

TECHNICAL SPECIFICATIONS FTP GUEST INSTRUCTIONS

Upload Files to Vision Graphics via File Transfer Protocol (FTP). This is a file transfer method allowing for the transfer of large data via a user name & password facility,
To set up an FTP account with us please complete form then follow instructions below

Company Name: _____
 Contact Name: _____
 Contact Phone: _____
 Phone: Email _____

Once we receive your request we will email you with a user name & password. It is recommended that you use an FTP client program for ease of use. Below are links to download Mac & PC FTP client programmes commonly used. These are Free



Link to FileZilla Download Page (MAC 10.5 Min. & (PC XP & Vista): <http://filezilla-project.org/download.php>
 Link to FileZilla helpful instructions: <http://wiki.filezilla-project.org/Using>

Open your FTP Client and enter the following:

Host: ftp.visiongraphics.com.au
 Username: (user name provided in our email response)
 Password: (password provided in our email response)
 Port: Leave blank

Note: After three unsuccessful attempts the link will be locked for 2 hours. Call us to remove this lockout. Ensure correct spelling, spaces & caps are exactly as per provided)

Then click on the Quick Connect button. The top box should read Directory listing successful. Click on the Upload folder.

Locate the Allocated Folder Name on the FTP server that we have created for you

Use the upper left box to locate your computer file directory and folders to find the files you wish to transfer. Once you have found the folder you are looking for click on it and the files within the folder will appear in the lower left box.

Click and drag the files you wish to transfer from the lower left window to the lower right window. Your files should be transferred once the transfer progress bar reaches 100%.

Once you have uploaded your files. Please ensure all details of the order including size, finish, file names & when required are entered on the online order form. (LINK TO ORDER FORM HERE)

We will send you an email confirmation of your order including cost.

