

Instructions to Upload files to FTP site

Hint: Place the file you want to upload on your desktop for ease of access

Web address is: ftp.greentreeprinting.com (**please note** – there is no “http” or “www”)
User name is: (call Greentree Printing for user name)
Password is: (call Greentree Printing for password)

Once you are on the site, reduce the size of the screen so that you can see your desktop as well as the ftp site. Drag your file to the ftp site and drop it. (It will take a few minutes to upload). If this does not work, you will need FTP client software to upload the file. There are many different types, and you may use any of them. Below is one type that is easy to use.

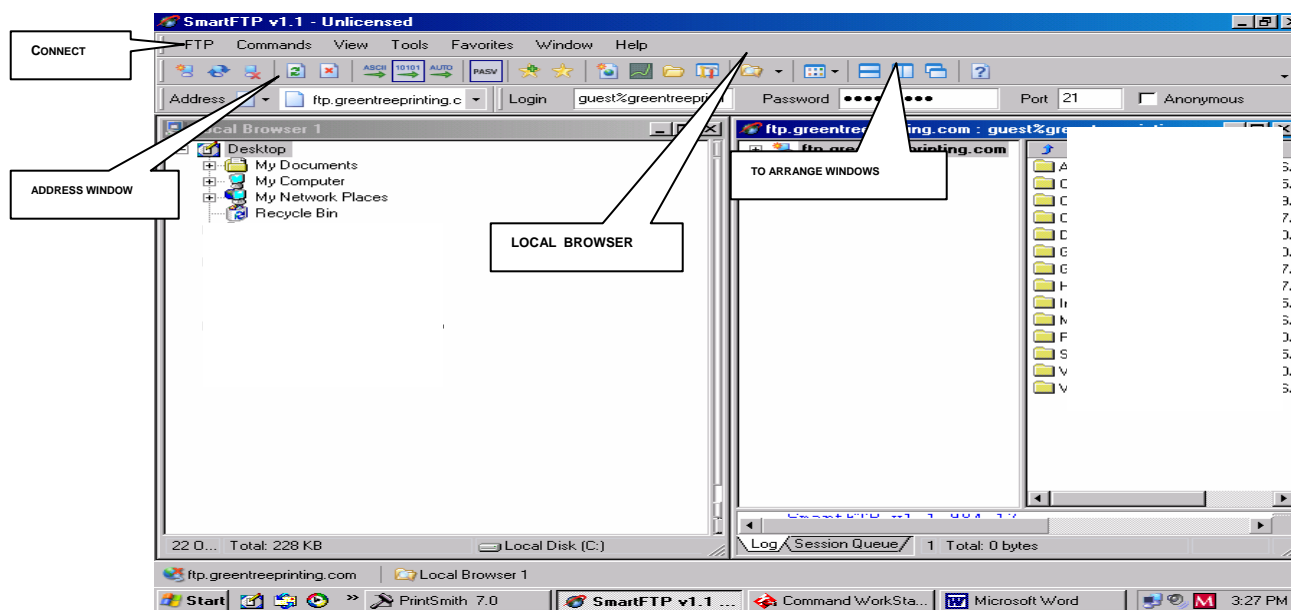
Instructions for FTP Site to download client software for PC

Go to <http://www.smartftp.com>

On left side of screen, under the heading FTP Client, click download

Click Download Now under Smart FTP

Follow instructions to install. Once installed, you will have a new icon on your desktop that says SmartFTP – make sure your internet connection is open and click this icon to open program.



After opening program:

In address window type: ftp.greentreeprinting.com

login: (call Greentree Printing for user name)

password: (call Greentree Printing for password)

Click first icon (connect)

A window will appear with a long list of folders and files – this is the FTP site

Click the icon that looks like a folder with a magnifying glass in front of it (local browser) – this will open a window of files on the desktop on your computer

(you might want to click on the blue square with a line through the middle – this will put one window on top of the other so you can see both at once)

Find the file you want to send on the window of your computer files – drag and drop it to the window of our ftp site.