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Guide to Using FileZilla

When files are too large to transfer over regular Windows Explorer FTP or if a more intuitive interface is desired, many clients choose to use FileZilla. Below is a step-by-step of how to install and use it.

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## Part 1: Download and Install

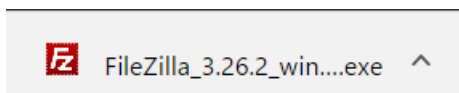
**STEP 1:** Navigate to [filezilla-project.org](https://filezilla-project.org) and select **Download** from the left pane:



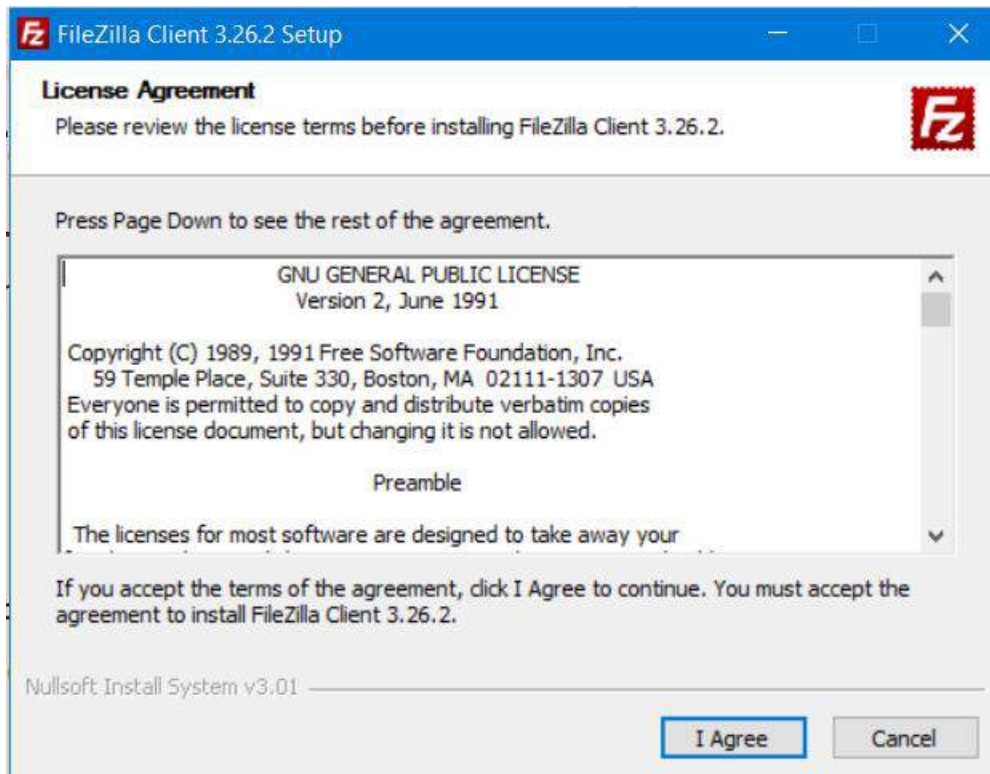
**STEP 2:** Click Download FileZilla Client:



**STEP 3:** Click on the FileZilla Download prompt at the bottom of your web browser or optionally double click on the downloaded file if you **SAVED** it to a folder. It should look something like this:

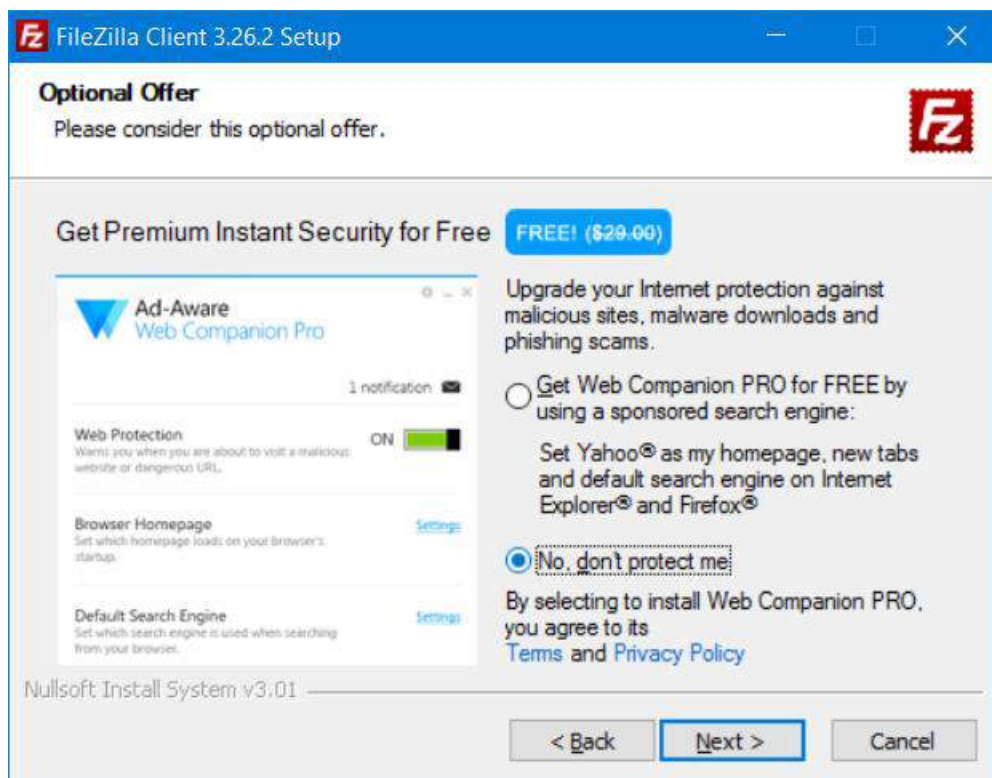


**STEP 4:** If the Windows Security window comes up, click **Run** (or whatever you need to click on) to allow it to get to this page:



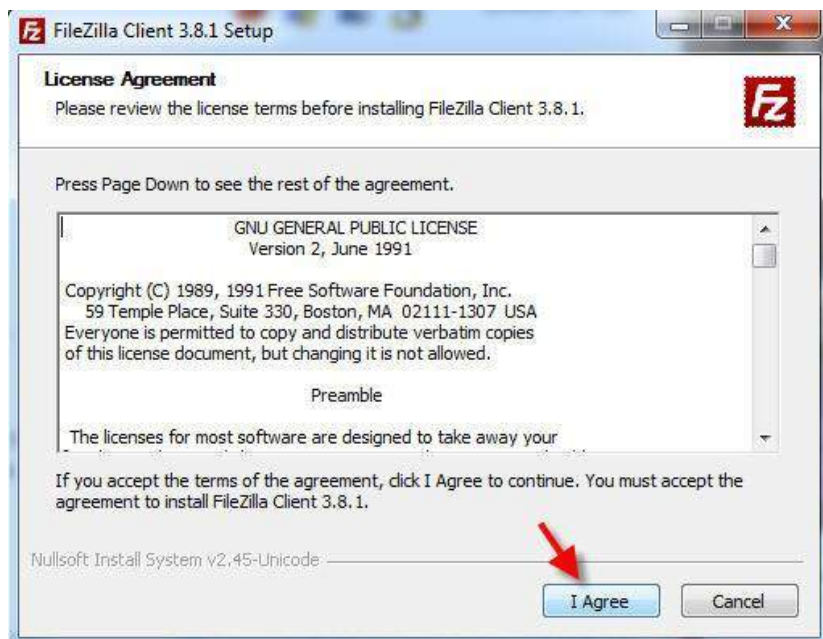
Click on the "I Agree" box.

**STEP 5: IF YOU SEE THIS SCREEN** - Choose **No, don't protect me**, and then **NEXT** to continue:

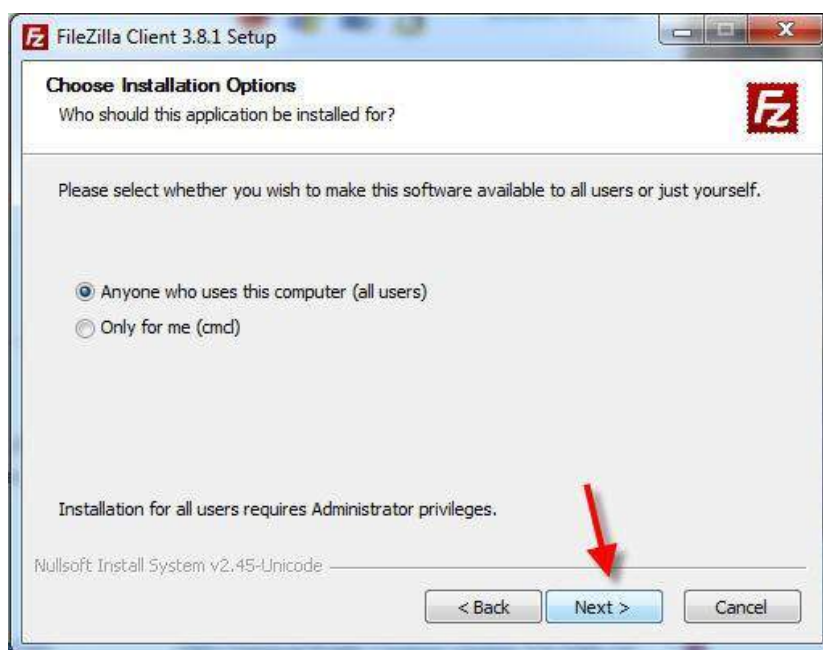


**If you DON'T see that screen then proceed to STEP 6. If you see something ELSE, make sure you skip all advertisements, or 'other options or software to install'. These typically do not have anything to do with FileZilla but get added into the install in hopes that you do install them. These are all unnecessary things we don't want.**

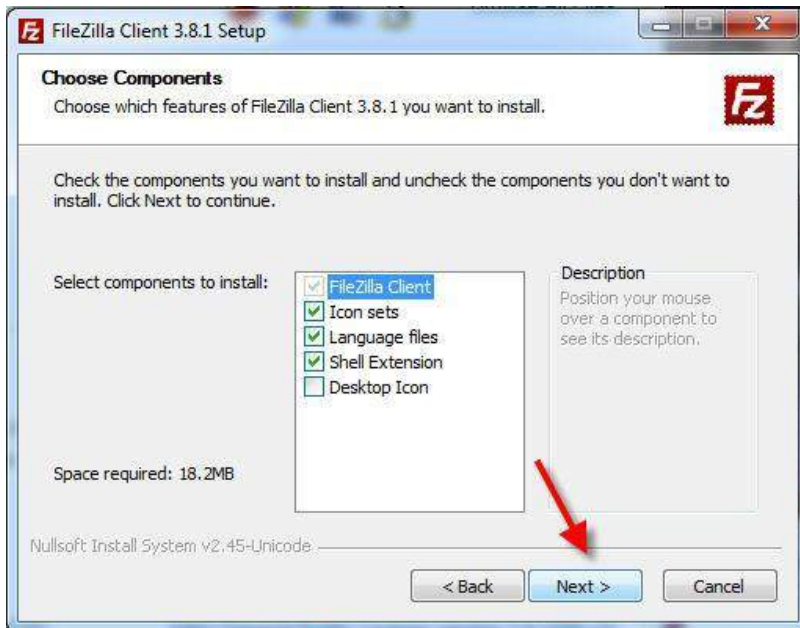
**STEP 6:** Read the terms and click **I Agree** to accept:



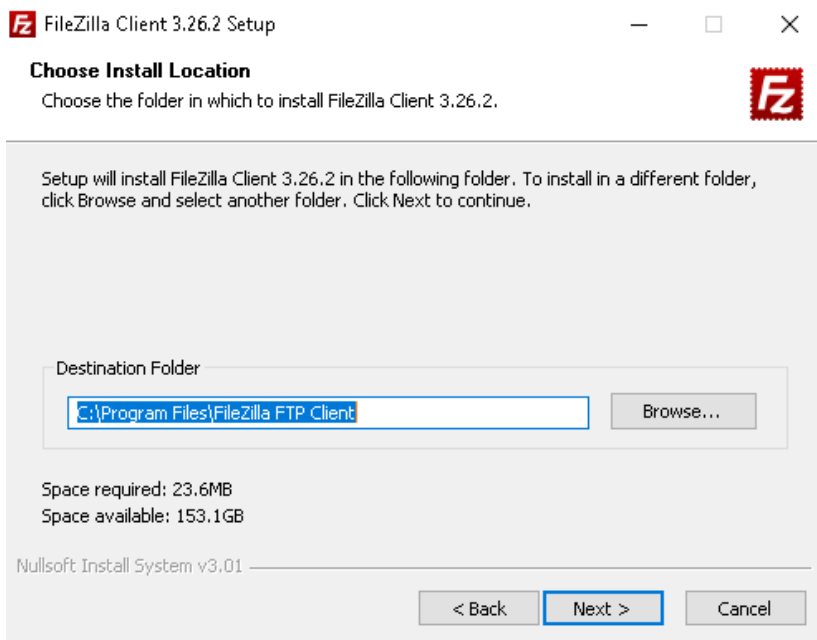
**STEP 7:** Choose the 'Anyone...' option and hit Next:



**STEP 8:** Choose options (or leave default) and hit **Next**:

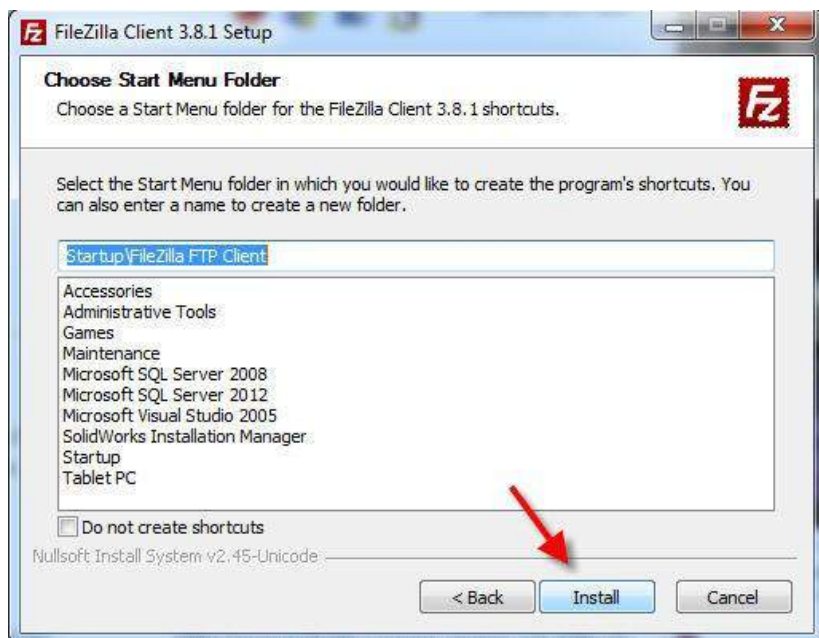


**STEP 9:** Define your install location and click **Next**:





**STEP 10:** Leave default or choose your Start folder location and click **Install**:



**STEP 11:** Click **Finish** to complete the install:





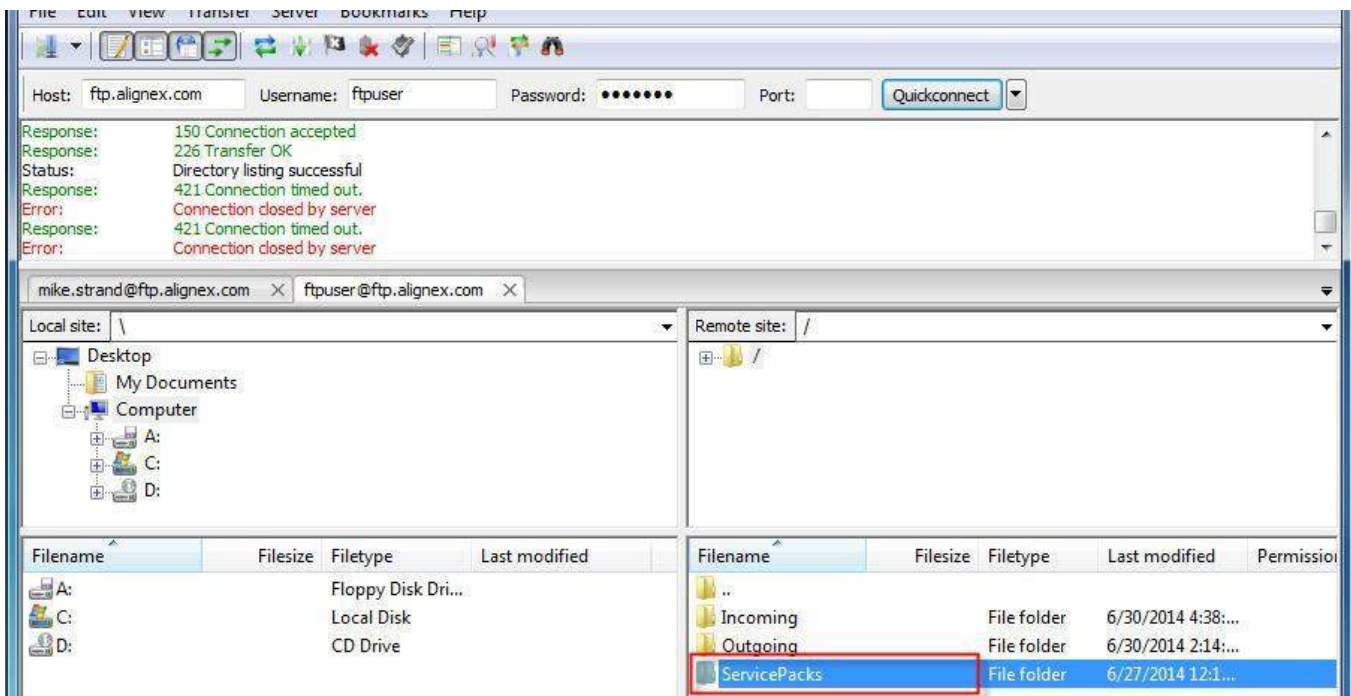
## Part 2: To Access Download from the Alignex FTP Site

**STEP 1:** Contact the Alignex Help Desk at (952) 224-5334 or [support@alignex.com](mailto:support@alignex.com) to retrieve the login credentials. Then enter the network host name, username, and password and click **Quickconnect**:



**STEP 2:** From the main home window, select **Incoming** (to send to Alignex), **Outgoing** (to receive from Alignex), or **ServicePacks** (to find the latest SOLIDWORKS service packs) – in this example, we will choose **ServicePacks**:

**\*Note:** The left 2 windows are your files and the right 2 are the files on the Alignex ftp site.



**STEP 3:** From ServicePacks, click through to the **required service pack** (in this case, SOLIDWORKS 2014 x64 SP04 – file path: ServicePacks > SolidWorks > x64 > 2014 > SolidWorks 2014 x64 SP04.zip). We will drag files from bottom right to top left to the desktop location – see Figure 1 below).

**\*Note:** Instead of choosing x64, choose x86\_32bit or your specific platform, if needed. If needing to go back, click on top folder icon with (...) by it.

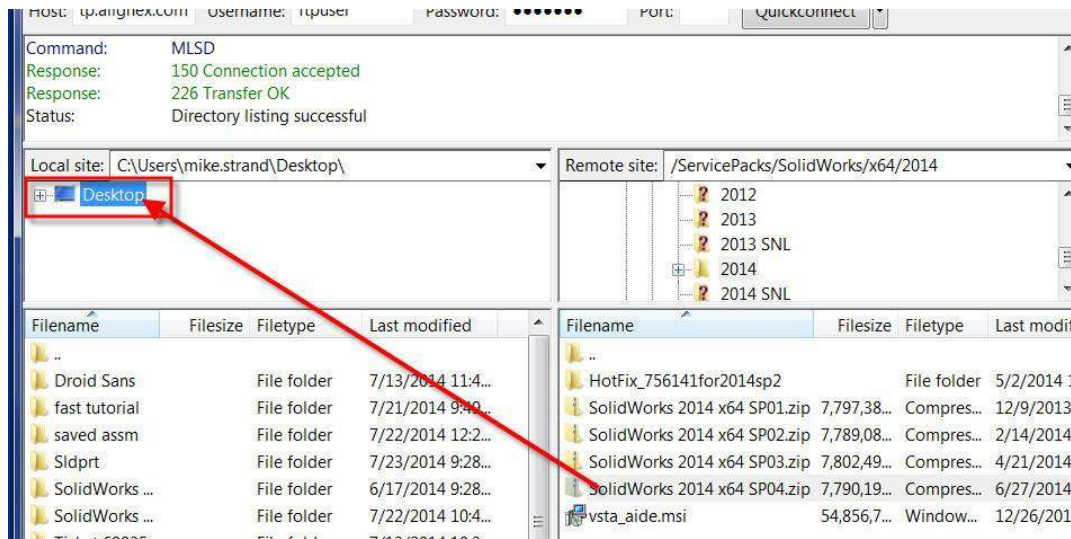
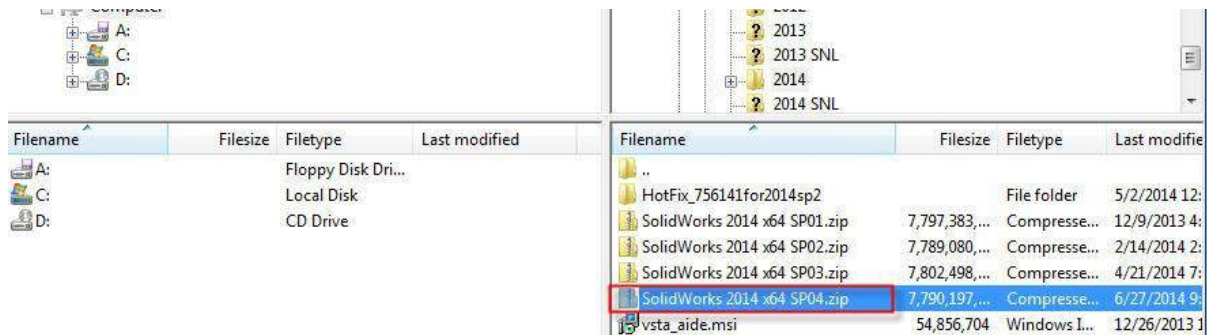
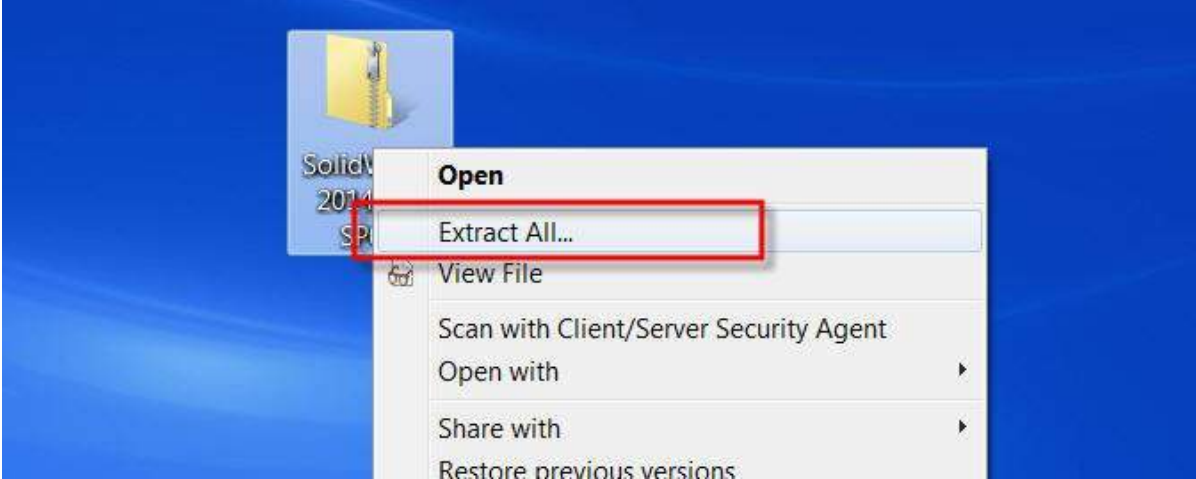


Figure 1

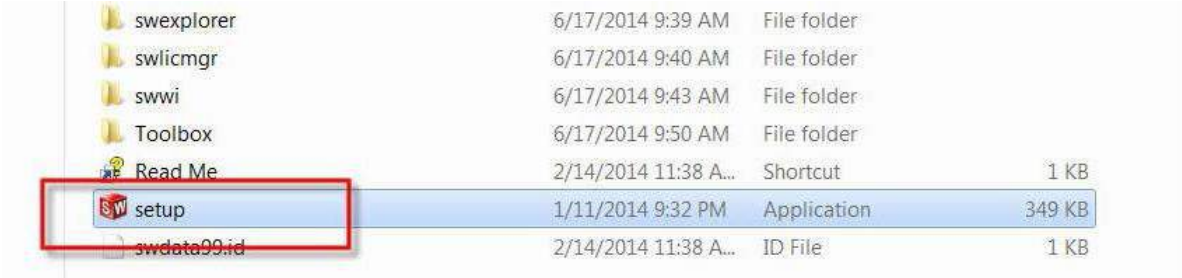
**\*Note:** The window below (at the bottom of the program window) will show your progress in the transfer:

Server/Local file	Direction	Remote file	Size	Priority	Status
C:\Users\mike.strand\Desktop	<<--	/ServicePacks/SolidWorks/x64/2014/SolidWorks 2014 x64 SP04.zip	7,790,197,144	Normal	Transferring
00:01:07 elapsed		00:13:39 left	7.8%	614,236,160 bytes (8.4 MiB/s)	

**STEP 4:** Upon completion of transfer, right-click on **compressed folder** and choose **Extract All**:

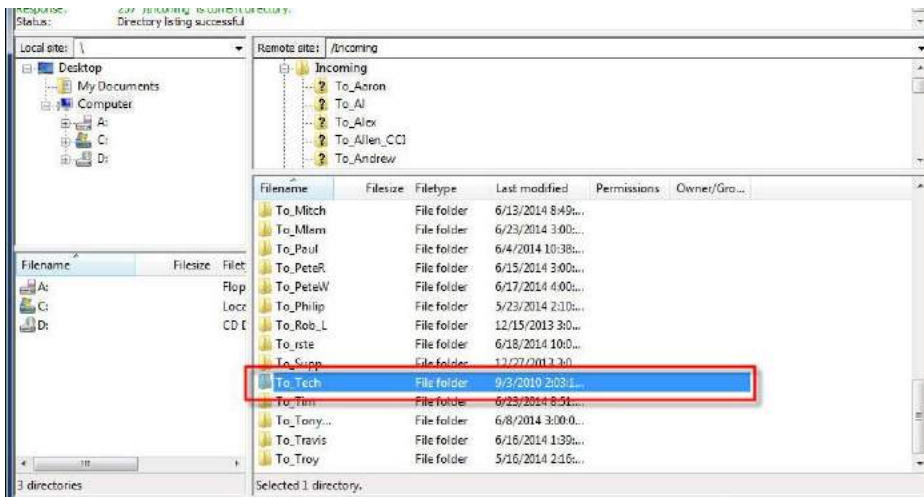


**STEP 5:** Clicking on the un-compressed folder, find and select the **setup.exe**:



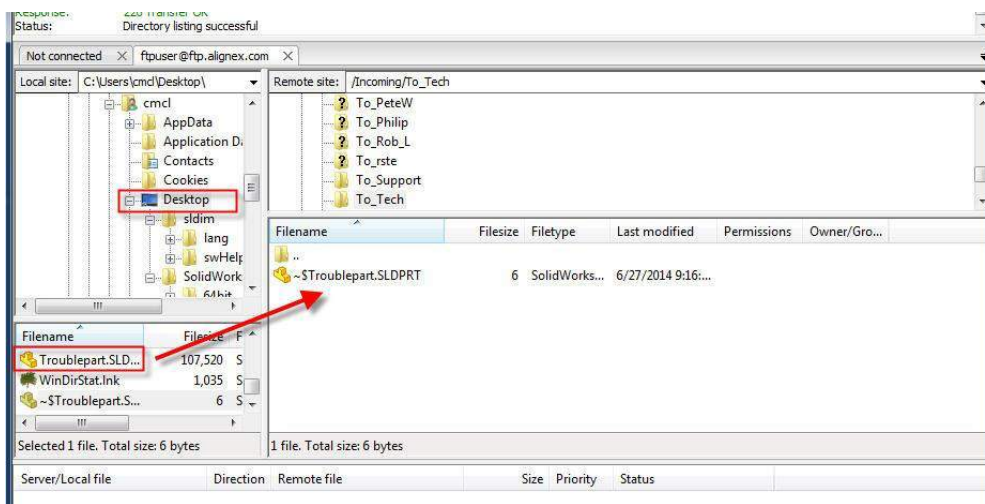
## Part 3: Sending Files

**STEP 1:** If not logged in, repeat Part 2, Step 1. Then, from the main window, click **Incoming** then **To\_Tech**. For example, to send files to Alignex:



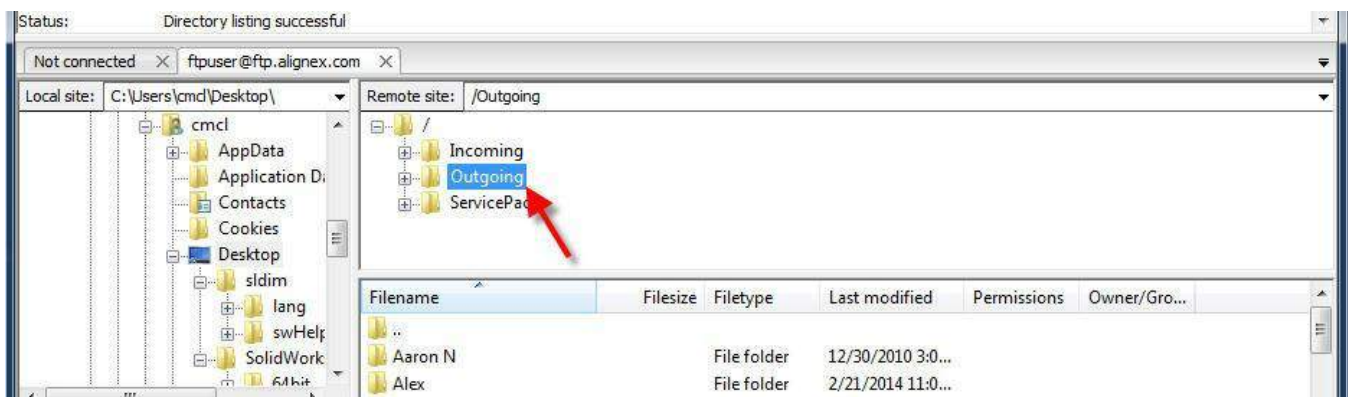
**STEP 2:** This is the area where you can drag and drop files. The left 2 windows are your files and the right 2 are Alignex ones. Clicking on **Desktop** and selecting **desired file**, drag from bottom-left file window over to bottom-right ftp folder window:

**\*Note:** Once the file has been placed, it cannot be removed from folder. To go back in folders, double-click the top folder (with the 2 dots next to it) above ~\$Troublepart.sldprt as shown below.

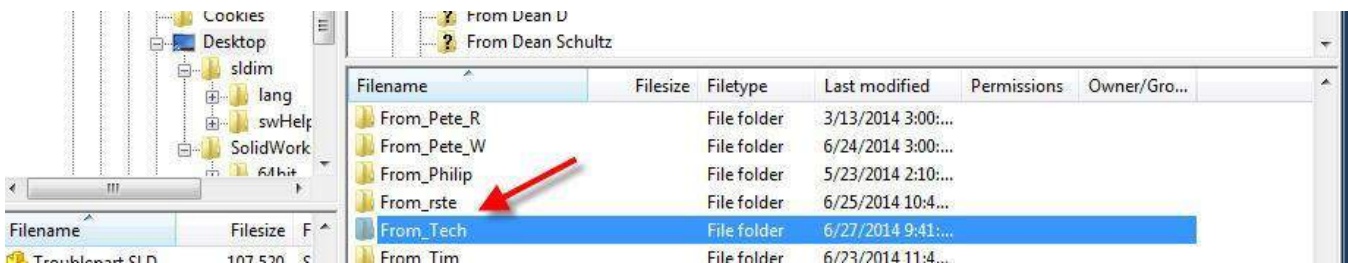


## Part 4: Receiving Files

**STEP 1:** To receive a file from Alignex (for example), repeat Part 2, Step 1 (if not logged in), and select Outgoing:



**STEP 2:** From Outgoing, select From\_Tech (for example):





**STEP 3:** Click on the corresponding file, **Troublepart-Fixed.SLDPRT** (for example), then drag to Desktop or preferred location:

**\*Note:** If part or file doesn't appear in folder right away, try clicking **Refresh** (View > Refresh).

