Hello Bakers,

Please excuse the growing pains as we switch to a faster, more robust
FTP service. In order for this to work correctly as well as simplify
troubleshooting we will all be following the same work flow to get
tracks to the FTP servers.

**If you need any help you can email or call my cell at 214.797.5142.

We now have a custom web-browser based FTP client which will make things
easier as we get more stations. You will now click a link to launch the
Java based client. **If you have Java turned off in your web-browser,
please turn it back on.

You have been provided with a quick link to an upload address for each station you
are responsible for. These links are active on your prep pages.
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After it loads, hit the 'Connect' button.
A screen should pop up asking for your password. Enter the appropriate password
for the site you are on.

Click OK.
The left panel has your local files and the right panel is the server.
You can double-click your way to your work folder. *Your desktop is in
'Documents and Settings'-'Your user name' - 'Desktop'
Once inside your work folder you can highlight your files with your
mouse and then click the Arrow pointing right (--->) to upload.

There is a link on the format prep page and on the station prep page as well.
You'll find the link on the main prep page in the lower left hand corner.
There is also a link to these instructions there as well.

If you have any problems using the new system then use the 'old' system and send me
an email.

Please email or call me at 214.797.5142 if you have any questions or
need any help.

Thanks, Jason