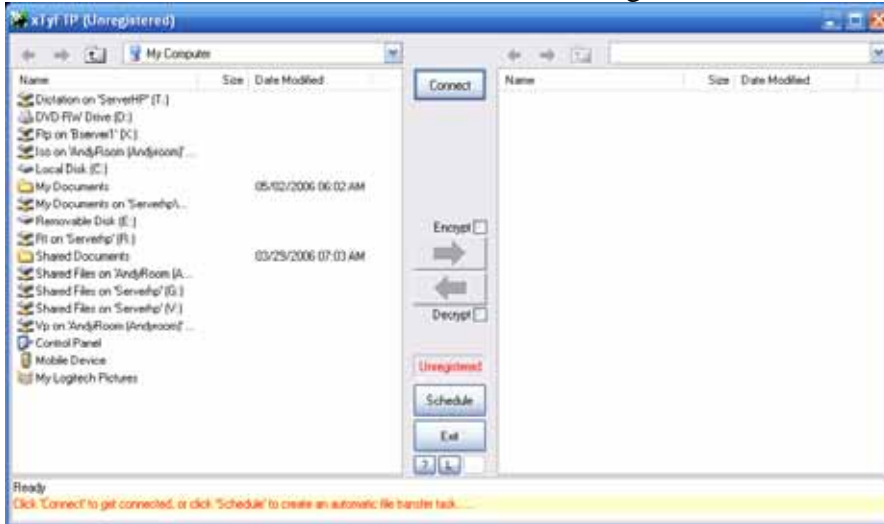


Download the program and install a program called XtyFTP from [www.xtytech.com](http://www.xtytech.com).

Once the program is downloaded and installed. Run the program. On the serial number screen, click cancel. You will be on the following screen:



Click the connect button and then new and fill in as follows:

Profile: WTS

Ftp Address: [ftp.wyomingvalleytranscription.com](ftp://ftp.wyomingvalleytranscription.com)

**LOGIN: To Be Determined**

**PASSWORD: To Be Determined**

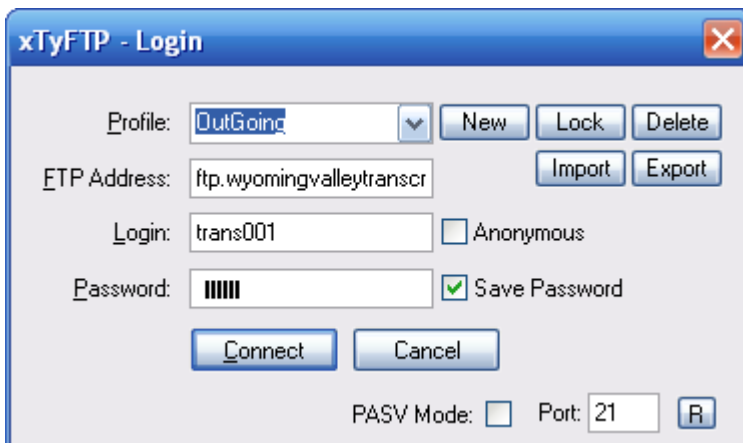
Keys – type exactly – even the brackets

**USER ID: CALL FOR THIS INFORMATION**

**License code: CALL FOR THIS INFORMATION**

Make sure anonymous is NOT checked.

You will need to keep your login and password information handy for file transfer.



After you click connect, you will see your computer on the left and the server on the right. Click on the right side on the folder named “Workfiles”. Your work will be in that folder. To bring the files to your computer, make sure you have where you want to save the files to on the left hand side. Then click on decrypt and fill in the following box.



Enter the decryption key...

 **Please enter the decryption key.**

Key Name:

Key:  (case-sensitive)

Re-enter the key:

Remember this key:

Set the key to \*\*\*\*, check “**remember this key**” and click OK.

To transfer a file to your machine, click on the file(Right-Hand Side) and click the arrow pointing to the left in the middle of the screen. This will send the file to your computer.