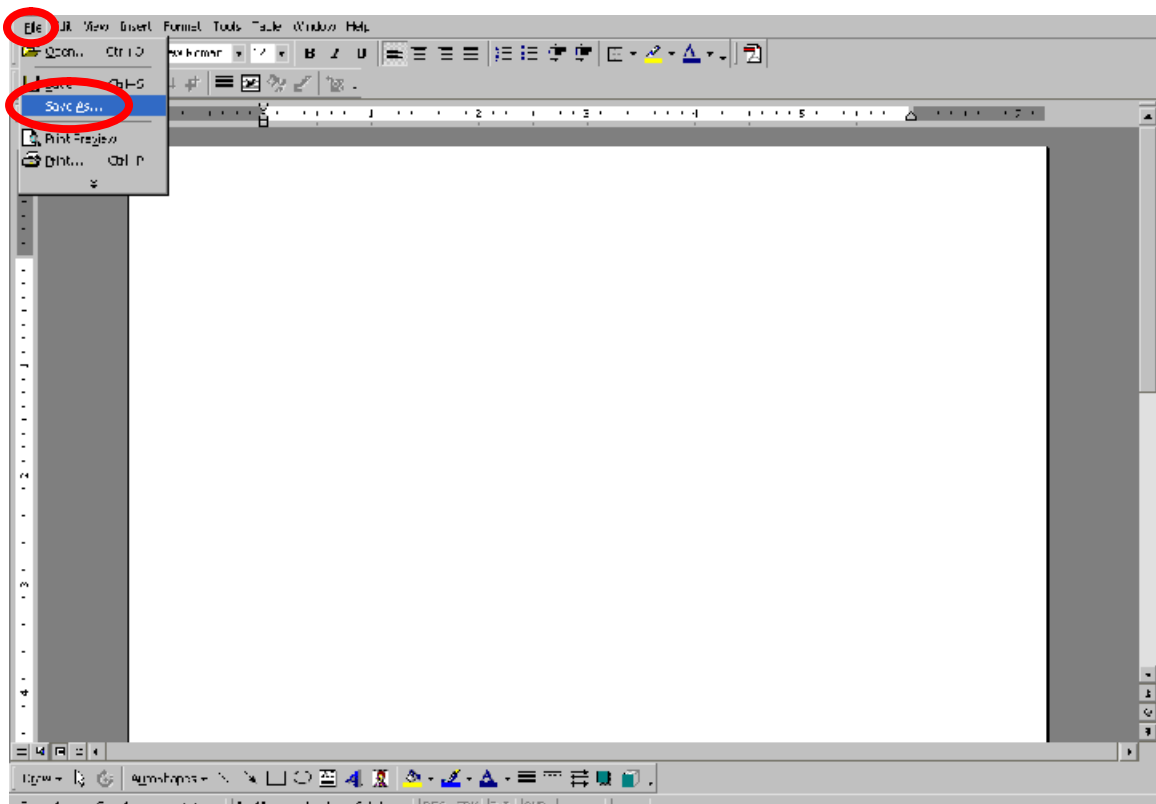


# Tutorial

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

**Step 1:** Open **Microsoft Word**.

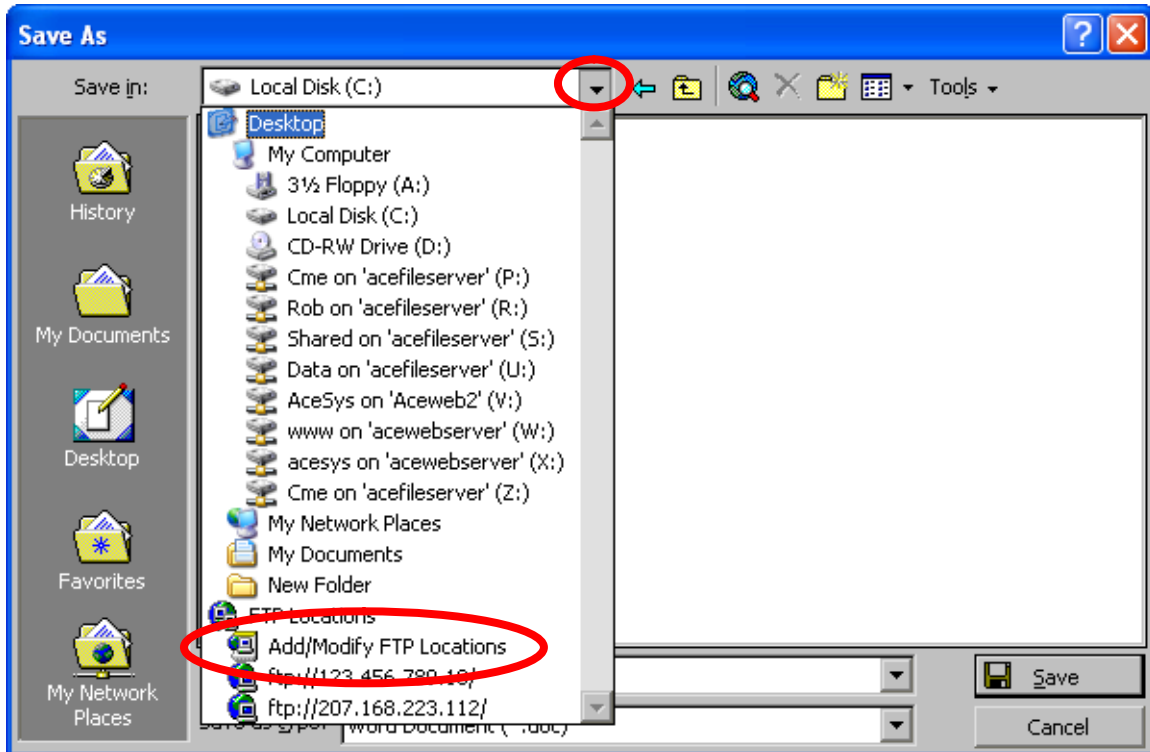
- a. Click **File**.
- b. Click **Save As...** ([Fig. A](#))



**Fig. A**

# Tutorial

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

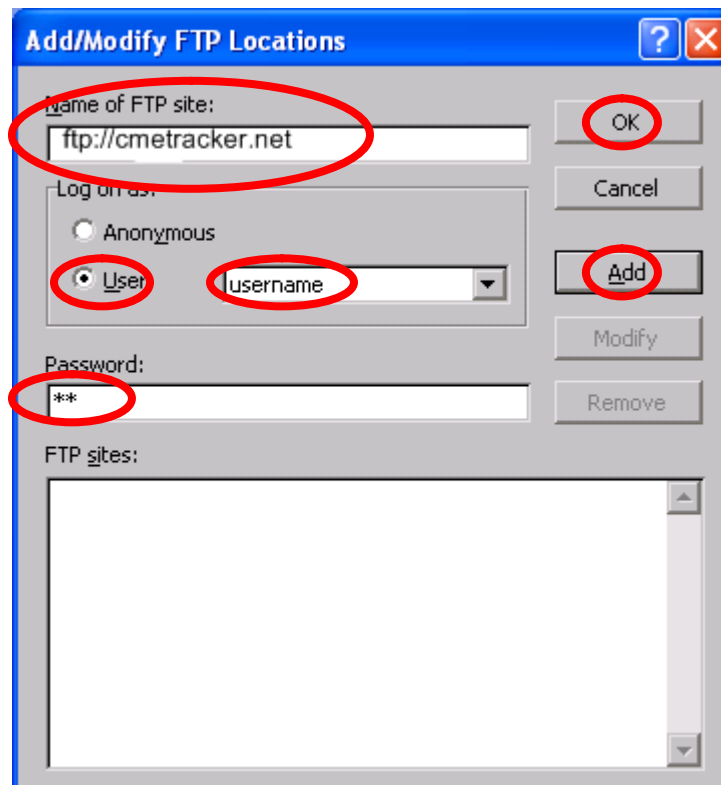


**Fig. B**

## 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](mailto:support@CMETRACKER.com). By Phone, 214-943-4942