FTP Instructions for Internet Explorer 7

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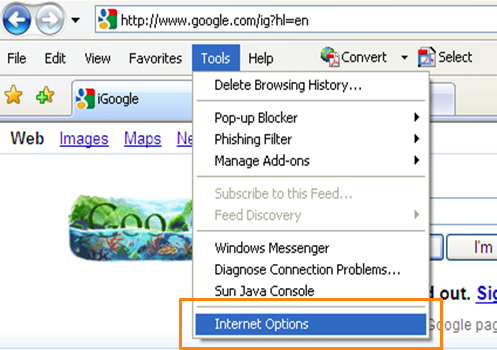
# FTP Minimum Requirements

1. Client must have the ability to disable “Passive” FTP.
2. Client must have PORT 21 Open on their firewall. If they do not, they will need to request it to be opened by their Network Administrator.
3. Client must have FTP privileges on their computer login. If they do not, they will need to request permissions to be added to their login by their IT administrators.
4. Internet Explorer is an acceptable FTP client, but Elsevier cannot offer advanced troubleshooting outside of the instructions contained in this document.
5. Elsevier recommends using a 3rd Party FTP client such as FileZilla for more reliable file transfers.

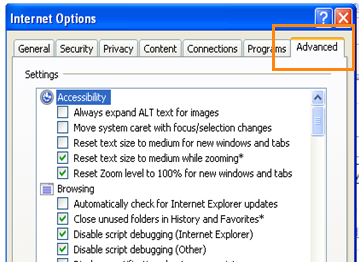
**BlueMini-NoteNote:** For more information and help with Filezilla, go to: <http://filezilla-project.org/>

# Access an FTP site from IE 7

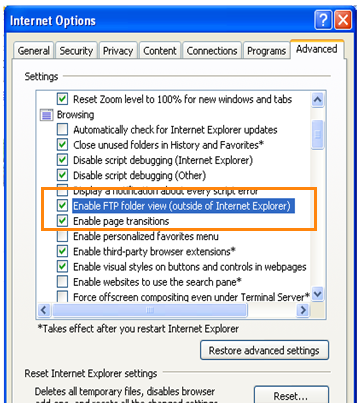
1. Open Internet Explorer.
2. Click the **Tools** menu.
3. Select the ***Internet Options*** menu option.



1. Click the **Advanced** tab in the pop-up window.



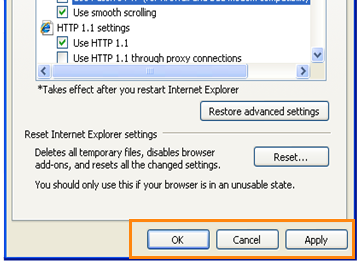
1. Under Browsing, verify the checkbox “Enable FTP folder view (outside of Internet Explorer)” is enabled.



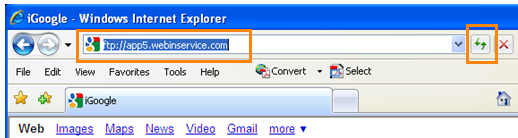
1. Under Browsing, verify the checkbox “Use Passive FTP (for firewall and DSL modem compatibility)” is disabled.



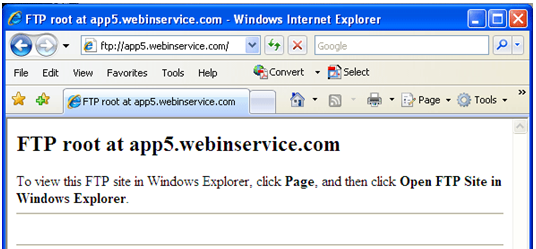
1. Click the **[Apply]** button.
2. Click the **[OK]** button.



1. Close all browser windows when done.
2. Open a new Browser window and type the following into the address bar: <ftp://app5.webinservice.com>
3. Click the green **Go**  icon or press the <Enter> key.

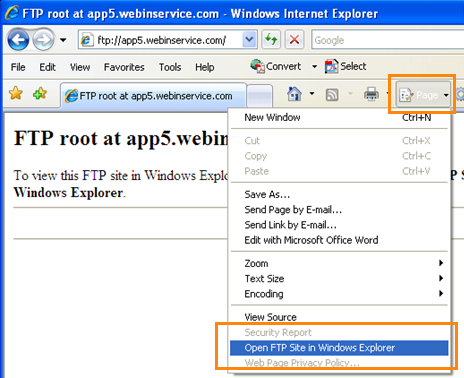


1. Do one of the following:
   1. If you see the following screen, proceed to step 15.

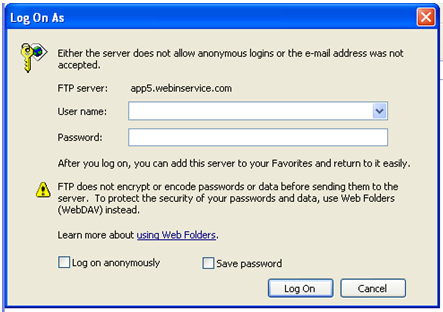


* 1. If you do not see this screen, proceed to step 17.

1. Click the **Page** menu.
2. Select the ***Open FTP Site in Windows Explorer*** option.



1. The following displays:



1. Enter your **User name** and **Password** that have been provided.
2. Click the **[Log On]** button when done.
3. You FTP Directory displays.

