

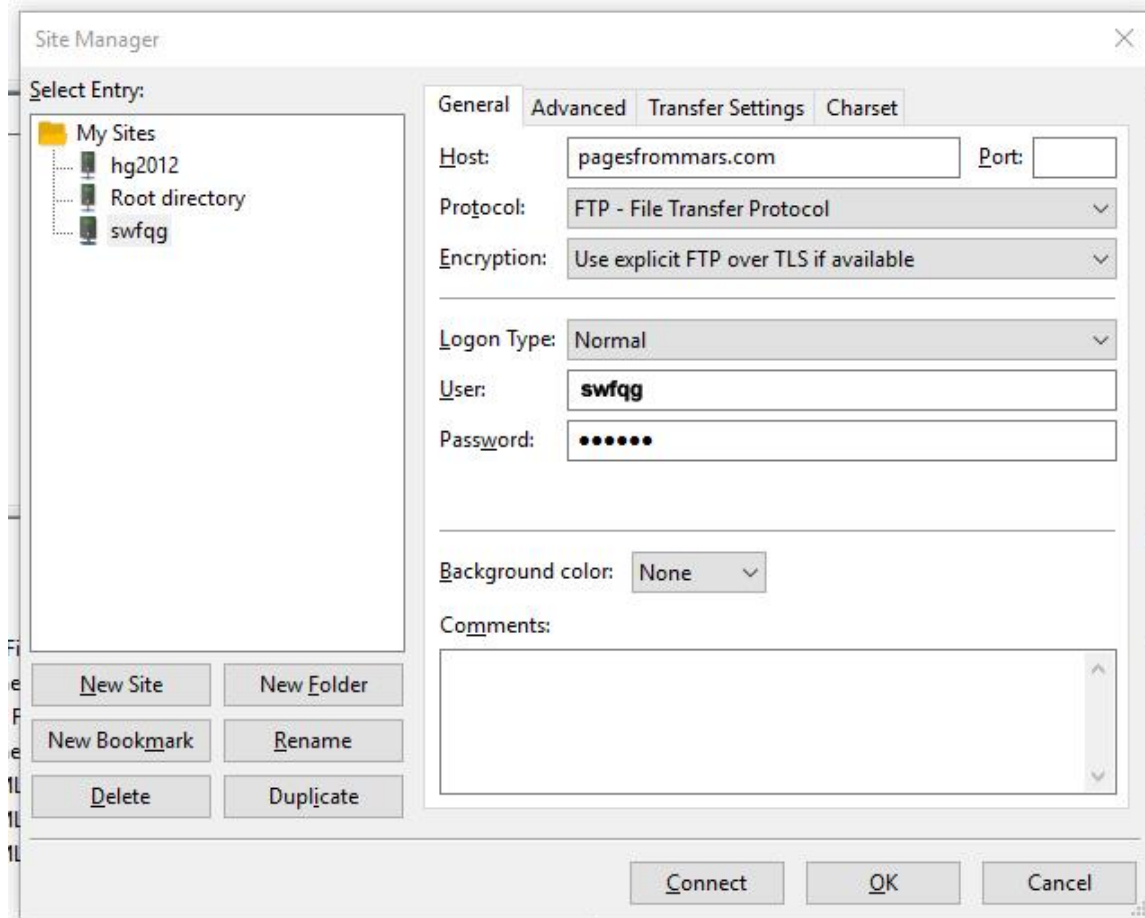
To Upload your PDF's to the website:

Download and install the version of FileZilla needed for your operating system. Links to FileZilla are provided in this same drop down menu. FileZilla is a free open source file transfer program (ftp). Follow the instructions for installing. **READ** the instructions before clicking. *Sometimes other programs can be installed when installing a free program, but they always ask. You do not need any of the offered programs and they sometimes take over your homepage or set themselves up as default programs.*

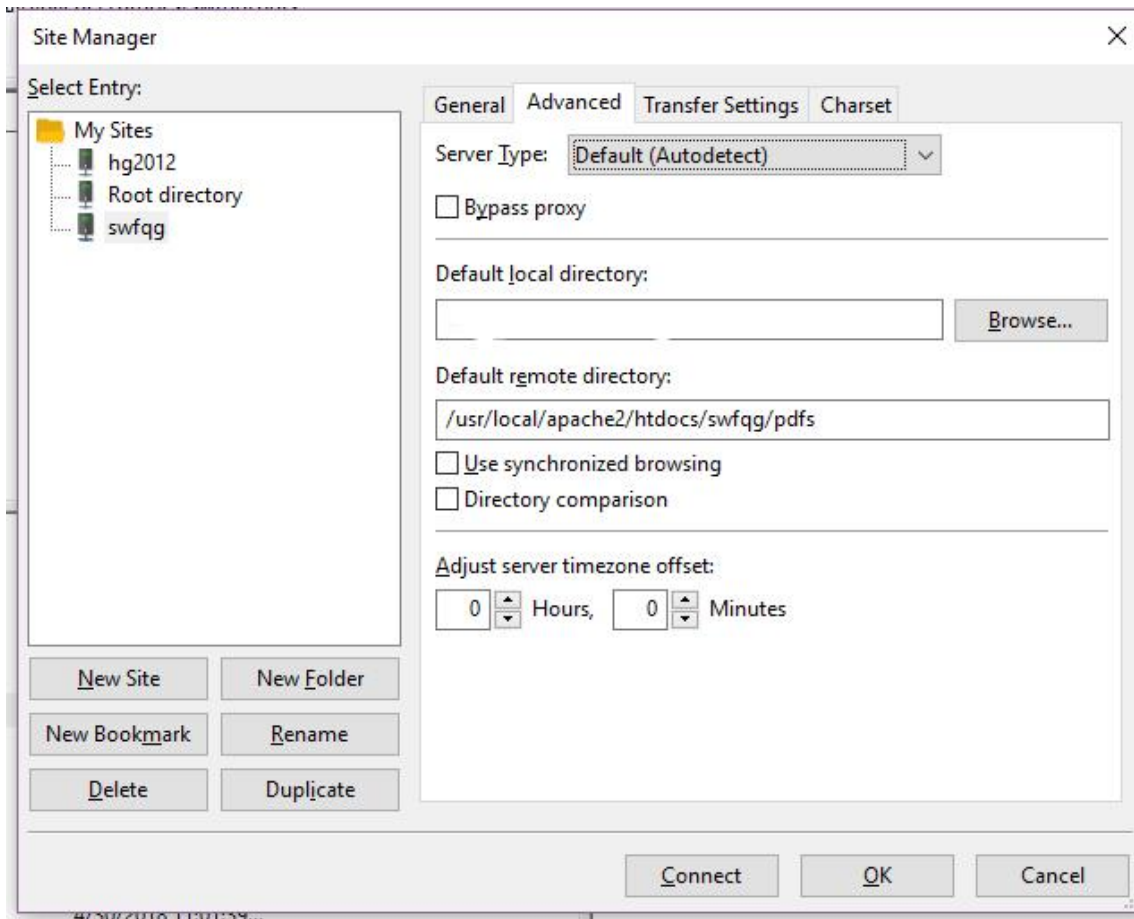
If you are familiar with ftp and already have a favorite installed, you can certainly use that one, but I cannot offer any help with it.

Once FileZilla is installed, open the program. You will see the familiar top menu that windows uses in most of its programs. Directly under the FileZilla logo, click the File menu and choose > Site Manager from the drop down menu.

A new box will open. On the left side choose New Site near the bottom. Name this something that is meaningful to you. I have chosen swfqg. This will add your site on the left side. This will open a blank form for you to use. Fill in the right side as shown in the screenshot below. Use the password you have been given.



Then click on the “Advanced” tab next to it. The following screen will open. Choose “Browse” to find where you store your files on your computer. Then fill in the remote directory just as it is below.



When you have all directories filled in, click the “Connect” button at the bottom of the box. This should open a couple of directories in the larger box; on the left, your files on your computer, on the right, the directory on the server. On the server you will need to choose the files you want to update. For example, Block of the Month would double-click on BOMS, Newsletter editor would double-click on newsletters. Once you have opened the correct folder, just drag your updated file into the server directory.

In order for this to work, you must name your file EXACTLY the same as the file on the server. When it asks if you want to replace say “Yes”. If it does not ask about replacement, check the name of your file and be sure it is written exactly as the server file; ie no uppercase letters, no spaces, etc. If you have a file that does not have a like file on the server, email me, I will need to create a link. Karen.mars01@gmail.com.

The next time you log on, you can just go to File>Site Manager>and click Connect in the Site Manager box. You should connect automatically without all the setup.