

# How to Access the Landscape Trades and Horticulture Review FTP site

To upload your ad material to our FTP site, we recommend using standalone software, specifically for FTP file transfer. Such programs include WS-FTP Pro, CuteFTP or [Filezilla](#). (Settings are below).

Instructions are also below for Microsoft Internet Explorer and Mozilla Firefox. Firefox 3.0 does not support have built-in FTP support. You must download a third-party extension, such as [FireFtp](#).

Basic information required:

Address: <ftp://ftp.landscapetrades.com>

Username: **advert13**

Password: **docket24**

Guest permissions will only allow uploading of a file to the **Upload** folder and downloading of a file from the **Download** folder. You cannot delete, rename or modify files. You can, however, create a new folder for your files if you wish.

## Using an FTP software program such as WS-FTP Pro or Filezilla:

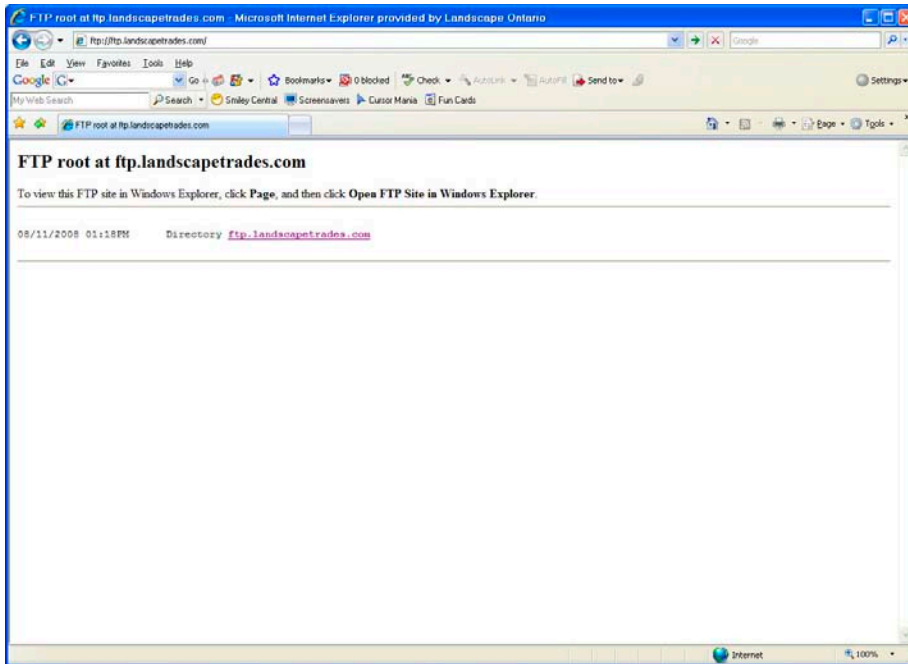
- Create a new connection.
  - Host name: [ftp.landscapetrades.com](ftp://ftp.landscapetrades.com)
  - Username: **advert13**
  - Password: **docket24**
  - Host type: **Auto**
  - Enable Passive mode

Open the **Upload** folder and transfer your file to the folder of the magazine your ad material is for. Folders exist for both **Landscape Trades** and **Horticulture Review**. If you do not know the publication, upload to **Landscape Trades**.

**Once your file has transferred, please e-mail Mike Wasilewski** at [mikew@landscapeontario.com](mailto:mikew@landscapeontario.com) and cc: Angela Lindsay at [alindsay@landscapeontario.com](mailto:alindsay@landscapeontario.com) to inform them the file is on the site. For technical assistance, please contact Mike Wasilewski.

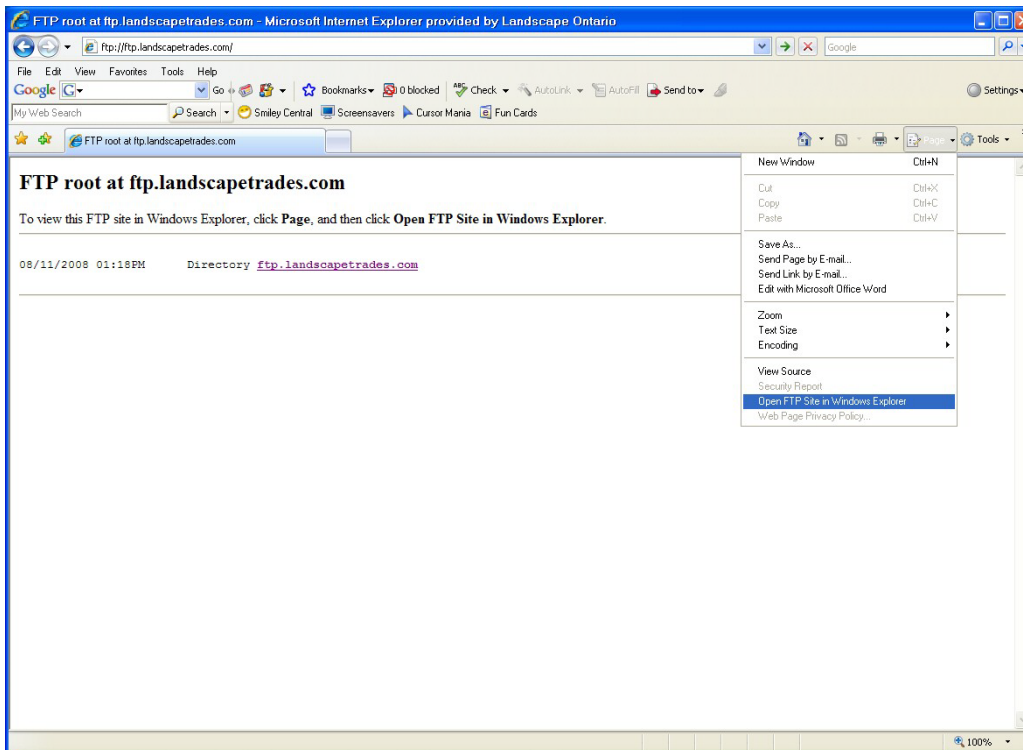
## Using Microsoft Internet Explorer:

Type the address of the FTP site <ftp://ftp.landscapetrades.com> in your location bar. You will see the following page below:

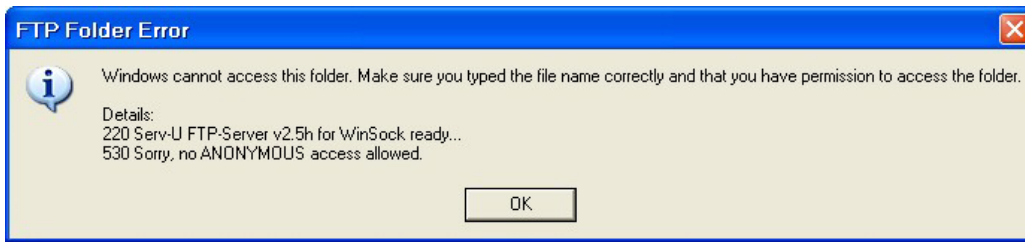


Follow the instructions on screen that say:

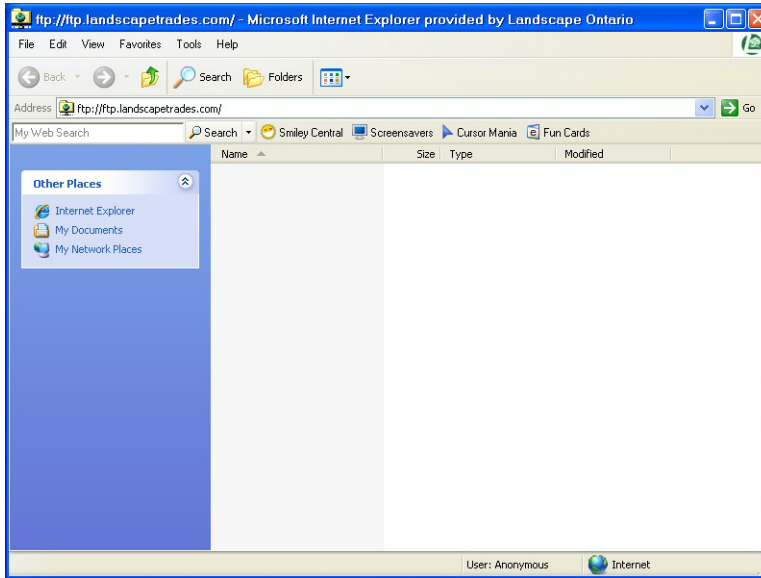
“To view this FTP site in Windows Explorer, click **Page**, and then click **Open FTP Site in Windows Explorer.**”



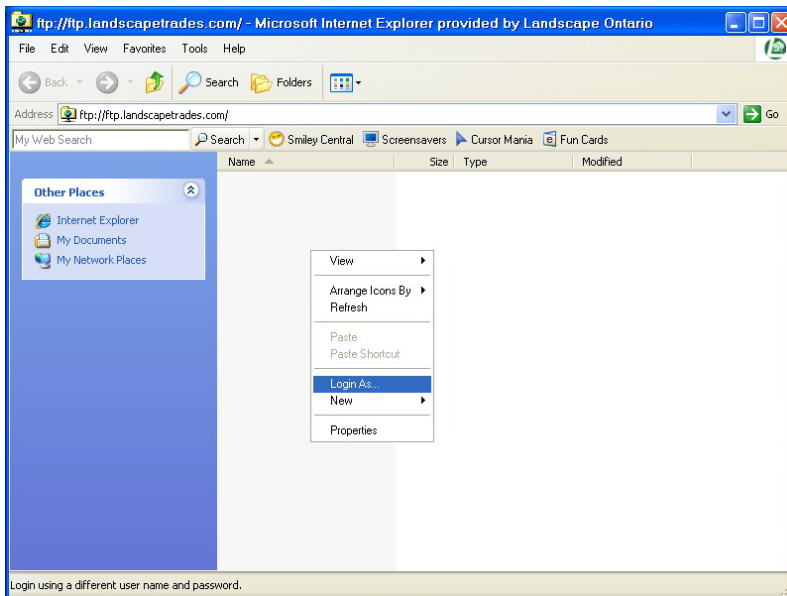
You may receive a pop up notice with a login error message. Choose **OK**.



You should be left with a new, open window as shown below:



Right-click on the empty white page and choose **Login As** from the menu.



A box will appear to enter the username and password you were assigned.



Once logged in, you will see a number of folders on the site.

Navigate to the **Upload** folder and open it.

Please upload your file to the folder for the magazine the ad is running in.

Folders exist for both **Landscape Trades** and **Horticulture Review**.

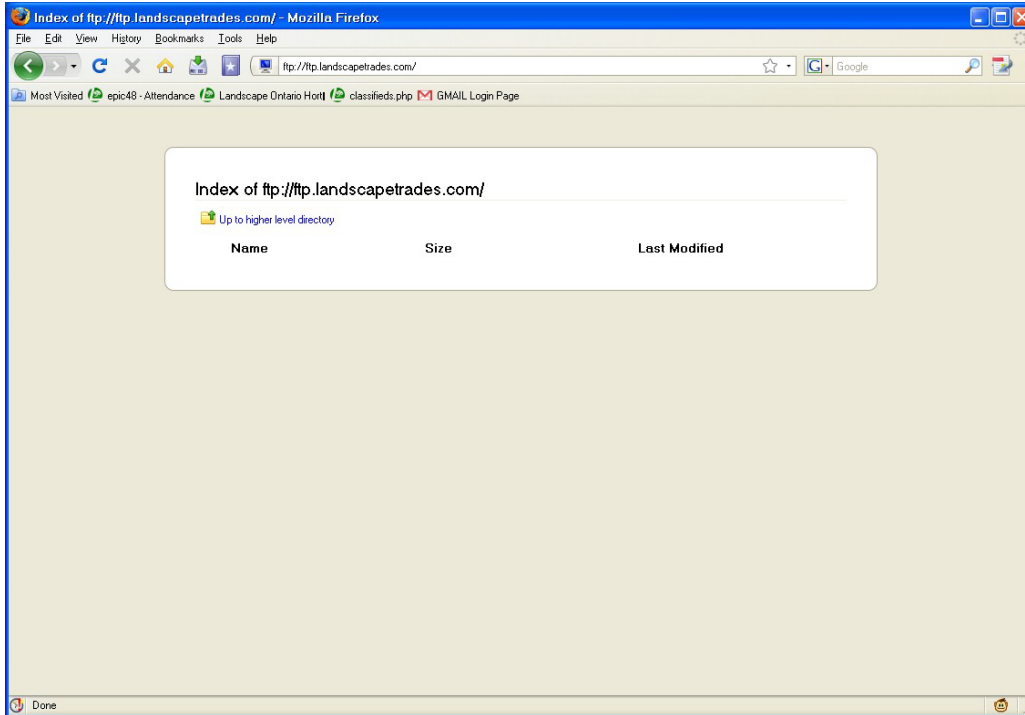
If you do not know the publication, upload to **Landscape Trades**.

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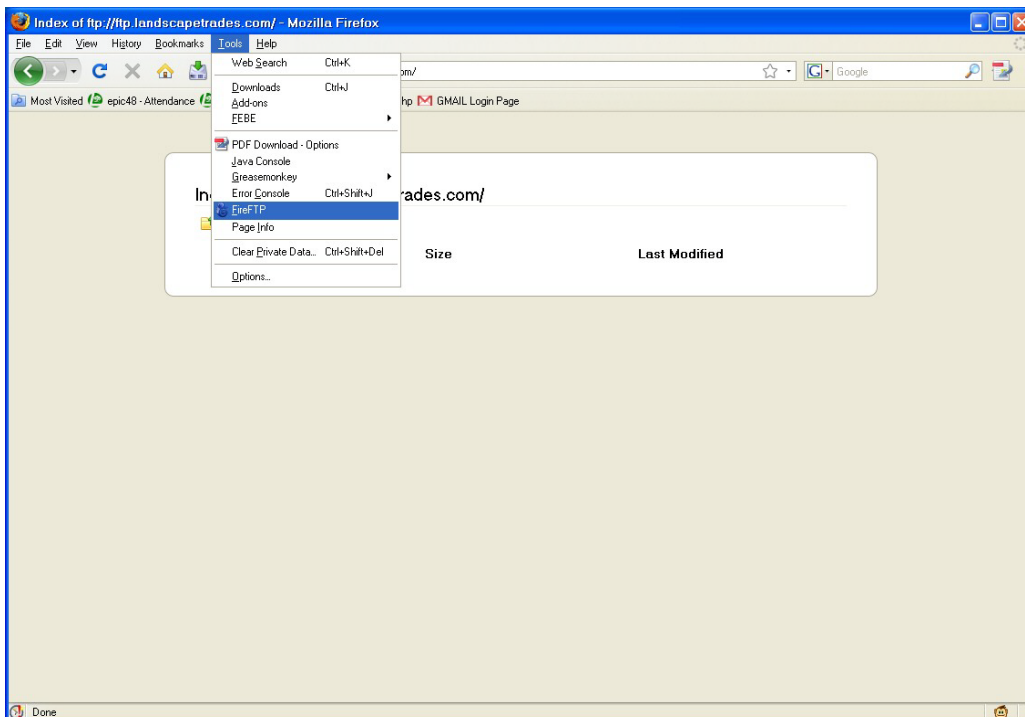
### Using Mozilla Firefox 3.0 higher:

Newer versions of Firefox do not have built-in FTP support. You must download a third-party extension, such as [FireFtp](#). Once installed, follow the instructions below.

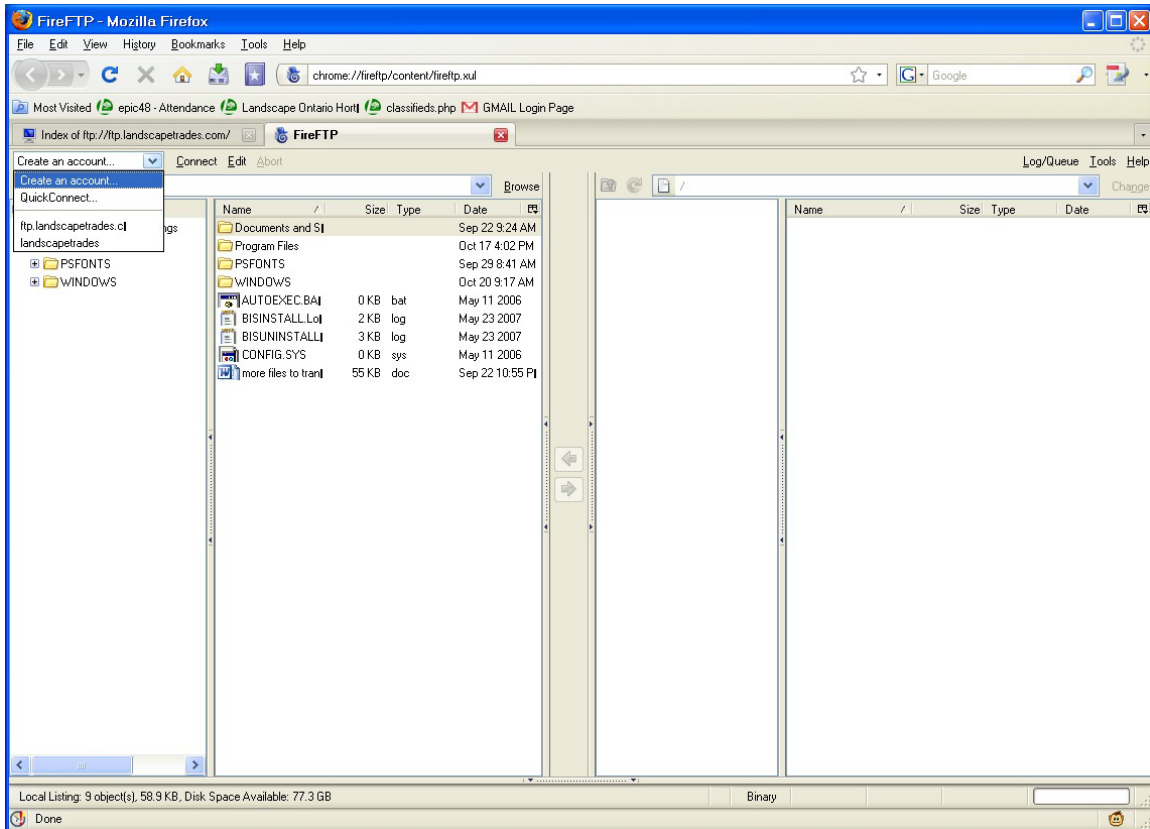
Enter the address in the location bar <ftp://ftp.landscapetrades.com>



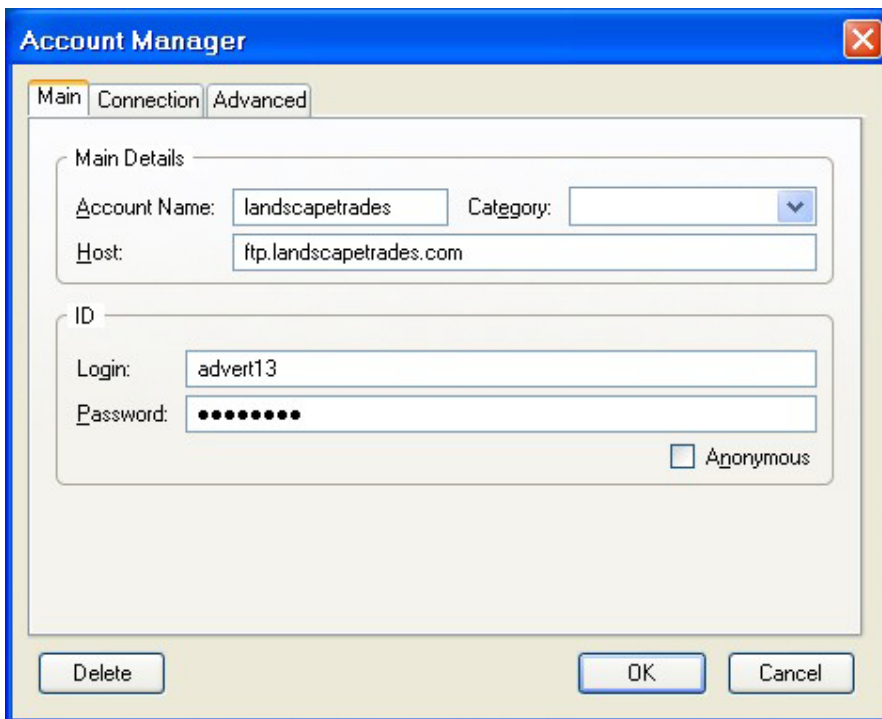
From the **Tools** menu, choose, **FireFTP**  
(or right click on the page and choose **View This Page in FireFTP**.)



Once the page loads, choose **Create an account** (top left of the main window).



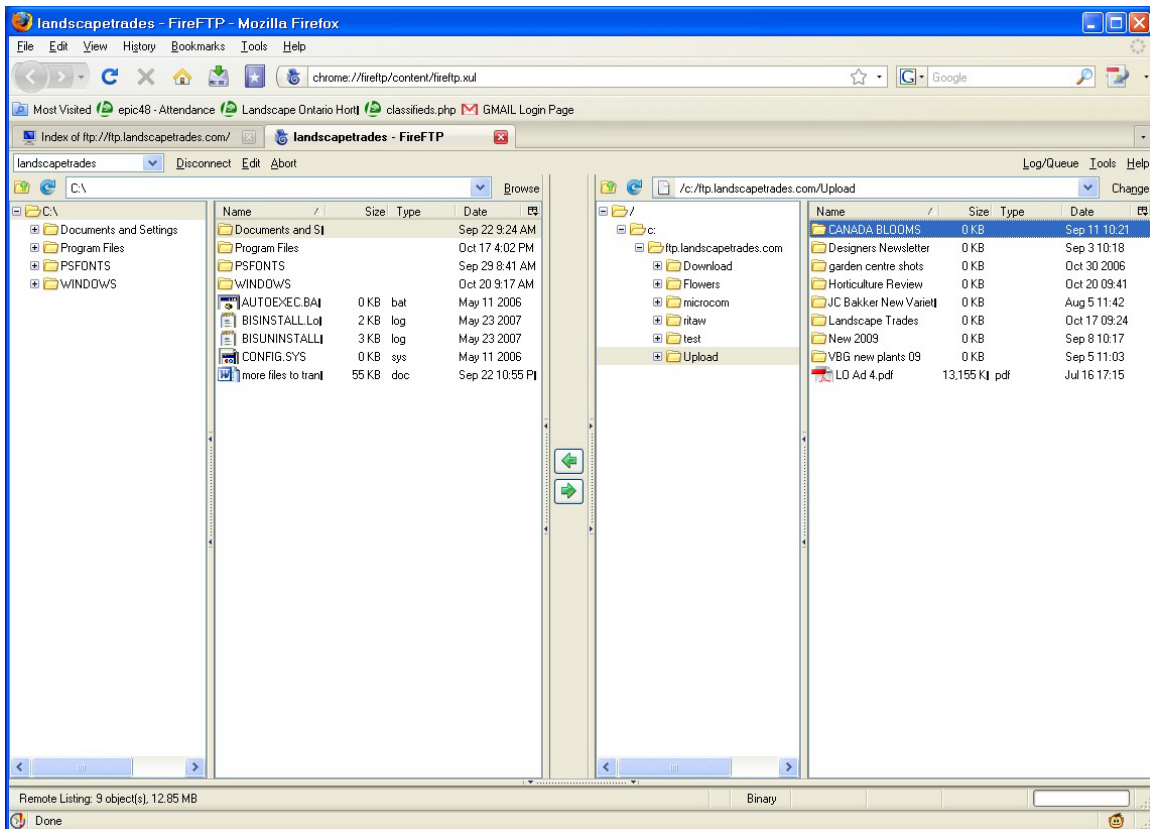
Enter an **Account Name**, **Host** (location), **Login** and **Password**.



Choose **OK**.

Hit the **Connect** button to the right of the name of your newly created account (where you chose **Create an account**), making sure your new account name is already chosen.

Once connected, browse using the left pane to the file on your computer you wish to upload and highlight it. The right pane shows the folders on the FTP site. Open the **Upload** folder and choose the folder of the magazine your ad is for, either **Landscape Trades** or **Horticulture Review**. (If you are not sure, use **Landscape Trades**). You can create a new folder within the magazine folder if you wish by right-clicking on the far right pane and choosing **Create Directory**. To upload the selected file in the left pane, click on the bottom arrow between the two panes. Click the **Log/Queue** button towards the top right to see the status of your transfer.



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Revised: Nov. 24, 2010