

FTP your files

FTP (short for *File Transfer Protocol*) is a reliable way to send files from one computer to another over the Internet. Printers and service providers usually operate *anonymous* FTP servers that allow their customers to download (receive) files from them and upload (send) files to them. FTP is a great alternative to sending files as email attachments, especially if the files are very large. Many email systems will not allow attachments larger than one megabyte, but very large files can be reliably sent via FTP.

To send or receive files via FTP, you can either use special *FTP Client* software or your Web browser. There are numerous good freeware and shareware FTP client programs such as *WS_FTP* (Windows) or *Fetch* (Macintosh) available from online sources such as www.download.com. Recent Windows versions of either Microsoft Internet Explorer or Netscape Communicator allow you to send and receive files via FTP. To send a file via FTP in either Explorer or Communicator, enter the address of the FTP site, such as

<ftp://ftp.companyname.com> and go to the site. Then you can simply drag and drop files from your computer onto the appropriate folder on the FTP server.

Some corporate networks implement a device called a *proxy server* to separate a local network from the Internet. If your network uses a proxy server, you may be prevented from uploading files to FTP servers, but you should be able to download files.

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