Guide to using your FTP account

You have been set up to use an FTP account which allows you to directly upload files (and photos) to your website using a File Explorer style interface. This allows you to circumvent the file size limits, although the naming conventions are still in place.

To get your FTP client I would recommend a program called WinSCP and is downloadable from here:

<https://winscp.net/eng/download.php>

The program is free to use and is the easiest to understand.

To download you need to click on the Installation Package link to get the installer.

Once downloaded you need to install it. To do this you need to:

* Press Accept on the License Agreement screen
* Choose Typical Installation and click Next
* Choose Explorer and click Next
* Click Install
* Click Finish

Now you need to run the program to configure the FTP connection:

* File Protocol is FTP
* No Encryption
* Host Name is ftp.visionict.com
* Port Number is 21
* Enter your username and password and click on the Save button. This gives you the option to save the password as well.
* Click on Login to connect your session.

Once the session is open the window works in the same way as the File Explorer in Windows so you can drag and drop your files wherever they need to go.