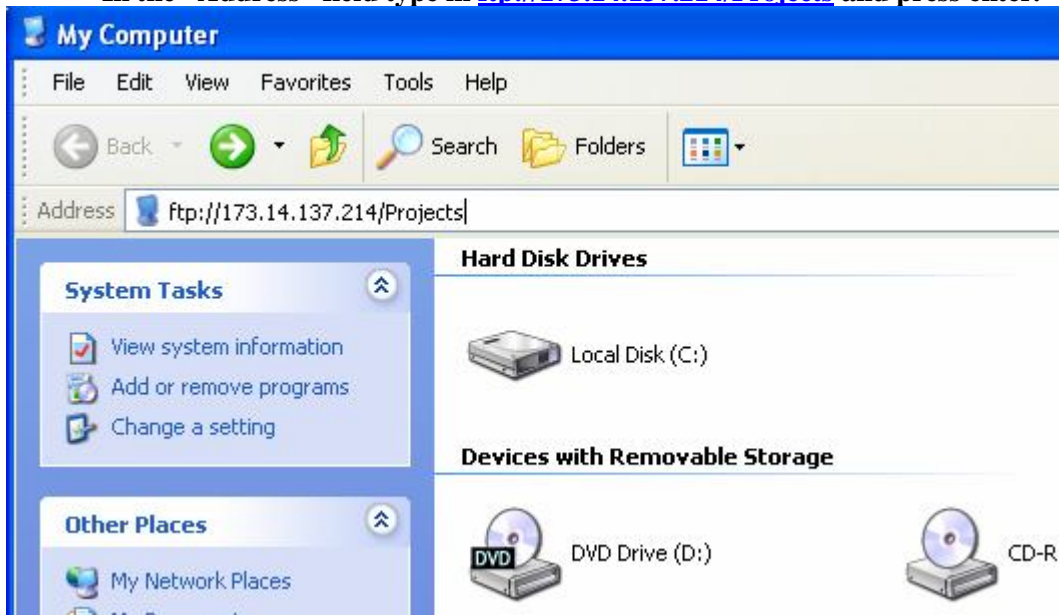


How to Send Your Video to WHC-TV (for Windows XP users)

- Left click on the start menu and left click on “My Computer”



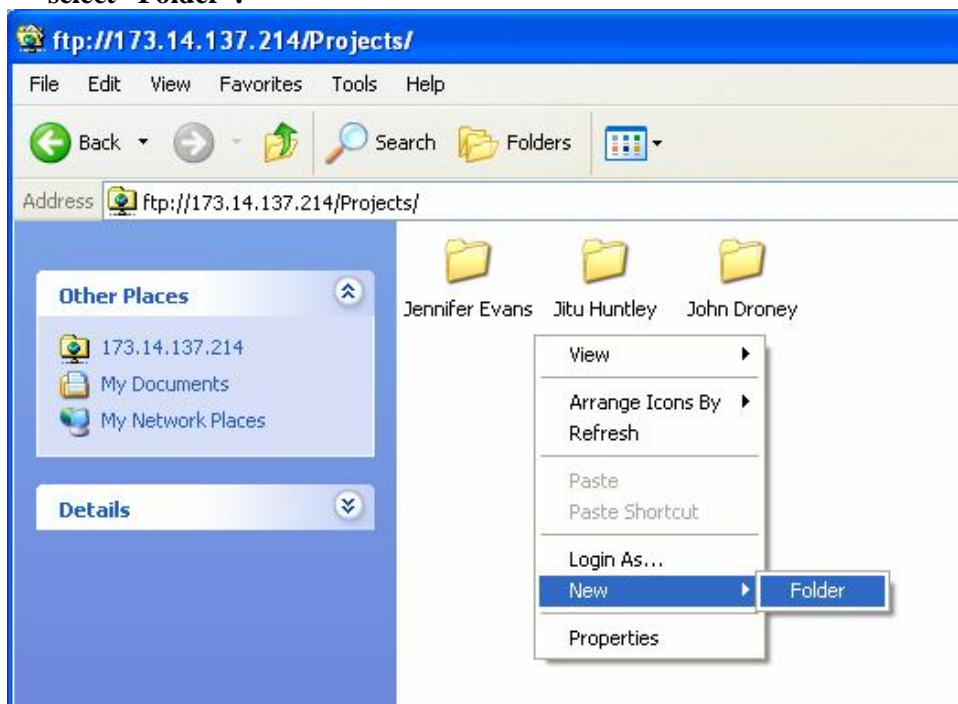
- In the “Address” field type in <ftp://173.14.137.214/Projects> and press enter.



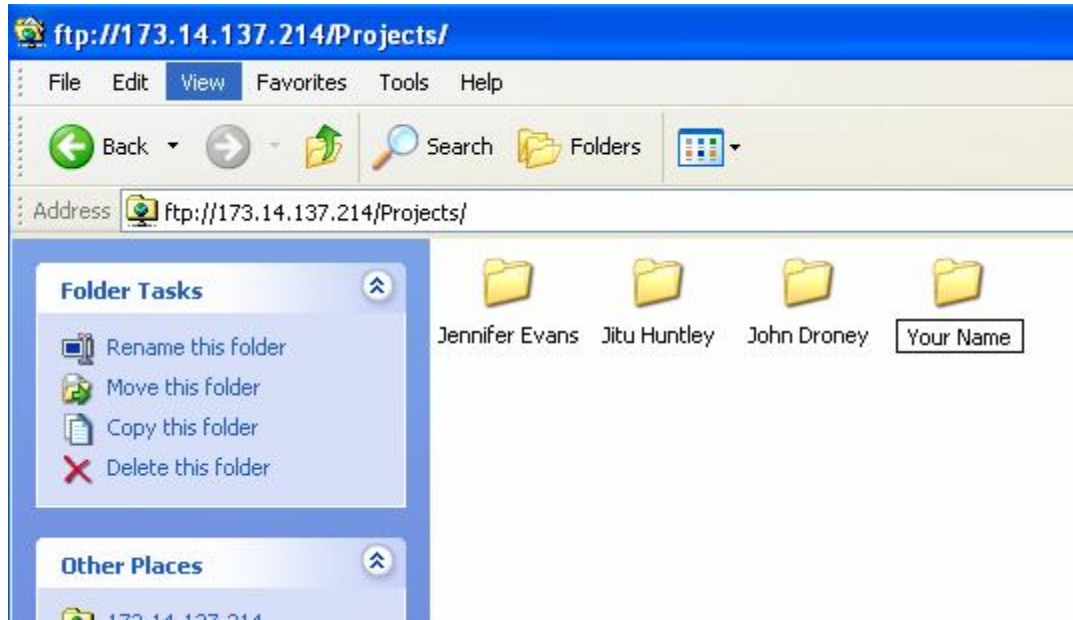
- ***SIDE NOTE*** If you do not see the “Address” right click in the grey area and check the “Address” option.



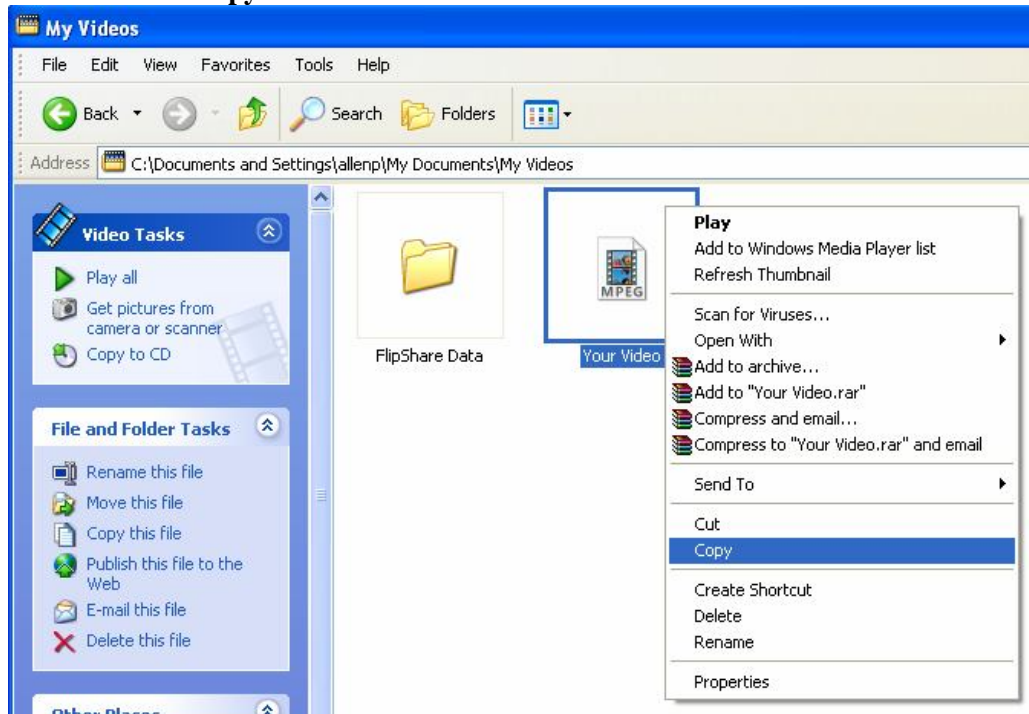
- Please be patient, it may take a few moments for the window to finish loading. Once the window has finished loading, right click in the white area, highlight new, and select “Folder”.



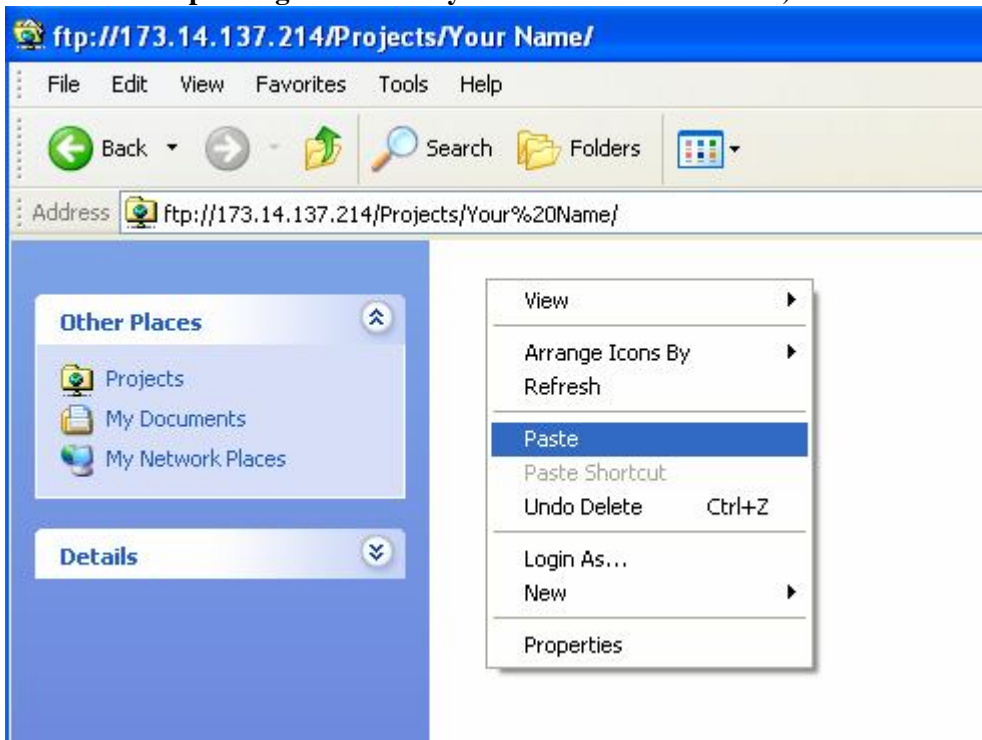
- A new folder will appear and rename it with your first and last name then press enter.



- 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 within 24 hours.