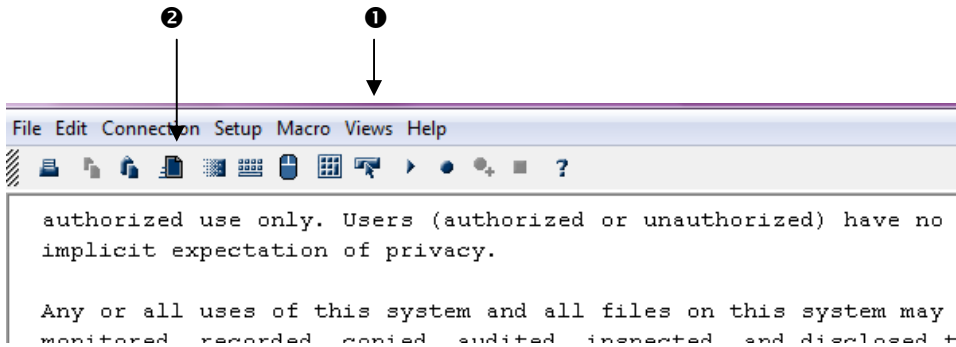


If you use Reflections on the web do the following to get the FTP screen:

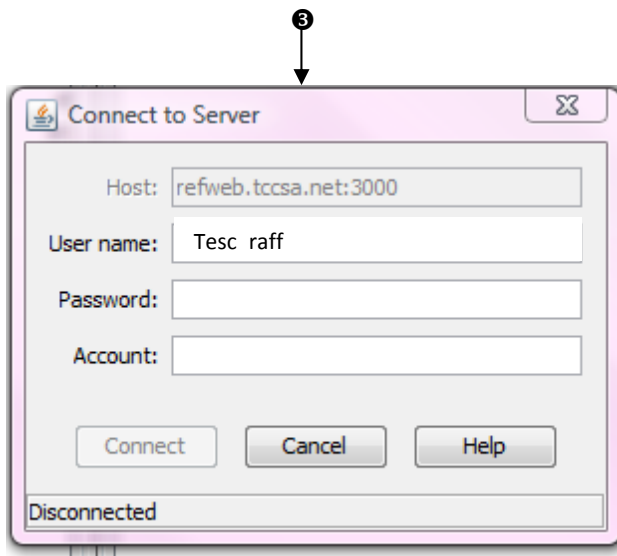
1). Go To Views across the top menu

1a) Choose choose toolbar - Then Show toolbar (put a check beside that)

2). On the new viewable toolbar - the FTP transfer is the 4th icon to the left. If you put your mouse over the top it will read FTP file transfer.



3). In the FTP box - enter your user name - tesc_raff and your password. Leave account blank. Click on Connect.



You will see two windows now. The left side is your DESKTOP and the right side is the SERVER.

4). Click on the ABC small icon on the toolbar across the top. This sets your transfer to an ASCII transfer.

5). On the left side your DESKTOP side. Click on your desktop to transfer your created file.

6). Click and drag the file to the right side of the screen. This will transfer your file. There is no transfer button.

It is a drag and drop method, much like you move one file to another folder on your desktop.

That should get your file(s) to the server. Of course if you need a file from the server you can reverse the operation.

