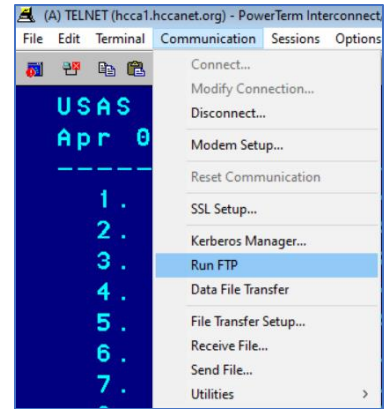


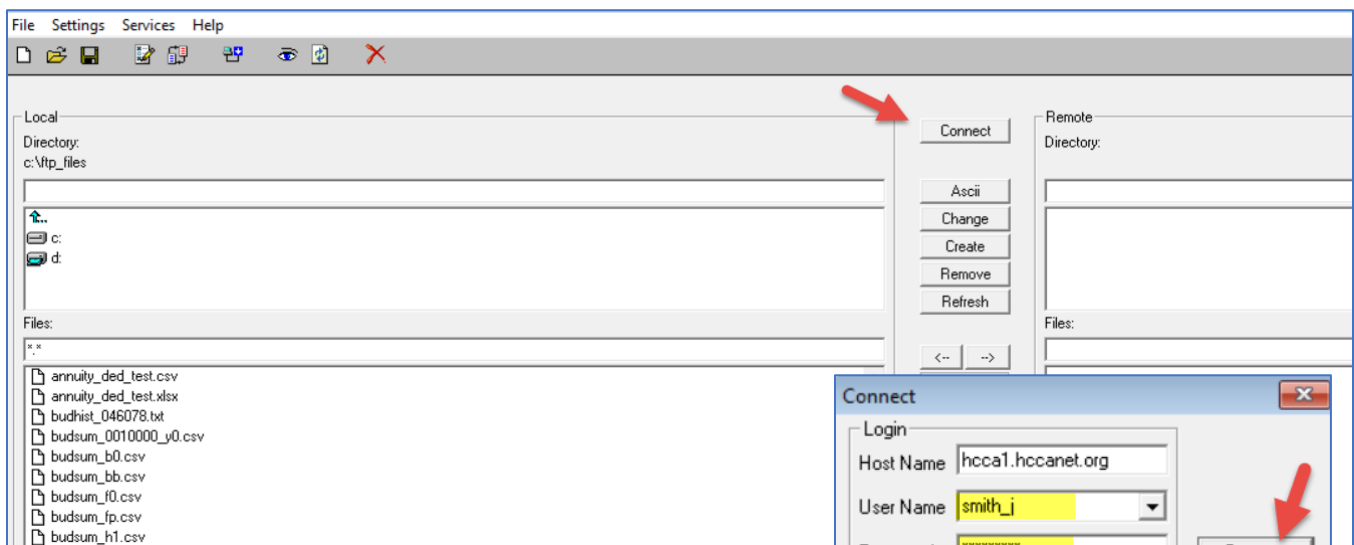


Transferring Files to Classic


In PowerTerm, select **Communication** from the toolbar at the top of the screen. Click **Run FTP** (File Transfer Protocol).



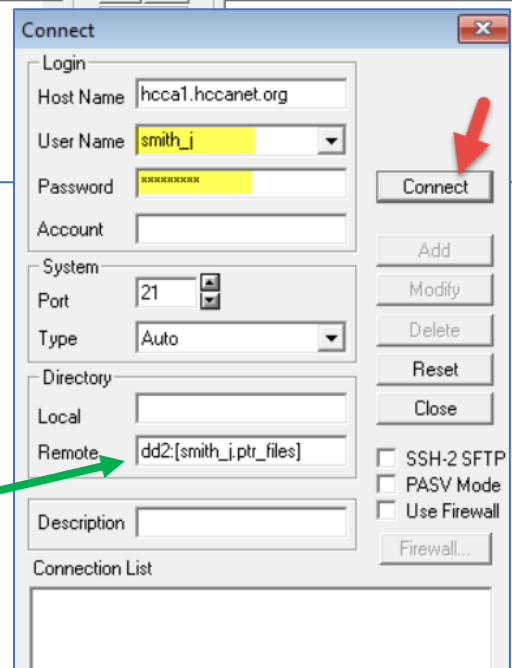
In the next popup, click **Connect**.



The fields in the next popup should be filled in as in this example. Enter your USAS username and password.

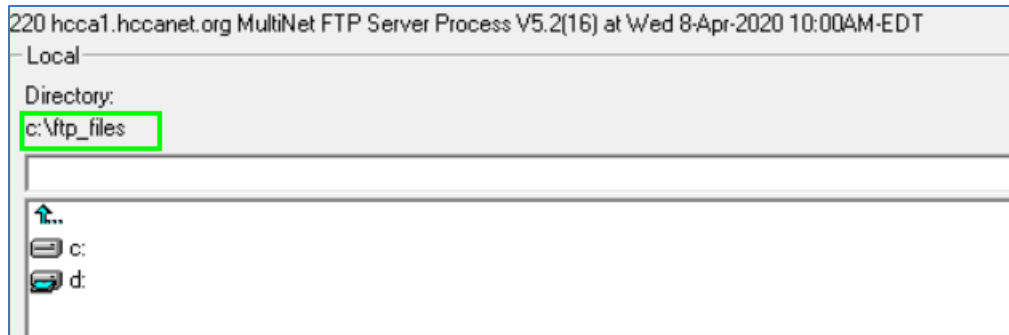
The Remote field will also contain your username. The prefix will be **dd1:** for usernames in the first half of the alphabet, and will be **dd2:** for the second half. 

Click **Connect**.

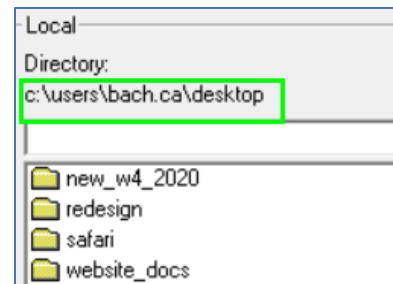


You will see the files currently listed in your PTR displayed in the Files box at the lower right on the screen.

In the upper left of the screen, locate the directory where your import file is saved.



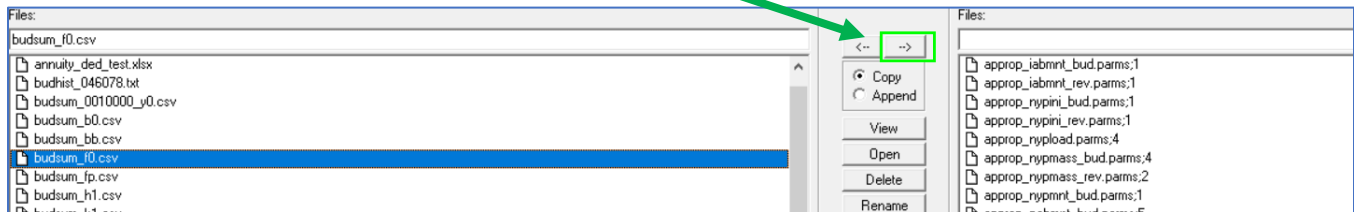
If you saved your file on your desktop, the directory path may look like this:



Files on your computer will be listed in the Files box at the lower left of your screen.

Note: Files transferred to Classic must be in CSV format and contain required headings.

Select your import file and click the right arrow in the center of the screen.



The file will copy over to the list of Files on the lower right.

Click the **X** in the upper right of the FTP screen to close. If you regularly export files to Edge or Create-a-Check out of your PTR, answer **No** to saving changes.

Or, click **Yes** to save changes before closing. All connection settings except your password will then be saved, as well as the location of your import files. In the future, if you always save your import files to the same folder or location (desktop, for example), that location will also be saved in the Local Directory box.

