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## **File Transfer Protocol**

FTP is the simplest way to exchange files between cross platform computers on the Internet. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server. Access is made using commonly available FTP client software.

To ensure a high level of security our FTP service is hosted by own server located within our offices. This enables us to upload/download your data virtually immediately. In turn, you have the added benefit of knowing your data is secure since it is held onsite and your storage space is unique to you.

We do not support FTP access via a web browser since this is not sufficiently secure.

## **Access using FTP Client Software**

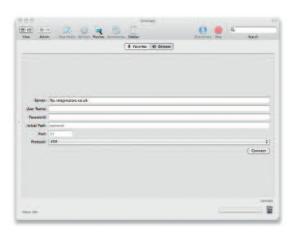
We recommend this option for all Mac OSX and Windows users as the most reliable and flexible method of file transfer.

Using client software such as Transmit, you can connect to our FTP server at ftp.imaginators.co.uk

When prompted, enter the username and password allocated to your company remembering all domain names, usernames and passwords are case sensisitve. Drag and drop files for both uploading and downloading.

It does help you identify your work/project by folder name when uploading.

Data shall automatically be removed from our FTP server within 48 hours of it being uploaded.



Transmit v3.5