

## Instructions for downloading Plans from VIC's FTP Site

The following guidelines are primarily addressed to Windows users using Internet Explorer. Mac or Linux users may need to perform certain operations differently.

There are three ways to download the Plans via FTP, and each is discussed below.

1. Using Internet Explorer
2. Using the DOS FTP client built into the Windows operating system
3. Using another FTP client

### Using Internet Explorer:

Step	Action
1	<p><b>Click on this link: <a href="ftp://ftp.v1cinc.net">ftp://ftp.v1cinc.net</a> (you might need to copy and paste the link into your browser.)</b></p> <p>(If this link doesn't automatically connect you, try the following: In Internet Explorer, go to "Tools → Internet options" and select the "Advanced" tab. Make sure the box for "Enable folder view for FTP sites" is checked.)</p> <p>You will be prompted for a username and password. <b>Username:</b> v1csubs <b>Password:</b> plans3</p>
2	<p>When the link opens, you will see that the folders named for the jobs being bid.</p> <p>(For best results, make sure you are viewing the display pane in "list" mode to see the complete filenames. To check this, right-click anywhere in the pane between file icons and select "View" from the pop-up menu. Choose "List" from the list of options.)</p>
3	<p>Once you've located the folder you wish to download, <b>right-click the icon and select "Copy to folder..."</b> from the pop-up menu.</p> <p>Hint: Multiple files can be selected at once by holding down the &lt;Ctrl&gt; key while you left-click each icon. Once all the desired files are selected and highlighted, then right-click to access to the pop-up menu to download.</p>

### Using the Windows DOS FTP client:

Step	Action
1	Go to the Start button and click <b>Start → Run</b>
2	In the "Open" dialogue box type: "ftp ftp.v1cinc.net" (without the quotes) and click "OK".

3	An MSDOS shell window will open.
4	Enter the username <b>v1csubs</b> and press <Enter>.
5	Enter the password <b>plans3</b> and press <Enter>
6	Change to the directory that contains the plans you want on the FTP server by typing: " <b>cd directory name</b> " (without quotes) and press <Enter>  (To view the files in the directory, type "dir" (without quotes).)
7	Issue the binary transfer command by typing: " <b>bin</b> " (without quotes) and press <Enter>
8	By default, the file will be copied to a local folder on your hard drive. If you want to specify a specific folder, change to that folder before proceeding. For example, if you want the file to be copied to c:\temp, type: "lcd c:\temp" (without quotes) and press <Enter>
9	Retrieve the file by typing: " <b>get file name</b> " (without quotes) and press <Enter>
10	Repeat Step 9 for each file you wish to download.
11	To log off, type: " <b>bye</b> " (without quotes) and press <Enter>

Note: When typing numbers and the asterisk, don't use the number keypad on the right side of your keyboard but rather the numbers above the letters in the main portion of the keypad. Also, you'll actually need to type everything; copying and pasting doesn't work in the MSDOS shell.

### Using an FTP client:

Step	Action
1	Note the following details:  Address: <b>ftp.v1cinc.net</b> Username: <b>v1csubs</b> Password: <b>plans3</b>
2	Follow your client's instructions for downloading files. You may be able to download multiple files simultaneously.