Windows FTP Client Software Tutorial

easy step-by-step instructions to connect to
Blanks Printing & Imaging for simple file transfers

FTP (File Transfer Protocol) is the simplest way to exchange files over the internet. An FTP address looks a lot like a website address except it uses the prefix ftp:// instead of http://.

Example Website address: http://www.blanks.com
Example FTP site address: ftp://ftp.blanks.com

A computer dedicated to receiving an FTP connection is referred to as an FTP server or FTP site. To connect to the Blanks Printing & Imaging FTP Server you will need to download and install FTP Client software. For a Windows PC we recommend that you install a free FTP Client software called Filezilla, which is available for download at http://sourceforge.net/projects/filezilla. The instructions below are for using Filezilla to transfer (upload & download) files between our ftp server and your hard drive.

1. Connecting to Blanks' FTP server
Launch Filezilla, enter ftp.blanks.com in the address field of the Quickconnect bar. In the User field, enter your personal user ID. In the Password field, enter your password. You can leave the Port field empty or type in 21, either method will work. Click on the Quickconnect button to connect to the Blanks FTP server. If you don't have a User ID and password, contact your Account Manager at **800-325-7651**.
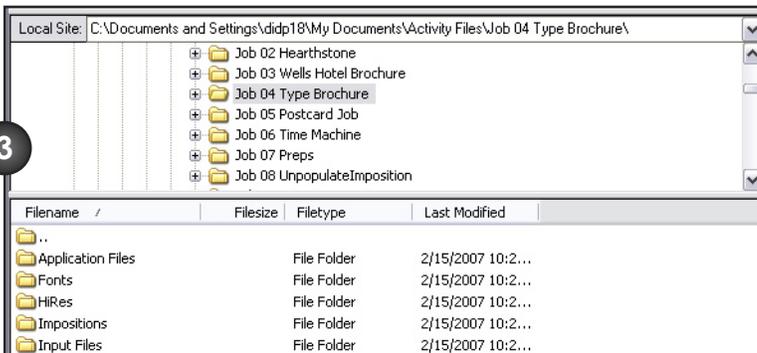

2. Navigating on the server
The servers current folder is listed in the edit field on the top. You can change the current folder by double-clicking a folder. You will notice a folder called ".." displayed in all directories. This folder allows you to go up to the parent directory of the current folder.
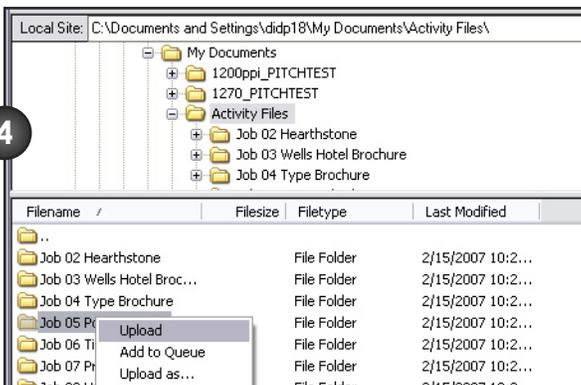* Be sure to double click the "To Blanks" folder to upload your files and/or folders.
* Double click the "From Blanks" folder if you are downloading files and/or folders.

3. Navigating on your machine
Navigating on your machine works almost like navigating on the server. There's only one addition: The folders on your machine are arranged in a tree for faster navigation. To change the current folder either on your machine, just select a tree item in the appropriate tree.

4. Transferring files
You can upload or download a file by double-clicking on it. It will be added to the transfer queue and the transfer starts automatically. To transfer folders and/or multiple files, select them and right-click the selection. Then you can click on Upload/Download in the popup menu.
You can also drag the files from either side and drop them on the other side.
* Be sure to double click the "To Blanks" folder to upload your files and/or folders.
* Double click the "From Blanks" folder if you are downloading files and/or folders.