



Using FTP Access to Bulk Upload Part Images v02.2013

The following are instructions for uploading images to the FTP server to be used on your site. First, please note that there is a naming convention for the images so they are associated with the correct part.

Naming and Image File Information

You have two options for assigning images to parts:

Part-Specific Images

Within the option to add part-specific images, there are two ways of doing this:

- 1.) Providing a single image that automatically gets applied for both the thumbnail and large image for a single part

Advantage: *Less work, as you only have to supply one image per part instead of two.*

Disadvantage: *The thumbnail and large image will be the same image.*

- 2.) Providing an individual thumbnail image and large image for each part

Advantage: *If desired, you would be able to supply a different image for the thumbnail and large image for a single part. For example, maybe the thumbnail you want to be an image from the front angle, and the large image you want to be of a different angle.*

Disadvantage: *More work as you have to supply two images for each part (if you want both a thumbnail and large image to display).*

New! Providing a Single Part-Specific Image to be Applied for Both Thumbnail and Large Images

The naming format is **linecode_partnumber.jpg**. These **MUST** be .jpg images. So for example: **ERP_ER3392519.jpg** (Name the image ERP_ER3392519 and then save as .jpg file). This would apply the image file as both the thumbnail and large image to the part ERP ER3392519.

- With this option, your **images should be 300 x 300 pixels in size or larger**. By uploading an image 300 x 300 or larger, the website can then automatically shrink the

image to apply it for both the large and thumbnail images. Uploading much smaller images may result in a “soft” image of low quality when resized and is not recommended.

Providing Individual Part-Specific Images for Thumbnail and Large Images for a Single Part

The naming format for part-specific images is **linecode_partnumber_big/thumb.jpg**. These **MUST** be .jpg images. So for example: **ERP_ER3392519_big.jpg** (Name the image ERP_ER3392519_big and then save as .jpg file). This would apply the image file as the large/big image to the part ERP ER3392519.

• ***With this option, you will need to upload a separate version of the image for the big and the thumbnail image. You cannot upload one image and it will show for both big and thumbnail.***

• Please stick as close as possible to the size suggestions below for the best image resolution on your website:

Thumbnail: 150 x 150

Big: 300 x 300

Line-Specific Images

The naming format for line-specific images is **linecode_big/thumb.jpg**. These **MUST** be .jpg images. So for example: **FRA_thumb.jpg** (Name the image FRA_thumb and then save as .jpg file). This would apply the image file as the thumbnail image to all parts belonging to line code FRA.

• ***With this option, you will need to upload a separate version of the image for the big and the thumbnail image. You cannot upload one image and it will show for both big and thumbnail.***

• Please stick as close as possible to the size suggestions below for the best image resolution on your website:

Thumbnail: 150 x 150

Big: 300 x 300

Downloading and Using the FTP Client

1.) Download the free software called Core FTP LE 2.1 that allows you to transfer files from your computer onto the FTP server. Here are the instructions for doing so:

a.) Click on the following link: <http://coreftp.com/download.html>

- b.) Under Core FTP LE 2.1: Free Version, click the link www.coreftp.com
 - c.) Click "Run"
 - d.) Once the software downloads, follow the Installation Wizard instructions to complete setup.
- 2.) After downloading the software and opening it, the Site Manager box may automatically popup. If not, go to File, then Connect.

- a.) Fill in the following information:

Site_Name: *[Any name user wants to give FTP connection]*
Host / IP / URL: *[Fill in IP Address supplied by our technical team]*
Username: *[Fill in username supplied by technical team]*
Password: *[Fill in password supplied by technical team]*

- b.) Click the Connect button.
- c.) On the left you should see the files on your computer (local browser). On the left will be the FTP files (remote browser). **Note:** This may be blank if you have not yet put any files onto the FTP.
- d.) Simply drag and drop images from the left window (your computer/local browser) into the right window (FTP/remote browser). You should see some information at the bottom of the screen as the file transfers.
- e.) When finished, go to File, then Exit.

- 4.) Now once you've done all the images that you would like to put on the FTP, please go to *[direct FTP link supplied by technical team]*

- a.) You may be prompted for your username/password again.
- b.) You should see your images listed in the FTP server here. (It may take some time before they appear. If they do not appear immediately, wait 5-10 minutes and check again.)

- 5.) Now it's always good to check your website and make sure the images are showing up for the parts. If you have any questions/issues, please log a support case in the Web Link Support Portal or send an email to websupport@weblinkcorp.com.