

Transfer by File Transfer Protocol

Install Mozilla' Firefox browser, if not already installed, - <http://www.getfirefox.net>

Install FireFTP - <http://fireftp.mozdev.org>

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- Create a new sub-directory in ' ' - called Temp-FTP
- Copy into it the files to be transferred

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- Load the Firefox browser
- Select 'Tools '
- Select 'FireFTP'
- In the left-hand pane:
 - Select 'Browse' and navigate to the Temp-FTP sub-directory.
(Check that the files to be transferred are listed in it!)
 - Select 'Quickconnect' from the drop-down list in the left-hand 'box'
 - Enter the FTP details from my e-mail in the 'Quickconnect' dialogue box
 - Select 'Connect '
- In the right-hand pane:
 - Right-click on the 'Contributions' sub-directory.
 - Highlight the files to be transferred
- In the centre pane:
 - Right-click on the green arrow pointing RIGHT
- In the left-hand pane:
 - Select 'Disconnect'
- Close FireFTP'