City FTP Instructions

We now have an FTP site for all City network users. This site can be used to "send" or "receive" any type of file. This is an UNSECURED method of transferring files. I will provide options for adding limited security to your document(s) at the end of these instructions.

For those of you who are interested in the technical aspect of an FTP site here is a definition from Wikipedia. "**File Transfer Protocol (FTP)** is a standard network protocol used to copy a file from one host to another over a TCP/IP-based network, such as the Internet." Here is a link to simple but more detailed information http://simple.wikipedia.org/wiki/FTP .

Most email systems have a limit on the size and number of documents that can be attached to an email. There may be times when you need to transfer large documents or many files to someone outside the City. You can now "publish" files on the City FTP website for retrieval. People outside the City network can "upload" large or numerous documents to our FTP site for your retrieval.

To avoid possible confusion we have adopted the terminology of *To_City* and *From_City* on our FTP site.
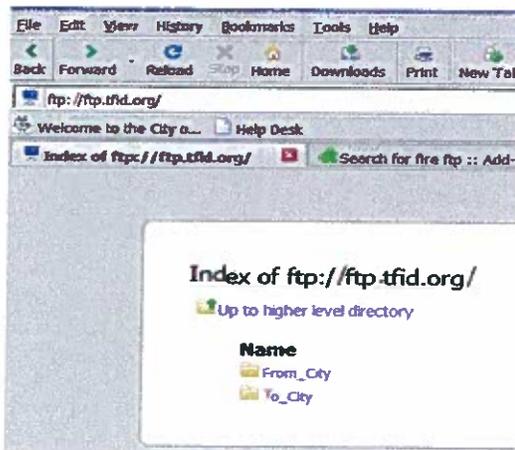
> *To_City* is used for people outside the City network to upload files for *our* retrieval.

> *From_City* is used for *City employees to publish files* for people *outside* the *City* to *retrieve*.

To_City

People outside the City use an internet browser to go to: ftp.tfid.org

A window like this one should appear.

The person would open the *To_City* folder and uses an FTP utility to copy file(s).

(Internet Explorer has a built in FTP utility and Firefox has an add-on that can be downloaded).

Once files have been placed in the *To_City* folder they are no longer visible from outside the City network. The person should either send an email or call to inform the city employee that the file is now available.

City employees retrieve these outside files by using My computer and navigating to:
G:\workarea\COMMON\ftp\To_City

Delete the file(s) from this location after you have copied it to the appropriate network location.

Files will automatically be deleted after they have been in the folder for 20 days.
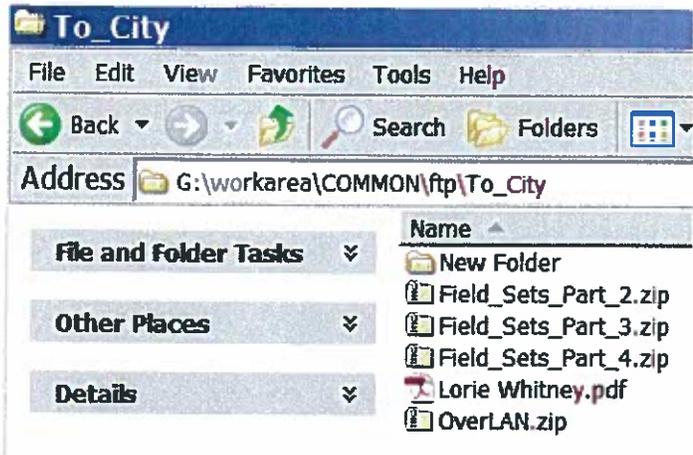
From_City

City employees copy their file from its original location and paste it in:
g:\workarea\common\ftp\From_City.
You may make sub folders in this location.

Please do NOT place files that may be edited such as Word, (doc), Excel, (xls), PowerPoint, (ppt) or other types of common documents *unless* there is a specific need for the person receiving the document to edit or update the document.

Adobe PDF files are the preferred type of files to be sent outside of the City regardless of the method of delivery.

Do not place files that may be edited on the FTP site. Delete files after intended recipient has retrieved.
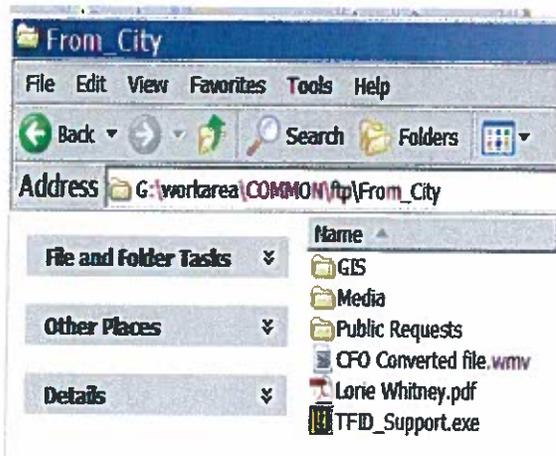
Please delete files and folders from these directories when you are finished. They are available to ANYONE browsing the web.

You can add protection to your documents by using WinZip and adding a password to the zipped file before placing it in the *From_City* folder. Give the password to the person verbally or via email. There are many free encryption software packages available. We suggest AxCrypt, which we would be happy to install on your computer and provide you with instructions on its use.