### **Standart Impressa FTP user manual**

- 1. Load the following link into a browser window https://filezilla-project.org/.
- 2. Click "Download FileZilla Client":



3. Click "Show additional download options":



4. Select the program installation file according to your computer's operating system (32bit or 64bit) and click :



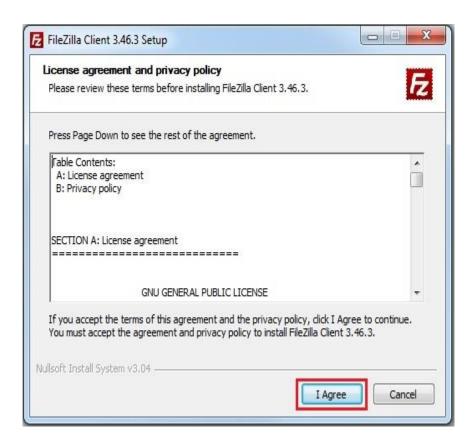
5. The downloaded FileZilla ftp installation file appears in the bottom bar of your browser, or you can find it in your Downloads folder:



6. After double-left-click on the Filezilla installation file, notification as below will appear shortly and then click "Run" :



7. Click "I Agree" in the opened Filezilla installation window:



8. Select "Anyone who uses this computer (all users) and click" Next ":



9. Leave "Select components to install" as the default, if you want the program to be easily accessible on the desktop, select the "Desktop Icon" and click "Next".



#### 10. Click "Next", unless you want to save the program to a specific folder:



#### 11. Click "Next":

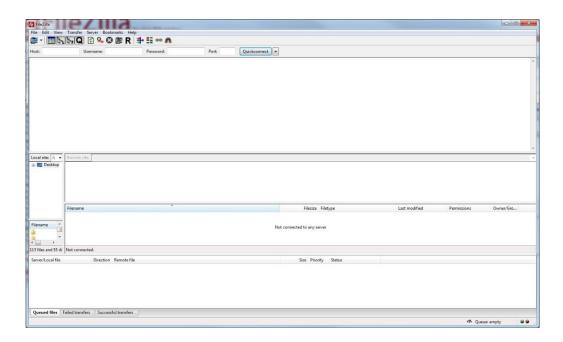


12. Check "Start Filezilla now" if you want the program to start immediately after installation and click "Finish":

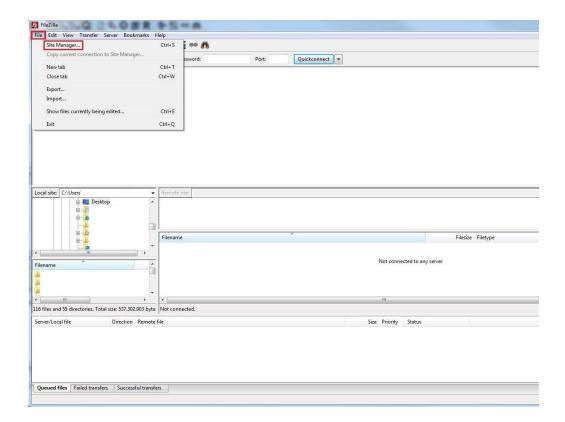


# Input Ftp data and logging in to the created account

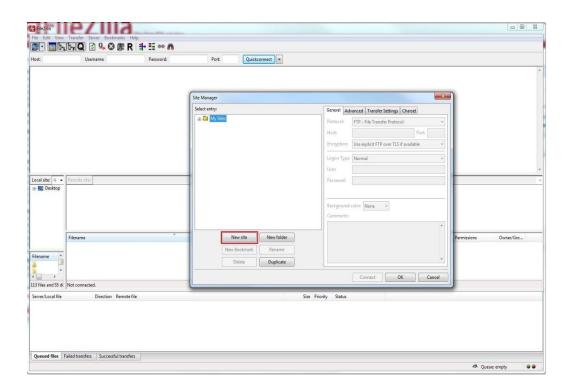
1. Start the Filezilla ftp program:



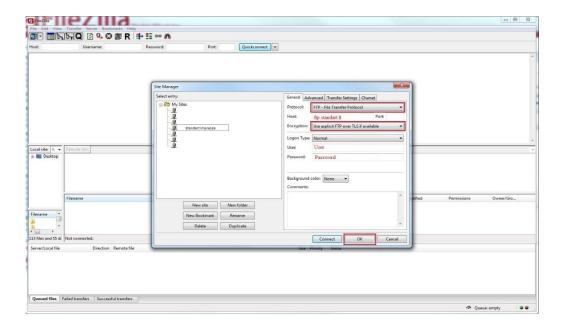
2. Click "File" and select "Site manager" in the opened menu:



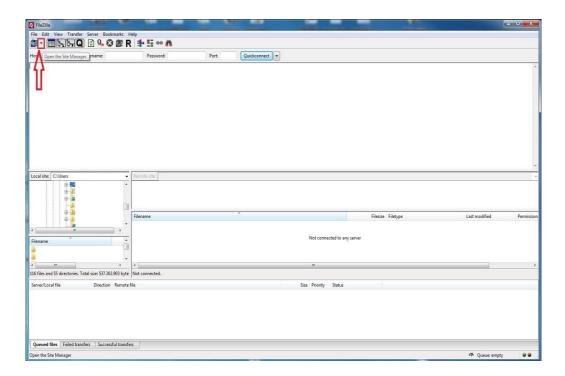
3. In the opened window, click "New site":



4. Name the ftp login, enter the login data provided to you by project manager, enter the remaining data as an example and click "OK":



5. Click on the icon "down" as shown below and select the Ftp login with the name you created in the list that appears:

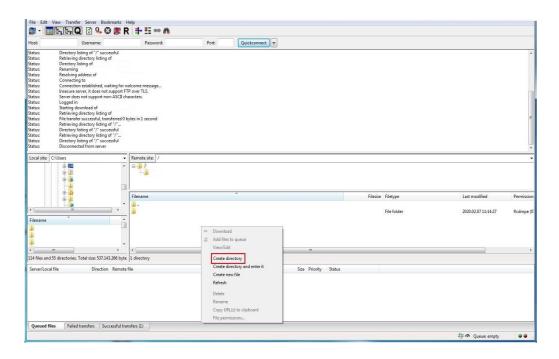


6. Click "OK" after marking as in example below:

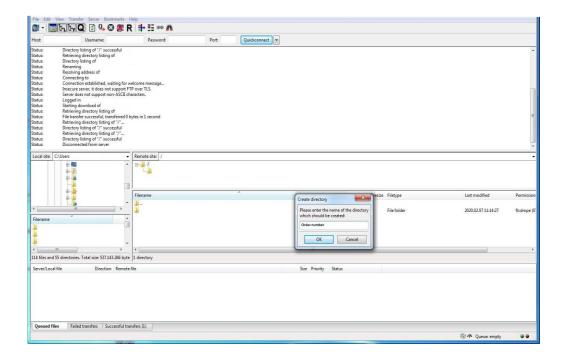


## **Creating a folder**

1. In the program window, right-click and select "Create directory" from the list that opens :

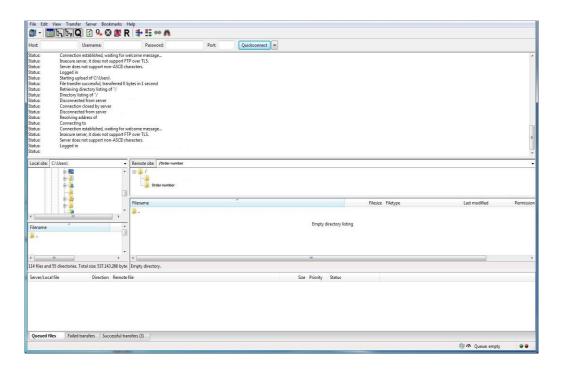


2. Delete the existing note, name the folder and press OK:

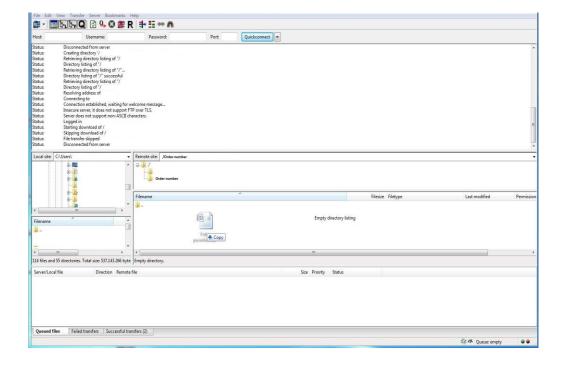


## **Uploading files**

1. Double-left-click on the selected folder:



2. Select a file or folder, drag it directly to the program window and wait for the files to upload:



## **Downloading files**

The file download going on in parallel with the file upload, just drag the file from the program window to the selected folder on the desktop or to another directory (location) you need.