

To create an FTP upload site with Cyberduck

Go to <http://cyberduck.ch/>

On the right side of the web page, click on the version you want to download. I used the Mac version. It will download a zip file.

Open the zip file. I then dragged the Cyberduck icon to the applications folder.

Open the Cyberduck program.

Click “open connection” at the top left of the page.

Enter the Hostname in the “server” space and then the username, password and path from the form received at the KPA convention... or otherwise.

The FTP site will be ready. To make life easier, go to the Bookmarks tab and make a new bookmark file for this, otherwise you have to reenter the info each time.

To submit the pages, drag and drop the PDF files onto the page and they will upload.