

# F R E E M A N

The Freeman FTP site is a convenient, short-term process for transmitting large files. The FTP site requires a User ID and password which changes each month. Please check with your local Freeman representative for the new password. Items on the FTP site remain no longer than 14 days, so please remove items from the site when you have finished downloading. We have included basic instructions for FTP usage below. If you have additional questions, please contact your local Freeman representative or [webmaster@freemanco.com](mailto:webmaster@freemanco.com)

<ftp://ftp.myfreeman.com>

## Internet Explorer Instructions

### Open Internet Explorer:

- In the address bar, type: <ftp://ftp.myfreeman.com>
- In the authentication box, enter the User-ID and password
- Once in the FTP site, select the city folder that best describes your location or the show location, double click to open

### To UPLOAD (put) files:

- Find the file on your computer and select it. Right-mouse-click and select 'Copy'
- Move to the FTP folder of choice, right-mouse-click and select 'Paste'

### To DOWNLOAD (get) files:

- Find the file on the FTP site and select it. Right-mouse-click and select 'Cut or Copy'
- Move to your computer, right-mouse-click and select 'Paste'

## Macintosh Instructions

The HOST or FTP address is:  
**[ftp.myfreeman.com](ftp://ftp.myfreeman.com)** or **209.163.178.20**

If you are not familiar with utilizing the FTP features in your OS, here are two programs you can load onto your computer:

### Fetchworks:

<http://fetchsoftworks.com>

### More Info About Fetch:

<http://www.channel1.com/support/Ftp/mac.html>

### Transmit:

<http://www.panic.com/transmit>

*More Macintosh Info on Next Page...*

## Helpful Tips

The FTP password changes each month. Your Freeman representative will have that information.

Never try to open items directly on the FTP site. Move files to your computer first.

Remove items when you are done with them. Items will only remain on the site for 14 days, they are then automatically deleted.

Some I.T. departments block FTP for their users. If clients cannot reach the site and report permission errors, direct them to their office I.T. support.

### More Information PC:

<http://www.ftplanet.com/ftpresources/ftpnew-user.htm>

### More Information MAC:

<http://docs.info.apple.com/article.html?artnum=60035>

### OS X Programs Help You FTP:

<http://www.macworld.com/2003/09/reviews/ftpclients>

### FOR ADDITIONAL ASSISTANCE

Please contact your local  
Freeman representative or  
[webmaster@freemanco.com](mailto:webmaster@freemanco.com)

## Mac OS X FTP Instructions

There are many different FTP programs out there for OS X, but I have seen that using the built in functionality of OS X can be much easier then it may seem.

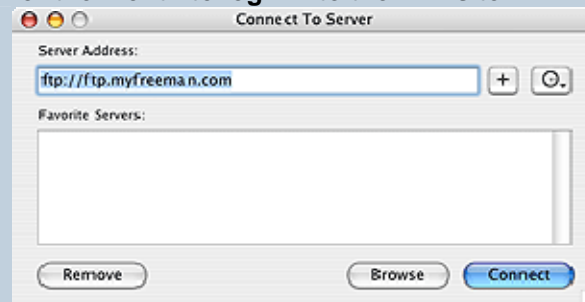
### 1. Select: Go, Connect to Server. *(click on each image for larger version)*



### 2. Enter the FTP server information into the Server Address block.



### 3. You will then be prompted for login information. Enter the appropriate information for the month to login into the FTP site.



### 4. You should know see the folder listing on the ftp server. You can click and drag like normal to Download files.

