

Sending your library holdings to Auto-Graphics via File Transfer Protocol (FTP):

Once you export your records from your local system into a file, you can electronically send this file of records to Auto-Graphics.

FTP Instructions:

1) Right-Click on the following URL and choose COPY:

<ftp://ftprqst:rqg09t@ftp.auto-graphics.com>

2) Right-click on the START button (bottom left of screen) and choose EXPLORE

- A "Start Menu" window will open
- Right-click over the URL at the top of the start menu and choose PASTE to paste in the ftp address from above over the URL currently showing. Hit Enter.

Note – you should see a page with folders such as BRIEFRECS, NOHOLDINGS, etc. and lots of white space.

3) Right-click on the START button again and choose EXPLORE again to open a second window

- Search for your file (e.g if your file is on your Desktop, click Desktop and you should see a listing of all the files on your desktop)
- When you see your file, simply drag the file from this window to the first window you opened in step 2.

Note – do NOT drag your file into any of the folders on the screen. Just drag it onto any blank white space you see on that screen.

- You should now see a message that the file is copying.

4) After transferring your files, please notify Ruth Castillo at rmc@auto-graphics.com that you have sent the files and also provide the following information:

1. Filename(s)
2. Number of records submitted

If you need assistance with the FTP procedure, please contact the Auto-Graphics helpdesk toll-free at 800-852-8686.

Thank you.

Gail Hurley, Statewide Library Catalog Coordinator
860-704-2222 or toll free in CT 888-256-1222
ghurley@cslib.org