

FTP Instructions for Appeal Design Clients

Providing Deliverables to Appeal Design can be done a number of ways.

1195 Milton Terrace, Unit 5406, Atlanta, GA 30315

Software needed:

1. There are various tools you can use to FTP information to our website. Recommended free software includes: FileZilla, and SmartFTP. Appeal design uses FileZilla, so all screenshots will be of the FileZilla client.

<http://filezilla-project.org/>

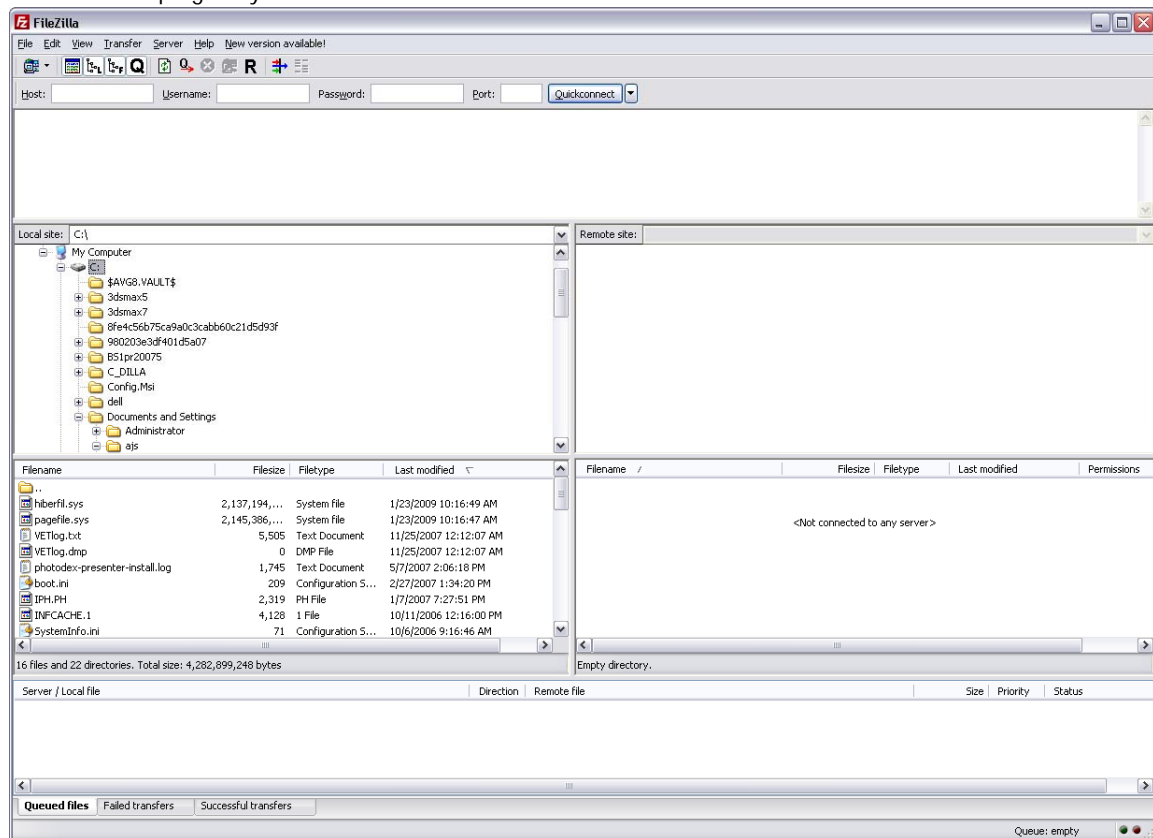
2. Download and install the software.

3. **DISCLAIMER:** Appeal Design is NOT RESPONSIBLE for anything that may result from your downloading recommended software. All support for these products can be found on their respective sites.

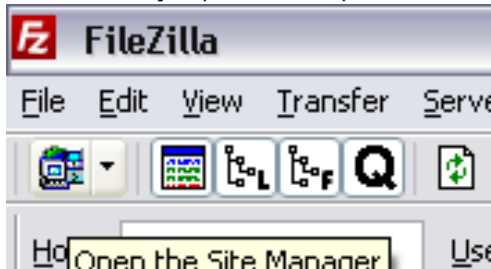
ALL files uploaded to Appeal servers are subject to deletion at regular or irregular intervals. Do not rely on Appeal Design to manage or save your uploaded files.

Open FileZilla:

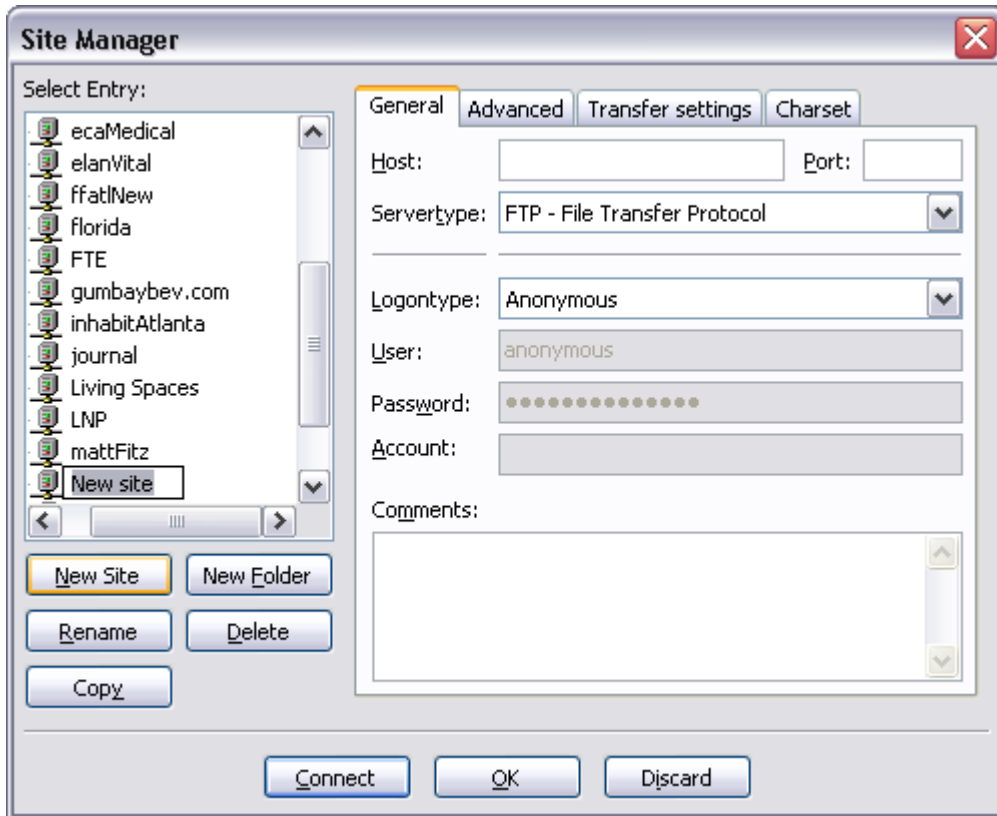
1. Once in the program your screen will look similar



2. Click the very Top Left Icon (Open the Site Manager)



3. Click the New Site button



4. Settings

Host: theappealdesign.com

Under Logontype select "Normal"

Username: appealupload

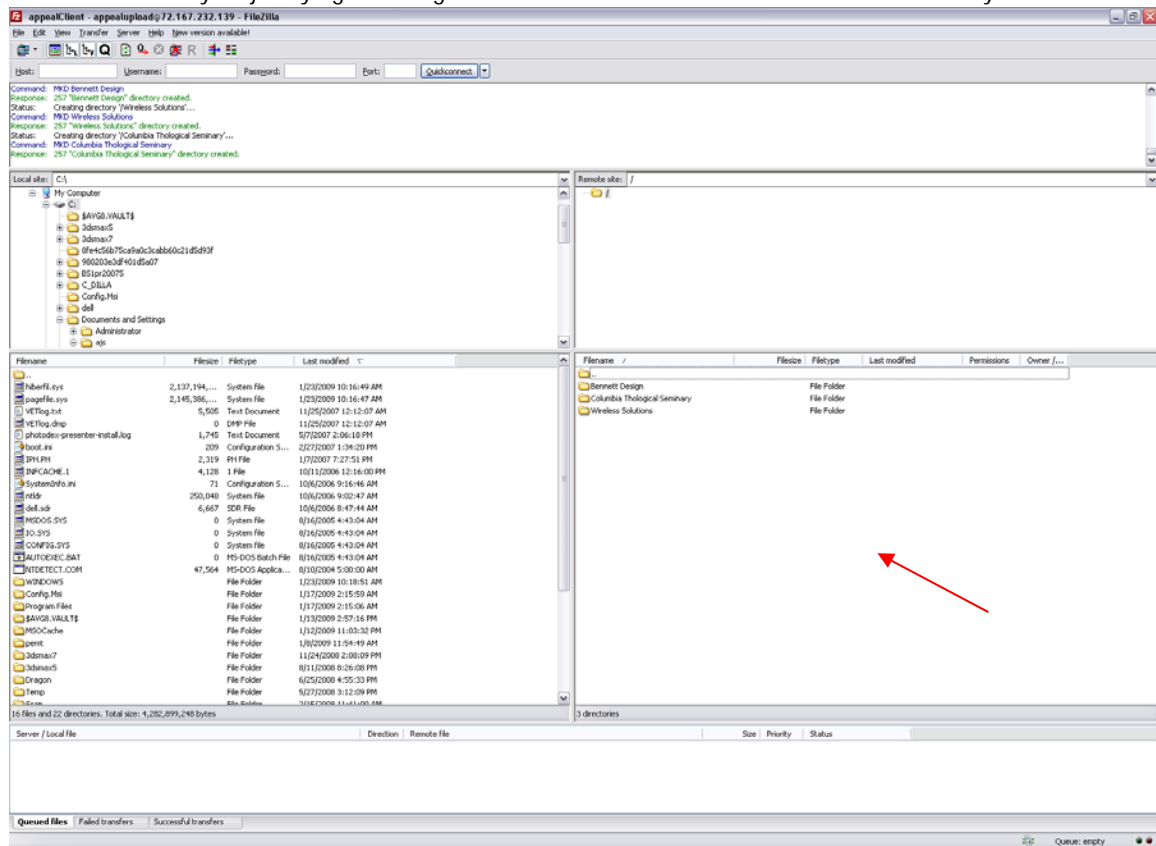
Password: Submitfiles01

Leave all other settings the same,

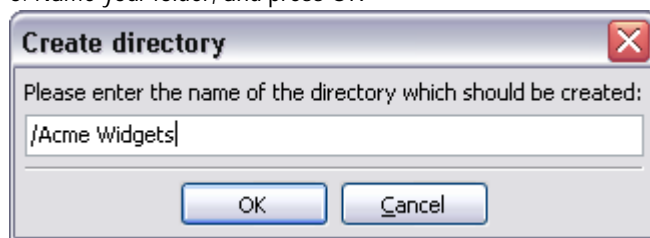
Click "Connect" on the bottom

5. Once connected you will notice Your Computer files on the LEFT and the Appeal server on the RIGHT.

Create a folder for your job by right clicking where indicated below. Select "Create New Directory"

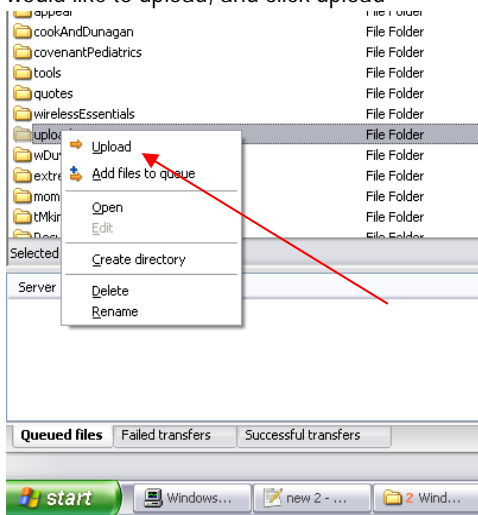


6. Name your folder, and press OK

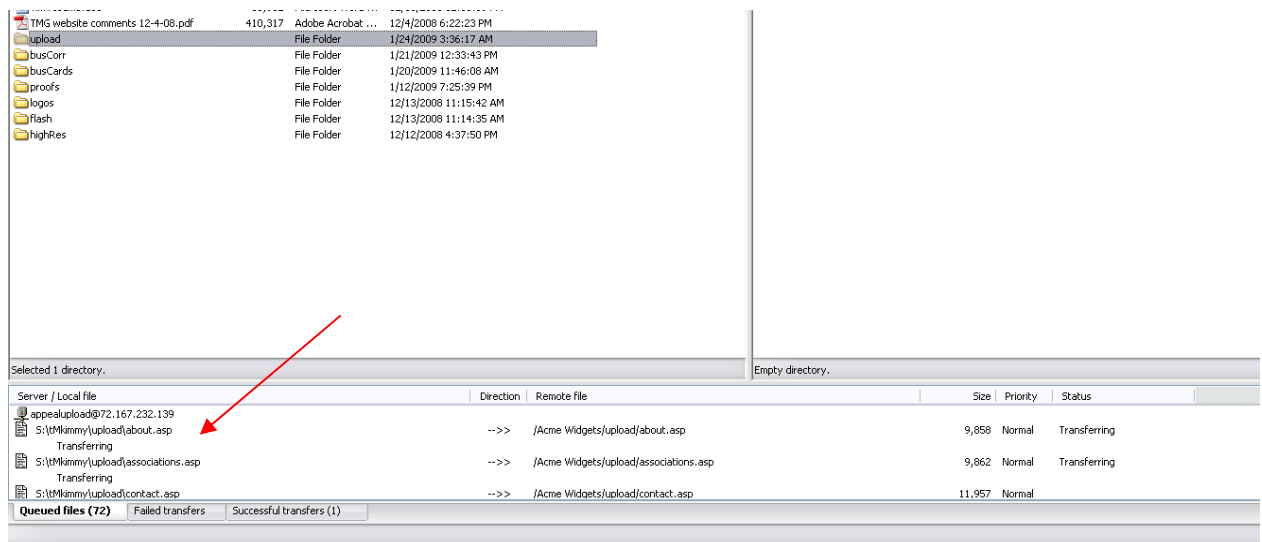


7. The file will take a second to create. Once you see your folder name, double click it to enter that directory.

8. Navigate back to the LEFT side folders representing your computer files. Right click the files or folders you would like to upload, and click upload



9. File Transfers will begin at the bottom of your screen in the File Transfer Queue. When the files are finished uploading this screen will return to blank. You are finished uploading the appropriate files. Choose all other appropriate files to upload. When done with all transfers, you can simply exit the program.



10. Email Appeal Design that you have uploaded files to our server.

Email address: upload@TheAppealDesign.com