

FTP INSTRUCTIONS (For sending files larger than 10MB)

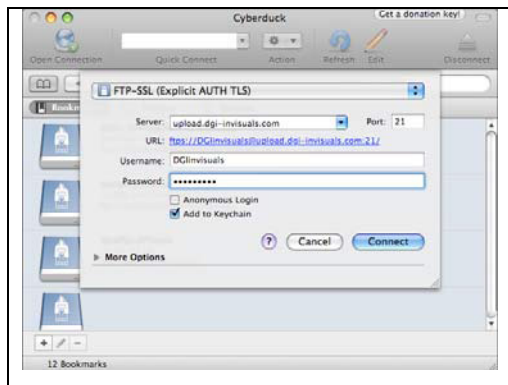
The **easiest** way to upload files to our FTP is by going to our web site and using the Upload Center.
<http://www.dgi-invisualls.com/support/upload.php>

However, if you prefer, you can follow the instructions below:

Using a Mac or a PC with FTP client software

We recommend the freely available open source applications: [Cyberduck](#) for the Mac and [FileZilla](#) for the PC

Cyberduck: After you copy Cyberduck to your applications folder, launch the program



Click on **Open Connection** to show the dialog box pictured to the left

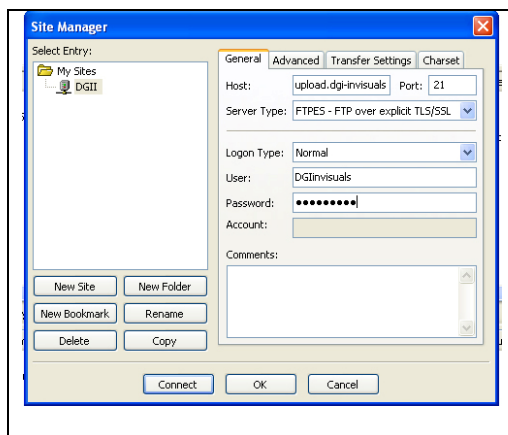
Please fill in the following information:

Protocol: FTP-SSL (Explicit AUTH TLS)
 Server: upload.dgi-invisualls.com
 Port: 21
 Username: DGIinvisualls
 Password: Graphics1

Now Click Connect. You should be connected to our FTP.

To save a bookmark for easy access click the Bookmarks button while connected to our FTP, then click the + button at the bottom to save the bookmark. You can also click the third button in bookmarks (pencil) to edit the nickname.

FileZilla: After you install FileZilla, open the program



Under the *file* menu select **Site Manager** to open the window shown left

Now click the **New Site** button located at the bottom of the window, name this new connection DGII then look to the right hand side under Site

Details and fill in the following information.

Host: upload.dgi-invisualls.com
 Port: 21
 Server Type: FTPES
 Logon Type: Normal
 User: DGIinvisualls
 Password: Graphics1

Now Click Connect. You should be connected to our FTP site. Next time you use our FTP all the information you typed will be saved and you just need to choose DGII in the Site Manager window and click connect.

*** Do not use a web browser like Safari, Firefox & Internet Explorer to connect to our FTP, they will connect but will not upload files to our FTP, instead use a FTP Client like Fetch, Cyberduck, or FileZilla.**

****All files should be compressed using Stuffit or Winzip prior to FTP-ing to ensure a successful upload.**

*****Always notify your DGI-Invisualls contact when an FTP has been sent, including the name of the files sent, and send them a PDF whenever possible. Thank you.**