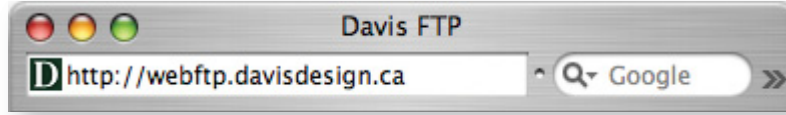


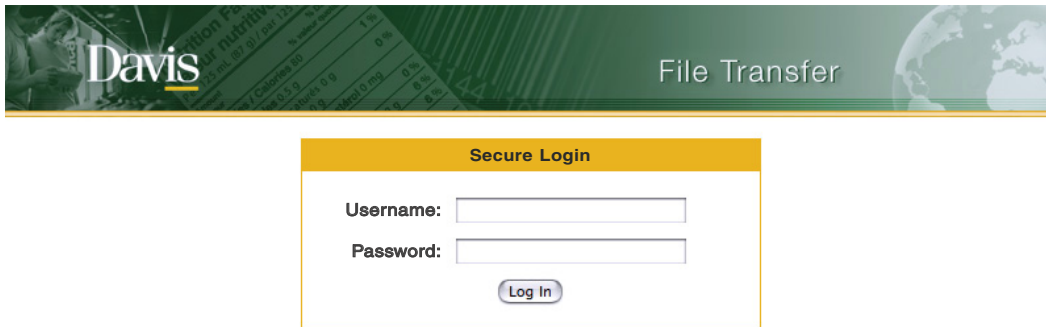
## FTP Connection Instructions

Connecting to our FTP is as easy as 1-2-3!

- 1 Via your web browser, type: <http://webftp.davisdesign.ca> into the address bar.



- 2 Enter your **Username** and **Password** and click the Log In button. If you do not already have an FTP account, please ask your Davis contact.



- 3 After successfully logging in, you will be presented with the following screen:

**Davis FTP**

Click to upload individual files    Create a new folder for multiple files    Click Logout when complete

Filename	Size	Updated	
<a href="#">Davis FTPInstruction.pdf</a>	131 KB	Apr 13 14:03	↓ 🗑️
<a href="#">Davis LoginPage.png</a>	21 KB	Apr 13 14:05	↓ 🗑️
<a href="#">Davis Website.jpg</a>	21 KB	Apr 13 14:06	↓ 🗑️

Click on a file name to download

**Downloading Files**

To initiate a file download, control-click (Macintosh) or right-click (Windows) on the name of the file in the file listing at left. Next, choose "Save File As...", "Save Linked File...", or the similar option in the pop-up menu shown, then use the standard "Save File" box to select where on your hard drive the file should be placed.

To monitor the progress of the file download, please open the "Downloads" or "Download Manager" window in your Web browser.

[ Detailed Help ]

**Alternative: Using FTP Client Software:**

Our FTP site can also be accessed using software such as FETCH or TRANSMIT. Our settings are as follows:

FTP Address: [ftp.davisdesign.ca](ftp://webftp.davisdesign.ca)  
 Port (if necessary): 21

Please use the username and password supplied by your Davis contact.

Note that for security and confidentiality reasons, **all uploaded files will expire after 21 days.** If dropping off materials, make sure you inform your Davis contact, so files may be picked up before they are auto-deleted.