

HF Group FTP How To

URLs

Indiana and Book Partners: <http://ftpin.hfgroup.com>

Login



Username

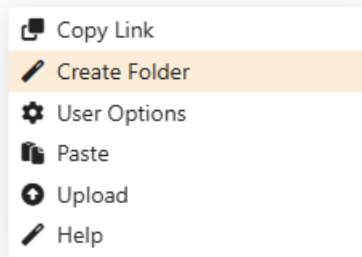
Password

☐ Remember me

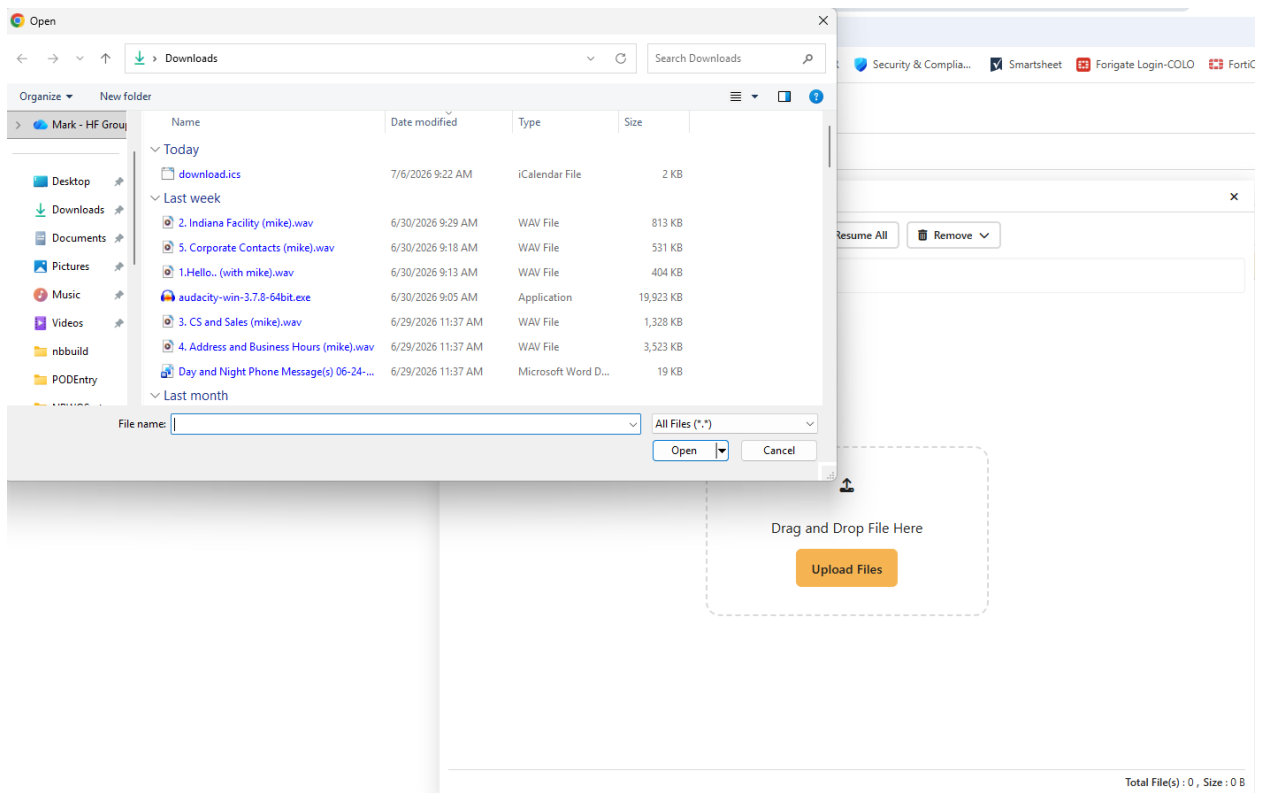
[Forgot your password?](#)

1. Enter the username and password that you were given.
2. If you are on your work or home computer you can click Remember me.
 - a. Do NOT use Remember me if on a public computer.
3. You can change your password once you login by clicking the User Options button and clicking on Change Password

Upload



1. To upload files first right click in the empty screen
2. Choose Upload
3. Select your files from the popup as seen below
 - a. You can select multiple files by holding down SHIFT on your keyboard as you select
4. Click Open to add the files to your queue



1. Once all of your files are in your queue click the Upload button to upload them
2. Click the X in the upper right of the upload window to close it once all files are uploaded

Download

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Create Folder Download User Options Search Paste Upload Rename Delete Share Add To Basket Show Basket Logout

 Add Files... Drag & drop files and folders here to upload

Filter: Clear Select Show 100 items on page Thumbnail View Tree View

2 Items (2 Files)

☒	Name	Size	Modified	Keywords
☒	 Amazon.pdf	56.3 KB	10/31/17	
☒	 cmod_{90D8645E-0000-C912-BA3A-AF8BD9DFAA37}.pdf	169.3 KB	10/31/17	

(Total file size in list 225.6 KB)

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1. To download multiple files:
 - a. To download multiple files choose the files you want to download by clicking the checkbox next to them
 - b. Click the download button
 - c. This will download all files as a ZIP file to your default download location
2. To download files individually:
 - a. Right click the file you want to download and choose Download
 - b. This will download each file to your default download location