Picture & File Upload Guide
Windows 7

Overview: Wisconsin Surplus has several file storage computers for our seller's to use to upload pictures and files to for items they wish to be sold. Uploading is a convenient method which has no limit on number or size of files. This is a guide to help sellers with the upload procedure. Please note this is a general guide, and may not fit everyone. This guide will work best if not printed out; rather follow it on your computer screen.

Step 1: Organize all your pictures and listing files into a folder on your computer (ideally your desktop or somewhere you can access on your local machine) and name it in accordance to the auction you are working on. (June Auction, Spring Auction, Public Works Auction, Etc.) Once all your completed files are located in this folder you are ready to start uploading.

**Step 2:** Access Wisconsin Surplus's File Storage computer using 'Windows Explorer' by doing the following.

2a. Click the Windows/Start button in the lower left corner or push the 'Windows' button on your keyboard.

2b. Select/Click on 'Computer' located on the right side of the menu above the shutdown button. This will open 'Windows Explorer'. Windows explorer is what we will use to connect and transfer your auction files.
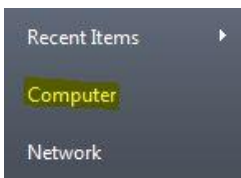
2c. Locate the address bar in Window Explorer; it will likely have 'Computer' in it. The address bar, normally located near the top of the browser window, contains an edit field where you enter the web or URL addresses.
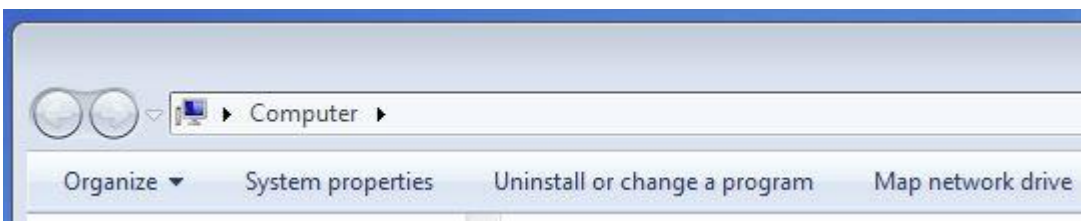
2d. Copy and paste the following FTP address into the address bar replacing 'computer' with the FTP address, finally press the 'enter' key. Now you will be connected to our computer and will see a listing of other seller's folders.

(Trouble Spots: Internet Explorer will not work for this step you must use Windows Explorer. If you printed this guide and have typed the address in and you are getting a user or password error – you have likely mistyped the address. If you simply click the address, it will open Internet Explorer and this will not work)

ftp://surplus+images.wisconsinsurplus.com:surplus@images.wisconsinsurplus.com
>>> If you are asked for a username/password first try to copy and paste the address again; otherwise:
>>>> User: surplus@images.wisconsinsurplus.com
>>>> Pass: surplus

(Or alternatively if the first address does not work)
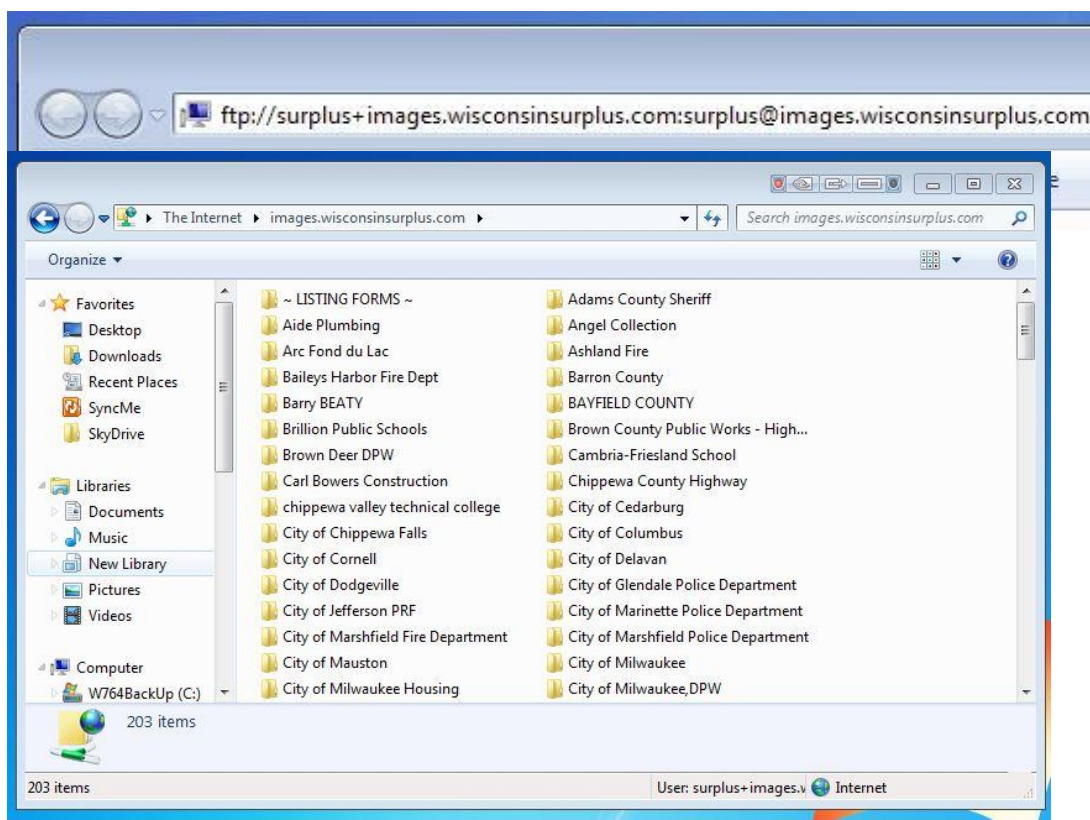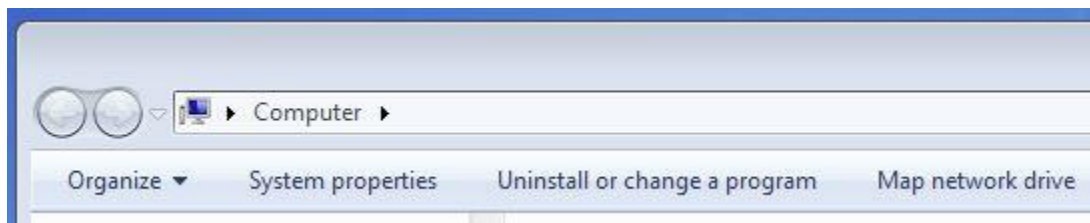>> **ftp://surplus+wisconsinsurplus.com:surplus@images3.wisconsinsurplus.com**
>>> If you are asked for a username/password first try to copy and paste the address again; otherwise:
>>>> User: surplus@wisconsinsurplus.com
>>>> Pass: surplus

Hint: To copy & paste the above FTP address, simply highlight it or select it and press 'ctrl c' (the ctrl button is located on the lower left corner of the keyboard). Now to paste the address into the address bar, simply click in the address bar positioning the cursor where you want the text to start and press 'ctrl v'.
Here is a link to a short video on how to cut & paste: https://www.youtube.com/watch?v=c66pvfilotA

Step 3: Transfer your files.

3a. Make a folder in the Images.WisconsinSurplus.com site/location. To make a folder **right** click in an open/white area in the folder section *(Caution: don't right click on an existing folder)* , this will bring up a small dialog box, select 'New' then 'Folder' then name the folder in accordance with who you are.
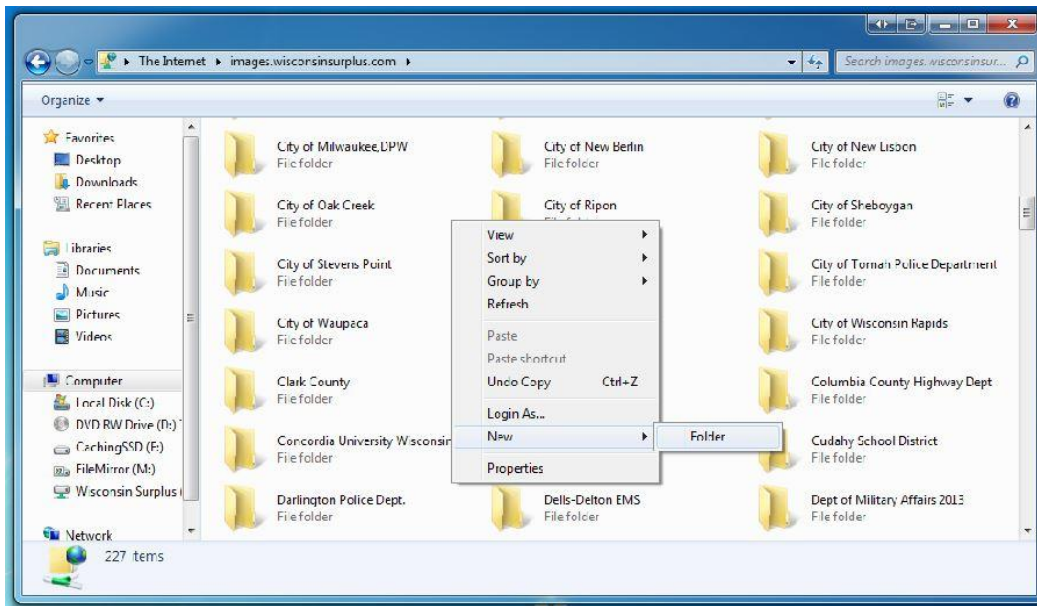

3b. Now that your folder has been created on Images.WisconsinSurplus.com, locate it and double click it to open the folder.   Your folder will/should be empty.
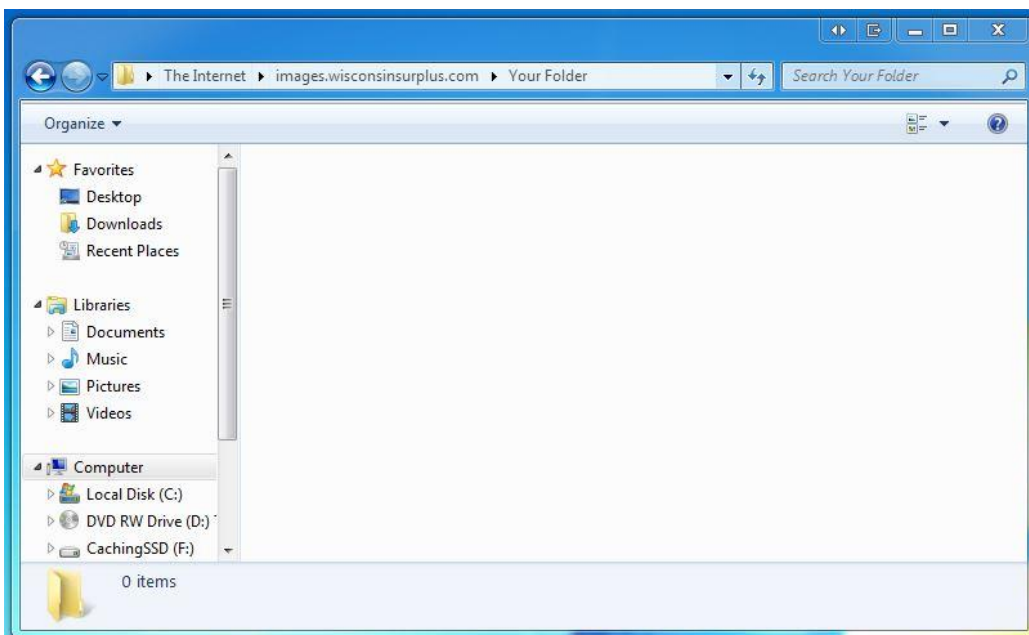
3c. For the next step you will need to reduce the size of the 'Windows Explorer' so it is not in Full Screen like the below picture.
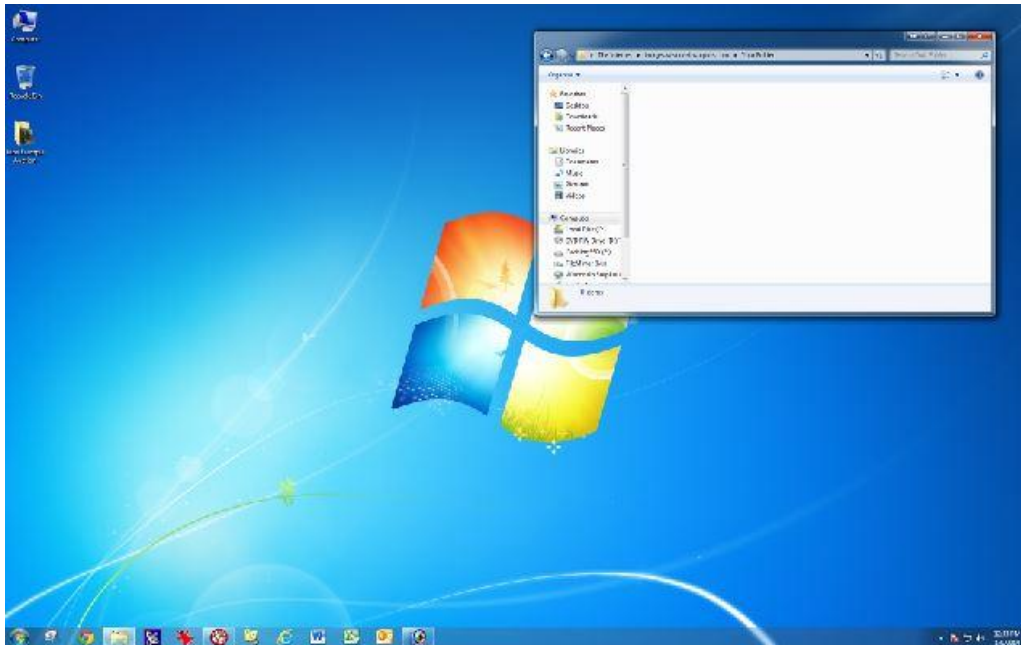
3d. Locate your auction folder on your computer which contains all your auction files *(ideally it is located on the desktop)* and drag and drop it into your folder you created in step 3b on the images.WisconsinSurplus.com site. You should than see a 'Copying' dialog box appear indicating the progress of the upload. *Hint: Here is a link to a short video on how to Drag & Drop:* *https://www.youtube.com/watch?v=TTKpNk3uHos*
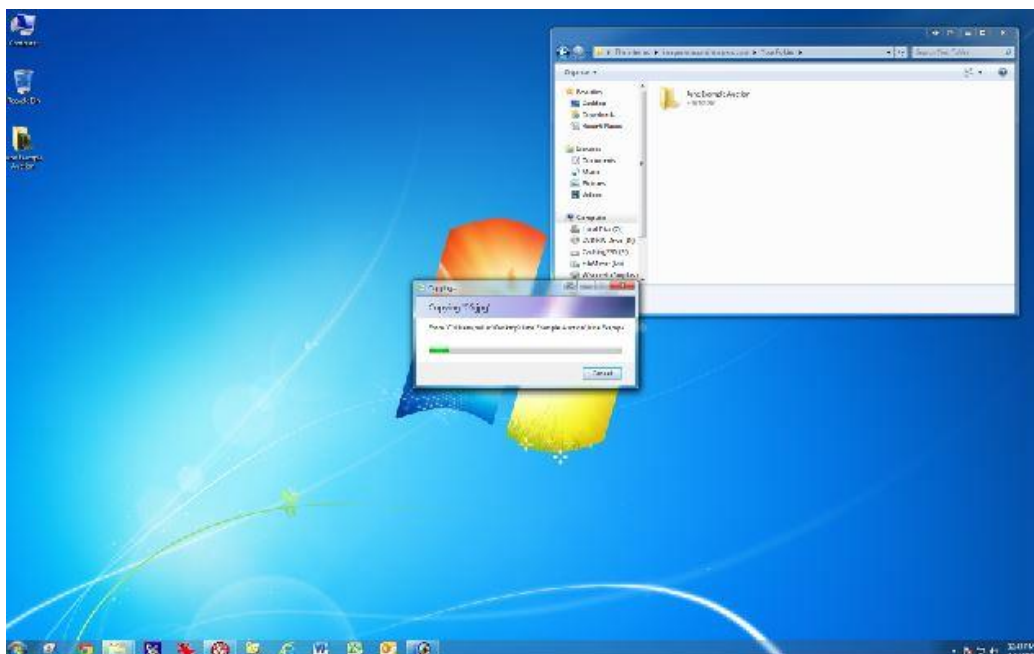
3e. Once the transfer of your auction folder has completed – your auction folder is now accessible by Wisconsin Surplus and you can close 'Windows Explorer'.

Step 4: Notify Wisconsin Surplus

4a. After you have completed your auction folder upload you must notify Wisconsin Surplus by sending an email to bid@WisconsinSurplus.com indicating your files have been uploaded, the name of your folder and any other directions or questions you have. Wisconsin Surplus will reply (generally no later than the next business day) indicating all is well or if any additional information is needed. If for some reason you do not receive an email reply within a day or two, please call 608-437-2001 and ask for Bill, Narda or Matt to verify we received your auction information.

4b. This completes your File/Picture upload.