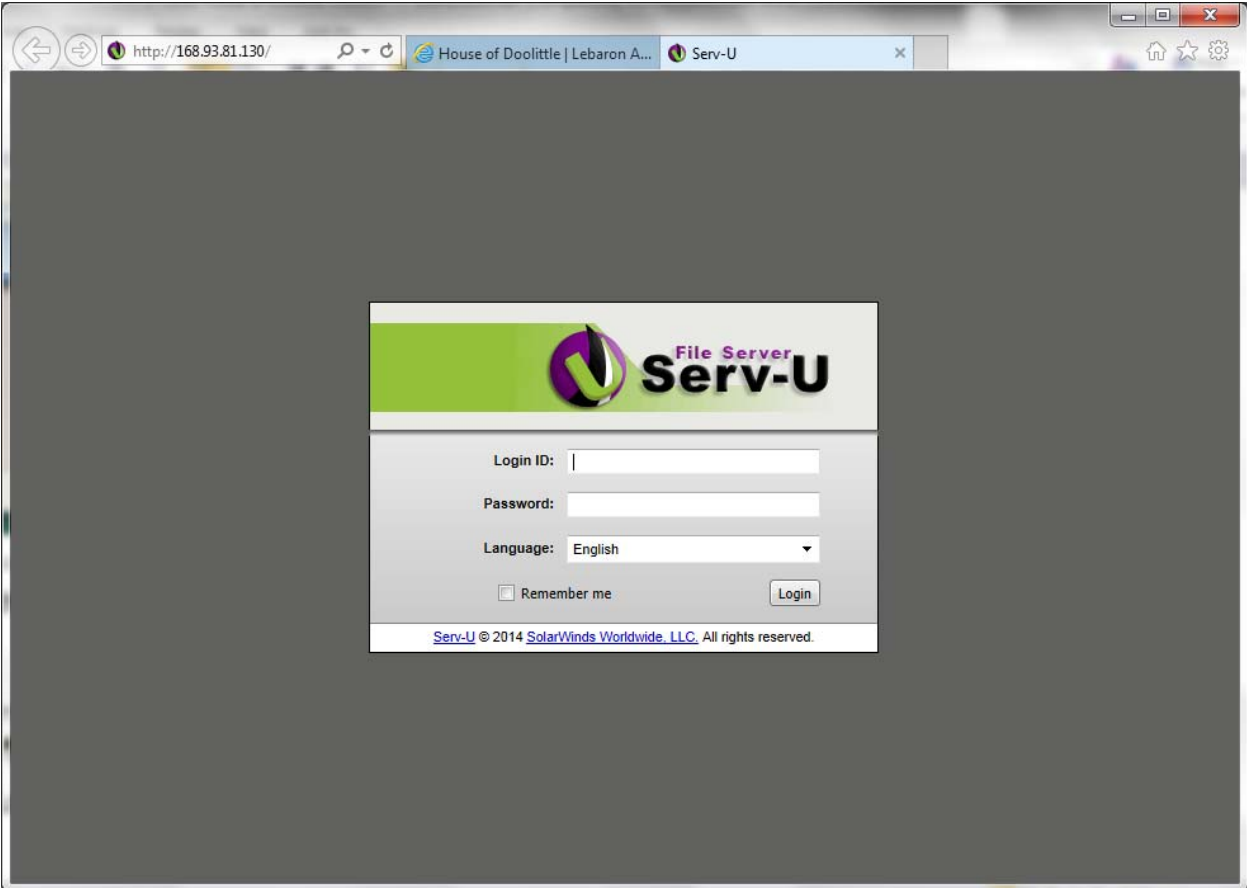

	<p>House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p>	<p>Title: SYSS001 House of Doolittle Art Work FTP Instructions</p>
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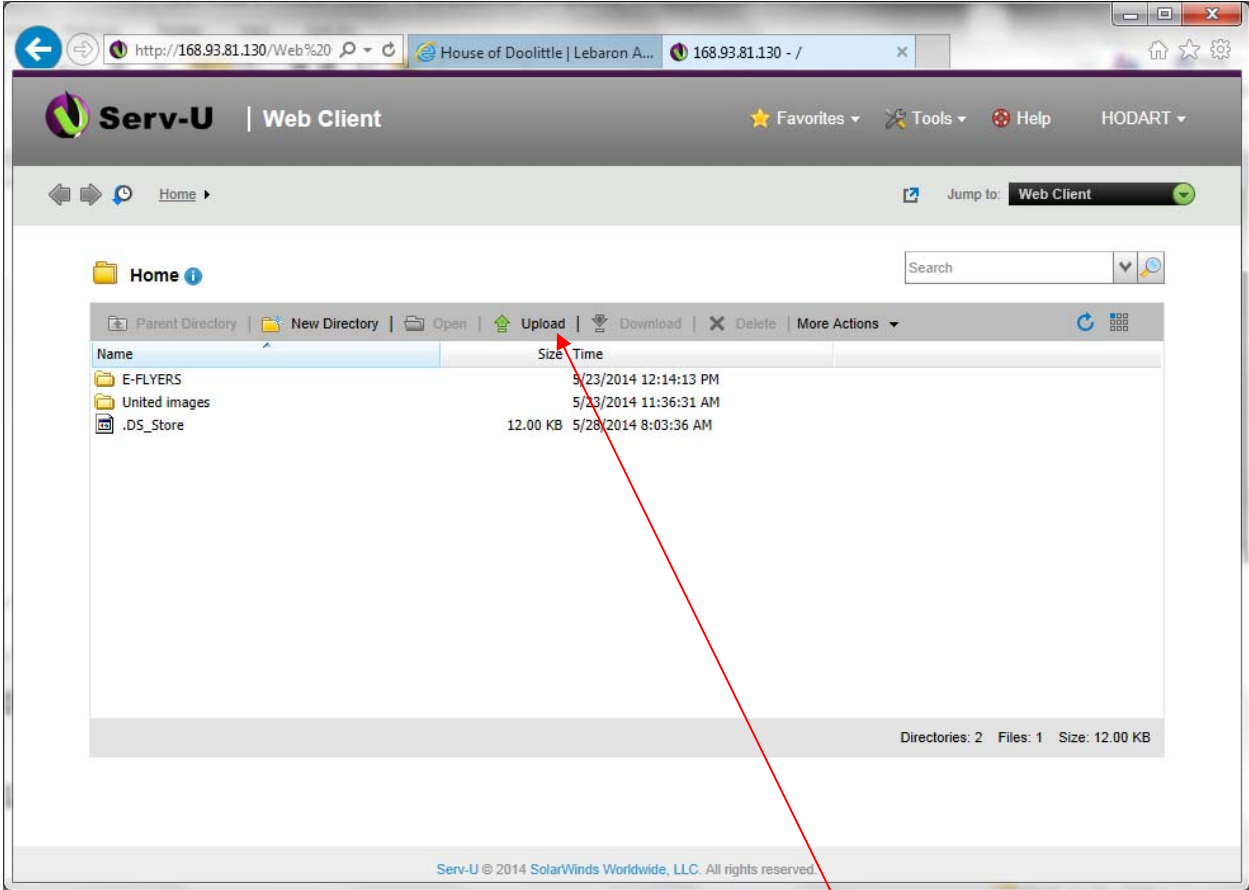
1. FTP sign in screen



2. Enter the Login ID - HODART the password - CMYK1711 (all caps) and click login

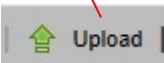
	<p style="text-align: center;">House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p>	<p style="text-align: center;">Title: SYSS001 House of Doolittle Art Work FTP Instructions</p>
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3. This will display the FTP folders.



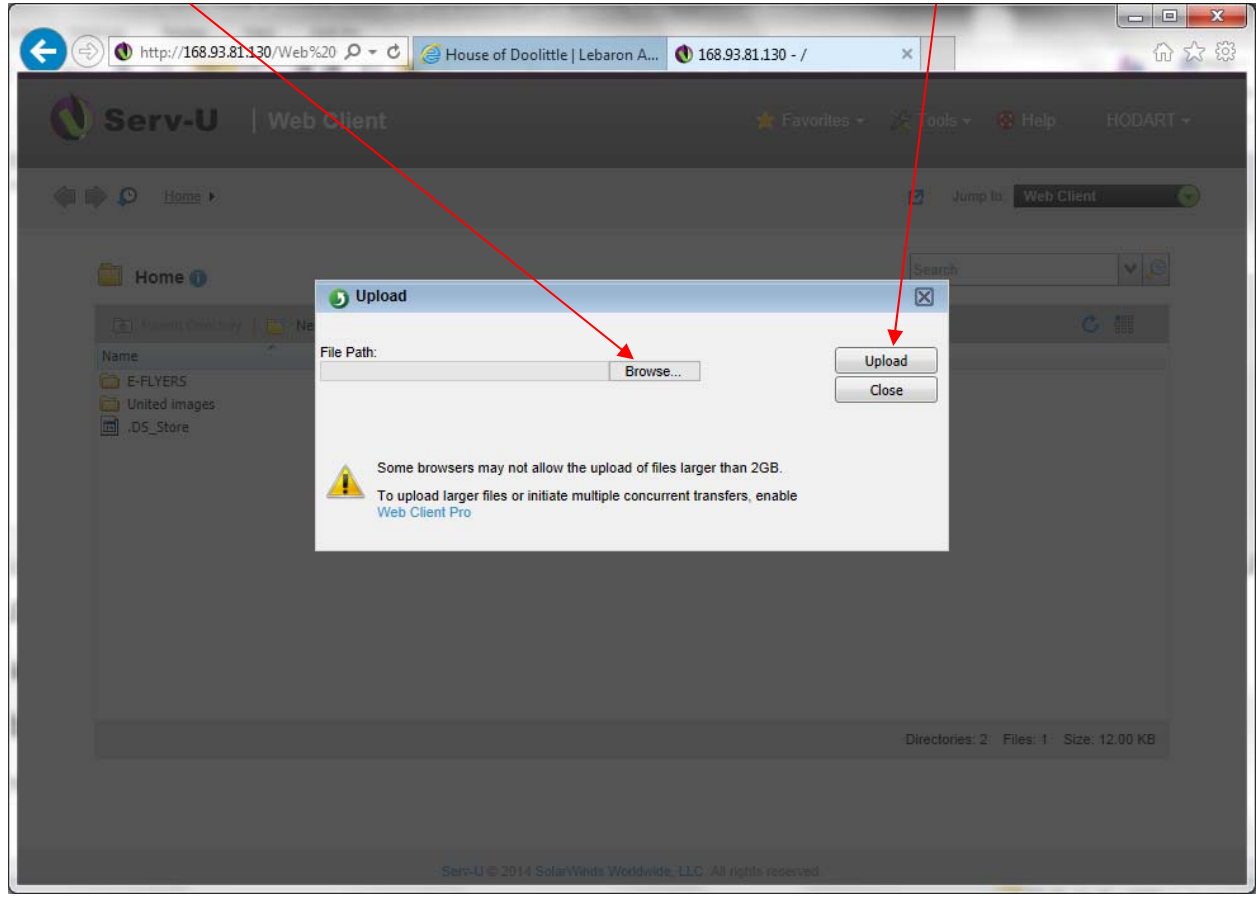
4. UPLOAD Files


a. To upload your file click on the green upload arrow button



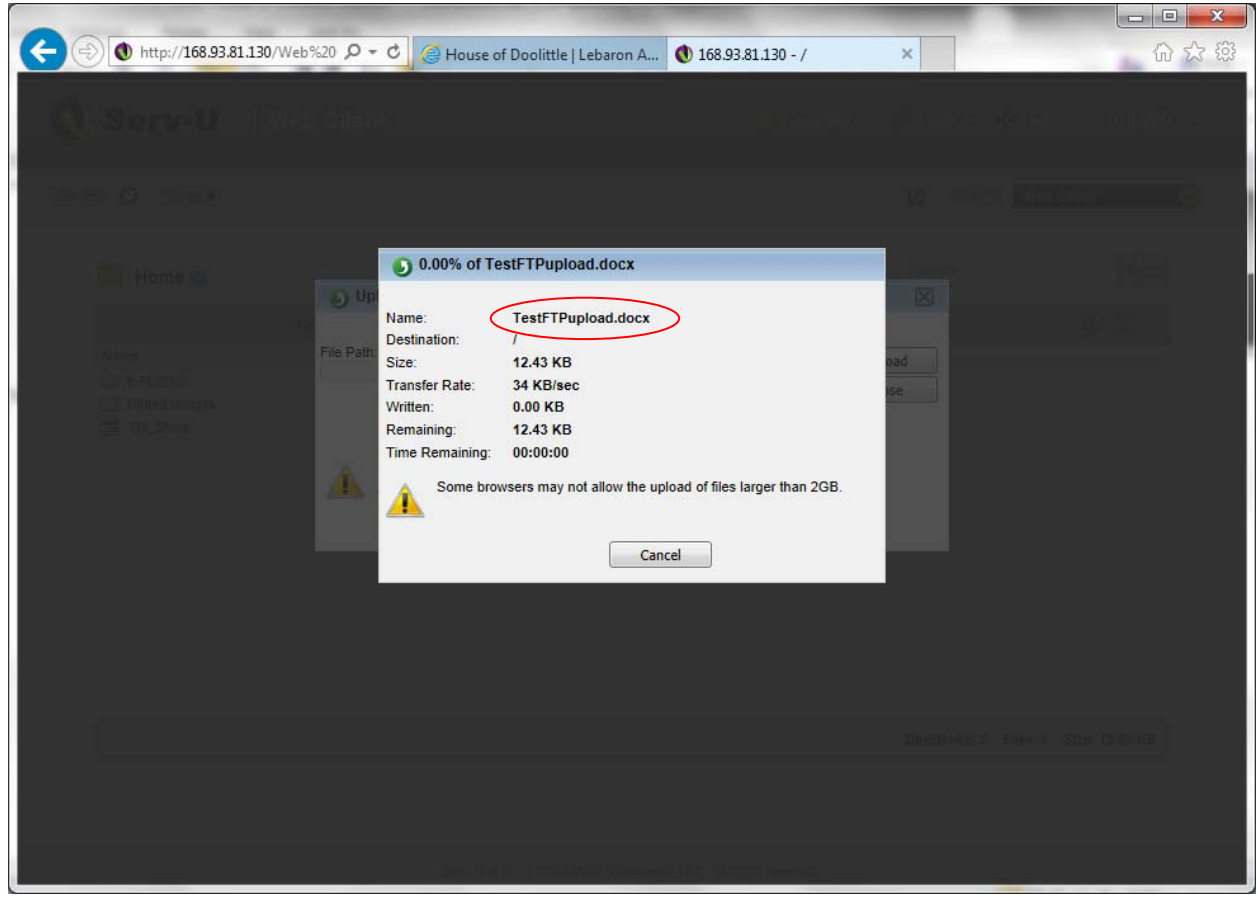
	<p style="text-align: center;">House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p>	<p style="text-align: center;">Title: SYSS001 House of Doolittle Art Work FTP Instructions</p>
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b. Select browse to navigate to the file you want to upload and click on upload



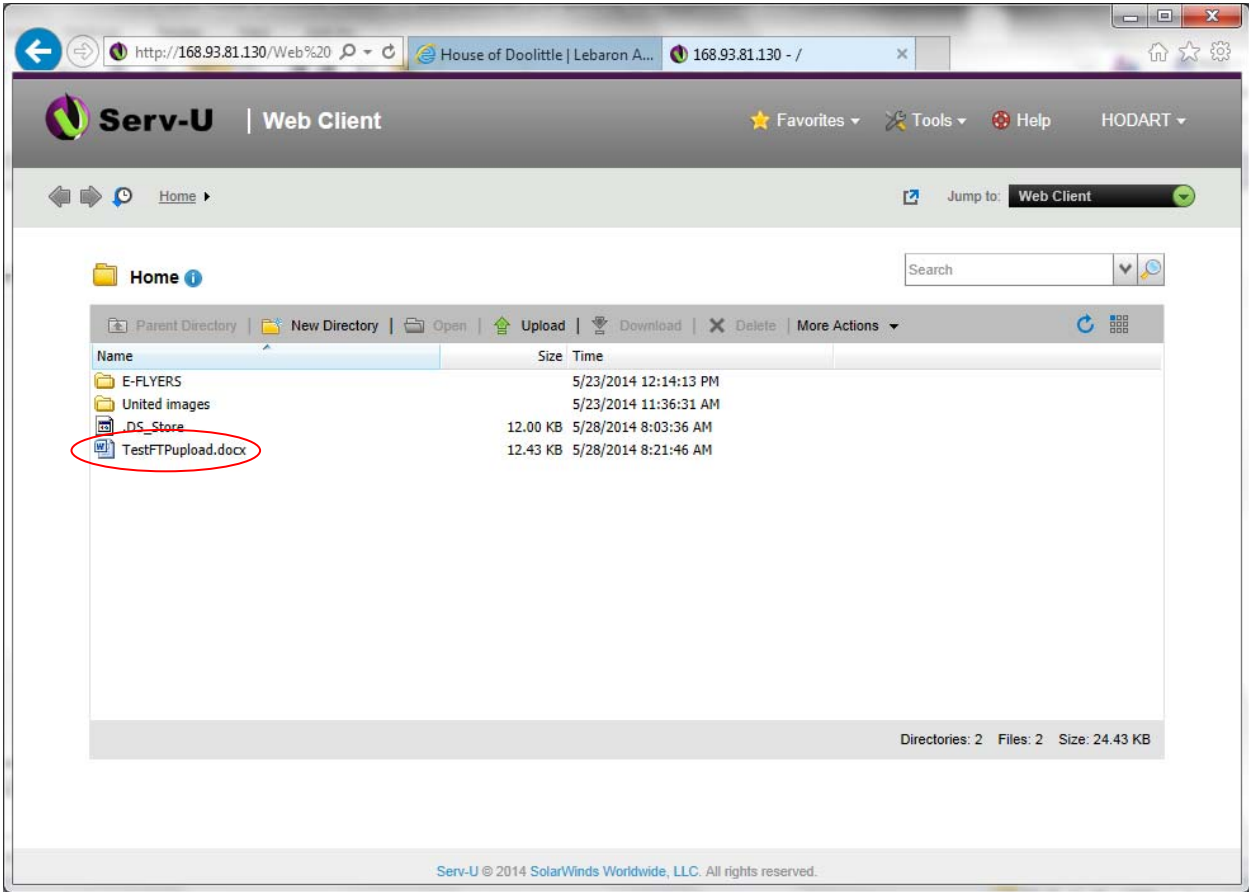
	<p>House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p>	<p>Title: SYSS001 House of Doolittle Art Work FTP Instructions</p>
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c. File will start to transfer/upload



	<p style="text-align: center;">House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p>	<p style="text-align: center;">Title: SYSS001 House of Doolittle Art Work FTP Instructions</p>
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d. When complete close the upload window or add another file to upload. You will now see your file in the FTP folder



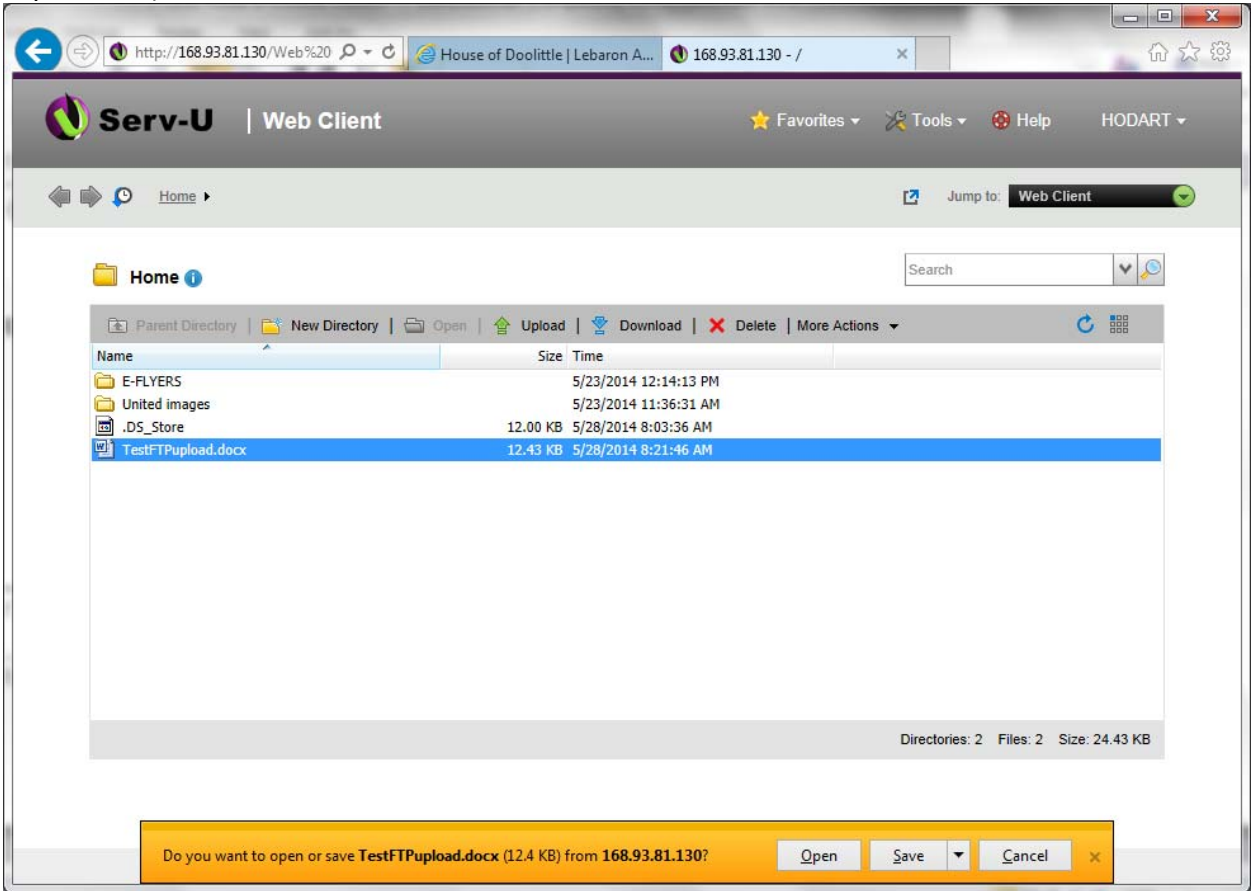
5. DOWNLOAD Files

a. Navigate to the file you wish to download click on it to highlight it and the download button will appear

b. Click on the blue download button 


	<p style="text-align: center;">House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p>	<p style="text-align: center;">Title: SYSS001 House of Doolittle Art Work FTP Instructions</p>
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c. In this example it shows the download information at the bottom of the screen (Internet Explorer 11)



d. Click save which will go to your download folder or save as and choose a place to download your file.

e. The browser will tell you when it is completed.

	<p style="text-align: center;">House of Doolittle 3001 Malmo Dr Arlington Hts, IL 60005</p>	<p style="text-align: center;">Title: SYSS001 House of Doolittle Art Work FTP Instructions</p>
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6. Click on HODART arrow on the top right corner to log out or simply close the browser.

