



Accessing the Henry Ling FTP site

For files too large to email (say, over 20MB) we offer an FTP site where you can upload your files for us to collect. FTP is a more reliable way to transfer large files than by email or the web. This involves you connecting to and copying (uploading) your file(s) onto our server – when it is complete 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 will also make the upload quicker. If you haven't already got a User Name and Password for our FTP site please 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.

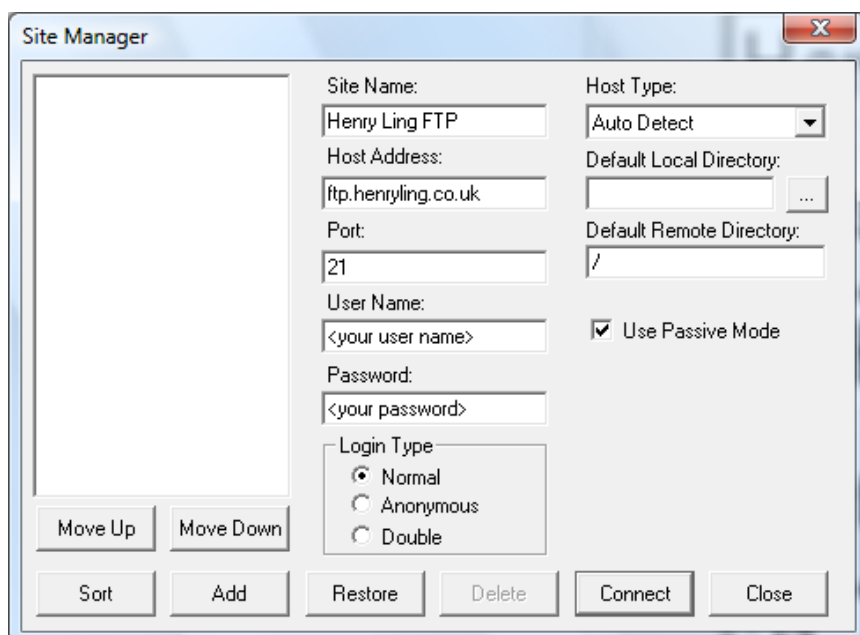
FTP connection details;

FTP host address ftp.henryling.co.uk
User Name (supplied to you by your Account Executive)
Password (supplied to you by your Account Executive)

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 our details above. If you have no current means to access FTP sites then see below for free methods to use.

Uploading – Windows

Windows users can use Internet Explorer (IE) to access FTP sites or install a dedicated FTP program. Although IE is not necessarily the best method it is the easiest. If you have problems with IE please use the free FTP program described below. To use IE, type our host address (ftp.henryling.co.uk) into the address bar at the top, ensuring you completely remove any http:// address that was there, and press return. A window will pop-up asking you for a User Name and Password. Enter these and press login (IE6) or log On (IE7). In IE7 you also need to choose Open FTP Site in Windows Explorer from the View menu first, where you may be asked for your User Name and Password again. This will open your folder on our FTP site where you can copy and paste, or drag and drop, your files to upload them.



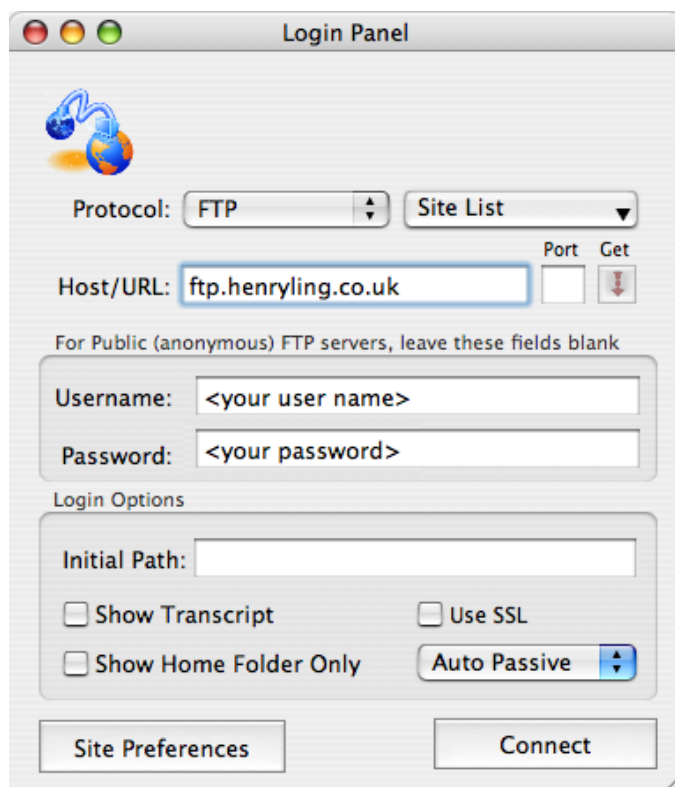
Dedicated FTP programs can be found for free. We recommend *FlashPeak BlazeFtp*, which can be found [here](#). Download and install the program and once running open the Site Manager

(File>Site Manager). Press the New button and then enter in the Site Name (something descriptive, like *Henry LingFTP*), the Host Address (<ftp.henryling.co.uk>) and put your User Name and Password in the appropriate boxes – leave all the other settings as they are. Press the Add button to save the settings (the Site Name appears on the left of the Site Manager window where it can be accessed again). Press Connect and it will open our FTP site in the right-hand window and your local drive(s) in the left-hand window. Navigate to your file(s) in the left-hand window and then drag them onto the right-hand window and release them – press OK to confirm the transfer and the uploading will start. See the bottom of the *BlazeFTP* window for the upload progress of the current file and the queue of pending files to upload. When all your files are uploaded press the Disconnect button in the toolbar at the top and close the program.

Uploading – Mac (OSX)

You must use a dedicated FTP program to upload to our FTP site on a Mac. We recommend *Rbrowser*, which can be found [here](#). NB There are two different versions – one to run on OSX 10.4 and 10.5 and a ‘legacy’ version for running on 10.3. Contact us if you are running 10.2 or below and have no other way to upload files. *Rbrowser* is free when you just use the FTP portion of it.

Once that’s installed start the program and choose FTP Only when asked. Next, enter the details below in the Login Panel window that appears – make sure you choose FTP as the Protocol (top left-hand corner), enter our host address (<ftp.henryling.co.uk>) into the Host/URL box and put your User Name and Password in the appropriate boxes. Once the details are entered press Connect and then another window will pop up, which will show the contents of our FTP site. Drag and drop your PDFs into there and they will be uploaded. Once connected you can choose Save Site Alias from the Go menu – this allows you to save the details of the site as a file. Double-click the file to connect to our site again, or select the site from the Site List in the Login Panel.



Uploading – Mac (OS9)

Internet Explorer 5 on Mac OS9 cannot be used to upload files onto our FTP site, a dedicated FTP program is required. We recommend *Fetch*, which can be found [here](#). This is a demo that can be installed and that works for 15 days before needing to be paid for.

It’s easy to use – install it, give it our host address (<ftp.henryling.co.uk>), your User Name and Password and then it opens the site. Drag and drop the files onto the window and it uploads the files onto the FTP site. Help can be found [here](#).