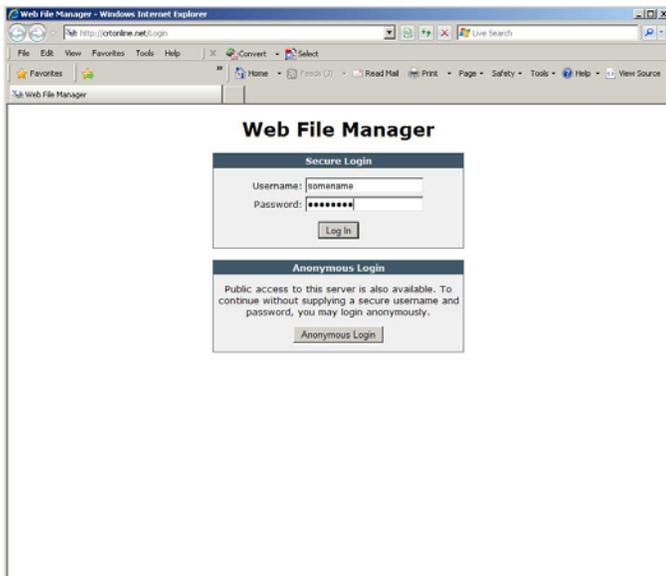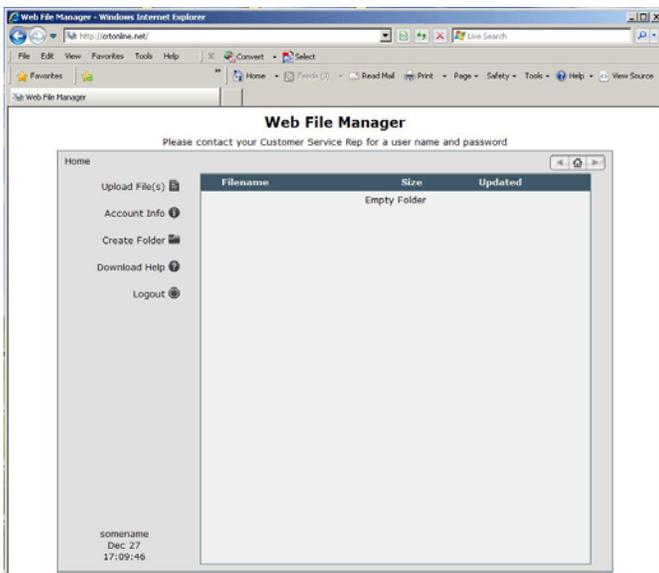Using the ftp site

Open up your web browser. Internet Explorer, Firefox, or Safari PC or Mac. In the title bar type http://crtonline.net  or you can use the IP address http://207.59.205.115  do not put www in front of the crtonline.net. When it opens up you will see the following screen.
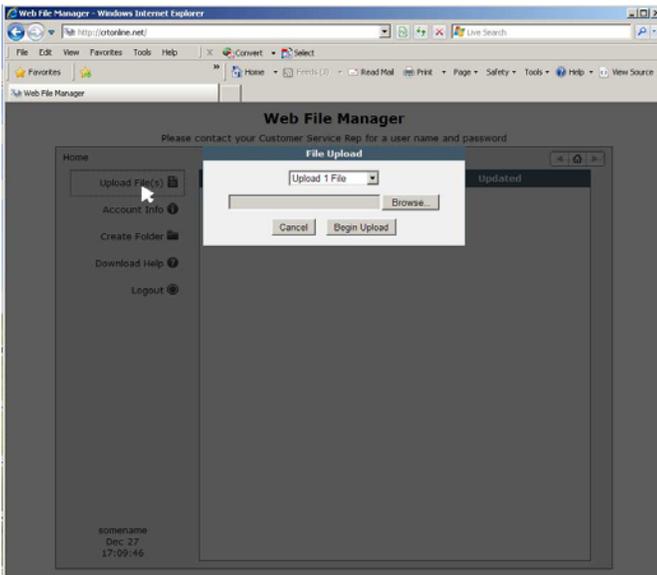


In the Username field, type in the username that your customer service rep has given you. The user name is not case sensitive. Click in the password field and type in the password EXACTLY the way your customer service rep has given you. It is case sensitive. If everything is correct you will see the following screen.
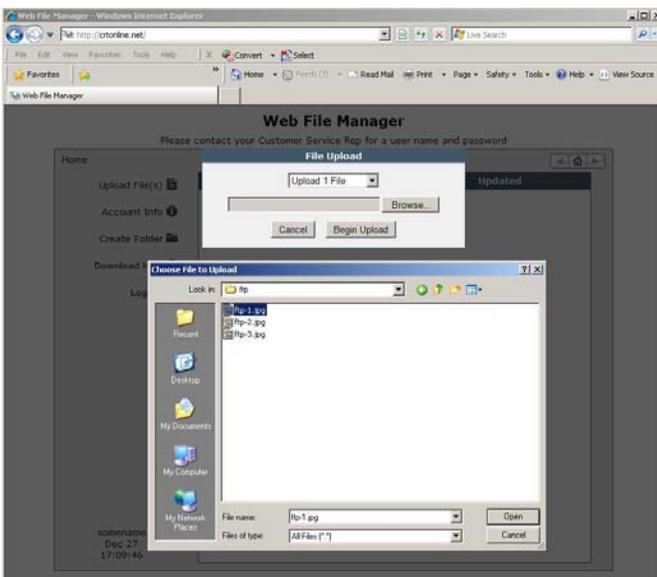


If you have files or folders already there you will see them listed in the large box.

In order to upload files click on the words "Upload Files" in the upper left side of the screen. When the box will appears click the "Browse" button.
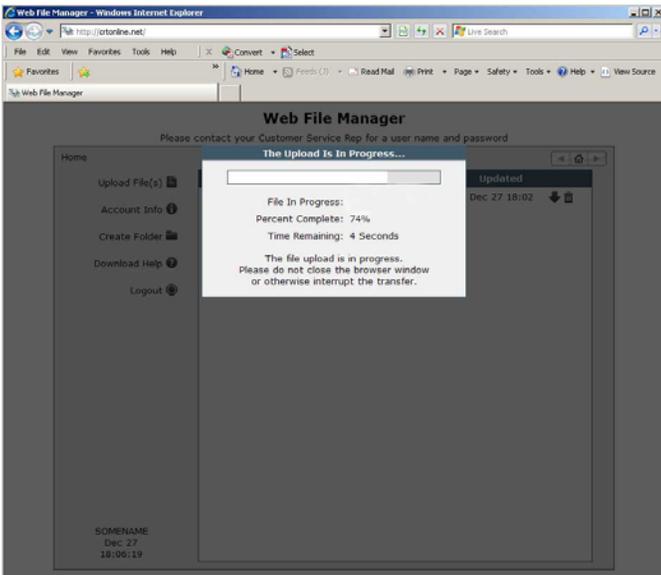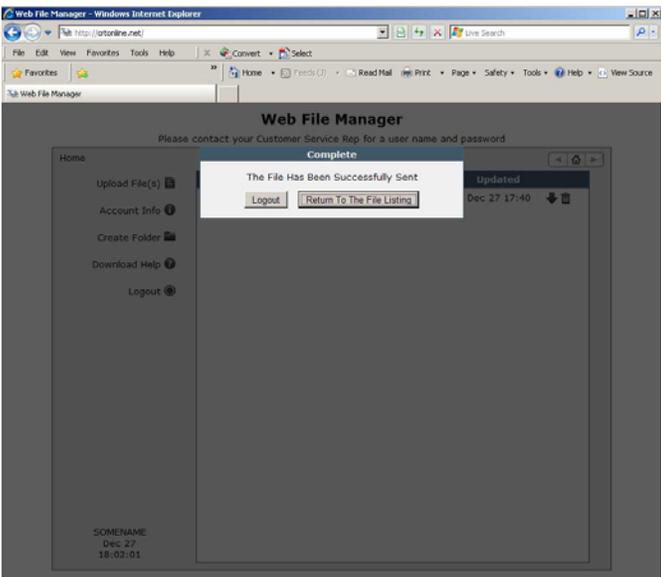
Find the file you want to upload



Then select it. You will see that the name has appeared in the small box at the bottom of the window then click open. The window will close and the file name and path is in the browse field. Now that the filename is in the browse field click "Begin Upload".
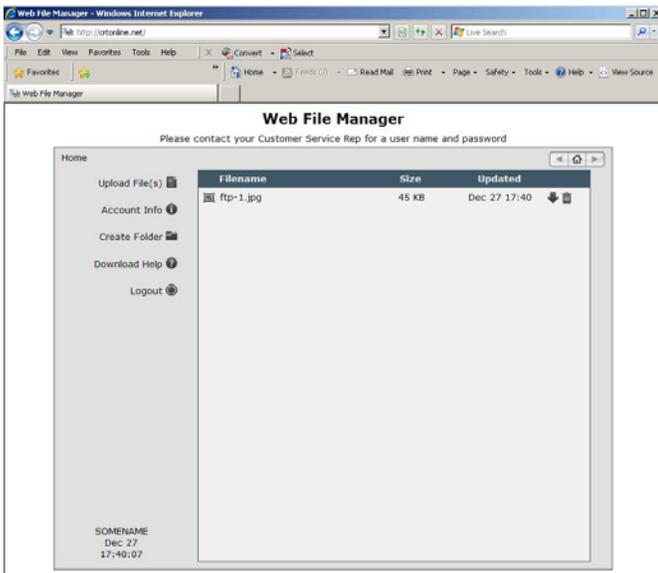
During the upload a progress bar will show up that looks something like this.

When it has finished you will see the following screen.



Click the return to file listing and you will see your files listed.

If you intend to upload an entire folder Please compress the folder into a zip or stuffit file before uploading.
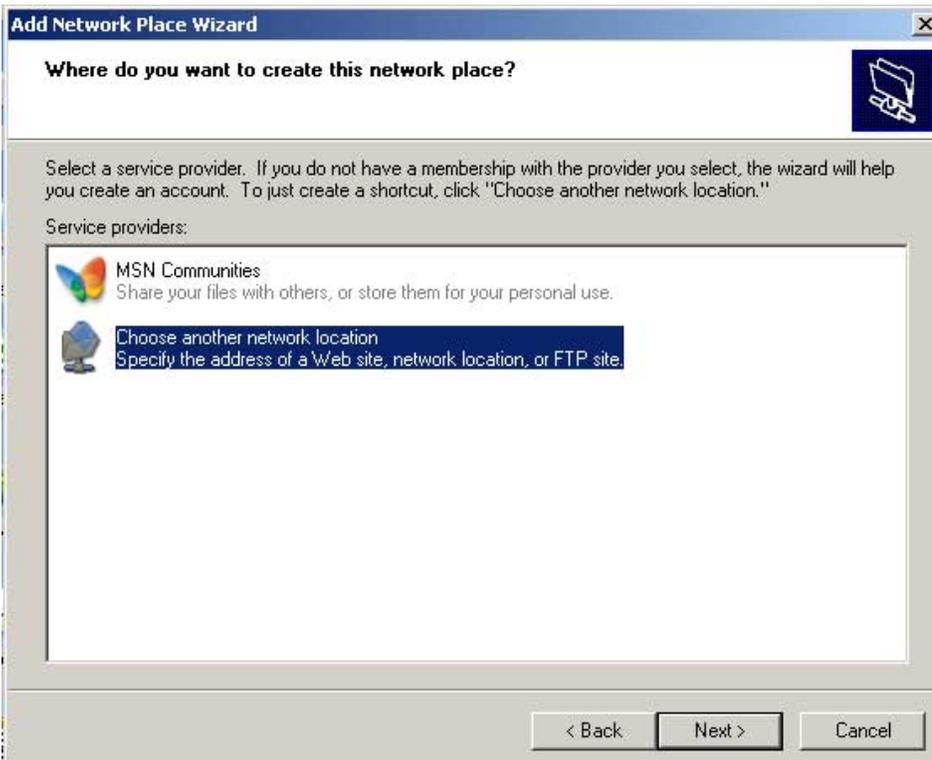
PC WebDAV connection.

Start by right clicking on My Computer located on your desktop or by clicking on start and right clicking on My Computer. When the popup opens select Map Network Drive…
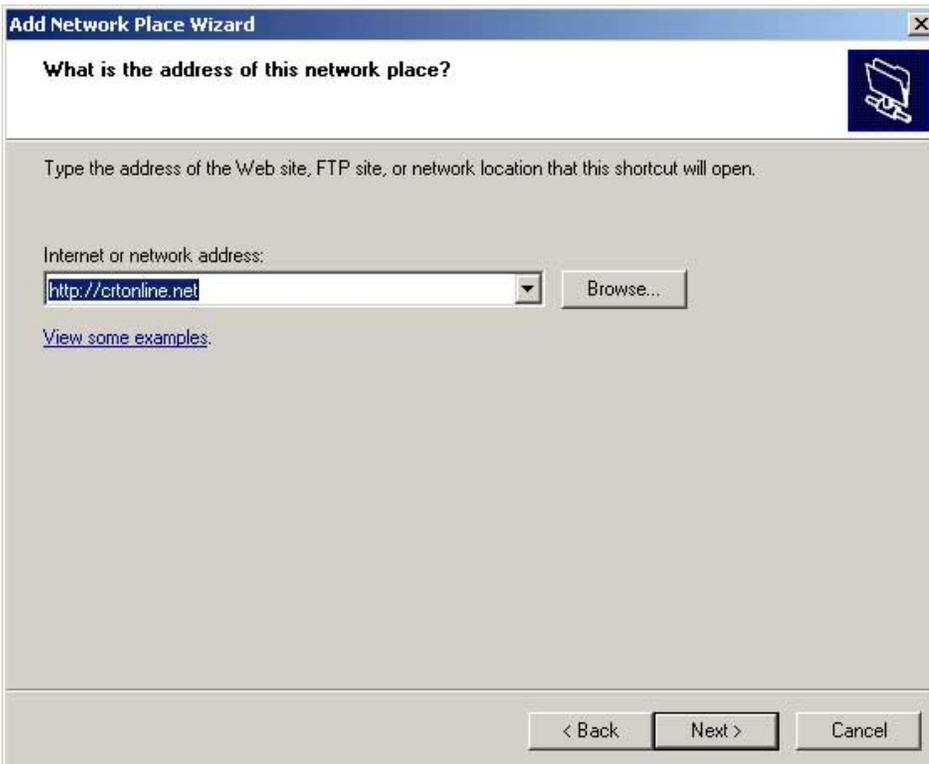


Click on the blue line that says Sign up for online storage or connect to a network server.

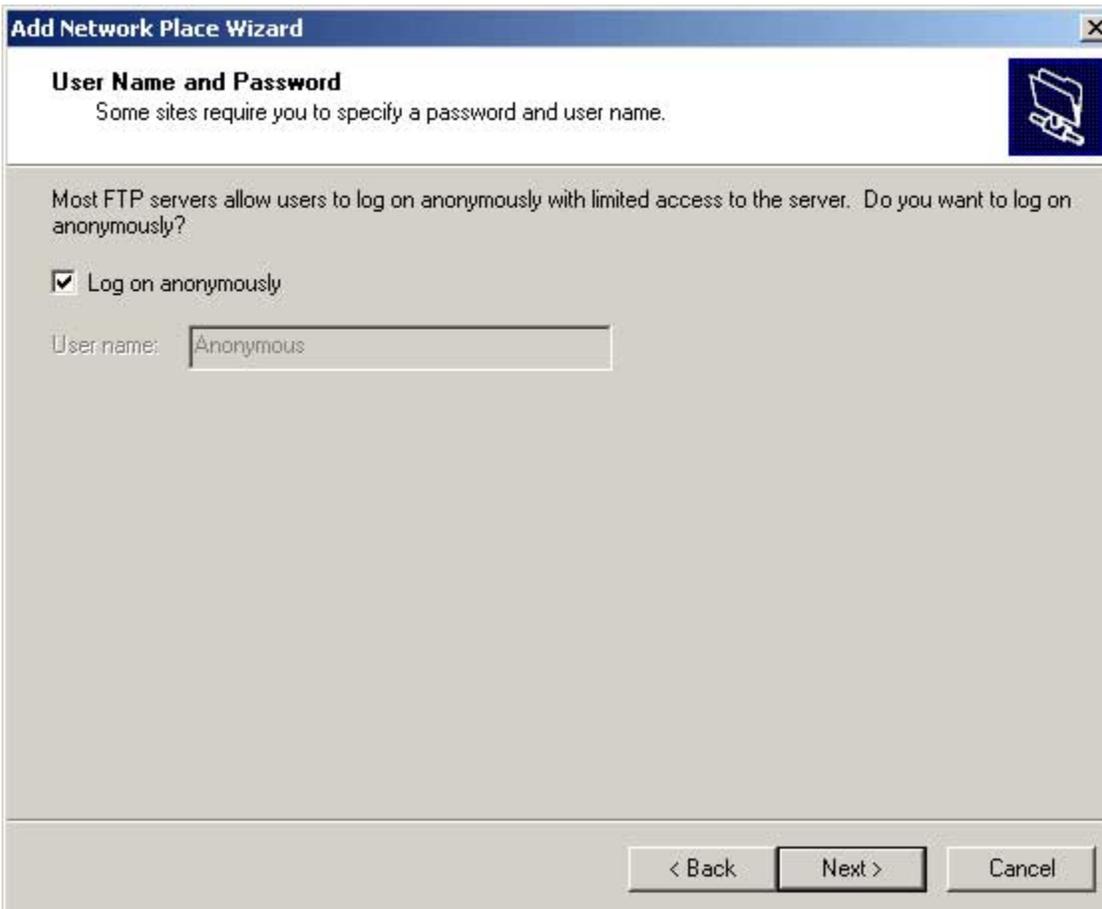When the above popup appears. Click next.



Select the bar that is highlighted above. Click next.

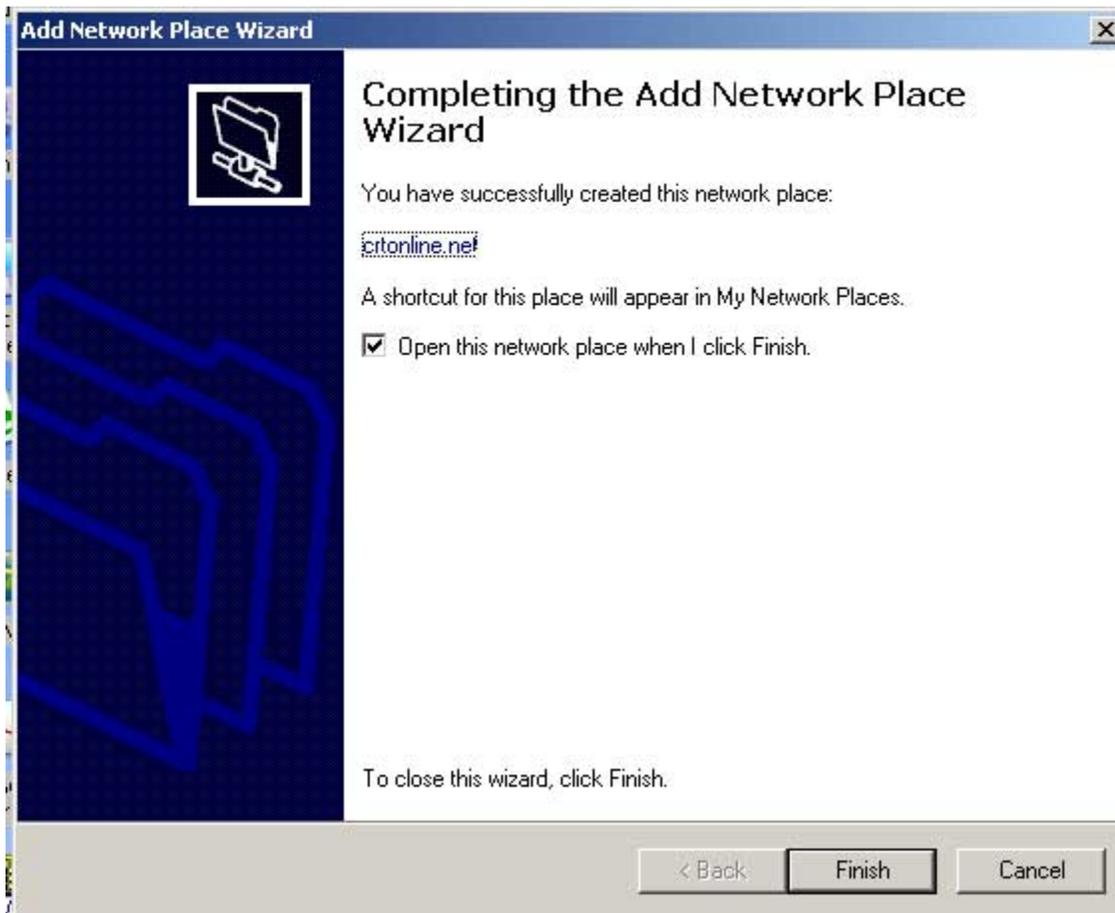Type in http://crtonline.net in the bar. Click next



If this screen appears uncheck Log on anonymously. Enter your username. Click next
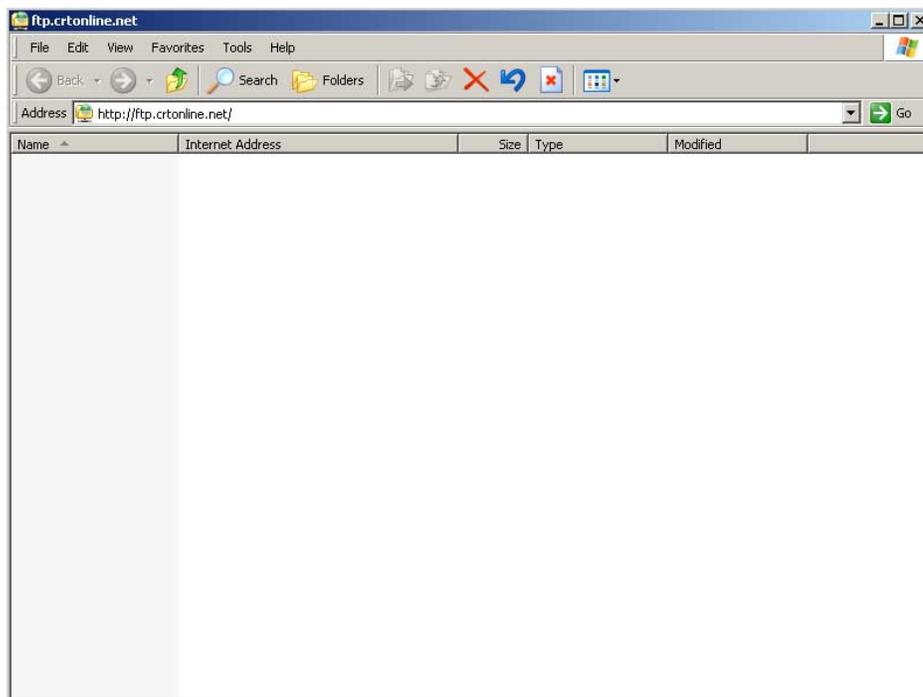
Enter your password and click OK



Type in a name that you want to be displayed. Click next.

Click Finish.



You will see the above screen and can drag and drop like any other network drive.

Mac WebDAV connection

If you are using a Mac and do not want to use Fetch or another ftp client or would just like it to be easier use WebDAV. Here are the steps needed to connect.

From the finder select GO from the menu bar, at the bottom of the drop down window you will see "Connect to Server… ".



Click on the line "Connect to Server…" and you will get the following popup window.



Type in http://crtonline.net in the address bar click the plus sign "+" to add it to your favorite server list.
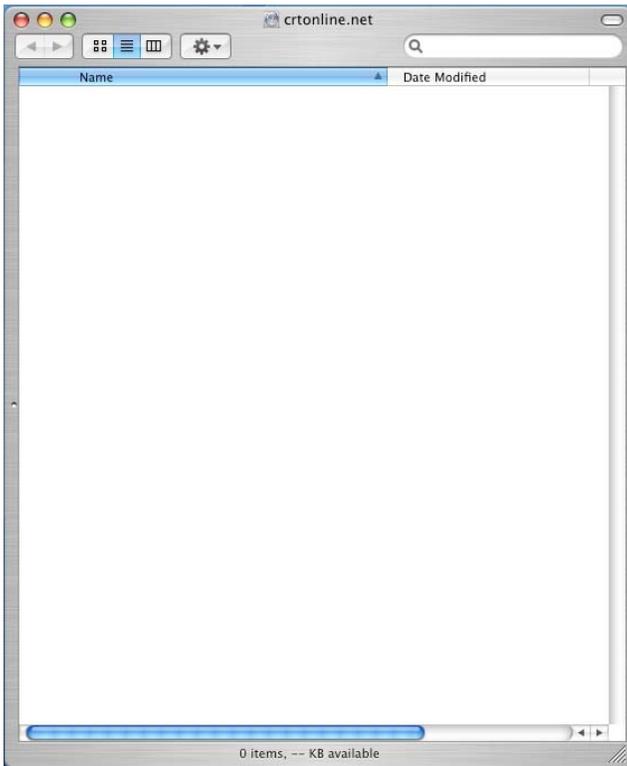
Then click the "Connect" button.



The following screen will appear.



Enter the username in the "Name" field that was provided by your Customer Service Rep In the name field press tab or click in the "Password" field and enter the password that was provided by your Customer Service Rep. You can check remember password if you do not want to type it in every time then click the "OK" button.

Once you click "OK" you will get the following screen. You can drag and drop your files into it like you can any other network drive.

You will also notice that on your desktop an icon has been created for this site and looks like any other drive that you have mounted on your system.



After you are done Please disconnect from the site by dragging the icon to the disconnect button on the dock.

To reconnect just go to finder select go and if you added it to your server list just select it and click connect.