



City of Winter Garden FTP Guide

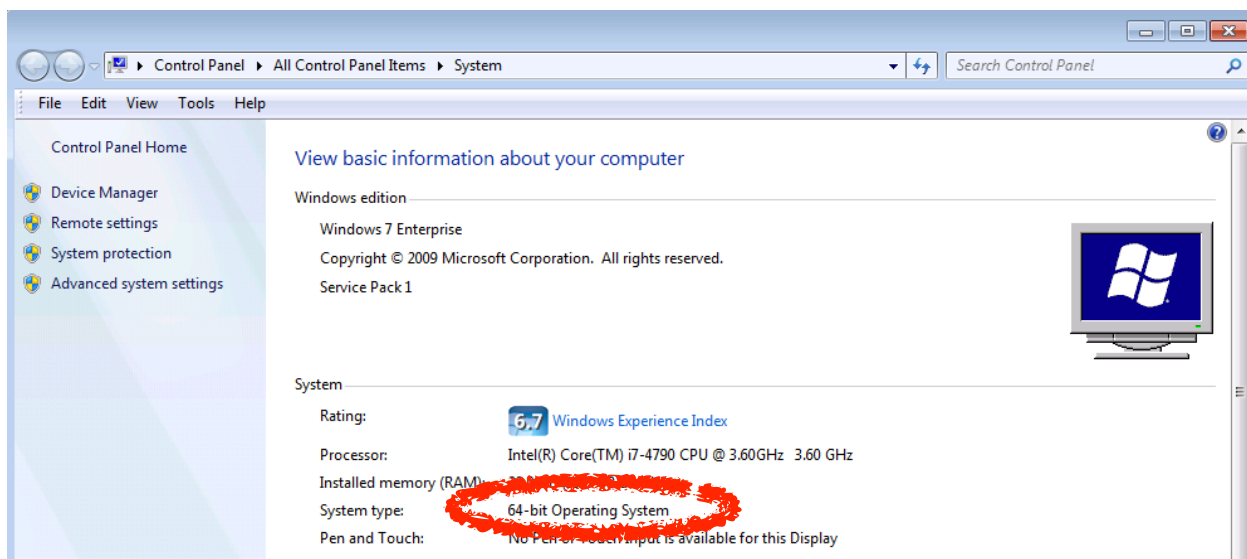
The City of Winter Garden is happy to provide an FTP server to assist in the transferring of large files. Please use this guide to assist you in connecting and transferring information to the City.

Note: The City of Winter Garden is providing these instructions as a guide to point you in the right direction, but we do not have the capacity to support your private computer. If you have difficulties, please contact your IT representative. In addition, this guide uses an application called CoreFTP. The City does not have any affiliation with this company, and you may use any FTP application of your choice.

Check your Operating System

First, we need to see what version of Windows you have. If you have a Mac, you can skip this section.

1. Click on the Windows Start button, then right-click on "Computer."
2. Click on "Properties" at the bottom, and the computer system information page opens.
3. Check for the circled area in the photo below.



Download an FTP Application

Now we need to download an FTP application. For the purpose of this guide, we'll be using CoreFTP.

1. Visit <http://www.coreftp.com/download.html>
 1. On a Mac, please visit https://filezilla-project.org/download.php?show_all=1 and click on the first entry below "Mac OS X" (eg. FileZilla_3.14.0_macosx-x86.app.tar.bz2). Your installation will be different, but the rest of the guide will be similar (see last page for a screen shot).
2. Using your Windows system information from the previous step, click the "www.coreftp.com" FREE version in 32-bit or 64-bit.
3. When prompted, click "Run." (If "Run" is not an option, you may click "Save," but you'll need to remember where you save the file.)

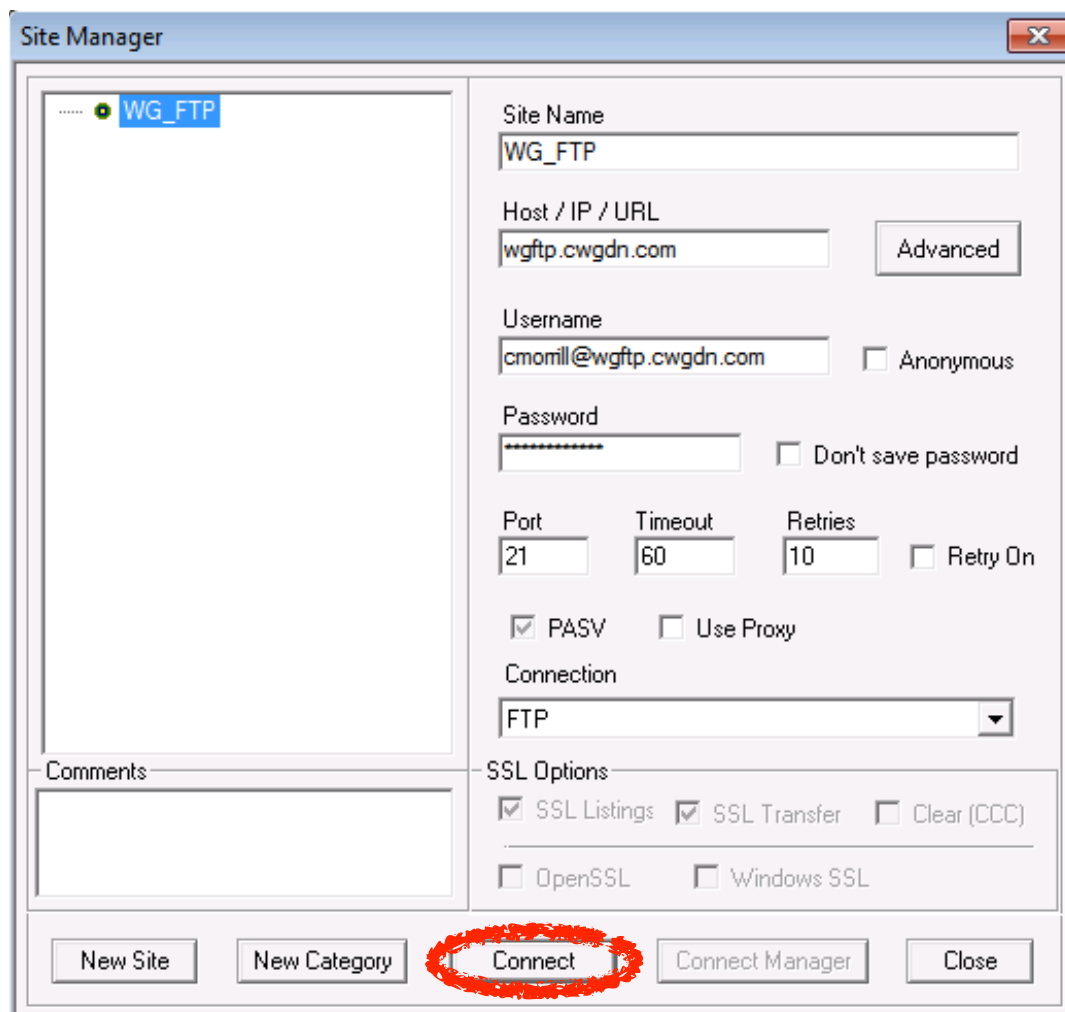


4. The application should begin to automatically install if you selected "Run" from above.
 - a. Click "I Agree" to agree to the User Agreement
 - b. Click "Next" to install the default components
 - c. Click "Install" to install to the default path
 - d. Click "Close" after the installation completes

Run and Configure the FTP Application (PC)

Now that the FTP application is installed, we need to configure it.

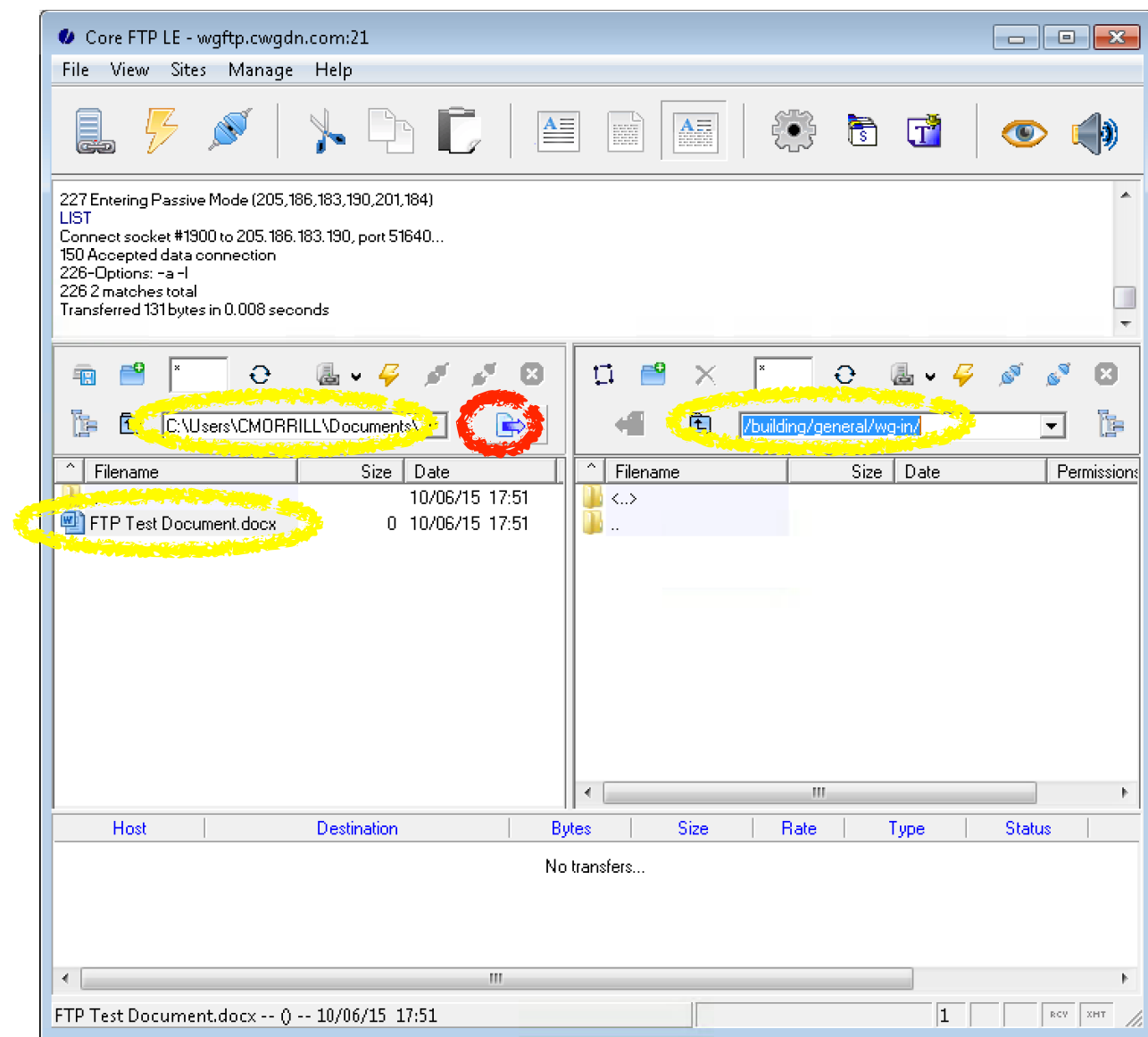
1. Click on the Windows Start button, Click “All Programs”, click “Core FTP”, and click “Core FTP LE”
2. Click “No” when asked to “use notepad to edit all ascii files.”
3. In the “Site Manager” window...
 - a. Type “WG_FTP” in the “Site Name” box
 - b. Type “wgftp.cwgdn.com” in the “Host / IP / URL” box
 - c. Type “username@wgftp.cwgdn.com” in the “Username” box
 - d. Type your password for the “Password” box
 - e. The “Port” should show “21”, “Timeout 60”, and “Retries 2”
 - f. The “Connection” should be “FTP”
 - g. Click the “Connect” button at the bottom



Using the FTP Application (PC)

Now that you're connected to the FTP site, we can begin using the application.

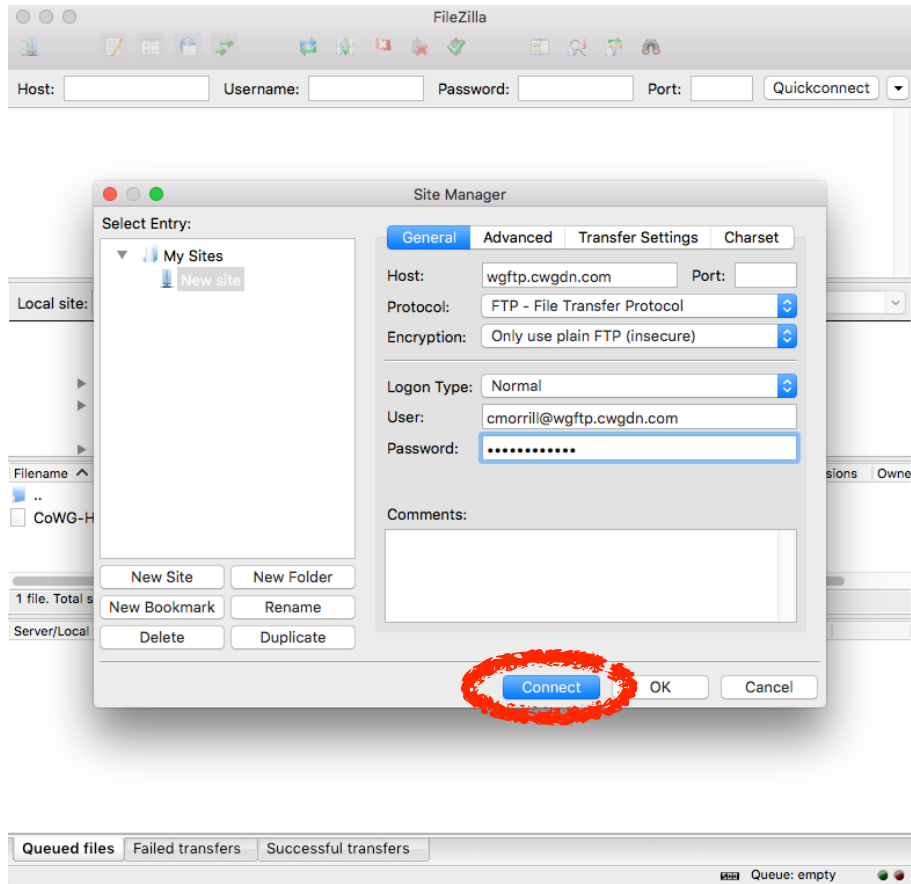
1. You should see two columns of folders
 - a. The columns on the Left are local files on your computer
 - b. The columns on the Right are files on the City's FTP site
 - c. If you need to submit a file to the City, select "wg-in" on the right, select your file on the left, then click the white page/blue arrow icon as shown in the photo below
 - d. If you need to download a file from the City, select where on your computer you'd like to save the file on the left, select "wg-out" on the right, select the City file that you need to download, then click the white page/blue arrow icon



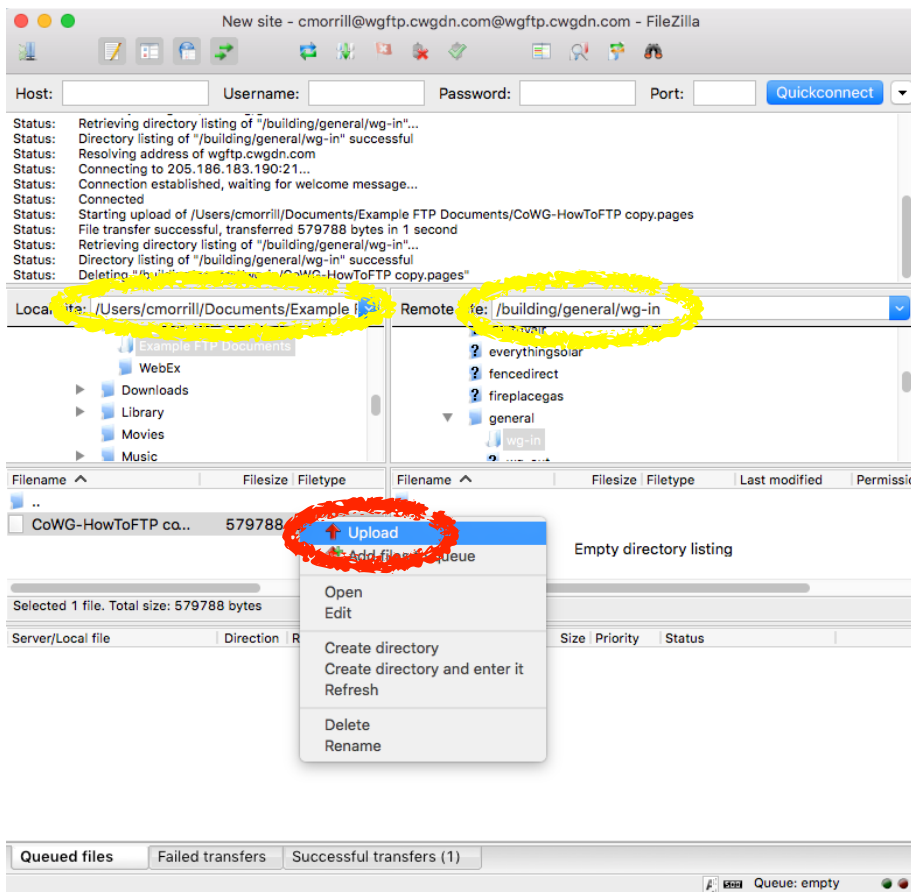
Using the FTP Application (Mac)

Using FileZilla on a Mac is very similar to CoreFTP on a PC.

1. This screenshot shows the Site Manager and FTP configuration.



2. This screenshot shows the folder paths and right-click menu option in the left column for uploading a file to the City.
3. The process is similar for downloading a file from the City, only you'll select the file from the right column, then right-click for the menu options.



Site Manager	Set Up
Host	<i>wgftp.cwgdn.com</i>
Protocol	<i>Ftp: file transfer protocol</i>
Encryption	<i>Use plain ftp</i>
Logon Type	<i>Ask for password</i>
PORT	<i>21</i>
User Name	<i>wgpublic@wgftp.cwgdn.com</i>
Password	<i>Fi1eTransfer!</i>