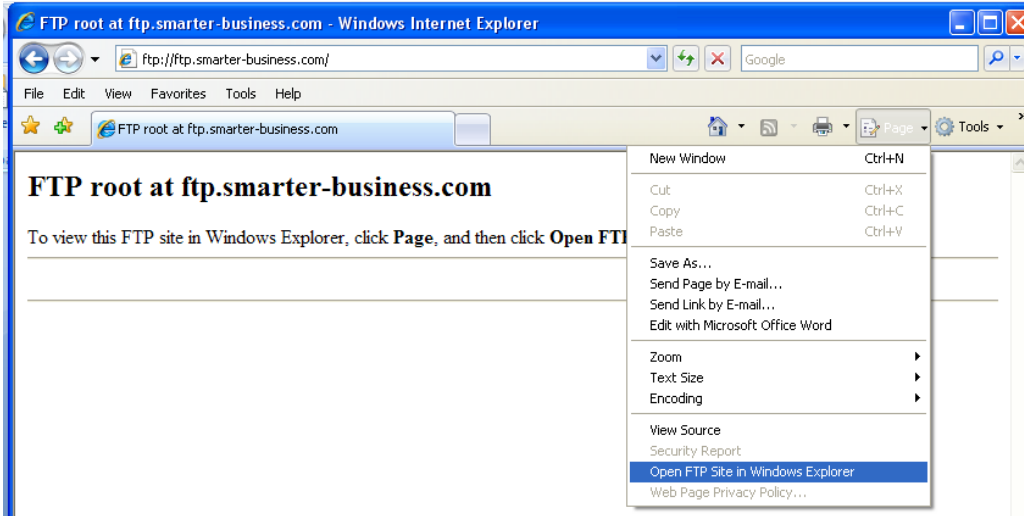
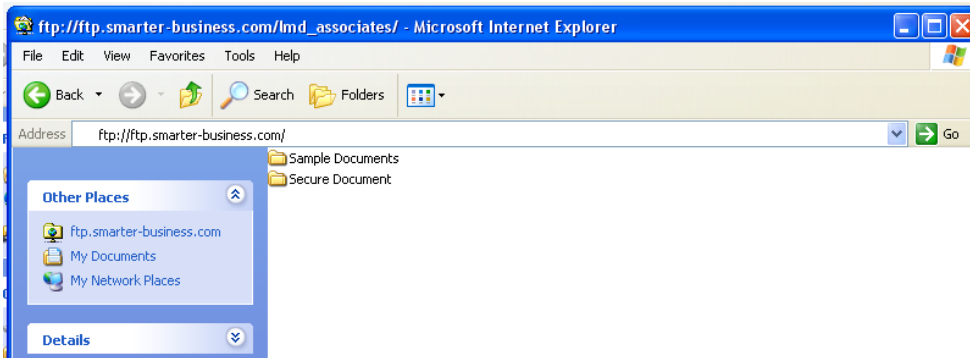


SmarterFile Login Information: (Using Windows Explorer v5 and later)

1. Open Explorer and enter your domain web address – ftp://ftp.yourdomain.com
2. Click on **Page** and **Open FTP Site in Windows Explorer**.



3. At the logon pop-up screen, enter your **User Name** and **Password**



Note 1: Using Windows XP, after you have opened and closed your SmarterFile domain site --- you can now access it from **My Network Places**. Just click on the **Start** button and select **My Network Places**. You will see a web link folder to ftp://ftp.yourdomain.com. Double click on it to login to your SmarterFile web account.

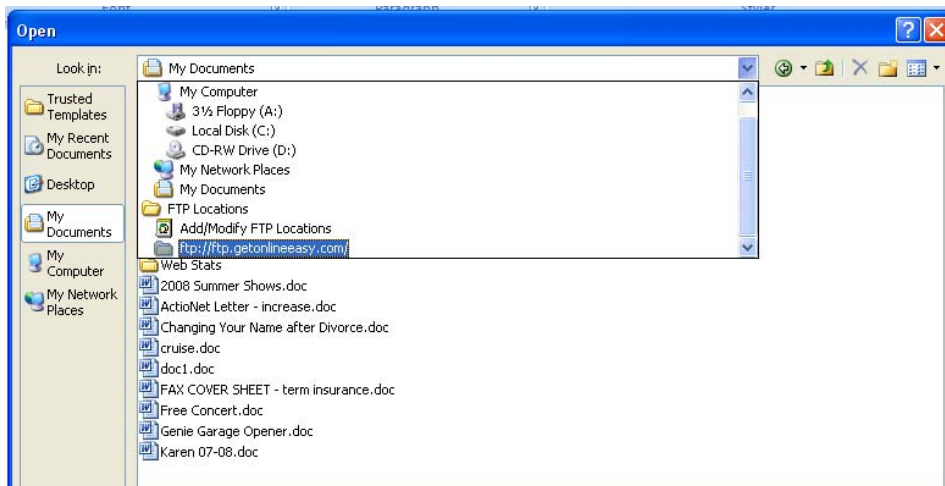
Note 2: To create a SmarterFile **Network Place** in Window Vista:
Click on **Start**, right click on **Computer, Map Network Drives** and select the option to **Connect to a Network Server**. Follow the connection wizard to complete the steps for your SmarterFile account using your SmarterFile web server address (ftp://ftp.yourdomain.com) as the location.

How to open and edit files using Windows Explorer (once logged in):

1. Option One: Double click on any file and select the **Open** option to edit directly from your web browser (using Microsoft Office 2003).
2. Option Two: Double click on any file and select the **Save** option to save it to your desktop or **My Document** folder.

How to edit, access, and open files from within Microsoft Office 2003 or 2007:

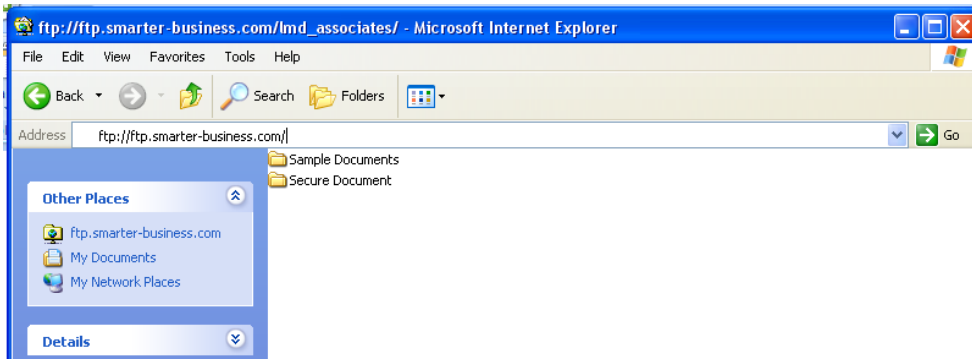
1. Open Word, Excel, or PowerPoint
2. Click on **File** and **Open**
3. Click on the **down arrow** "on the Look in window" and select the folder that shows the SmarterFile web address <ftp://ftp.yourdomain.com>



4. Login with your user name and password.

How to upload and/or download files from and to SmarterFile web server:

1. Open your SmarterFile account at <ftp://ftp.yourdomain.com>
2. Login using your user name and password. (see top of page for more information)
3. Open folder (where your documents are located) example c:\my documents
4. Highlight document(s)
5. Right click and select **cut or copy**
6. Go to your SmarterFile web server window



7. Select the folder where your documents are to go.

8. Right click and select **paste**.

Note: for advance users – you can also use drag and drop with both windows open.