

FTP SERVER

INSTRUCTIONS FOR USING



BALATON ŠTAMPA doo



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INSTRUCTIONS FOR USING FTP SERVER

BALATON ŠTAMPA PRINTING HOUSE

Better and contemporary way of communication was the main reason we decided to implement **FTP server** in our way of working. Nowadays when computer and internet are everyday way of communicating, communication via **FTP server** has to be standard as well.

If this is a first time you are using **FTP server**, we will try through this instruction to help you with using it.

For using **FTP server**, beside willingness to use this kind of communication you have to own and use following parameters:

User name - which we will give you after the agreement of using this service

Password - which we will give you as well

Host name - the address of your server

The main aim for using **FTP server** is faster exchange of data and information with our clients which means faster **downloading** and **uploading** different kinds of data.

DOWNLOADING DATA FROM FTP SERVER

The easiest way for downloading data from FTP server is accessing to our server through your internet browser access. You will do so by writing your **user name**, **password** and **host name** of our server. Address has to be like a following:

<ftp:ftp2.balatonstampa.com>

After you write the correct address, you will see new window where you will write your personal data that means your user name and password on the marked place. After that, you will see database which you can use. You should pick the data you need and only thing you have to do is to choose option "download".

UPLOADING DATA ON FTP SERVER

For uploading data on FTP server you have to use special programs. We recommend you two programs for that purpose and we will try to explain the easiest way of using them. The first program is **Total Commander** for which we suppose that majority have on their computer. The other program is **FileZilla** which is program special made for uploading data on FTP server and it is free of charge. In following we will show you how to upload files on FTP server using these 2 programs.

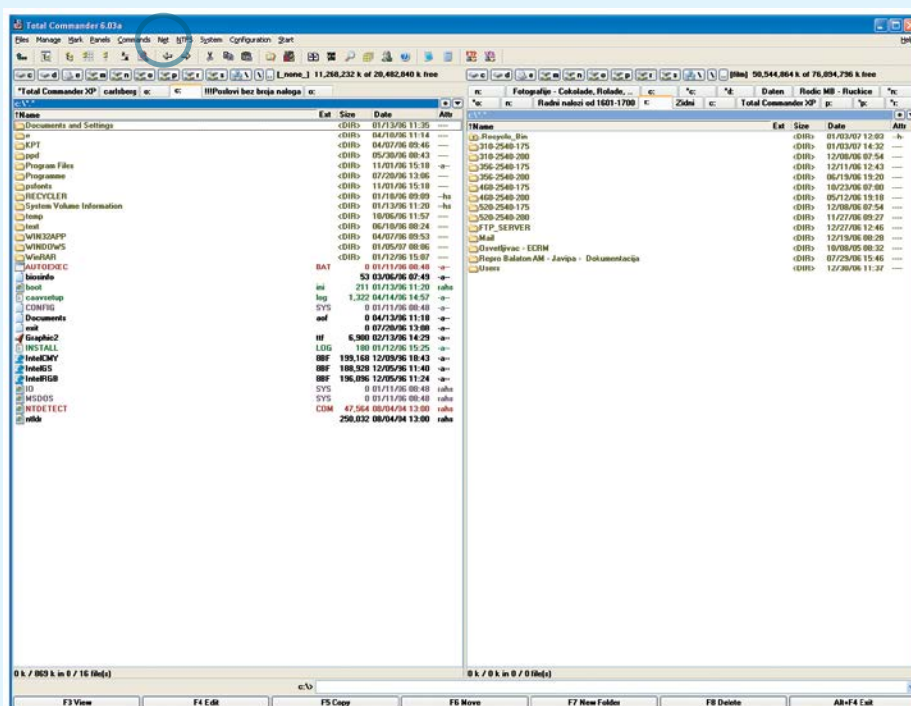
INSTRUCTIONS FOR MAKING CONNECTION FOR **UPLOADING DATA ON FTP SERVER USING TOTAL COMMANDER**

As we already mentioned, needed data for connection is: your user name, your password and **FTP server** number (Host name: ftp2.balatonstampa.com). We will send you that information after you inform us that you want to use this kind of communication.

We will try to explain to you on easiest possible way how to make a connection to our FTP server.

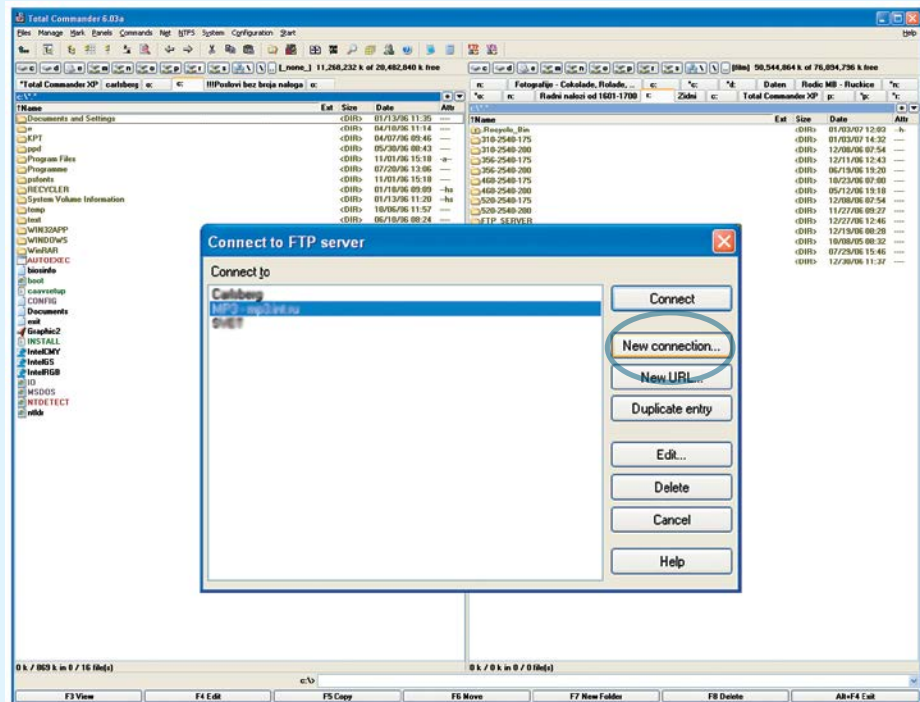
01) After you open Total Commander please find on Title bar option **Net** where you will find option **FTP Connect**.

"Net" option



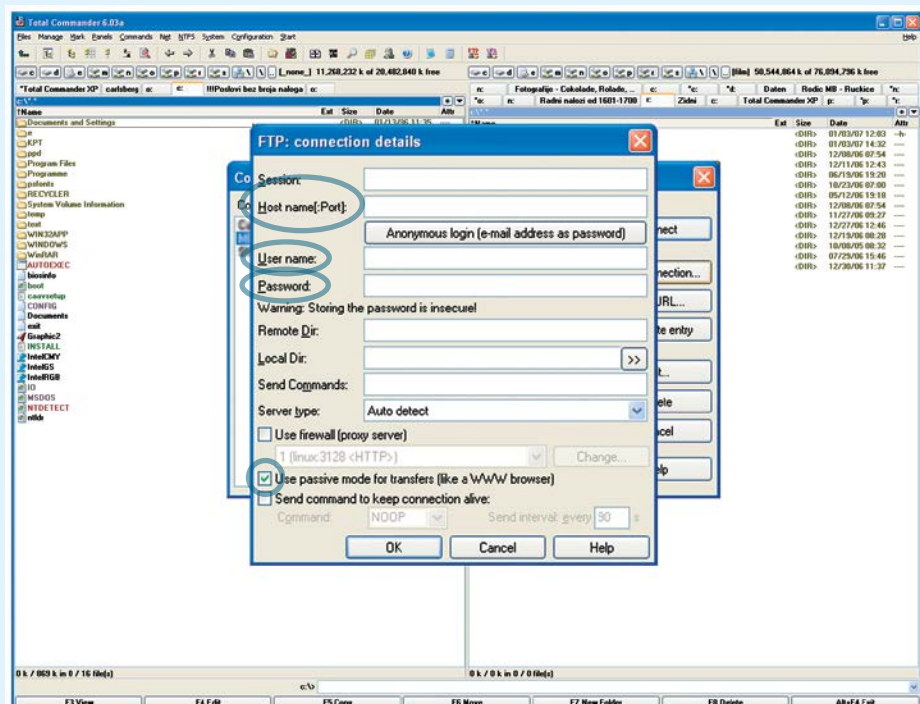
02) After choosing the option **FTP Connect** you will see window **“Connect to FTP server”** and in that window you will have an option **New connection**.

New connection



03) After you open the window **New connection** you will see the gaps where you should write your personal data (user name, password and host name).

Connection details,
personal data



After opening **the FTP: connection details**, you should fill in the gaps:

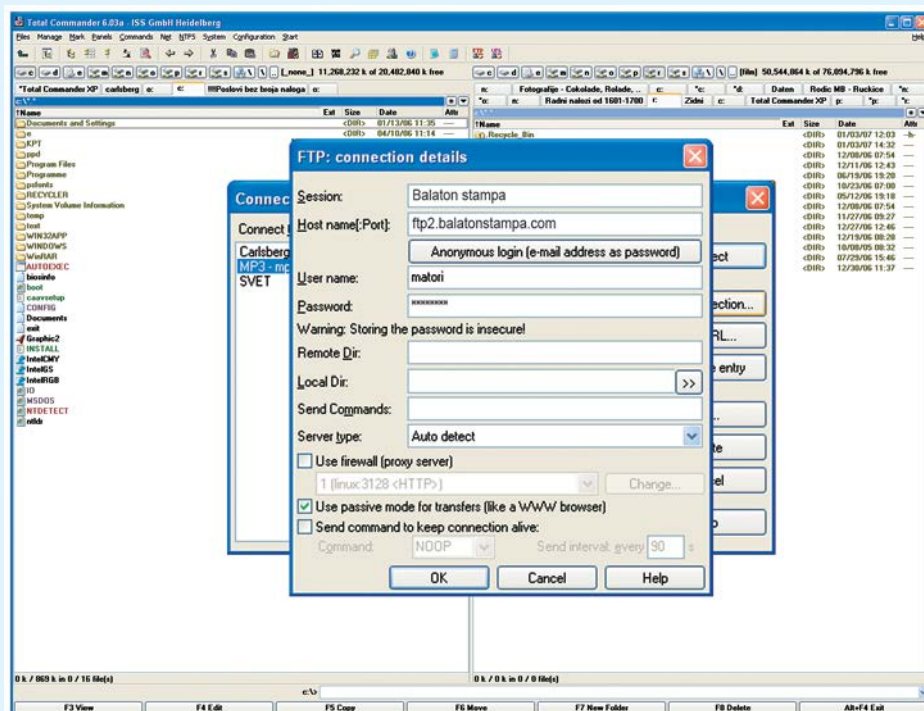
- **Session:** you are writing name of the server on which you are making connection and that will be the name of your connection as well, that will be showed to you in window Connect to FTP server.
- **Host name (Port):** Here you are writing your host name that we gave you
- **User name:** Here you are writing your user name that we gave you
- **Password:** Here you are writing your password that we gave you.

Beside this windows/gaps you should fill the following as well:

- **Server type:** choose option „Auto detect“
- **Use passive mode for transfers (like a WWW browser)** - you should mark this option.

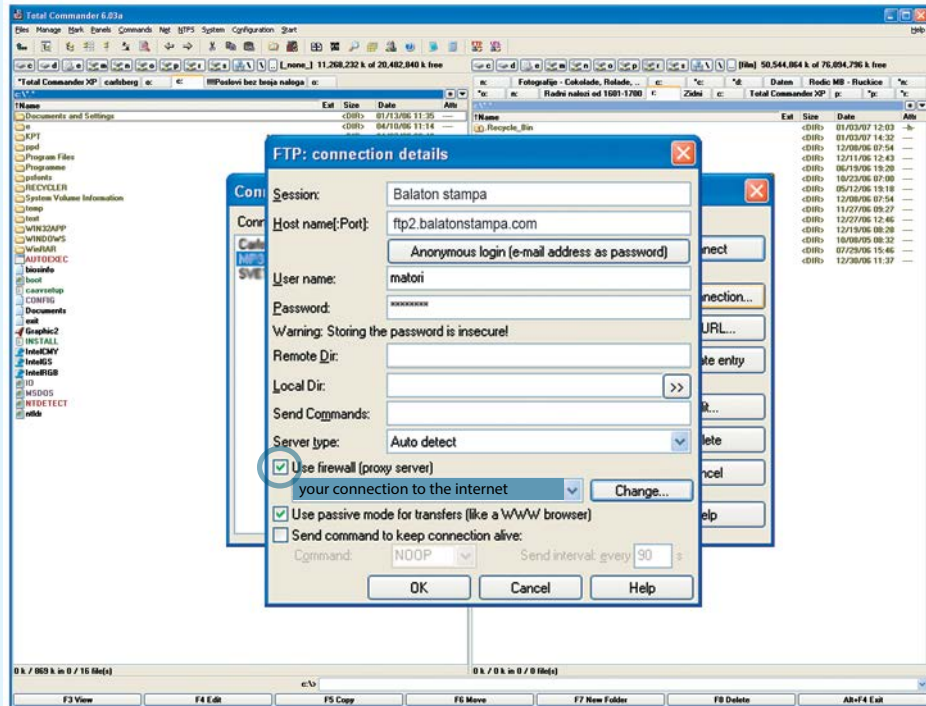
On the next picture you can see the correctly filled window for making a new connection

Connection details,
correctly filled



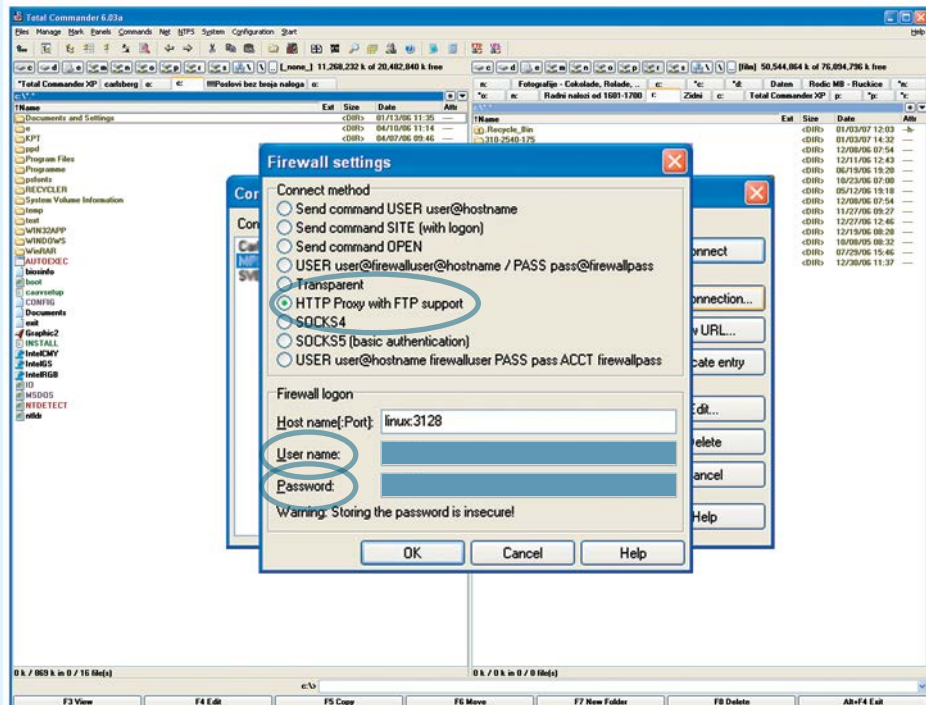
The way for making a connection we just showed you is correct only if you are using the direct internet solution. If you are using internet through server, on the connection card you should mark option **Use firewall (proxy server)**. After you mark this option, you will see an active window with option **Define new** and near by **Change**. After you activate this option you will see an option **Firewall settings** where you should choose your connection to the internet.

Connection details,
firewall settings



On the option **Firewall settings** you should mark an option **HTTP Proxy with FTP support** and as well to fill the gaps: **Host name: (Port)** where you should write your internet connection (password for the server), **User name:** you should write your user name, we gave you and **Password:** you should write the password we gave you.

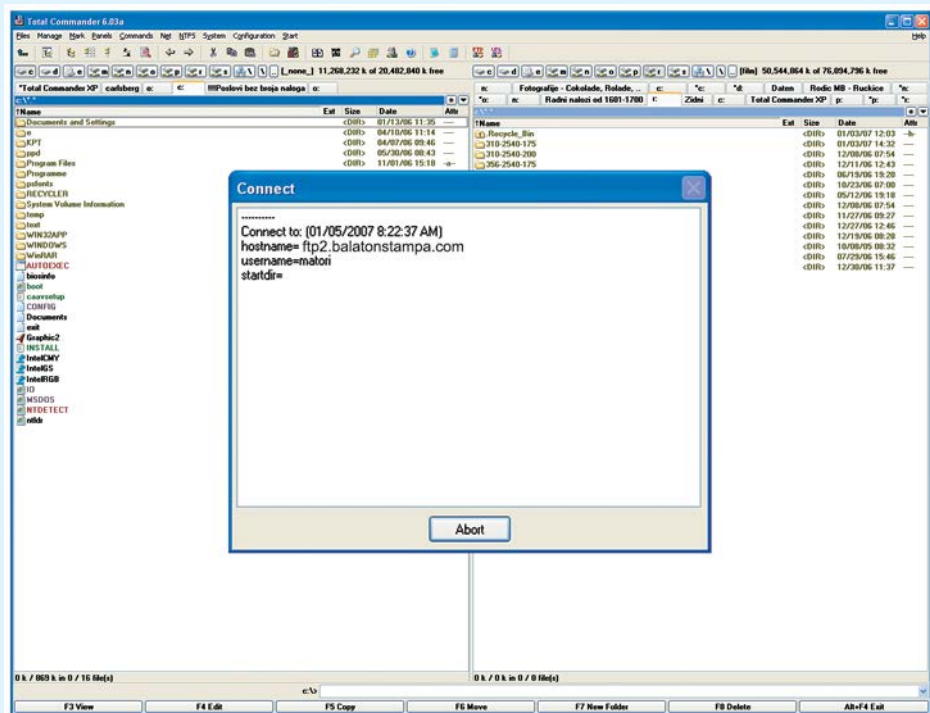
Firewall settings



The easiest solution for this problem that we can recommend you is to contact your System administrator or a person who is responsible for the server and to consultant him about your internet connection.

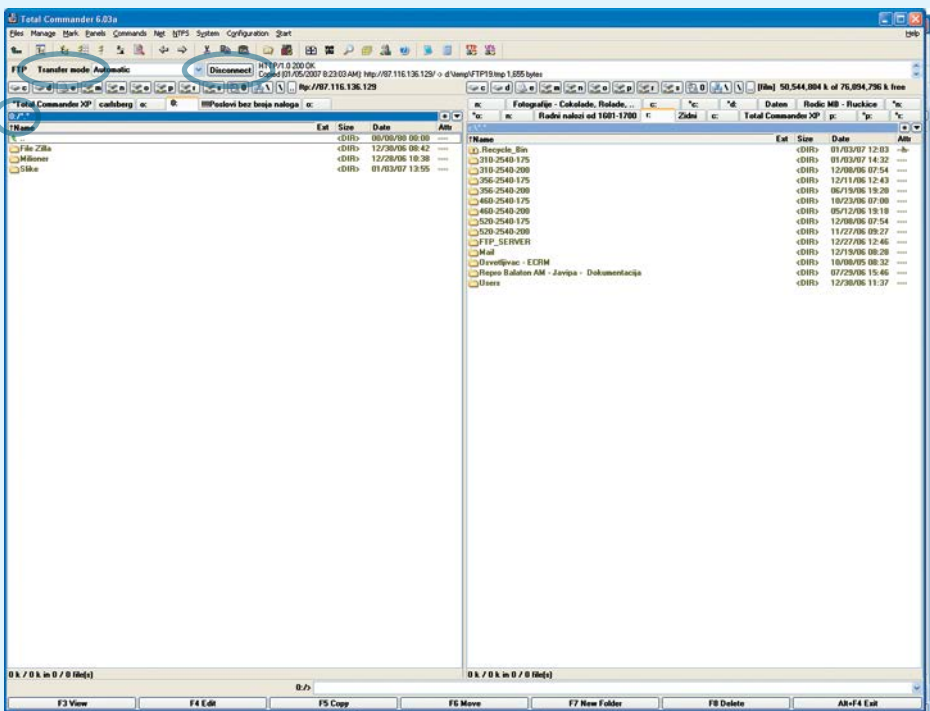
04) After you fill in the gaps, you will be automatically returned to the window **Connect to the FTP server**, choose the server on which you want to connect and mark the option **Connect**, from that moment making connection with **FTP server** will start.

Connect



05) When the connection was successfully completed you will see option **FTP server** which will look like new disc in Total Commander. You will see as well option **FTP Transfer mode** and option **Disconnect** which you should use when you want to disconnect the connection with FTP server after you finish transfer of the data.

Connection completed



You are transferring data from one disc to another (**FTP server**) simply by moving or copying data you want to transfer. After you create connection, there is no need to create it once again. You can always find it on the option **Net > FTP Connect**. To reach out that connection you should go to the option **Connect to the FTP server** under the name you gave to that connection while you were making it (you wrote the name in window Session).

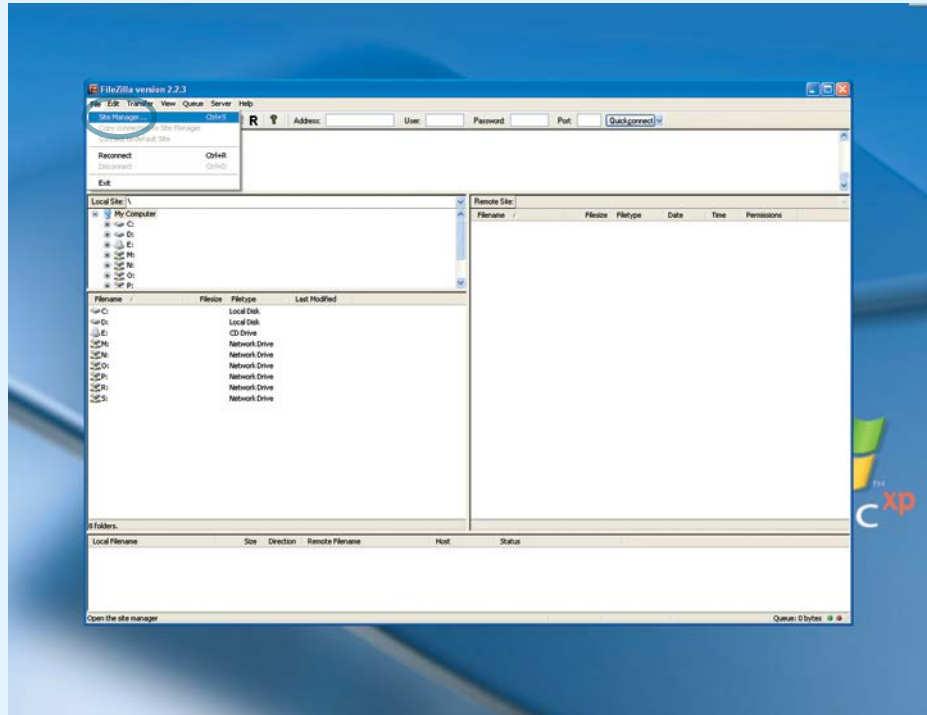
INSTRUCTIONS FOR MAKING THE CONNECTION FOR **UPLOADING DATA ON FTP SERVER USING PROGRAM FILEZILLA**

The same like working with Total Commander, while using FileZilla you will need the following data for making the connection: Your user name, password and number of **FTP server** (Host name: ftp2.balatonstampa.com).

After you open the program File Zilla you will have to pass only few steps to make the connection.

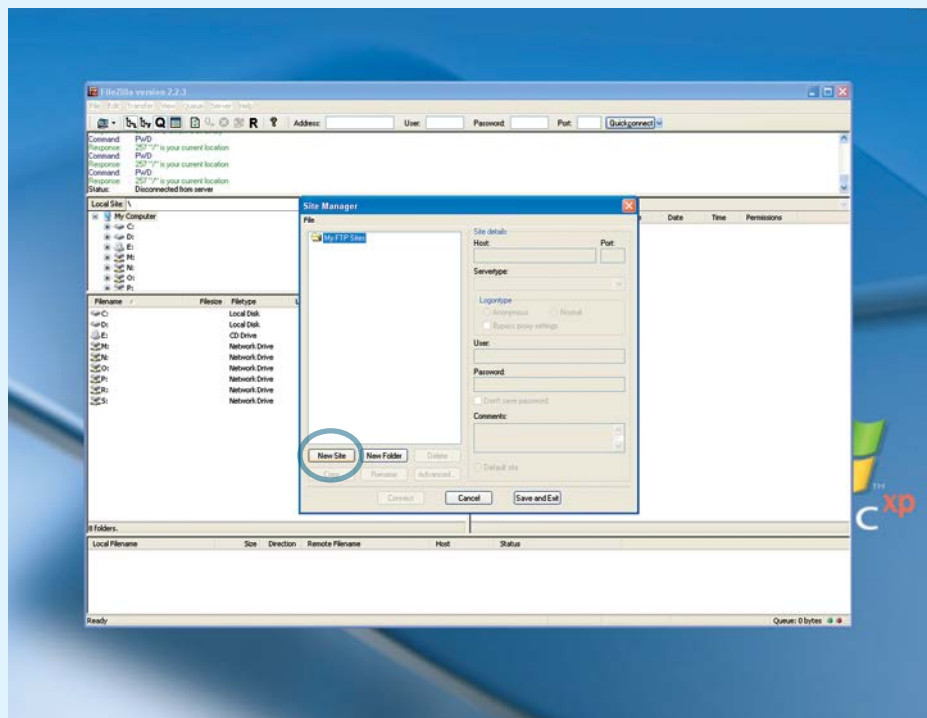
01) After opening the FileZilla program you should go to the option **File** where you will see option **Site Manager**.

Site Manager



02) First you should open the window **Site Manager** and there you will find the option **New Site**.

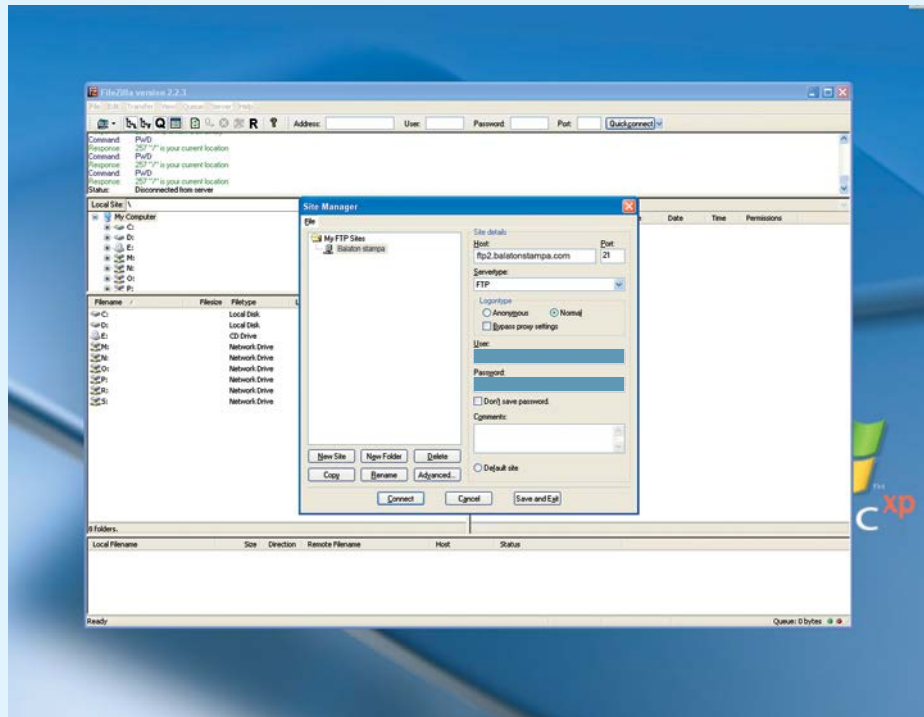
New Site



03) After you activate this option, you will get a new folder, under the folder "My FTP sites". This new folder is a new connection which has a name according to the server you are connecting to (Balaton stampa). On the right side you will see the active window where you should write your **host name**, **user name** and **password**.

To get the possibility to write your user name and password you should go to the Logontype and mark the option **Normal**.

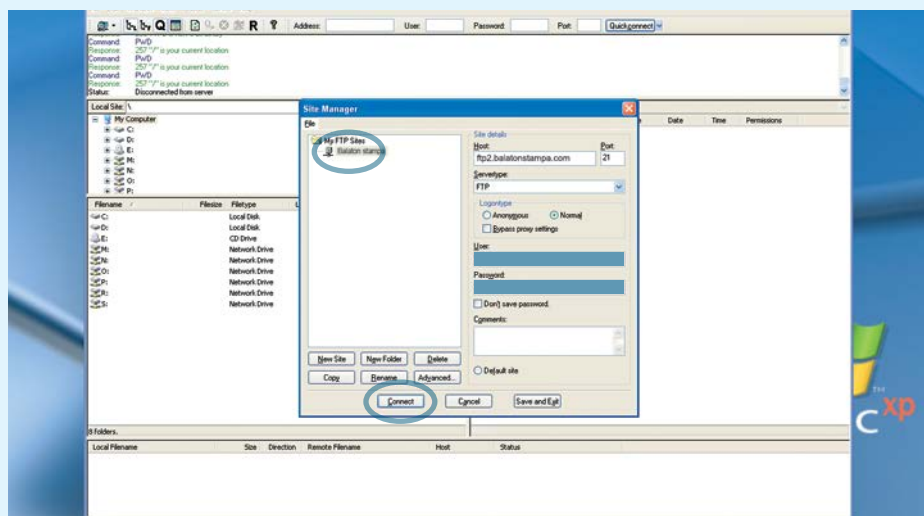
Site Manager,
personal data



After you finished with filling the gaps, mark the option **Save and exit** and close the window.

04) After you made the connection you should mark the option with picture of the computer which is under the option **File**. After you activate that option you will see the window **Site Manager**, there will be your connection. You should choose the connection and mark the option **Connect** and then the process of connecting with our **FTP server** will start.

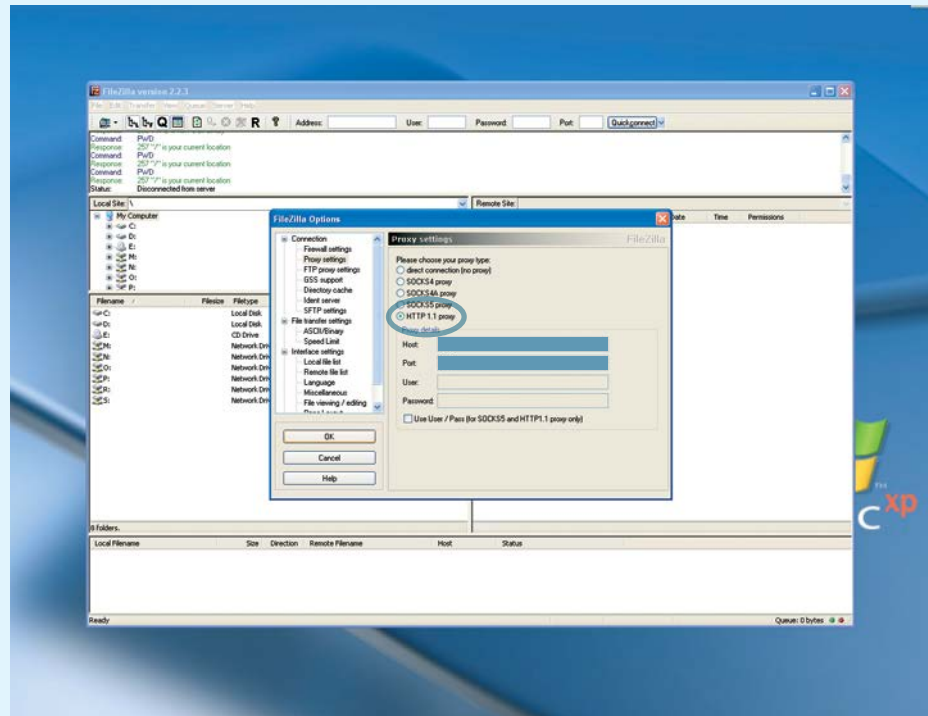
Site Manager,
Connect



The situation is the same like in **Total Commander**, the settings will be a bit different if you have an internet connection through server. In this case we recommend you as well to consultant your System administrator or the person who is responsible for the server. This is what should you do:

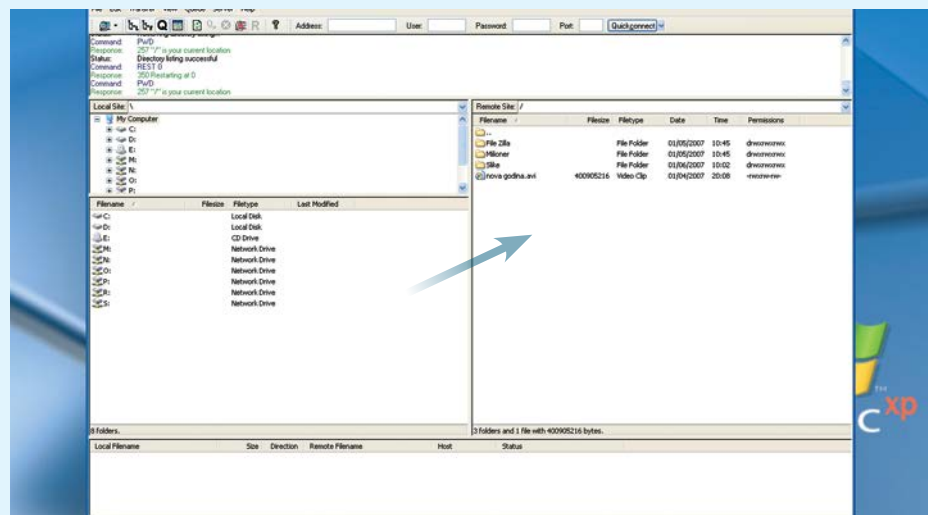
05) You should open the program and there mark the option **Edit** where you will find the option **Settings**. Mark this option as well and you will get the new option where you should find the **Proxy settings**. After you activate this option you will get the possibility to enter your parameters. Beside parameters, you should mark an option **HTTP 1.1 proxy** as well.

Proxy settings



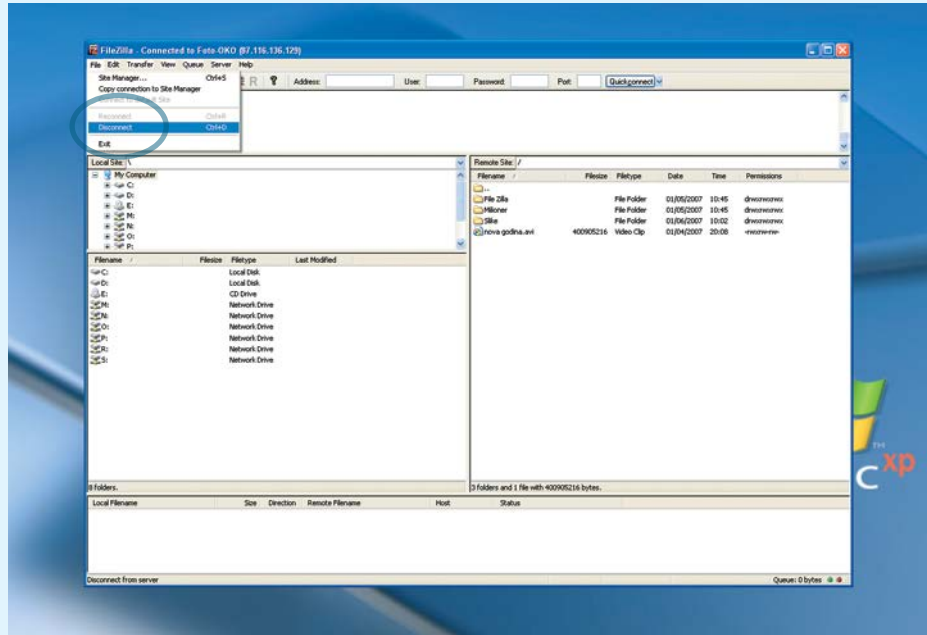
After you write all the needed parameters, you can make the connection, we already explained how. Transferring the data you make simply by moving data from one to another window (from left to the right because on the left side will be your computer and on the right side the FTP server).

Moving data



After you transfer all the needed data or you simply want to stop the connection just pick the option File and there mark the option Disconnect.

Disconnect



We would like to thank You and we hope that using this program will be successful as well as our further cooperation.

Best regards,

