



FTP Instructions

These instructions explain how to upload images for processing to the Alan Cooper Colour Labs FTP site.

Step 1: Install FTP Client Software

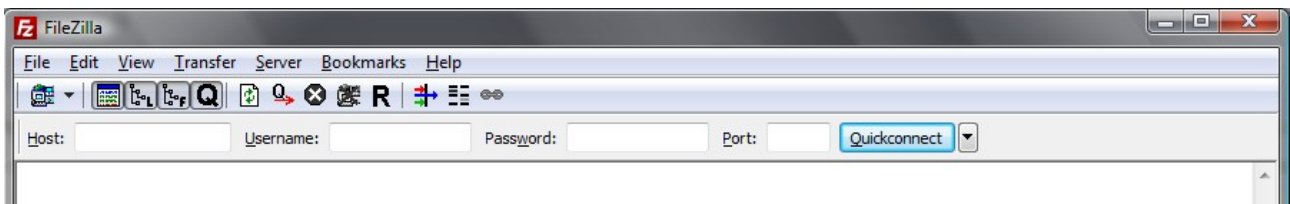
There are a number of pieces of FTP software available. One which is relatively simple to use, and free of charge is Filezilla. You can download this software from:

<http://filezilla-project.org/>

Choose the Filezilla Client option.

Step 2: Log into the FTP software

You will have been provided with your login details by Alan Cooper Colour Labs. Launch the FTP software and enter your details. The example below shows how to log in using Filezilla.



Host: ftp.cooperlab.co.uk

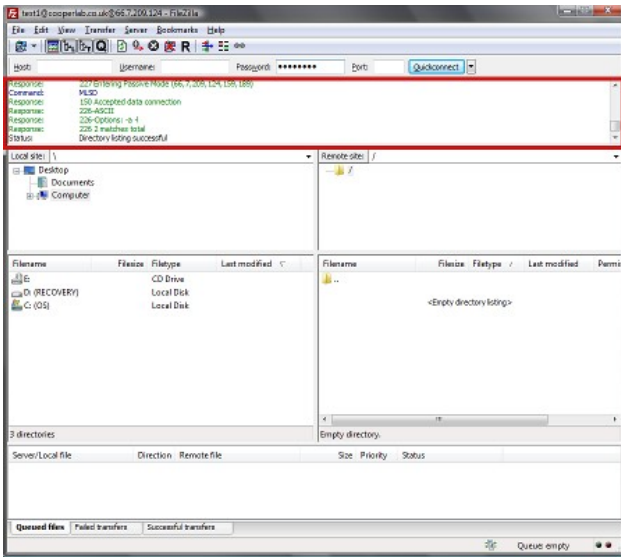
Username: Your user name provided to you by Alan Cooper Colour Labs

Password: The password provided to you by Alan Cooper Colour Labs

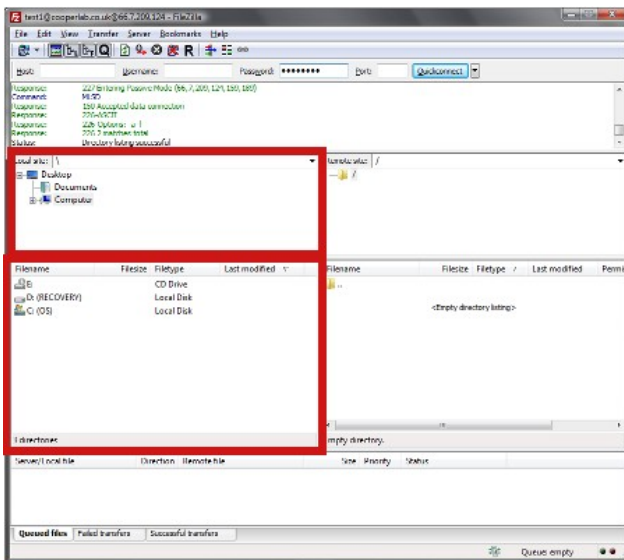
Then press Enter. You should see the progress of your logon in the screen immediately beneath where you entered your details.

TIP! Once you have successfully logged in, your details will be saved, and instead of typing them in next time, you will be able to select them by clicking the little arrow button (next to Quickconnect).

Step 3: Understanding the FTP software

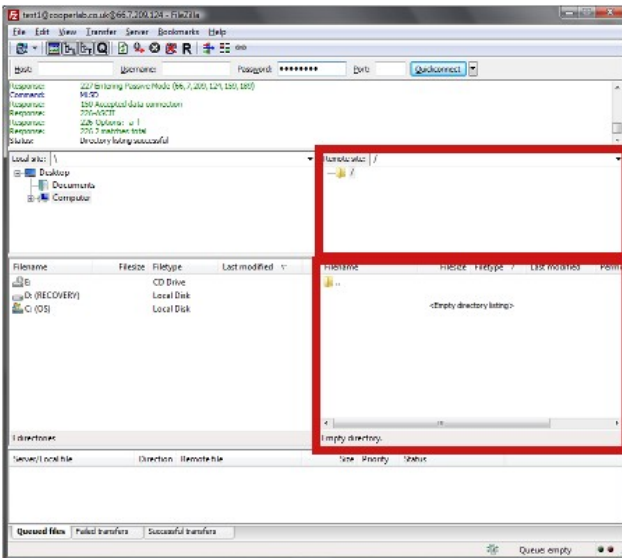


This section shows your connection to the server.



The sections on the left of the screen show your computer. Your folder structure is shown at the top, and the files in the selected folder at the bottom.

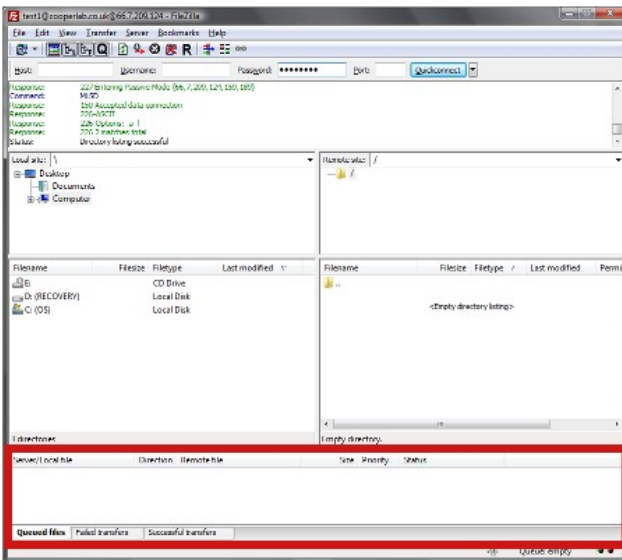
You will use this area to find the files to upload.



The sections on the right hand side of the screen show your folder on the Alan Cooper Colour Labs server.

This is where you will be uploading your files to.

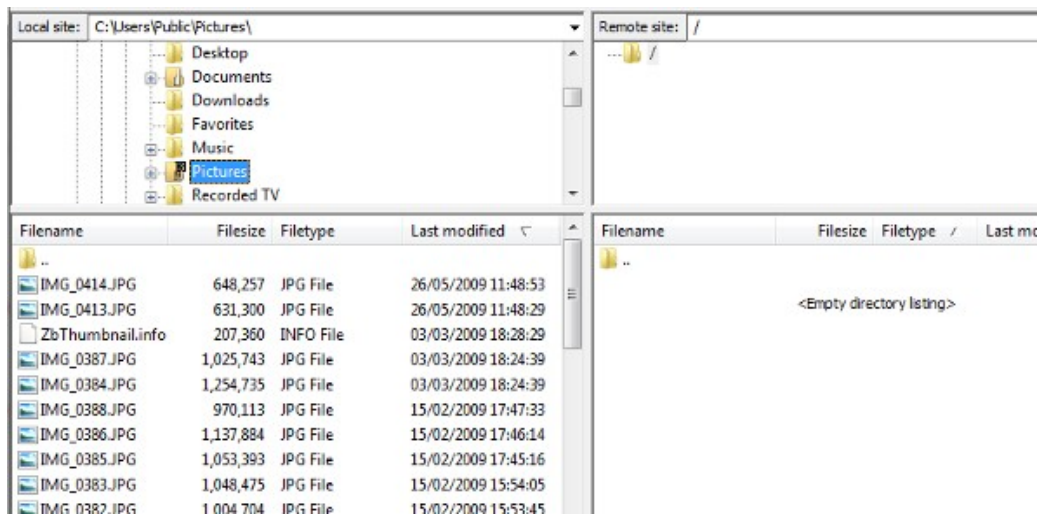
The top area here shows the folder(s) that you have access to, and the bottom section will show any files that are in that folder.



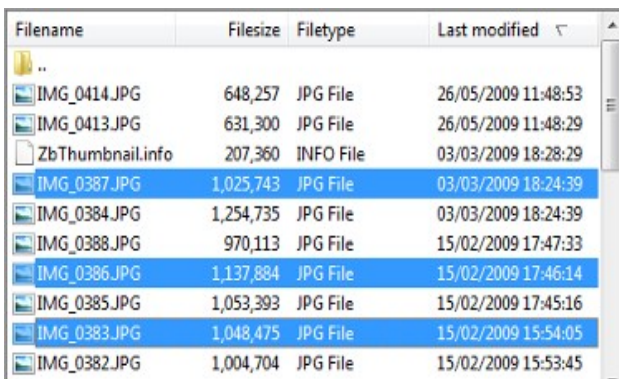
The section at the bottom of the screen will show the progress of your upload.

Step 4: Upload your images

Using the left hand side of the screen, open the folder containing the images you want to upload.



Click on the images to be uploaded. To select more than 1 image, hold down the Ctrl key on the keyboard and click on the filenames.



Once you have selected your images, you have 2 options for uploading them:

1. Right click on one of the images and choose the Upload option from the menu
2. Left click on one of the images. Hold down the mouse key, and “drag and drop” the images from the left hand side of the screen to the right hand side.

The upload progress is shown at the bottom of the screen:

Server/Local file	Direction	Remote file	Size	Priority	Status
test1@cooperlab.co.uk@66...					
C:\Users\Public\Pictures\I...	-->	/IMG_0387.JPG	1,025,743	Normal	Transferring
00:00:00 elapsed	--:--:-- left	12.7%	131,072 bytes (? B/s)		
C:\Users\Public\Pictures\I...	-->	/IMG_0386.JPG	1,137,884	Normal	Transferring
Queued files (3) Failed transfers Successful transfers					

Once complete the Queued Files tab will be empty and the Successful transfers tab will show the uploaded files. If anything is shown in the Failed transfers tab, try to upload these files again.

If you click on the folder symbol (shown in blue below) on the right hand side, you can see the contents of the folder – these are the files you have uploaded.

Filename	Filesize	Filetype	Last modified	
..				
IMG_0414.JPG	648,257	JPG File	26/05/2009 11:48:53	
IMG_0413.JPG	631,300	JPG File	26/05/2009 11:48:29	
ZbThumbnail.info	207,360	INFO File	03/03/2009 18:28:29	
IMG_0387.JPG	1,025,743	JPG File	03/03/2009 18:24:39	
IMG_0384.JPG	1,254,735	JPG File	03/03/2009 18:24:39	
IMG_0388.JPG	970,113	JPG File	15/02/2009 17:47:33	
IMG_0386.JPG	1,137,884	JPG File	15/02/2009 17:46:14	
IMG_0385.JPG	1,053,393	JPG File	15/02/2009 17:45:16	
IMG_0383.JPG	1,048,475	JPG File	15/02/2009 15:54:05	
IMG_0382.JPG	1,004,704	JPG File	15/02/2009 15:53:45	
IMG_0381.JPG	1,074,408	JPG File	15/02/2009 14:40:49	

Selected 3 files. Total size: 3,212,102 bytes

Filename	Filesize	Filetype	Last modified	Permi
..				
IMG_0383.JPG	1,048,475	JPG File	04/06/2009 21:...	0644
IMG_0386.JPG	1,137,884	JPG File	04/06/2009 21:...	0644
IMG_0387.JPG	1,025,743	JPG File	04/06/2009 21:...	0644

3 files. Total size: 3,212,102 bytes

Step 5: Inform Alan Cooper Colour Labs

Now that you have uploaded your images for processing, please call or email Alan Cooper Colour Labs to let us know that the files are there, and what you would like doing with them.

Tel: 01626 777049

Email: alan@cooperlab.co.uk