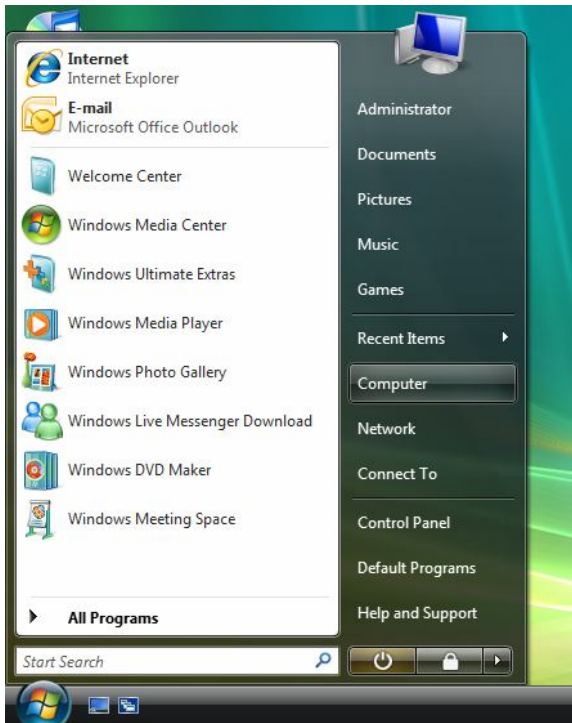
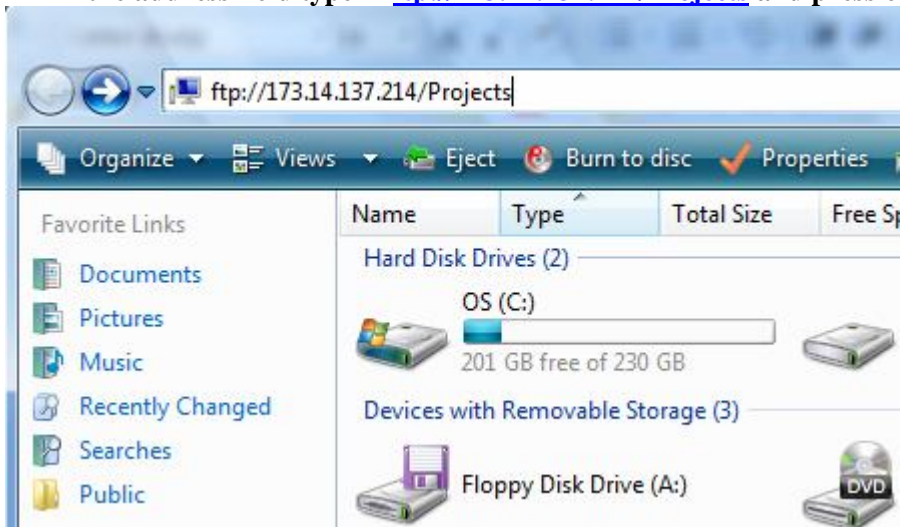


## How to Send Your Video to WHC-TV (for Windows Vista users)

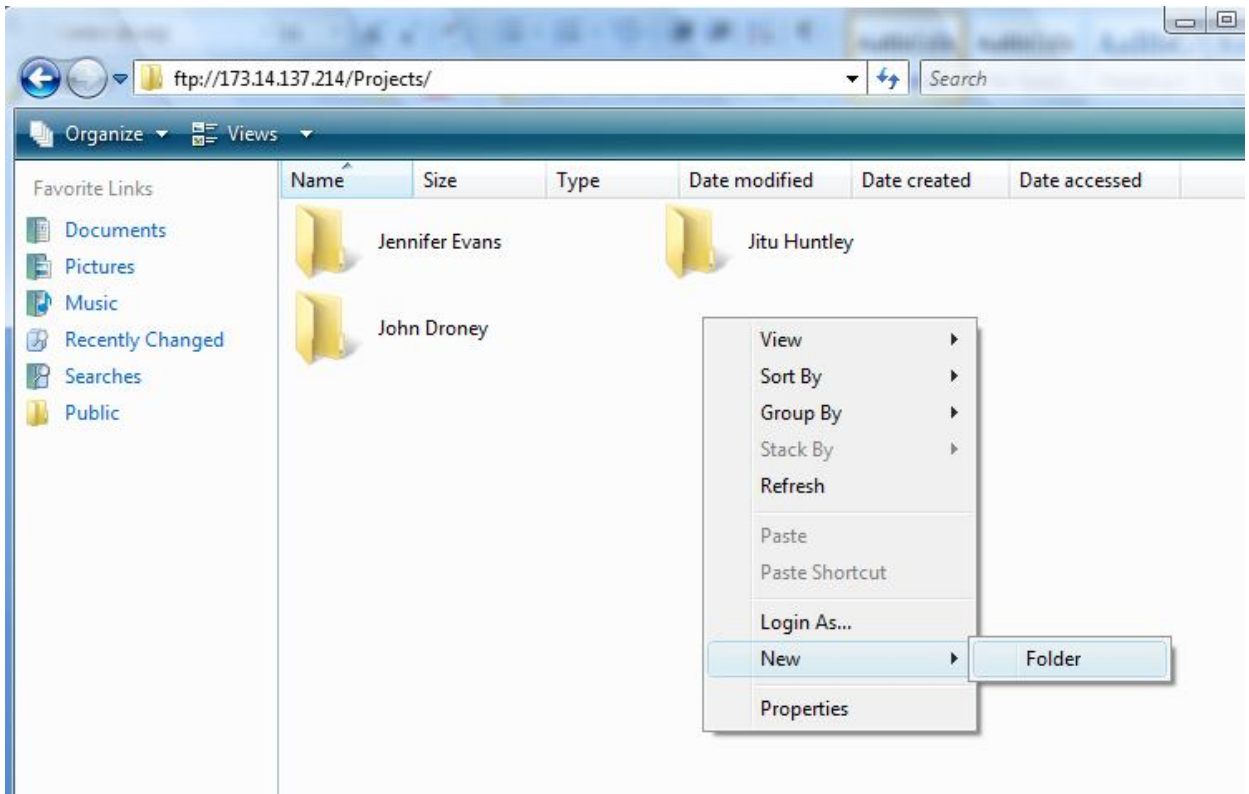
- Left click on the Start button and left click “Computer”



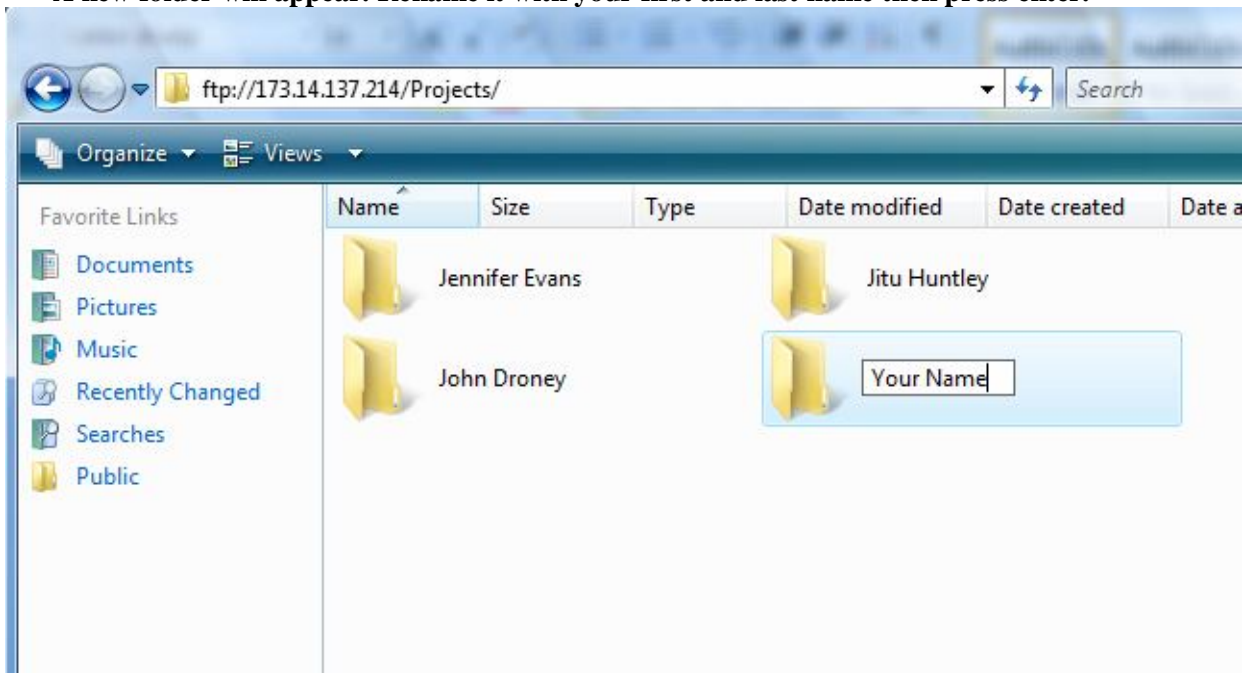
- In the address field type in <ftp://173.14.137.214/Projects> and press enter.



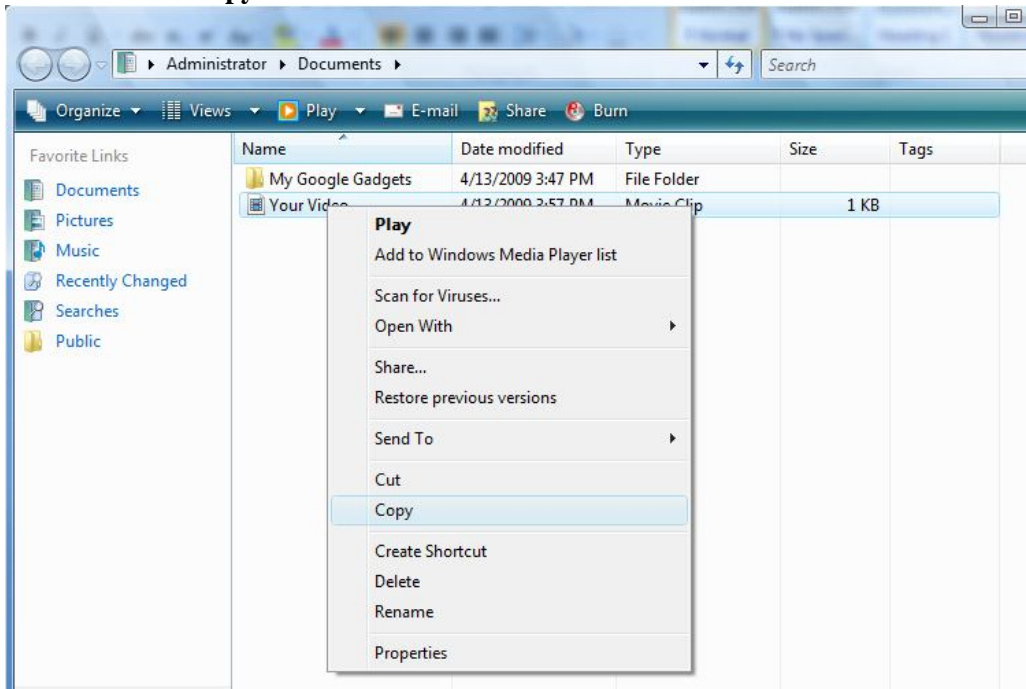
- Please be patient, it may take a few moments for the window to finish loading. Once the window has finished loading, right click in the white area, highlight new and left click “Folder”



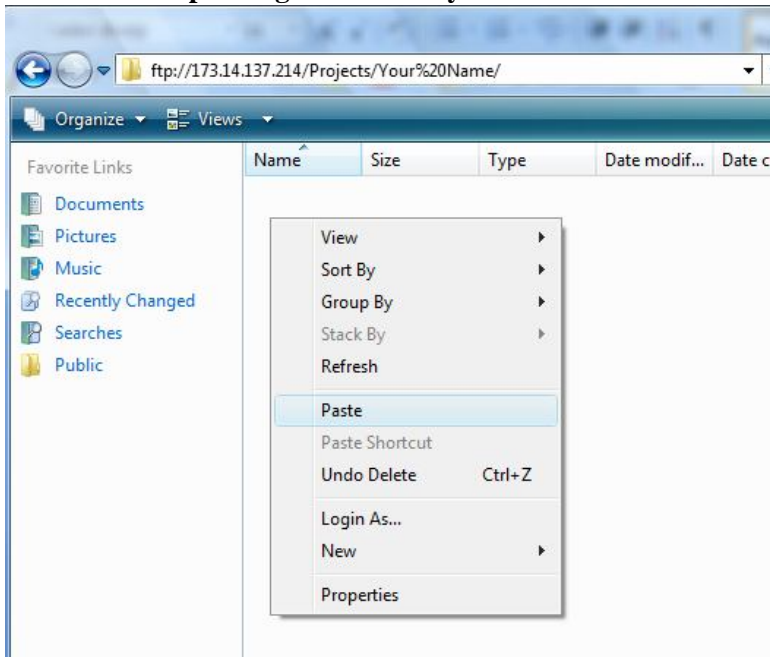
- A new folder will appear. Rename it with your first and last name then press enter.



- **Locate the video file you would like to upload on your computer, right click it once and select “copy”**



- **Go back to the folder you just created and right click in the white area and select “paste” (This will now upload your video to our server. This may take between 5-15 minutes depending on how fast your internet connection is)**



- **Once the video is finished transferring hit the red X in the top corner of the window to sign out.**
- **Your video will be posted on [www.whctv.org](http://www.whctv.org) within 24 hours.**