

To access TAC's **FTP** site:

1. In the **Windows Explorer** address bar (**NOT Internet Explorer**), type the following Internet address (URL): ftp://ftp2.tac-atc.ca.
2. Access to folders is based on user ID.
3. If **uploading**, the first step is to **right-click on the file that you want to send and to select Copy**.
4. In the **Windows Explorer** window, you can drag and drop or **paste** your file to the right window pane.

#### Notes

- On some FTP sites, you can only view or download files. Only the people who run or own the site can rename, delete or upload files. If you do not have the appropriate rights, you will get an error message.
- On many FTP sites, you are automatically logged on anonymously, so you can view or download files. To upload, rename or delete files, you may need to log on using a special user name and password. Also, different areas of the same site may require different logons.
- You cannot move files within or between FTP sites. You can move files from an FTP site to a temporary location on your computer or a network drive, and then upload them to another FTP site or to a different folder on the same site.

If you encounter any problems in posting your paper on our FTP site, please contact Lou Core (lcore@tac-atc.ca) or Debi Woods (dwoods@tac-atc.ca) at the TAC office.  
Tel. (613) 736-1350