

## Interpretive Graphics FTP Site: Instructions for Uploading and Downloading

1. Go to <http://www.interpretivegraphics.com>.
2. Click on the FTP link in the top right corner of the home page.
3. If prompted, click “Run” to run the JAVA application.
4. When prompted, enter the password: **IGSS3590**
5. **If uploading**, select the desired file or folder from your computer (left side), and click the green arrow to begin the upload process. **If uploading to an existing folder** on Interpretive Graphics’ server, double click the upload location on Interpretive Graphics’ server (right side), and then select the desired file or folder from your computer (left side), and click the green arrow to begin the upload process.
6. **If downloading**, double click the download location on your computer (left side), select the desired file or folder from Interpretive Graphics’ server (right side), and click the green arrow to begin the download process.
7. Please notify Interpretive Graphics when your files have been uploaded.

For troubleshooting, please go to <http://www.interpretivegraphics.com/instructions>, and follow the instructions for the browser you are using. Please contact Interpretive Graphics at 801-942-5812 if you have any questions.