

# FTP INSTRUCTIONS

*This document does not include any usernames or passwords. Dawson Survey, Inc. (DSI) staff will provide this information when necessary.*

Large files sent by or to DSI should be transmitted using our FTP server rather than email. As a general guide, this includes any files larger than 1Mb.

## Receiving Files From DSI

### Method 1: Web Browser

If you do not have an FTP client on your computer, we will provide a browser link that will open up in a window showing the files available for you to download. To download each file, right click on the name and select the option to save the file to your hard drive. This is an example of the link you will receive. It can be opened in any web browser.

<ftp://dawsonexampleUSER:dsiexamplePW@dawsonsurveys.com>. You will have read only access using this method.

### Method 2: FTP Client

Our FTP Server is hosted at dawsonsurveys.com. You may use an FTP client of your choice. Simply connect to our server with the supplied username and password and then copy the files to your computer.

## Sending Files To DSI

### Only Method: FTP Client

Our FTP Server is hosted at dawsonsurveys.com. You may use an FTP client of your choice. Simply connect to our server with the supplied username and password and then copy the files from your computer to our server.

## FTP Client Software

If you do not already use FTP client software, our recommended FTP client is the FileZilla Client software, which is free and suitable for occasional FTP transfers.

To download the FileZilla Client software, open <http://filezilla-project.org/> and select the button for downloading the software.

### Quick download links



*Note, please download the Client software, not the Server one*

Choose the download appropriate to your operating system and then install the software. During installation, the standard installations options are usually suitable. Please read the options and select additional ones as you see fit.

When you run FileZilla, you will see the screen split in two. The left hand side shows your local disk directory and the right hand side shows our FTP server directory. To gain access to the FTP server directory, enter dawsonsurveys.com, as the FTP Host, and the provided user name and password.

Example username and password for the FileZilla FTP Client



You can then drag and drop files just as normal.