FTP Client: Guide to Using FileZilla
Version 1

GeoCue Group Support
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This document provides instructions for using the FTP client service, FileZilla. FileZilla is an open source software distributed free of charge under the terms of the GNU General Public License. FileZilla provides a convenient way to transfer large files between your computer and our server. FileZilla can be downloaded using this link: https://filezilla-project.org/download.php?type=client

Quick Connect

After FileZilla has been downloaded and installed, open it and enter the Host, Username, and Password provided by GeoCue Group. Press *Quickconnect* to connect. Your login information will be saved and can be used to login in the future by clicking the drop-down arrow next to the *Quickconnect* button, and selecting your username.

Figure 1 - FileZilla Quick Connect Login

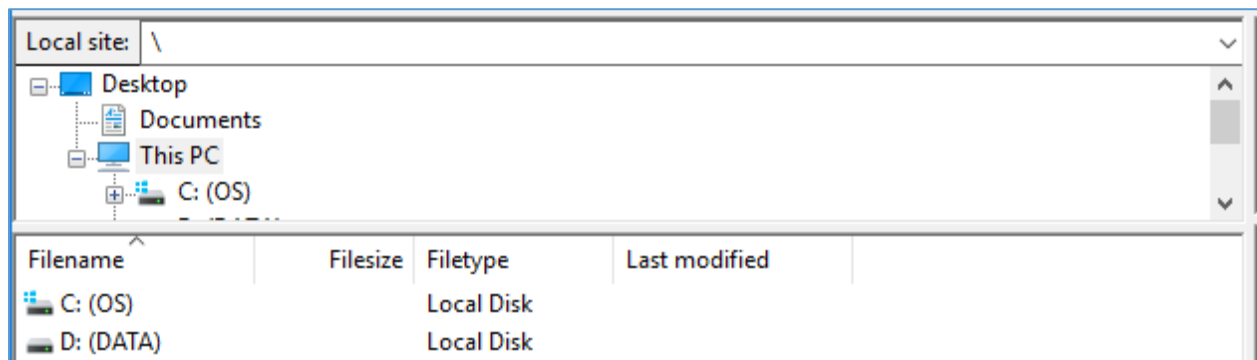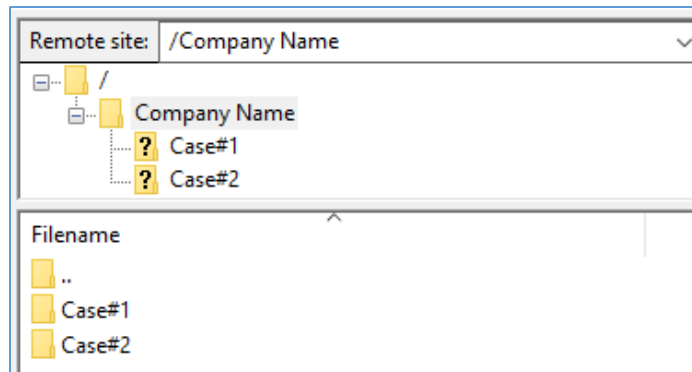The left half of the screen (Local Site) displays files on your local computer.

Figure 2 - Your machine is on the left

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The right half of the screen (Remote Site) is used to upload/download data to/from the server. The top window displays the directory tree while the bottom window displays the files and subfolders of the selected directory.

You can navigate either of these trees by double-clicking a folder as you would any other file manager.

Figure 3 - GeoCue's FTP Server is on the right

You can create a new folder by right-clicking, selecting *Create directory,* and then assigning it a name. You can delete a folder by selecting the folder, right-click, and select *Delete.*

Upload/Download Data

To upload data, drag and drop the files from your computer (either from the pane on the left or from a Windows Explorer window) to the desired folder in the bottom right window. To download data, drag and drop the desired files from the bottom right window to the desired location on your computer.
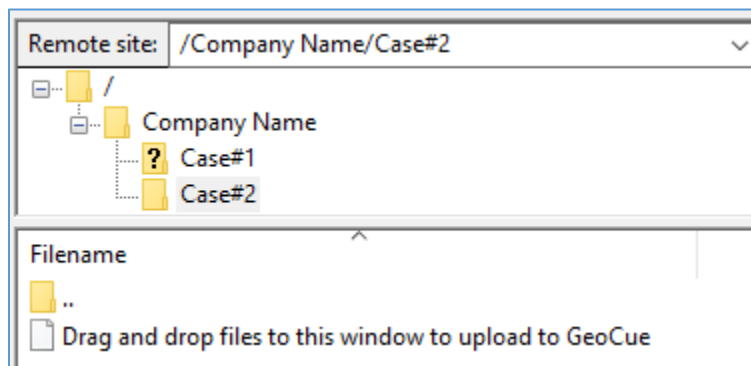

Figure 4 - Navigate to case folder and drag and drop files to transfer

The transfer progress will be displayed in one of three tabs at the bottom of the page.