

From: Don Lamoreaux don@lamoreauxfamily.net BCBC Web Page guy

Subject: Web Page **Upload Transfer Folder** Setup Instructions.

Since we own 20 Gig of server space with our web page and our current web page uses less than 1 gig, we can use some of this space to transfer or store large files such as pictures and or files which normally are too large to transfer by e-mail.

To set up your computer for large file transfer:

1. Go to "My Network Places" in windows XP"
2. Click on "Add a Network Place"
3. Click "Next"
4. Highlight "Choose another network location' Click Next
5. Type the following address in box. "<ftp://ftp.powweb.com> " Without the quotation marks.
6. Click next
7. Uncheck "Log on anonymously"
8. Type in User name "uploadbcbc"
9. Click Next
10. Type any name you want to identify this ftp site in "My Network Places"
11. Click "Finish"
12. Go to "My Network Places" You will see an Icon with the name you attached to the site. Click on it.
10. You will be asked for a User name and Password.

User Name = uploadbcbc

Password = bcbcmember

Enter

- You now are in the BCBC **Upload Transfer Folder**.
- Always make a new folder to hold your pictures or information. Describe via the folder name what is in the folder and/or leave a short word document in the folder describing the pictures or what the information you are leaving is all about.
- Drag and drop your folder into the Upload Transfer Folder.
- After you have dropped your files into the Upload Transfer Folder, send an e-mail to the person you want to see the files. That person will then use the above setup procedure to go to the Upload Transfer Folder, to drag and drop the files you left, onto his hard drive for his use. In the case of the Web Page Guy, this is how you would transfer to me all those special BCBC cruise pictures we all would like to see on the Beaver Tales.
- Use the Upload Transfer Folder to share your large files with others, but remember anyone who knows the "username and password" will have access to the contents of the folders. So let's keep the content up to BCBC standards. That still leaves a lot of room for self expression.
- Your delete key will only delete the files from the Upload Transfer Folder, not off of the originators hard drive, BCBC Web Page or any other computer that has down loaded the files. If you inadvertently delete the wrong folder, it would be only common courtesy to advise the originator of the file, of your mistake so the files can be restored.
- Any pictures or files uploaded to the Upload Transfer Folder would be considered free use property; therefore if you intend to sell any of your files in the future do not send them up to the Upload Transfer Folder.

Call or e-mail, if I missed something in the setup instructions.

Practice drag and dropping files into and out of your computer and the BCBC Upload Transfer Folder.

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