



## FTP File Transfer To GHP (2009 Update)

GHP's FTP server has been updated to include a number of new features:

- File transfer using a web browser.
- Support for drag-and-drop uploading of files.
- Automatic file expiration/deletion.

**Note:** GHP prefers that clients use targeted uploads via Webnative or InSite whenever possible. Please ask your project manager for more information.

All files uploaded or those made available for download by GHP will automatically expire in 96 hours.

## File Transfer via the Web File Manager

### PUBLIC TRANSFER CREDENTIALS:

Username: ghp  
Password: ghp

### TO UPLOAD FILES VIA THE WEB FILE MANAGER:

Compress all files into a single .zip or .sit archive.  
Open a web browser and point it to <http://ftp.ghpmedia.com>  
Authenticate using the credentials above.  
Navigate to the To\_GHP folder.  
Click "Upload files".  
Select "Drag and Drop Files" from the upload options.  
Allow access in Java security pop-up if necessary.  
Drag files into upload window.  
Upload files.  
Notify your GHP project manager that files have been transferred.

### TO DOWNLOAD FILES VIA THE WEB FILE MANAGER:

Open a web browser and point it to <http://ftp.ghpmedia.com>  
Authenticate using the credentials above.  
Navigate to the To\_Client folder.  
Mouse over the file you wish to download.  
Click the download file icon.  
Repeat for each needed file.





## FTP File Transfer to GHP (2009 update)

### Macintosh

Compress all files into one .zip or .sit archive prior to transfer.  
Folder creation/upload is not supported.  
OS X uploads from the Macintosh Finder are not supported.

#### TO CONNECT:

Use an FTP client such as Interarchy, Fetch or Cyberduck.  
Connect to ftp://ftp.ghpmedia.com  
Username: ghp  
Password: ghp

#### TO UPLOAD:

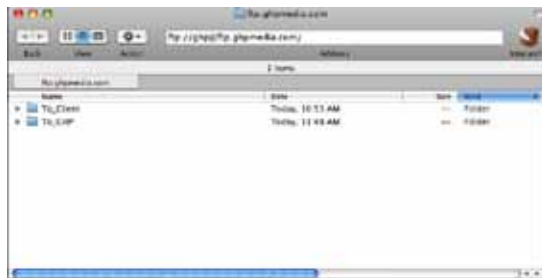
Navigate to the To\_GHP folder.  
Drag file(s) from your computer into this directory.

#### TO DOWNLOAD:

Navigate to the To\_Client folder.  
Drag file(s) from this directory to your computer.

#### NOTE:

Please inform your contact at GHP when files have been sent.



Screen shots from Interarchy FTP client.



## FTP File Transfer to GHP (2009 update)

# Windows

Compress all files into one .zip or .sit archive prior to transfer.  
Web browser uploads are described on page one.

### No FTP client needed

#### TO CONNECT:

Open a window from "My Computer" (This is Windows Explorer not Internet Explorer)  
In the address bar type (exactly): ftp://ghp:ghp@ftp.ghpmedia.com

#### TO UPLOAD:

Navigate to the To\_GHP folder.  
Drag file(s) from your computer into this directory.

#### TO DOWNLOAD:

Navigate to the To\_Client folder.  
Drag file(s) from this directory to your computer.

#### NOTE:

Please inform your contact at GHP when files have been sent.

