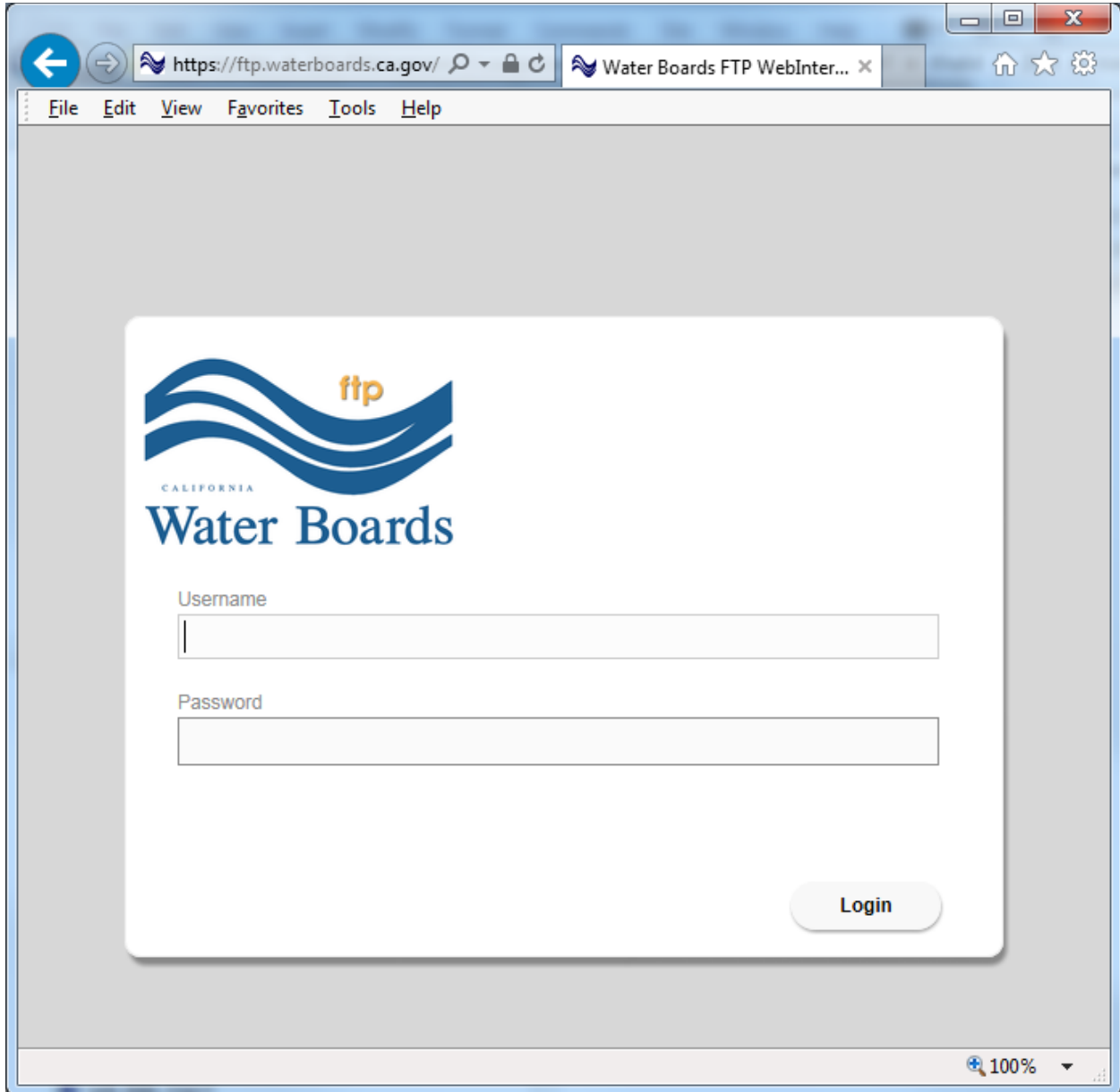


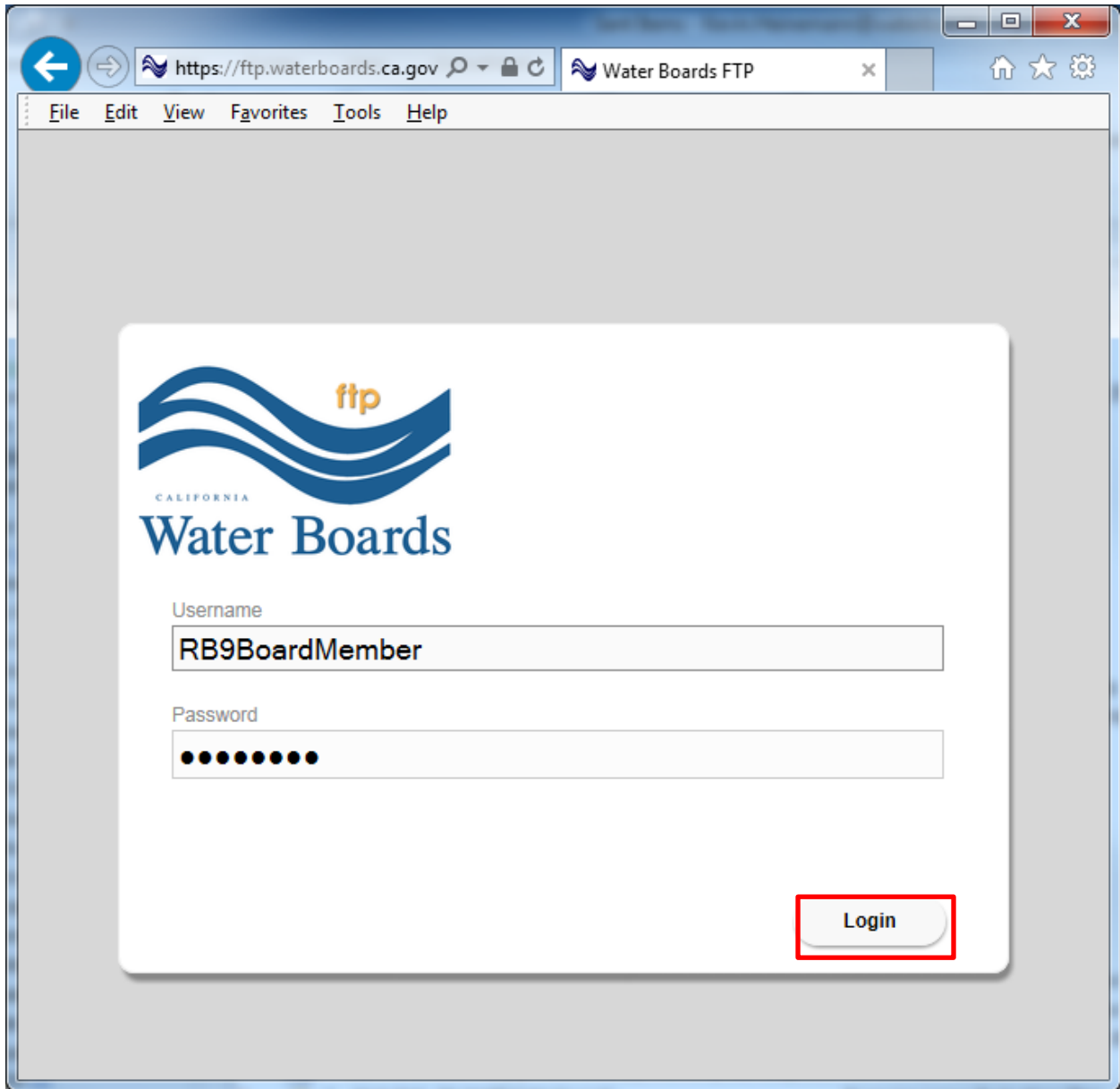
Water Boards FTP

How to download a file

1. Using a web browser go to the Water Boards FTP site:
<https://ftp.waterboards.ca.gov/WebInterface/login.html>



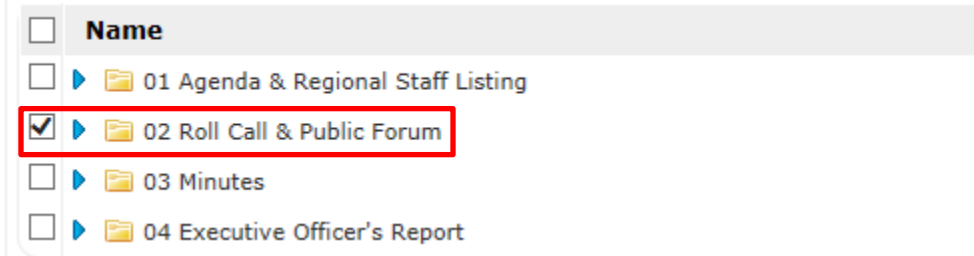
2. Login with the credentials provided to you by the Water Boards staff



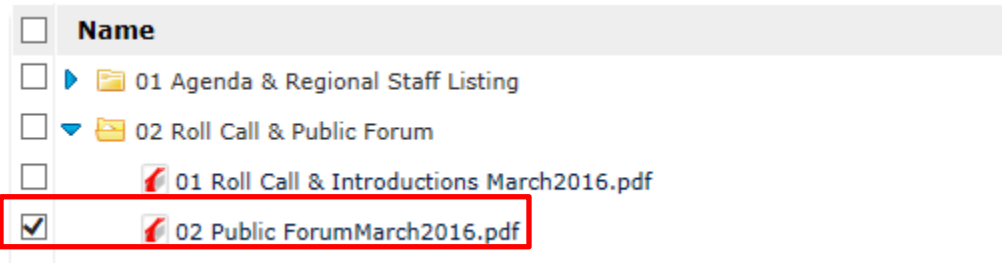
3. Select the files you would like to download by clicking the checkbox next to the file or folder.

You can click the blue arrow to expand folders to view the files. You can select individual files, whole folders or everything available. See below for examples.

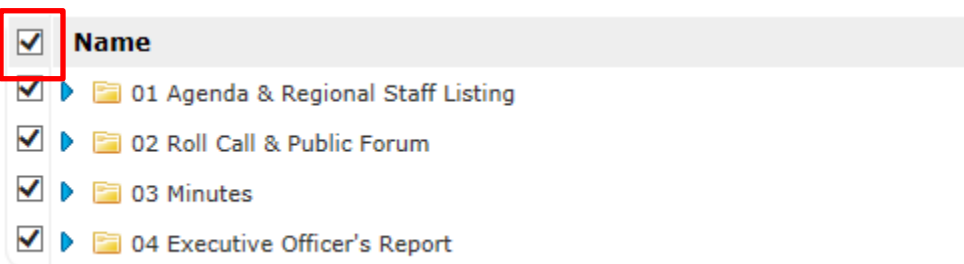
Example 1: All files in the selected folder



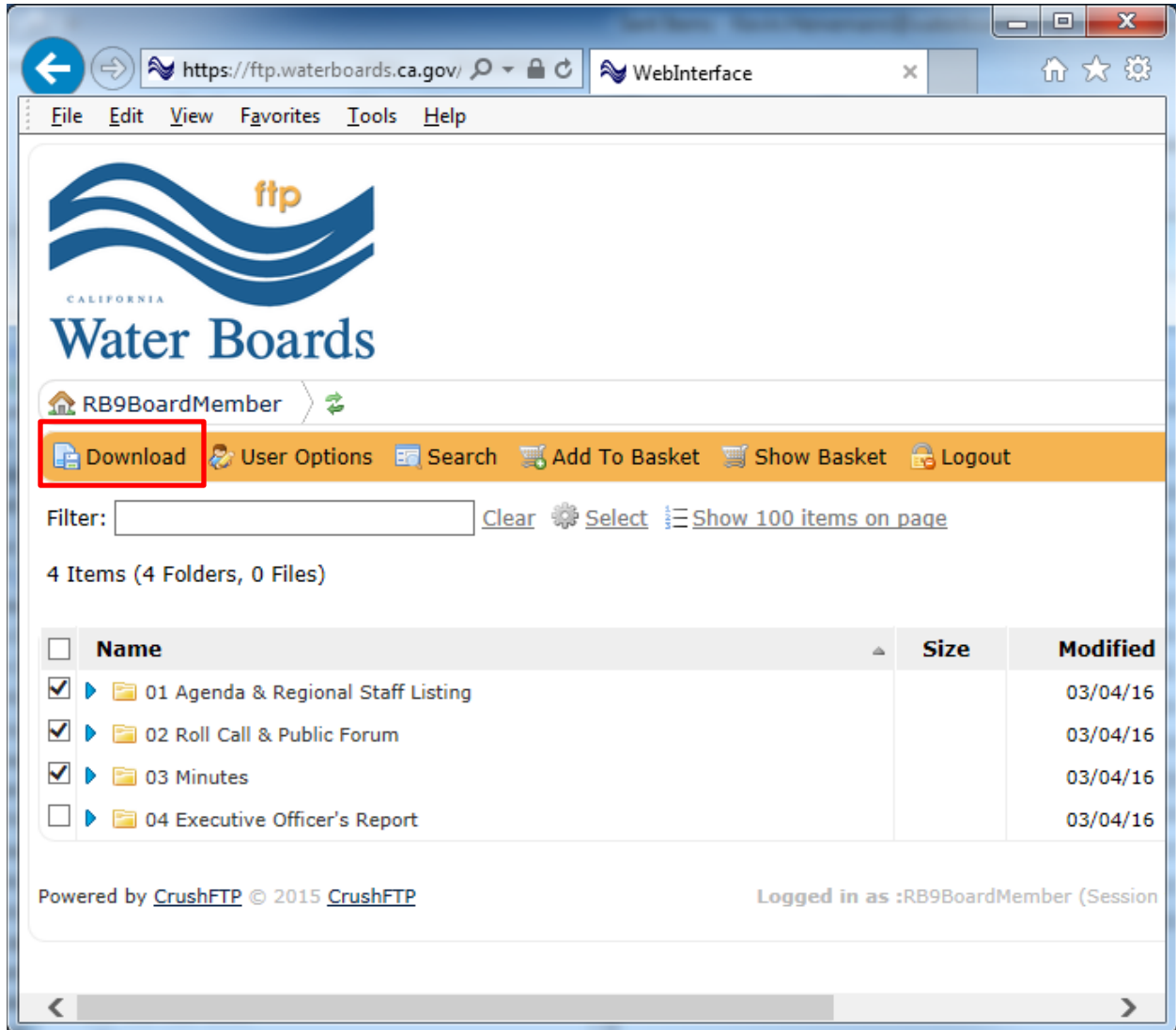
Example 2: Individual file selected



Example 3: By selecting the box at the top all files and folders are selected



4. After you have selected the files/folders you want, click the **Download** button.



5. A pop up window will ask if you want to save or open the files. Click **Save** and the file will be saved to your computer (the default location for Windows computers is the Downloads folder).

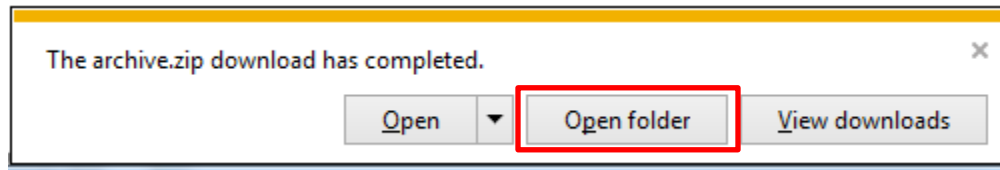
Note: When multiple files and folders are selected, the FTP server compresses all the files/folders into a single zip file named archive.zip.

The screenshot shows a web browser window with the URL <https://ftp.waterboards.ca.gov/>. The page displays the California Water Boards logo and a navigation menu. A black notification box with a green checkmark states: "Download has started. Please select location to save your file (s) to proceed". Below this, a user is logged in as "RB9BoardMember". A navigation bar includes "Download", "User Options", "Search", "Add To Basket", "Show Basket", and "Logout". A filter input field is empty, and the page shows "4 Items (4 Folders, 0 Files)".

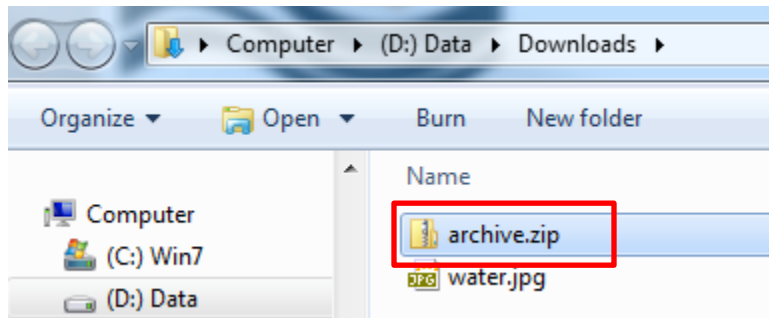
<input type="checkbox"/>	Name	Size	Modified
<input type="checkbox"/>	▶ 01 Agenda & Regional Staff Listing		03/04/16
<input type="checkbox"/>	▶ 02 Roll Call & Public Forum		03/04/16
<input type="checkbox"/>	▶ 03 Minutes		03/04/16
<input type="checkbox"/>	▶ 04 Executive Officer's Report		03/04/16

A pop-up dialog box is overlaid on the bottom of the page, asking: "Do you want to open or save archive.zip from ftp.waterboards.ca.gov?". The "Save" button is highlighted with a red rectangle.

- When the download is completed click the **Open folder** button



- Locate and double click the archive.zip file



- The folders and files that were downloaded are accessible.

