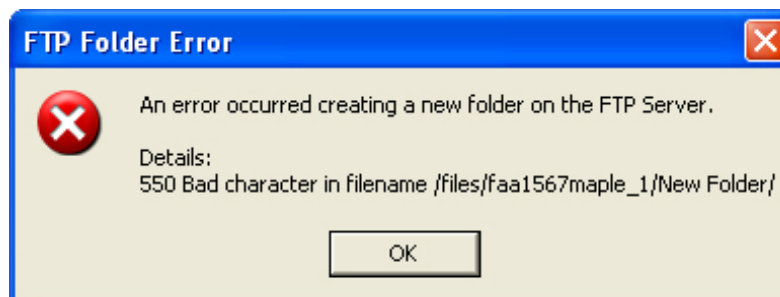
- You cannot use spaces and special characters in your filenames or folders. If you want a space, use the underscore (_) character. Do not use the tilde (~) character in file or directory names.
- Accounts can be case sensitive
- Only Business Related files are allowed on the FTP site. Anything not authorized by FitzGerald Associates Architects will be removed automatically.

Creating new folders.

To create a new folder, while you’re logged in, you cannot go through the “New Folder” process in the normal fashion. You cannot Right-Click or go to the Menu Bar and select File>New>Folder.



You will get an error message:



The reason for this error is, when windows tries to create a new folder it automatically creates a folder called “New Folder”, then initiates the rename utility. Since the FTP accounts don’t allow spaces in folder or file names, it returns the error.

What needs to be done is, **you need to create a new folder on the C:\, or other location on your local drive**, adhering to the naming conventions as listed above.

Once the new folder is created, you can drag and drop it into the FTP directory.