

Tutorial

Objective: Setting up your FTP (File Transfer Protocol) to Upload Word Template Documents.

Step 1: Open **Microsoft Word**.

- a. Click **File**.
- b. Click **Save As...** ([Fig. A](#))

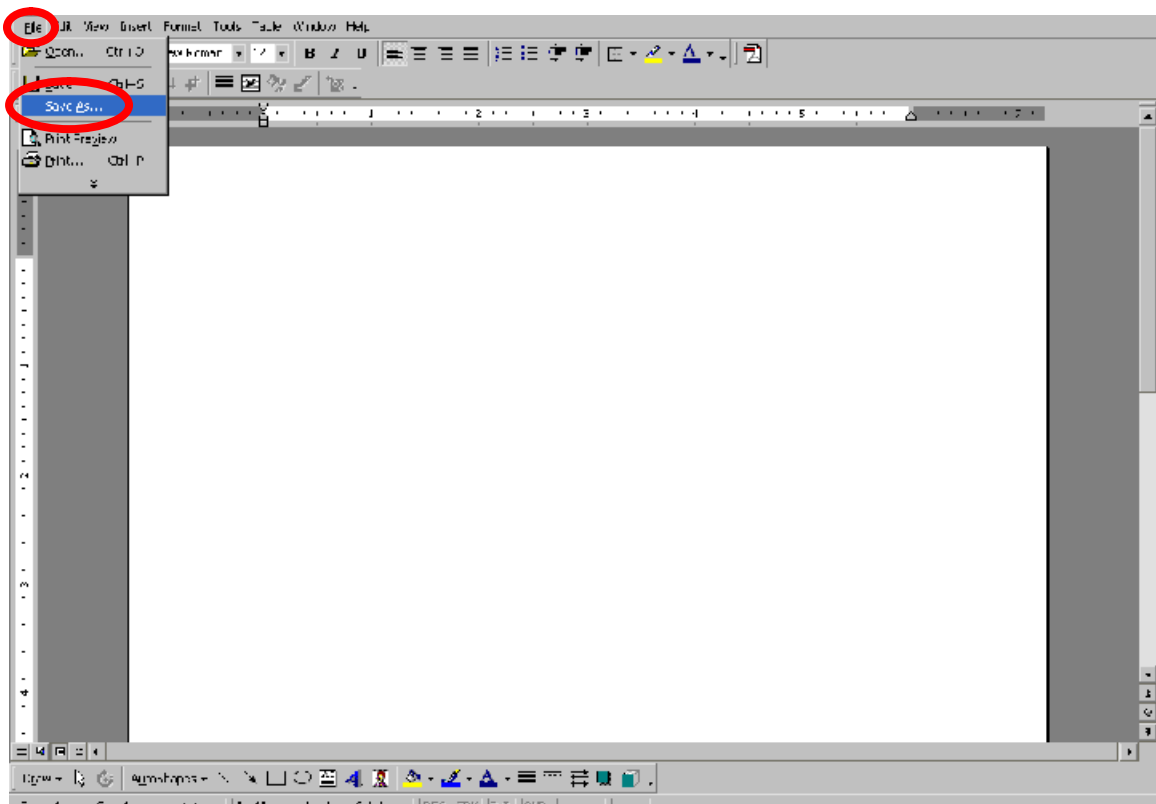


Fig. A

Tutorial

- Step 2:** The **Save As** popup appears.
- Click to access the **Dropdown** list.
 - Click **Add/Modify FTP Locations**. (Fig.B)

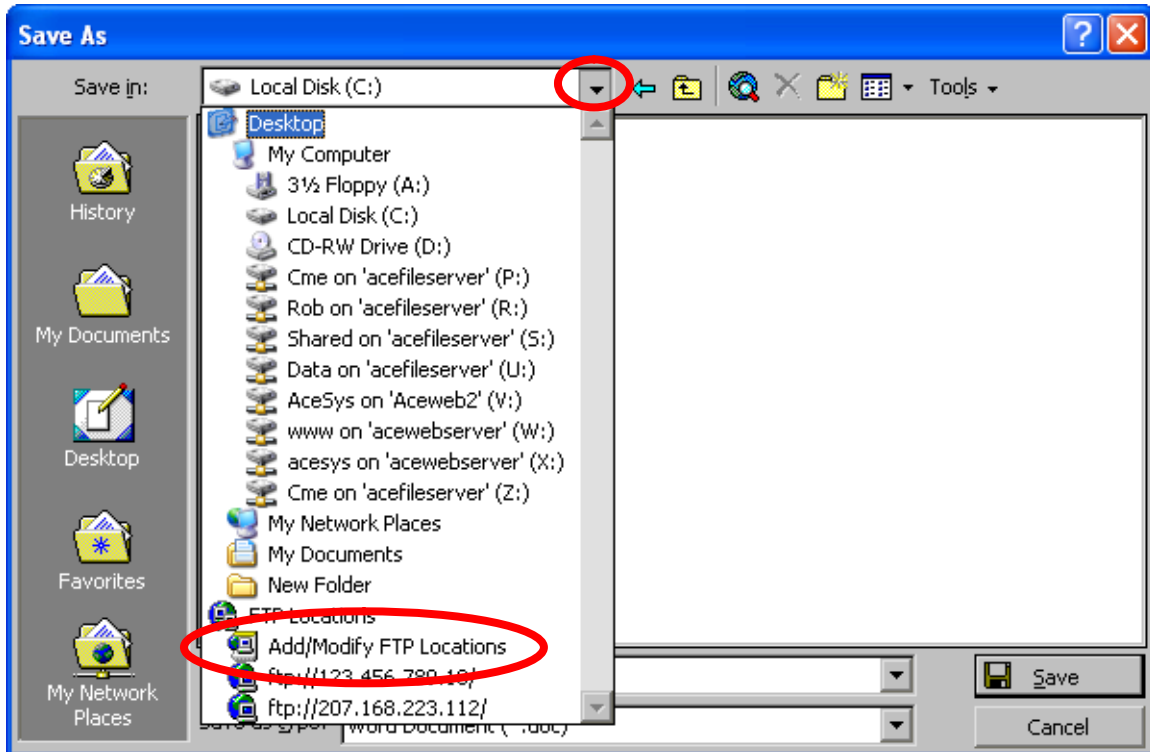


Fig. B

Tutorial

Step 3: The **Add/Modify FTP Locations** popup appears.

- Type in the **FTP site ftp://cmetracker.net**
- Click to Log on as: **User**.
- Type in your **FTP User Name** and **FTP Password**.
- Click **Add**.
- Click **OK**. (Fig.C)

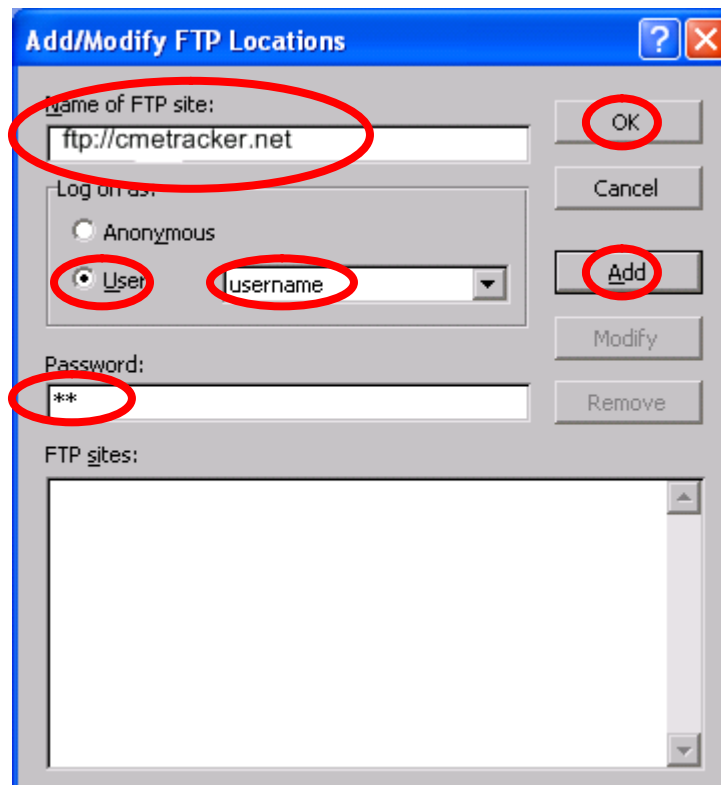


Fig. C

Result: Your FTP account is setup and ready to use for transferring Word Template Documents.

Note: If you haven't been provided with an FTP account, please contact CME Tracker Support and we will provide one for you. By email, support@CMETRACKER.com. By Phone, 214-943-4942