

## FTP Upload instructions for Wealden Group Ltd

***Please read these instructions in full, even if you already know everything about FTP, as they contain important information about communicating with us after the files have been sent to our server. We will not be held responsible for lost files if we do not receive a communication from you with ALL required details as laid out in section 4 below.***

We now run an FTP server for you to upload documents to us, saving the need to use email for larger files, which can quite often be rejected by mail servers.

FTP (File Transfer Protocol) works in a similar way to windows explorer, in so much as you use it to copy a file from one place to another, just over the Internet instead of on your local machine or network.

To use this service, you will require an FTP client, such as FileZilla which is a free download from <http://filezilla-project.org/> FileZilla provide clients for Windows and both Intel and PowerPC Macs. Other FTP clients will work, provided that they can use passive FTP. We do not offer support on any other clients.

DO NOT try to use web browsers for FTP transfer to our site. We will not support any of them, as they are not true FTP clients. If you do try to use them, and they do not work, see paragraph above on downloading a proper client.

Apple Mac users: Make sure you download and install the correct client.

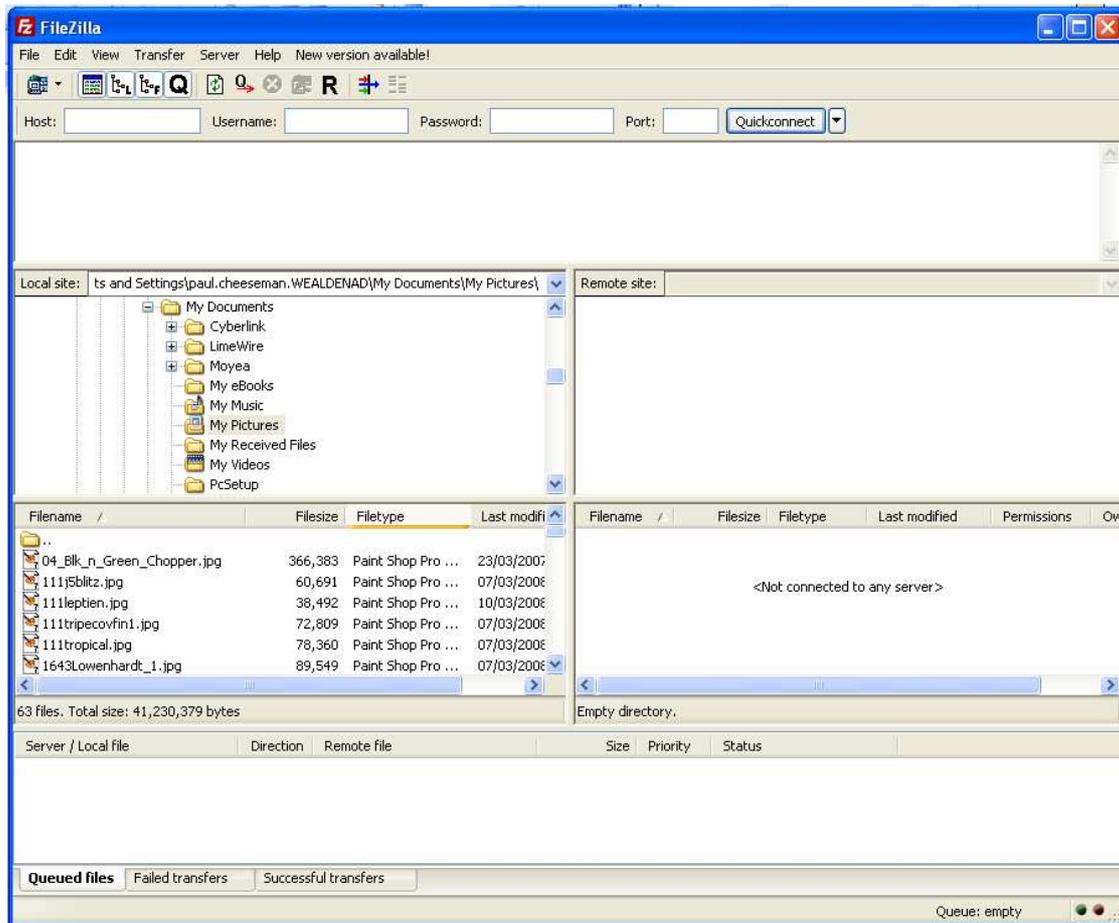
### **1. Setup**

This guide is for the Windows version, Macs will be similar.  
So... you have downloaded FileZilla. Now to install it.

The downloaded file for windows is called FileZilla\_3.1.5\_win32-setup.exe;  
For Intel Macs its called FileZilla\_3.1.5\_i686-apple-darwin9.app.tar.bz2  
For PowerPC Macs its called FileZilla\_3.1.5\_PowerPC-apple-darwin9.app.tar.bz2  
Or similar, depending on the version number.

Double click on this file,

Click 'I Agree' to accept license.  
Click Next, then Next again to accept Components  
Click Install to accept the default installation path.  
Click Install again to start the wizard.  
Then click 'Finish'  
Simple huh?  
Start the FileZilla Program, you will see this:



## 2. Connecting

You are now ready to add our site details.

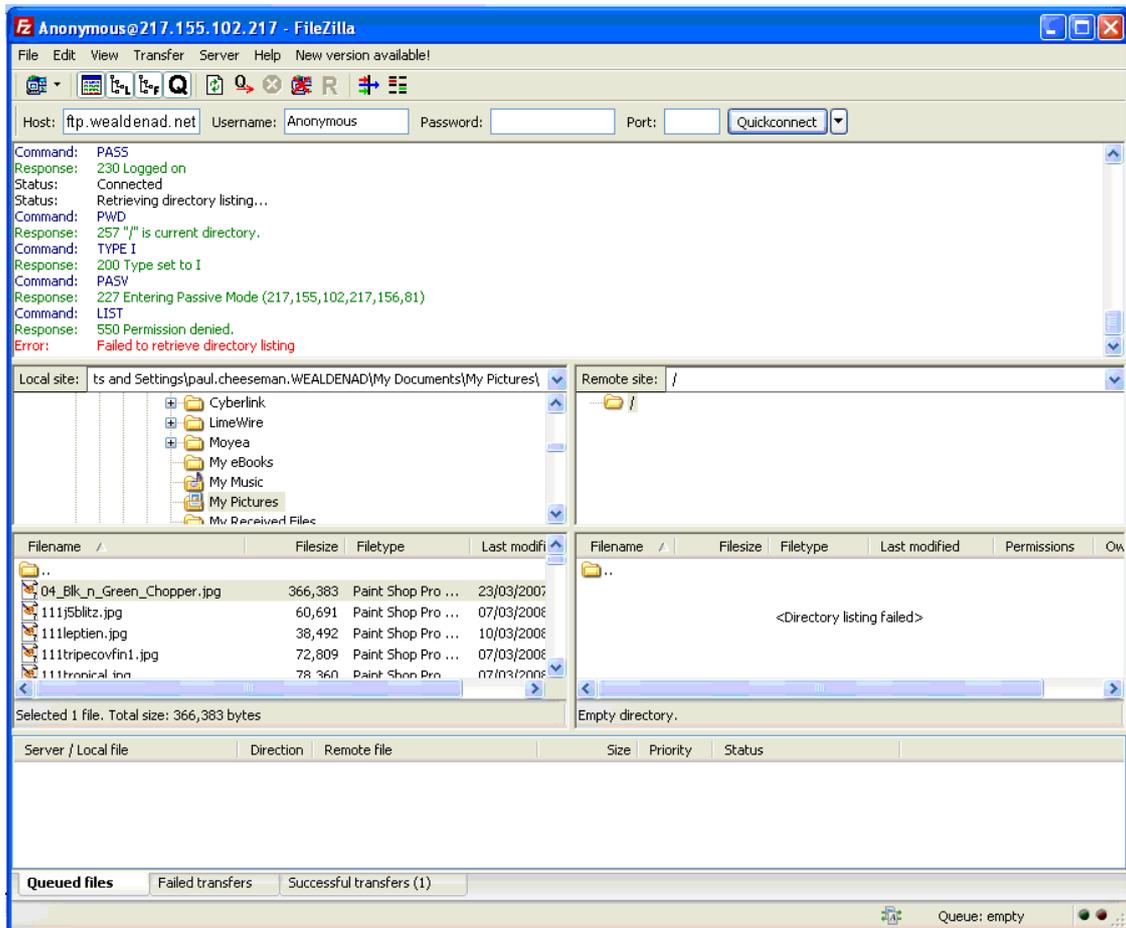
Type in Host: ftp.wealdenad.net Username: Anonymous, No Password, Port: 21.

Host:  Username:  Password:  Port:

### PLEASE NOTE:

If the pictures show 217.155.102.217, use ftp.wealdenad.net in place of this.

Click on the 'QuickConnect' button and you will see the following in the connection screen:



The errors are meant to be there! Just ignore them.

```

Status:      Connecting to ftp.wealdenad.net:21...
Status:      Connection established, waiting for welcome message...
Response:    220-FileZilla Server version 0.9.23 beta
Response:    220-Welcome to the Wealden FTP Server
Response:    220-
Response:    220 Initiating IP Tracker
Command:     USER Anonymous
Response:    331 Password required for anonymous
Command:     PASS
Response:    230 Logged on
Command:     SYST
Response:    215 UNIX emulated by FileZilla
Command:     FEAT
Response:    211-Features:
Response:    MDTM
Response:    REST STREAM
Response:    SIZE
Response:    MLST type*;size*;modify*;
Response:    MLSD
Response:    UTF8
Response:    CLNT
Response:    MFMT
Response:    211 End
Status:      Connected
Status:      Retrieving directory listing...

```

```

Command: PWD
Response: 257 "/" is current directory.
Command: TYPE I
Response: 200 Type set to I
Command: PASV
Response: 227 Entering Passive Mode (ftp.wealdenad.net,156,78)
Command: LIST
Response: 550 Permission denied.
Error: Failed to retrieve directory listing

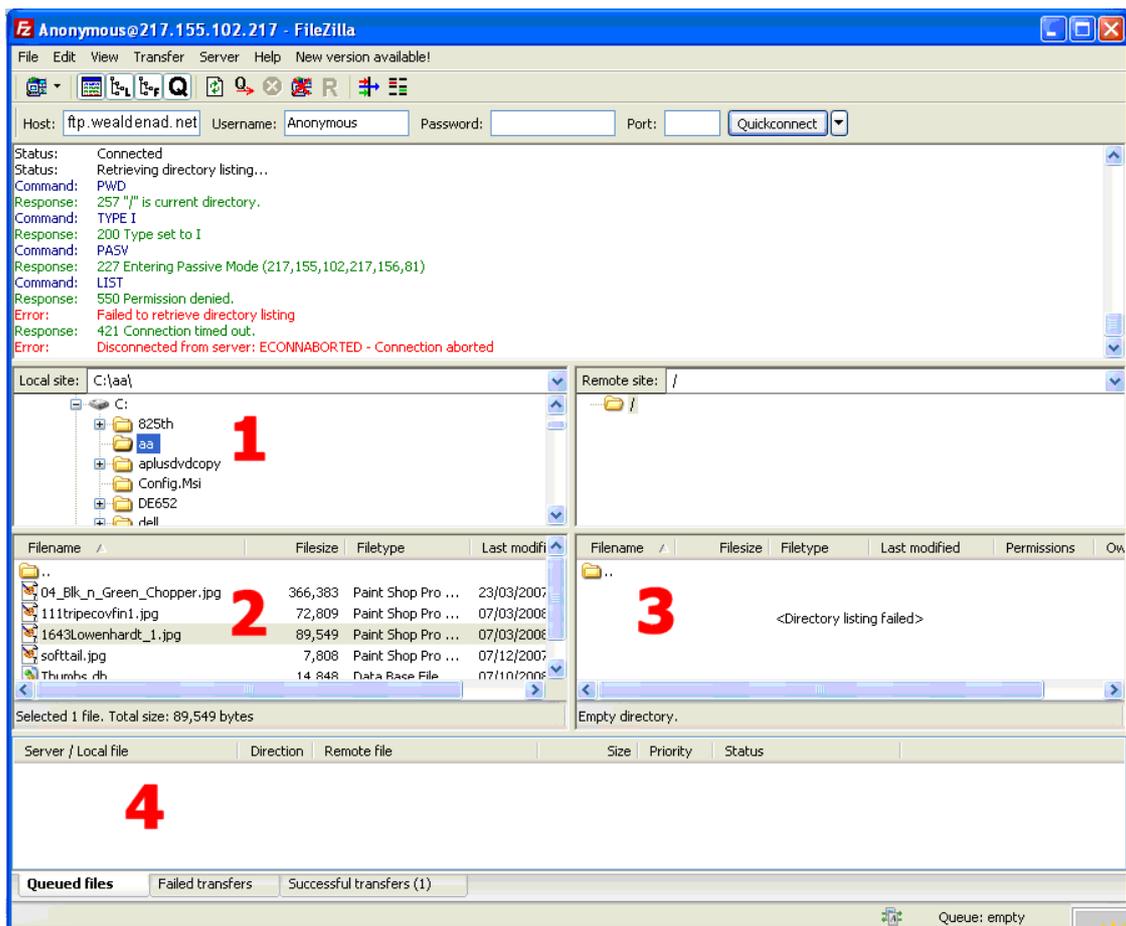
```

We do not allow you to list or even SEE any files on our server, or download any. including your own! This is for security purposes.

### 3. Uploading

Once you have connected successfully, Uploading is simple.

Firstly, locate the directory that your file is saved in, in this case it is in c:\aa see (1) below. Select the file you want in the window below the directory (2), Left click and hold button down on the file you want to transfer, then drag file to the window below 'remote site' (3). Once you let go of the mouse button, you will see the file transfer in the bottom window (4)



You will then see this:

```
Status:      Connected
Status:      Starting upload of C:\aa\1643Lowenhardt_1.jpg
Command:     CWD /
Response:    250 CWD successful. "/" is current directory.
Status:      Retrieving directory listing...
Command:     TYPE I
Response:    200 Type set to I
Command:     PASV
Response:    227 Entering Passive Mode (ftp.wealdenad.net,156,82)
Command:     LIST
Response:    550 Permission denied.
Command:     SIZE 1643Lowenhardt_1.jpg
Response:    550 Permission denied
Command:     PASV
Response:    227 Entering Passive Mode (ftp.wealdenad.net,156,83)
Command:     STOR 1643Lowenhardt_1.jpg
Response:    150 Connection accepted
Response:    226 Transfer OK
Status:      File transfer successful
```

Look for the lines that say

```
Response:    226 Transfer OK
Status:      File transfer successful .
```

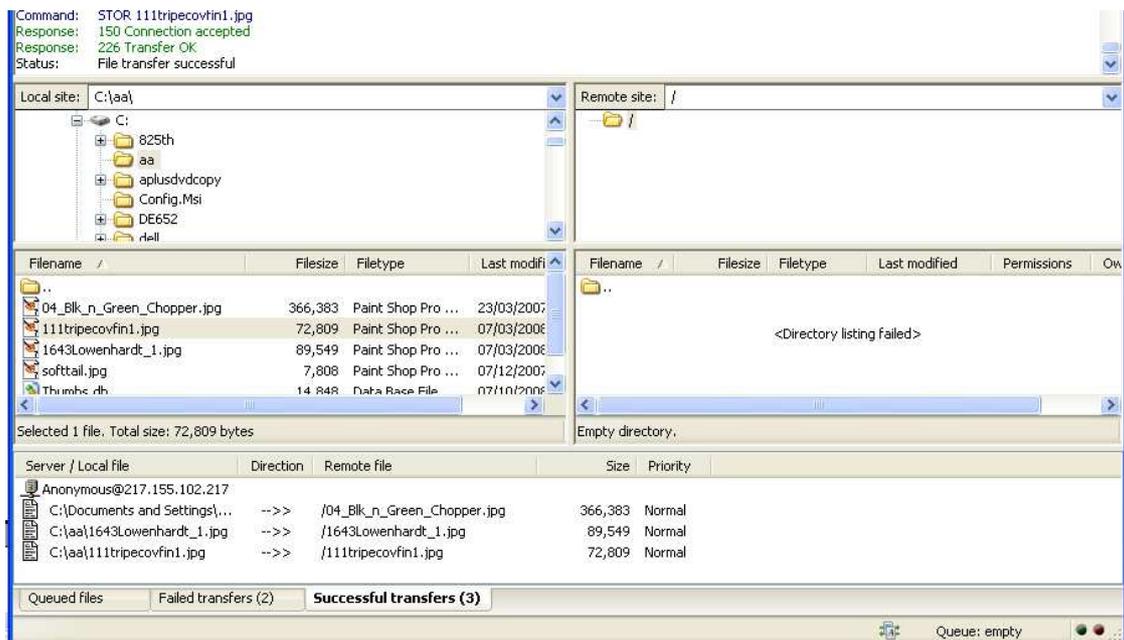
This tells you that your file has been transferred successfully to us. You will see the file name in the connection window, but only in this session. If you log off and log back on again, you will see nothing.

Now, if you need to re send the file to us, you MUST give it a different file name, as we DO NOT ALLOW you to overwrite files. This is important.

If you try to upload using the same file name, you will get the following

```
Command:     STOR 1643Lowenhardt_1.jpg
Response:    550 Permission denied
Error:       Critical error
```

If you look at the bottom of the screen, you will see this:



Clicking on the Successful transfers tab, will show you the files that have transferred correctly. Fail Transfers, well, they didn't work ...

After successfully uploading your file, please close the FileZilla program.

#### 4. After the Transfer is Successful

**You must then send us an email** to [ftp@wealdenad.co.uk](mailto:ftp@wealdenad.co.uk) stating:

Your name/company

The name of the file you uploaded

The date and time of upload

The person who it is intended for.

This will then be collected by one of the FTP team who will deliver the file to the required person.

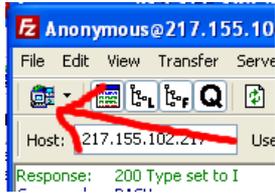
You will receive an automated reply to your email, containing a Tracking Number, which can be quoted in case of problems.

**If you omit this section, your file will not get to the person who needs it, and will be deleted after a week. We do not accept any responsibility for uploads if you do not use the correct email address to notify us of its arrival.**

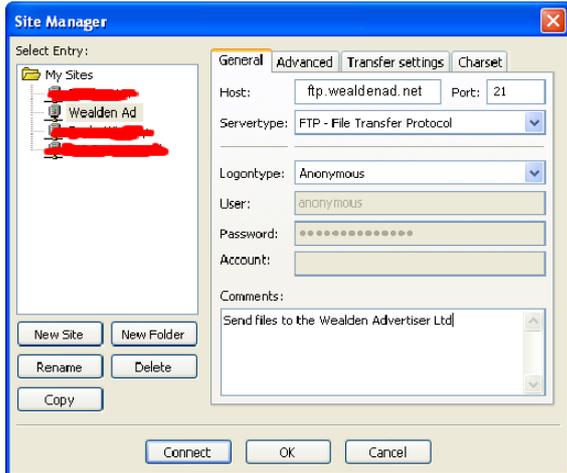
#### 5. Adding to address book.

To make joining our server easier, there is an address book that you can use.

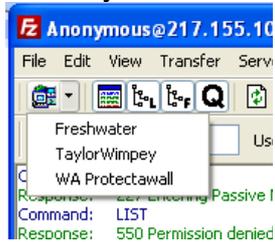
Click on this icon



Then add the server details to the connection manager as shown here.



Now if you click the arrow next to the icon, you will get this



If should get any problems installing setting up, or using FileZilla, then please email me at [ftpsupport@wealdenad.co.uk](mailto:ftpsupport@wealdenad.co.uk) and I will try to help, provided that you have followed these instructions in full.

## 5. Getting your own FTP Logon & Password

If you are a company and regularly send files to us, it will be easier to give you your own logon and password. All your files will go into a private folder just for you! Email me on [ftpsupport@wealdenad.co.uk](mailto:ftpsupport@wealdenad.co.uk) and I will set this up.

## 6. Miss-Use warning

Should we find anyone attempting to upload malicious files of ANY sort, they will be barred from using this service, and legal action will be taken if deemed necessary. All connections to our FTP server are logged, as are all communications regarding the FTP service.