

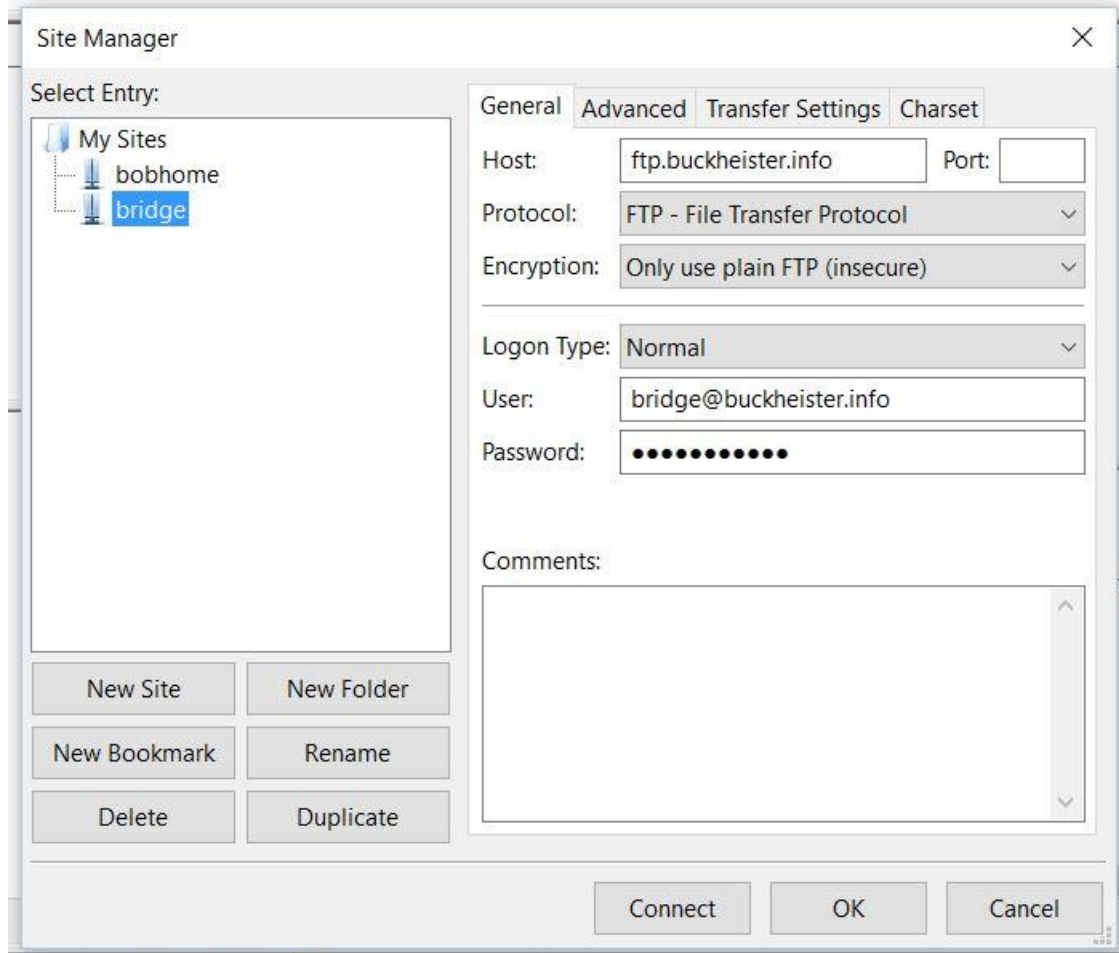
Download and install the appropriate version of the Filezilla client: [Click to Get Filezilla](#)

Don't worry. Many thousands of people use it. (You should determine whether you have a 32- or 64-bit system before you do the download.)

Open Filezilla. Open File/Site Manager from the menu.

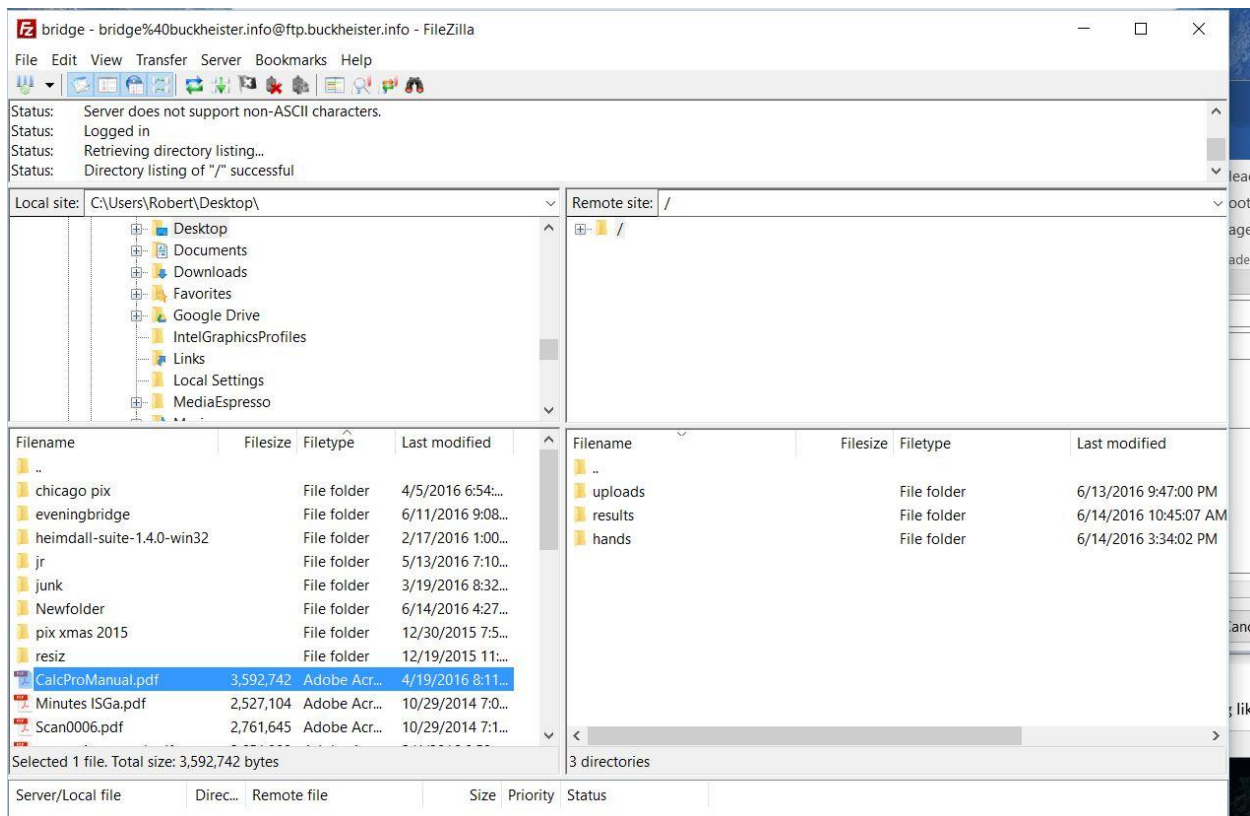
Create a "New Site." You only have to worry about the "General" tab. Use the settings shown in this image:

The port setting you want is "21," though this never seems to matter.



The site you create will be called "New Site" underneath "My Sites" in the left window above. As you can see, I have changed this to "bridge" using the "Rename" button. Enter the appropriate password in the "Password" window.

Click "Connect" and you will go to the content folder for the website. It should look something like this:



The left half of the screen is your PC and the right half is the website “content” folder that I set up for you. Doubleclick the folder you want to work with on the lower right. Click the folder you want on the upper left and, if uploading, the file you want to upload on the lower left. In the next figure, the target folder is hands and the upload file will be Scan006.pdf .

All you have to do to upload Scan006.pdf is rightclick on that file in the lower-left panel and click on “Upload.” If you wanted to download one of the hands files you would right click on it and select download.

Note that when you right click on a file, the first item on the menu is upload (on the left side) or download (on the right side), so this is the action that will occur whenever you double-click the file name. Double-click on a folder on the lower right side and you just expand it. I don’t know why that is. But don’t double click anything else unless you want to upload or download.

Filezilla supports drag and drop to some extent. You can drag a file onto the lower right panel from your desktop or from the lower right panel to your desktop. The problem with using drag and drop is that the display of files tends to get out of sync.

Once you have set up the connection and used it once, you can reconnect simply by clicking the little green stoplight icon you see below the work “Bookmarks” and to the right of the red x.

I would prefer that you did not create or destroy folders.

Don’t drag files between remote folders. You’ll probably succeed, but the display will tend to get out of sync, and refresh doesn’t work well in my experience.

Another idiosyncrasy you may encounter is that you do not see all three folders that I have provided. This tends to happen when you reconnect with the green stoplight button. This is easily corrected by clicking once or twice on the “+” or “-” that appears at the left of the folder symbol that is shown in the upper right panel beneath the words “Remote site.”

