

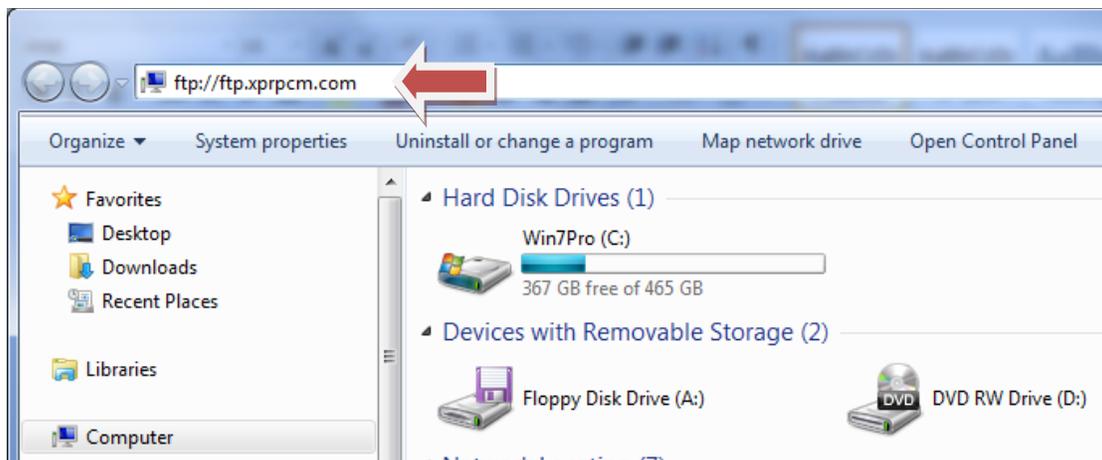
Accessing the FTP Site

FTP (File Transfer Protocol) is the quickest and easiest way to transfer images and other files to and from your account. With FTP you can easily transfer files to and from your computer. You can also use FTP to save files from your account to your computer or to move files around or delete files you're no longer using. *Important:* FTP provides a direct path into your web site, so be cautious when providing access to others.

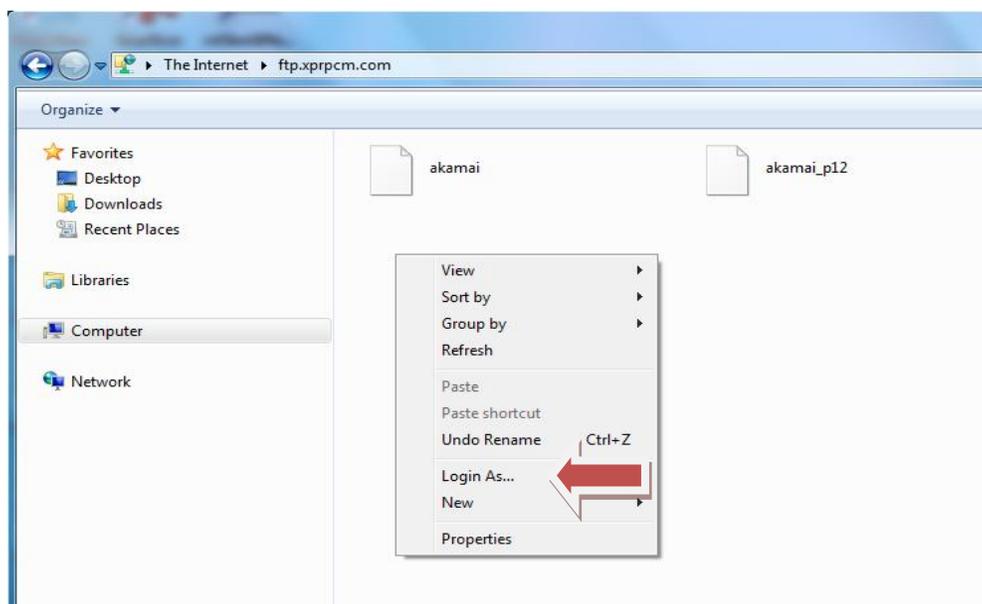
Windows Explorer browser can double as an FTP tool! To start using Windows Explorer with your FTP account that was provided to you:

To connect to your account:

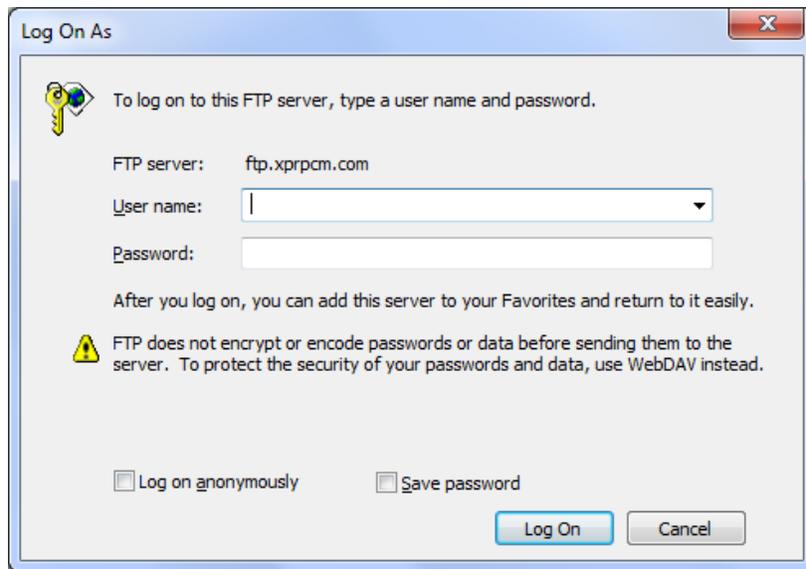
1. Open Windows Explorer. (click Start or Windows Orb, then My Computer or Computer)
2. In the address field, enter `ftp://ftp.xprpcm.com`



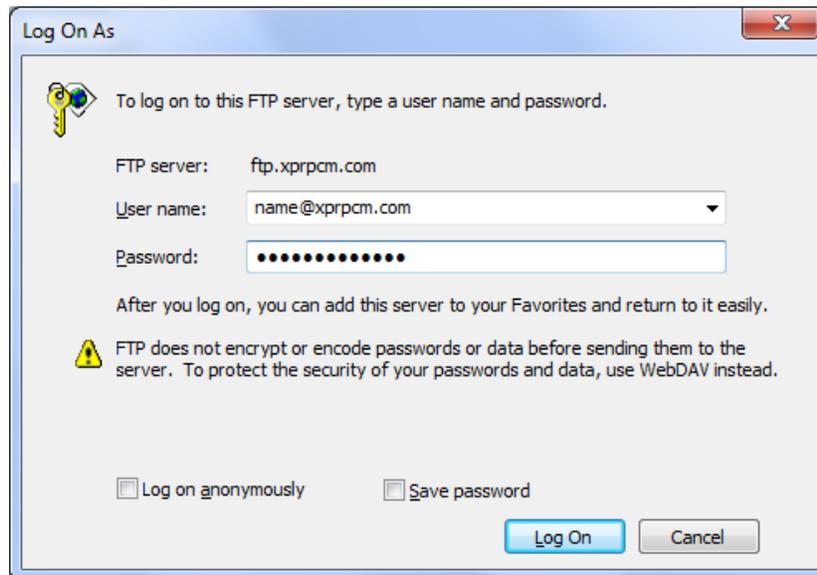
3. Hit "ENTER" key. Right-click inside the window and scroll down and select "Login As...".



4. In the "User name" field of the "Log On As" dialog, enter your FTP **user ID**. Your user ID is provided to you by the Systems Administrator of the site. (Please contact Expressway Printing, Copying, and More OR Guzman & Munoz Engineering and Surveying for information.)

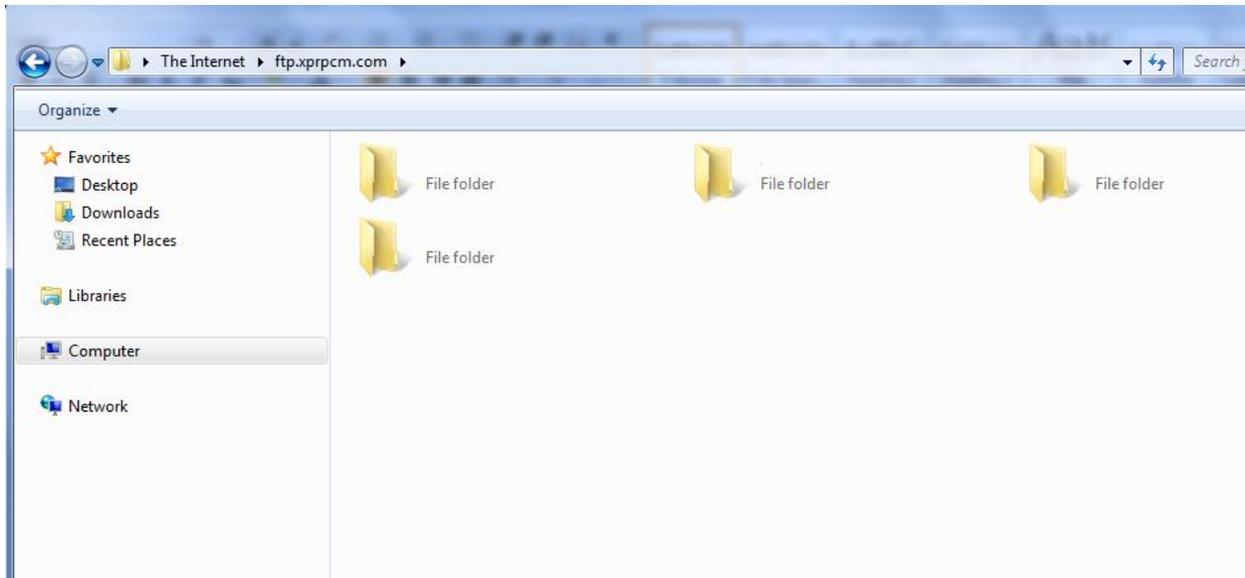


5. Enter your **FTP account password** in the "Password" field.



6. Click "Log On."

When you successfully connect, the window will display the files and folders in your FTP folder account!



You can view, rename, delete, and organize files in your account exactly as you'd work with files on your computer. To transfer a file to your account, just locate the file on your computer and drag it into the Explorer window.

(Please note: We are not responsible for missing or damaged files while using this FTP site. Please use good judgment and know where your files are. We reserve the right to clean out the FTP server every 6 months or after a period of inactivity to help reduce space usage on our server. You will be contacted first prior to server cleanup.