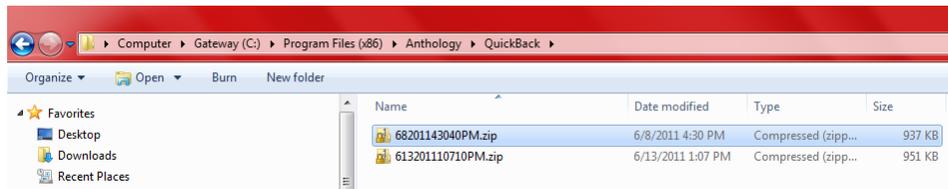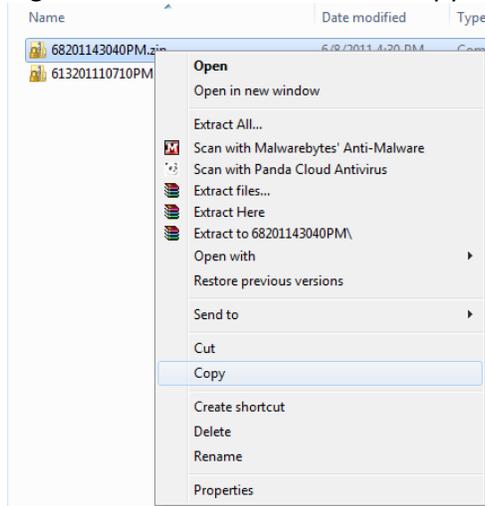# Sending files to Anthology with FTP

This example uses a Quick Backup file

- Using Windows Explorer we need to navigate to the location of the file(s) we want to send via FTP.
- Go to Start → Computer (My Computer for XP)
  - This action takes you to the Windows Explorer
- Next we need to locate the file to be sent. In this example we'll send a Quick Backup file.
  - Go to C:\Program File (Program Files(x86) for 64bit systems)\Anthology\QuickBack

  - Select the Quick Backup to send (most recent date)
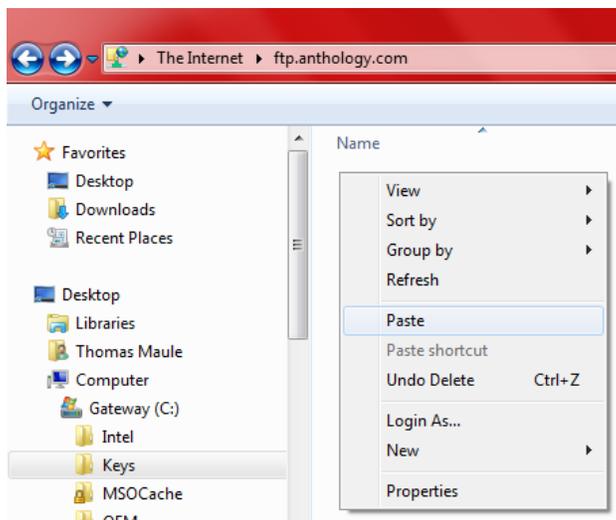 - Right click on the file and choose Copy

- Next we need to logon to the Anthology FTP server
- In the Address Bar at the top of the page type ftp://ftp.anthology.com and press enter.

- In the dialog box that appears enter the information below in the areas provided. Remember these are case sensitive and must be typed exactly as shown.
  - o User Name: PublicUpload
  - o Password: PublicUpload

  - o Next click the Log On button
- Your Windows Explorer will now log on to the Anthology FTP Server
- Next you will need to right somewhere in the file side of the window and choose Paste from the pop-up menu.
  Notice the Address bar at the top of the page shows the location of the file side and not the directory selected in the left window.
  You should always refer to the address bar to see where the files will be pasted.

- Once you have selected Paste a Windows "File Copy" dialog box will appear and calculate how long the transfer will take. You should not interrupt this process.