

# Accessing the Henry Ling FTP site

For files too large to email (say, over 15MB) we offer an FTP site where you can upload your files for us to collect, or we can put files there for you to download. FTP is a more reliable way to transfer large files than by email or via the web. When you connect to our server and copy your file onto it (uploading) our server automatically emails you and your Account Executive at Henry Ling to say the file is uploaded. This happens for each individual file so it is advisable if you have several files to transfer that you compress them together into a .zip file, which should also make the overall file size a little smaller. If you haven't already got a username and password for our FTP site please

## Connecting via 'Web Upload'

If you don't already have FTP software installed and you only want to *upload* files to us then rather than installing FTP software you can upload files using our web site. This will upload using your account details and you will be emailed when the upload(s) are complete. To use this facility go to [www.henryling.co.uk](http://www.henryling.co.uk) and then in the menu bar go to Supplying Files then Web Upload. Log in with your username and password and then press

## Connecting using an FTP client program

Using dedicated FTP software is the most flexible way to access FTP sites. Any FTP software can be used to connect to our server but if you don't already have one we recommend FileZilla, which is free, reliable and available for both Windows and Mac.

Click [here](#) to go to the FileZilla website. Click on the link for the 'Client' and not the 'Server' software, then click the "Show additional download options" in the "More download options" section – don't click the recommended link at the top of the page. Like a lot of free software the developer sometimes allows advertisers to present offers in their installer – not clicking the recommended link will usually avoid this but always watch that you are only installing FileZilla and don't click to install any third-party software. NB Henry Ling

contact your Account Executive at Henry Ling. This is unique to you, please don't share it with anyone. Please note that the password is case-sensitive.

<b>Host address</b>	ftp.henryling.co.uk
<b>User Name</b>	<i>(supplied by your Account Executive)</i>
<b>Password</b>	<i>(supplied by your Account Executive)</i>

There are various ways to connect to an FTP site – if you already access FTP sites successfully then continue to use your current methods, using the details above, otherwise see our recommended methods for FTPing below.

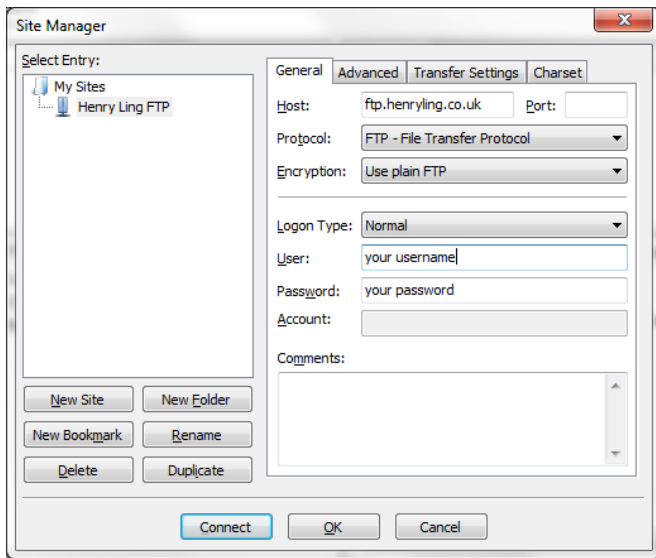
the Select files to upload button and browse to find the file(s) to upload. A progress bar will show you the time remaining. Please note there is a 1GB file size limit using this feature.

If this process does not work with your web browser, if you want to upload files larger than 1GB or if you want to *download* something from our FTP site then you will need to install some FTP software, see below.


Limited accepts no responsibility for this third party software, use at your own risk.

Once installed choose Site Manager from the File menu (or click on the left-most icon). Next, click New Site and give the site a descriptive name, such as 'Henry Ling FTP' and press return. Enter ftp.henryling.co.uk as the Host:, change Logon Type: to Normal and enter your username and password. Then press Connect to connect to our site. This will also save the site to be used again. See screenshot *over*.

You should connect automatically. Any error messages will display in the logging area at the top of the main window – if you connect successfully (in which case it will display the message "Status: Connected" and then "Status: Directory listing successful") you can ignore this area. When



connected you see the remote site (our FTP server) on the right-hand side and your local drive (your computer) on the left. In both cases the upper part of the window is the tree view and the lower part is the folder view. On your computer (the left-hand side) use the tree view window to navigate to the folder where your files are – select it and the contents of the folder are shown below in the folder

view. On the right-hand side (the remote site) the tree view will not show any folders unless you have uploaded any. In folder view to go up a level double-click on the  at the top of the window.

Select the file(s) you want to upload on the left-hand side and upload them to our server by either;

1. drag and drop the files into the folder view on the remote site, or
2. right-click the file(s) and choose Upload.

The process of downloading is the same in reverse – navigate to the appropriate location on your computer on the left-hand side, select the files on the remote side you want to download and then either drag and drop the files onto the left-hand folder view or right-click the file(s) and choose Download.

The progress of the upload(s)/download(s) will be shown in the Queue area at the bottom, where you can see how long the transfer will take.

When all your files are transferred, to disconnect from our site go to the Server menu and choose Disconnect, or press the Disconnect icon. After a period of inactivity our server will automatically disconnect you. Use the Site Manager to reconnect.

