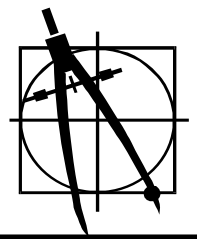# JPK DRAFTING & DESIGN
• SHOP DRAWINGS • MECHANICAL • COORDINATION

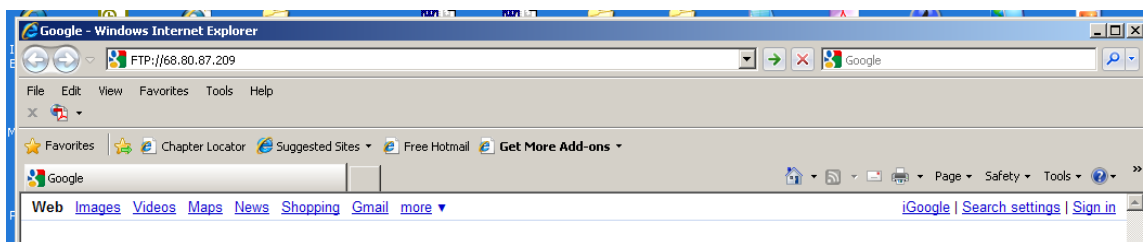**JPK FTP Site**   rev: 2-13-11
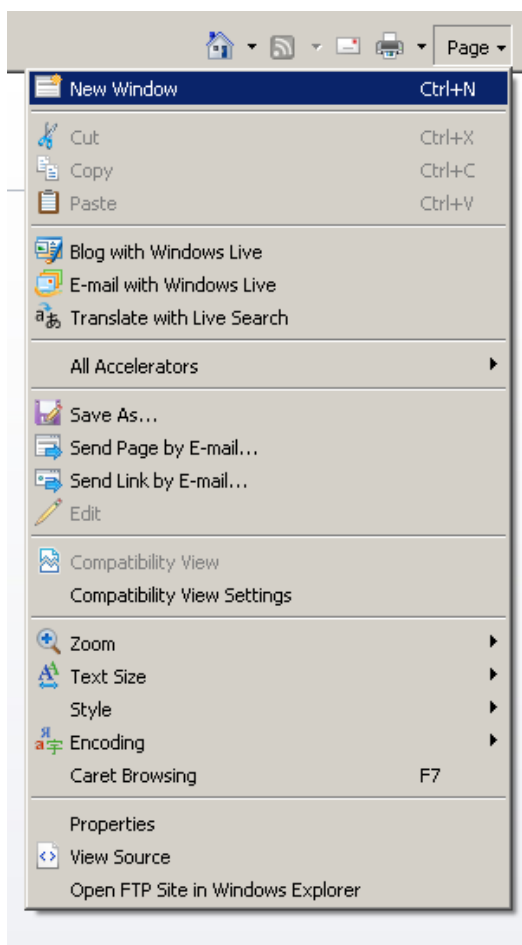**How It Works...**
Connecting & Log On

The JPK FTP internet address is: ftp:/jpkdrafting.homeip.net
 Just copy and paste that address into your internet browser home page and click "go".

Once connected, you will see a rather plain looking internet page that says something like *"FTP root at ..."*. Follow the directions right under that on the screen...
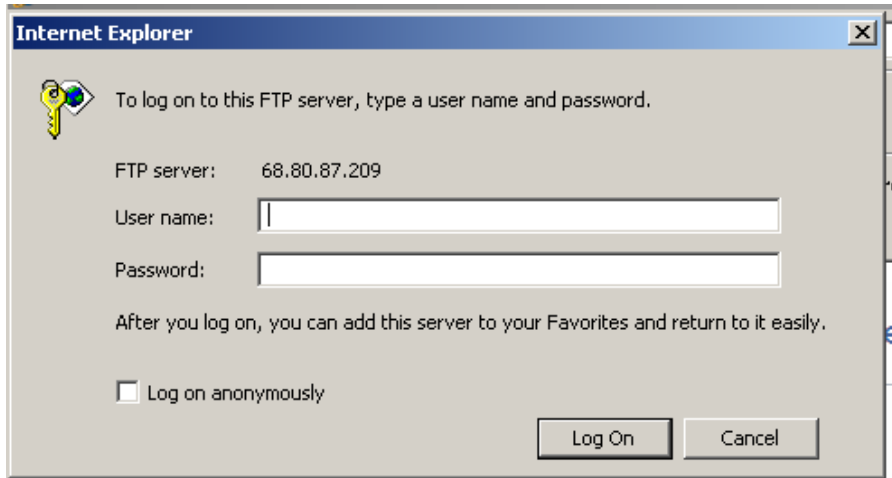

"To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer".

The page button is in the upper right hand corner of the home page for the FTP root site. Click on the "Open FTP Site in Windows Explorer..." down near the bottom of the drop down menu after clicking on the Page buttonYou will then get a log-in screen and the site screen format changes to what we are all more used to looking at in Windows format
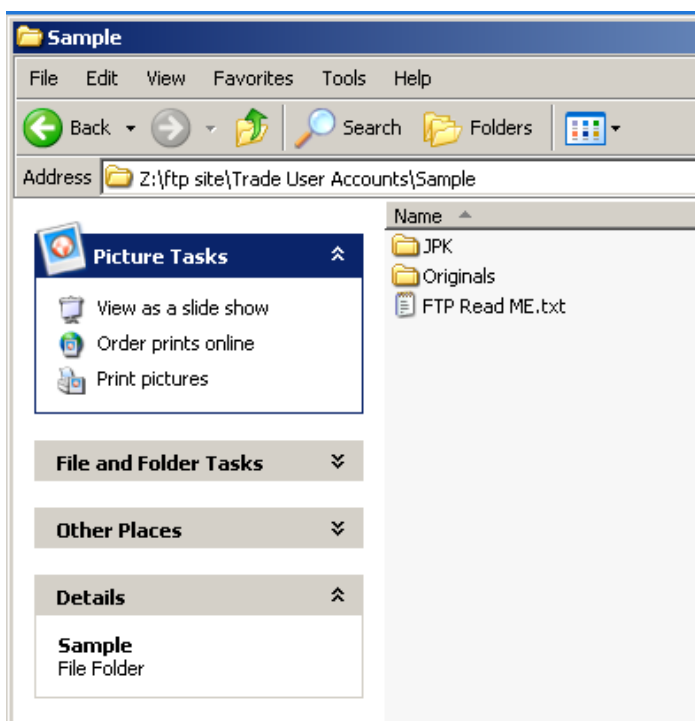
JPK FTP Site
How It Works...
Connecting & Log On (cont'd)

JPK will email you a full privilege user name and password for your internal use that allows you to upload and download files, as well a more limiting user name and password for downloading only from the site for other trades for coordination. *See the note on the log on box that suggests that you add this FTP site to your Favorites after log –in for easy return.* If you do this, the site simply pop-ups up from Favorites without having to remember the site internet address.

Once you log-on, the site will open directly to your job folder and you will see the following folders and a *READ ME text file*:
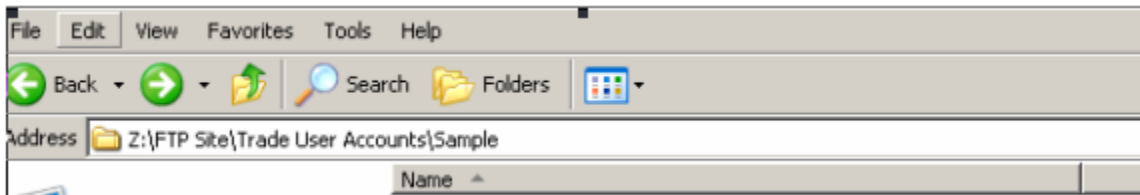
JPK FTP Site
How It Works...
<u>Connecting & Log On (cont'd)</u>

The **READ ME file** is letting you know you are in the right folder as you will open directly in your company/job folder. Your company name and job folder will be listed in the address line where this sample folder says:

Here is a sample of the **READ ME file:**

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email: jpkdrafting@comcast.net • website: www.jpkdrafting.com