



rowland+broughton
architecture and urban design

FTP INSTRUCTIONS

Project:

User name: Contact your Rowland+Broughton project manager for user name and password
Password:

PC USERS:

For upload and download access:

Launch Windows Explorer or Internet Explorer and type into the address bar:
<ftp://ftp.rowlandbroughton.com>. Enter your user name and password.

MAC USERS:

For read-only (download) access:

Launch Finder. Under the "Go" menu choose "connect to server" (Command K). In the "Server Address" bar type in: <ftp://ftp.rowlandbroughton.com> and then choose connect. Under FTP file system authentication, enter your user name and password.

OR use Firefox

type in: <ftp://ftp.rowlandbroughton.com/> in the address bar

wait for the user name and password prompt and enter the information that Rowland + Broughton has given to you.

For upload and download access:

You must download a free FTP client such as "Classic FTP". Go to Apple's website:
http://www.apple.com/downloads/macosx/internet_utilities/classicftpformac.html

Once loaded, click on the "Sites" button at the top of the Classic FTP screen. Click "Add Site". For "Label" you can enter any name you want for future reference (Such as the project name) For "FTP Server" enter <ftp://ftp.rowlandbroughton.com>
Enter the user name and password that Rowland+Broughton provided to you.
Be sure that you click the "Connect" button at the top and that you are connected to the correct FTP site.

Drag and drop or browse and add files to the right hand pane.