

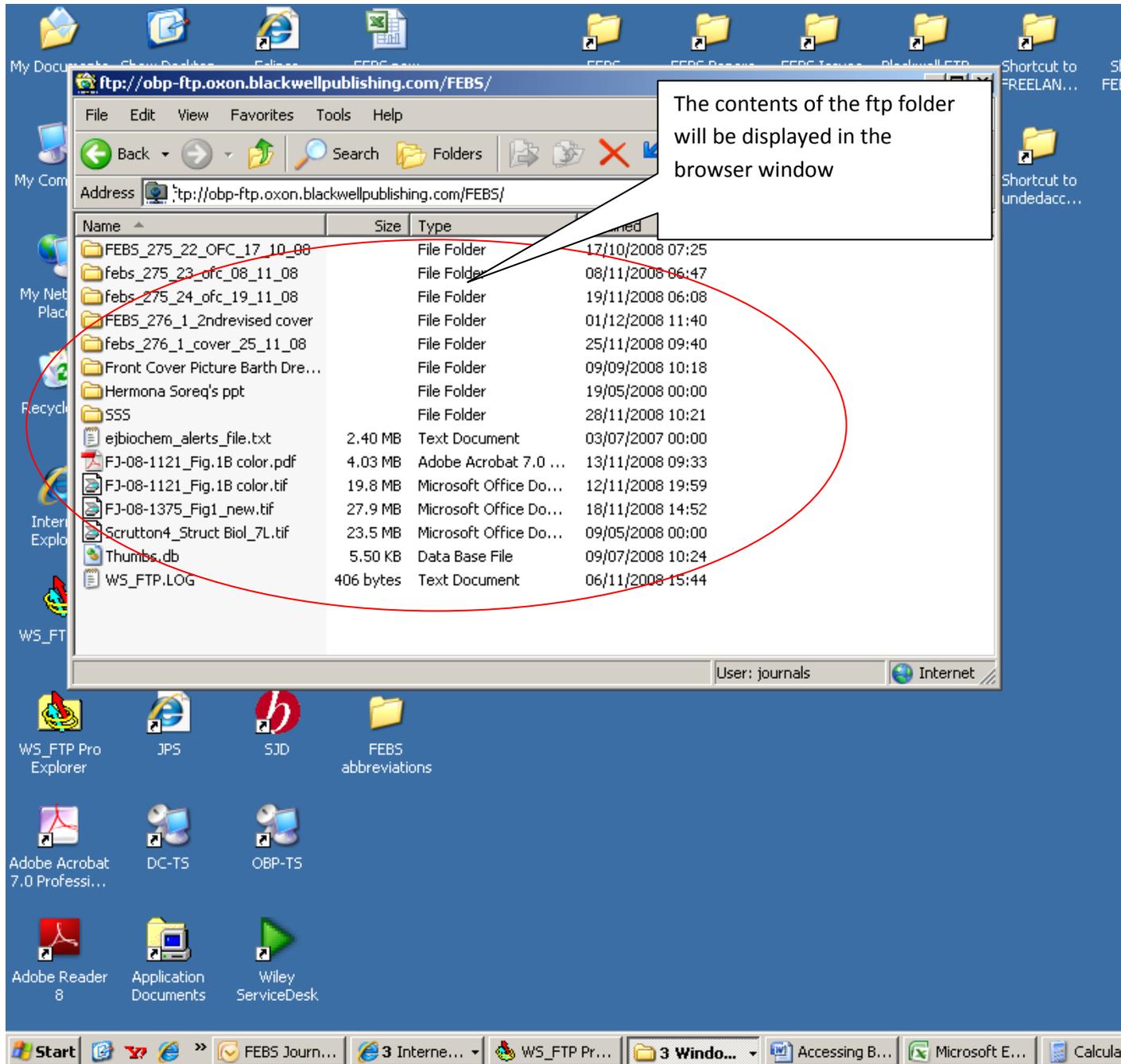
How to access the RMetS ftp folder for uploading files (guidelines for Windows users)

Open a window on your computer. Paste the Wiley-Blackwell/Journals ftp site URL (ftp://journals:circus@obp-ftp.oxon.blackwellpublishing.com/RMetS) into the address bar: (If you don't get an address bar, you need to go to View/Toolbars/Address bar and make sure 'Address bar' is ticked)

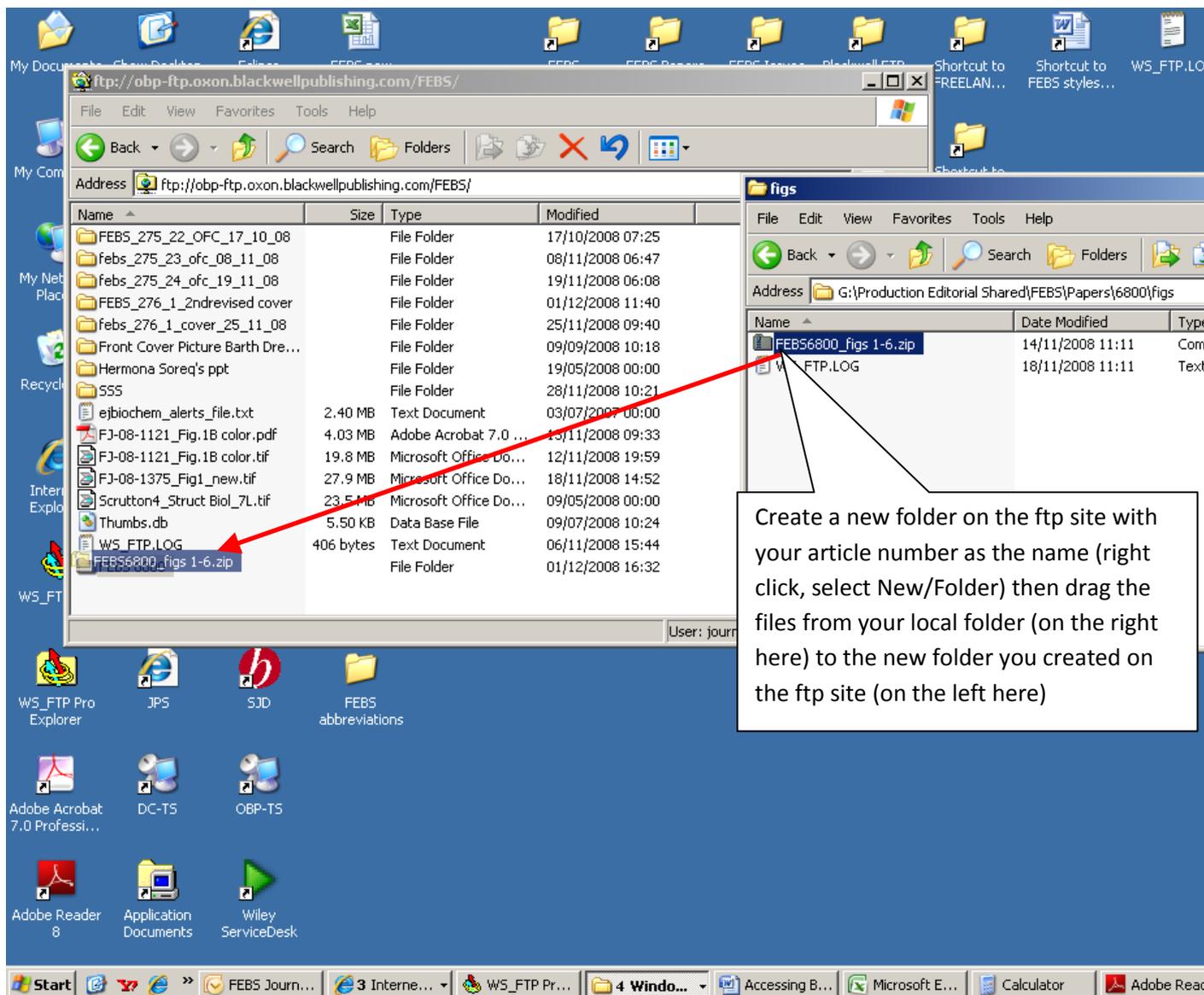
The screenshot shows a Windows XP desktop with a blue background. The taskbar at the bottom contains the Start button and several open applications: Internet Explorer, WS_FTP Pro, and a window titled '3 Windo...'. The Internet Explorer window is the active window, displaying the 'My Computer' page. The address bar contains the URL 'ftp://journals:circus@obp-ftp.oxon.blackwellpublishing.com/RMetS', which is circled in red. A callout box with a white background and black border points to the address bar, containing the text: 'Paste in the ftp URL 'ftp://journals:circus@obp-ftp.oxon.blackwellpublishing.com/RMetS''. The main content area of the browser shows a list of drives and folders, including 'Hard Disk Drives', 'Devices with Removable Storage', and 'Network Drives'. The 'Network Drives' section lists several drives with their names, types, total sizes, and free space.

Name	Type	Total Size	Free Space
Hard Disk Drives			
Local Disk (C:)	Local Disk	37.2 GB	14.0 GB
Devices with Removable Storage			
DVD/CD-RW Drive (D:)	CD Drive		
Network Drives			
Procredit on 'OBP-F53.oxon.blackwell.pri' (G:)	Network Drive	1.81 TB	3.06 GB
troberts on 'obp-nas9.wiley.com\jnlProdroot' (H:)	Network Drive	688 GB	146 GB
Apps on 'Obp-apps1' (L:)	Network Drive	55.6 GB	22.3 GB
Everyone on 'Obp-nas3' (M:)	Network Drive	1.34 TB	220 GB
fulltextinet on 'BPL_fulltext' (O:)	Network Drive	114 GB	21.4 GB
ftp_store on 'obp-fs1' (Z:)	Network Drive	920 GB	59.4 GB
Other			

When you press enter it will connect to the site and take you to the RMets folder. There should be no need to enter passwords, as these are included in the URL. The contents of the RMets folder will be displayed:

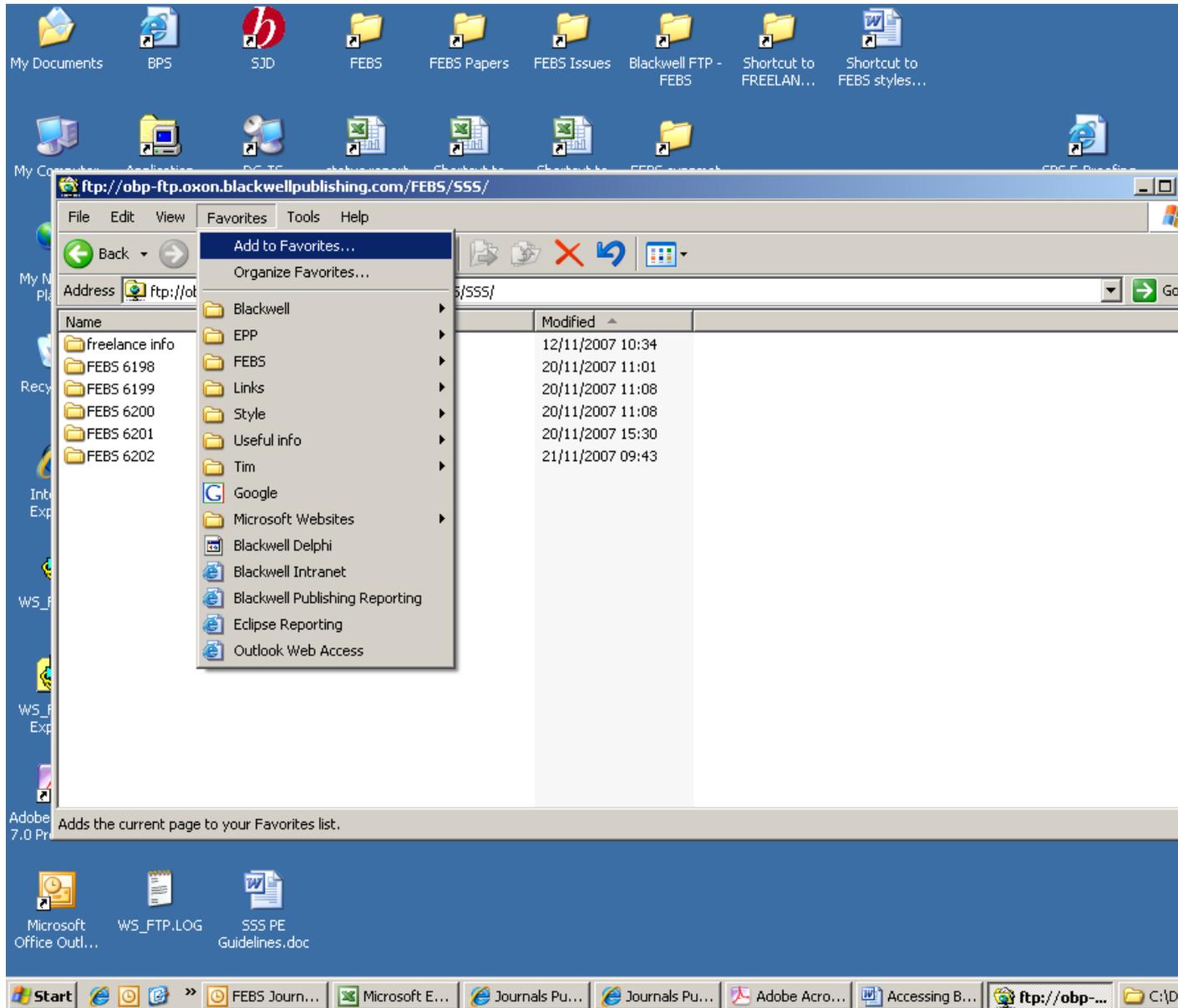


Create a new folder here (right click, then select 'New/Folder'), with your article number as the file name, eg 'QJ 649' or 'ASL 700' etc. You can now drag and drop your figure files from your computer to this new folder (this will copy them from your computer to the ftp site):

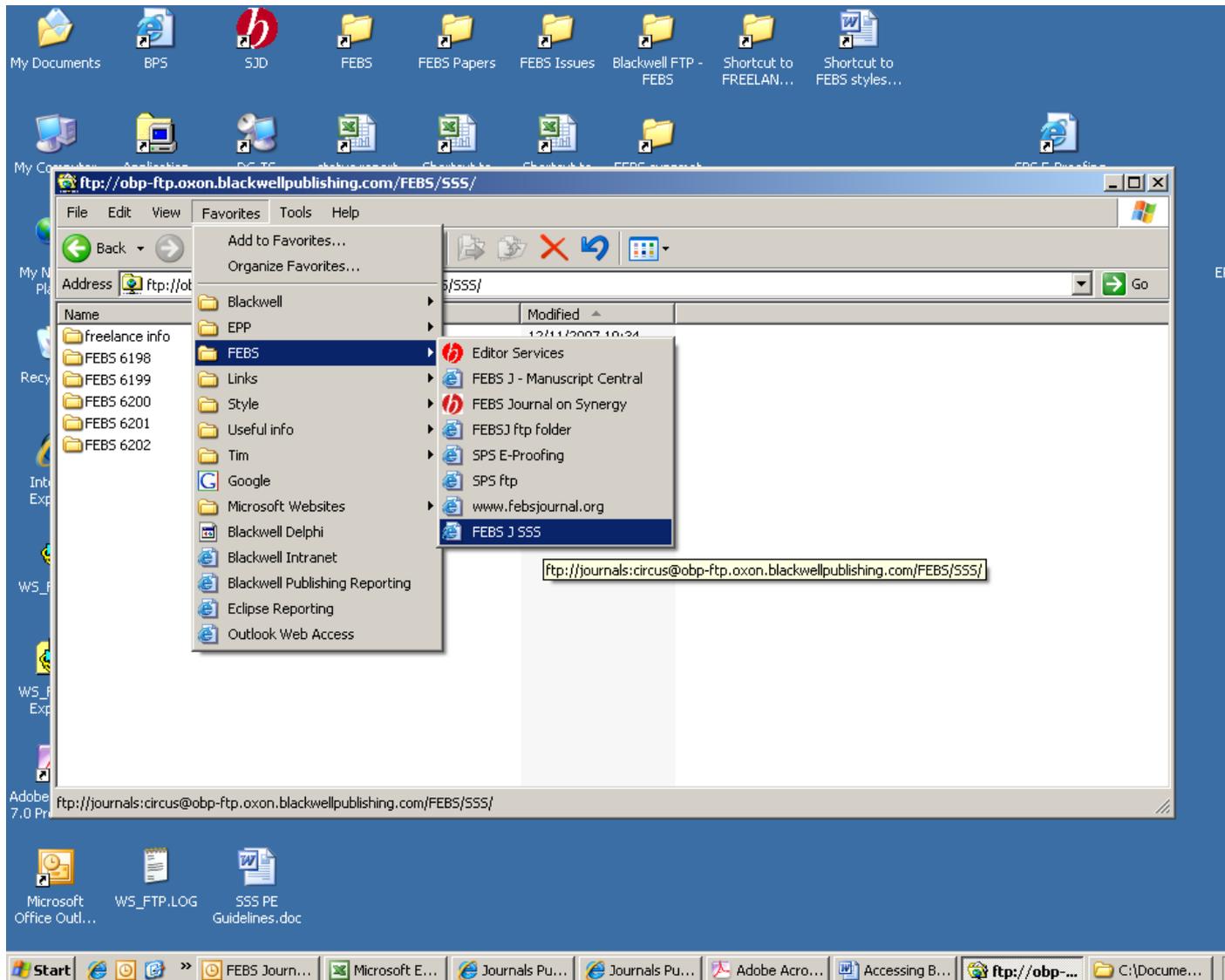


Once this is done the upload will be complete and you can contact the Production Editor (troberts@wiley.com) to inform them that the files have been sent

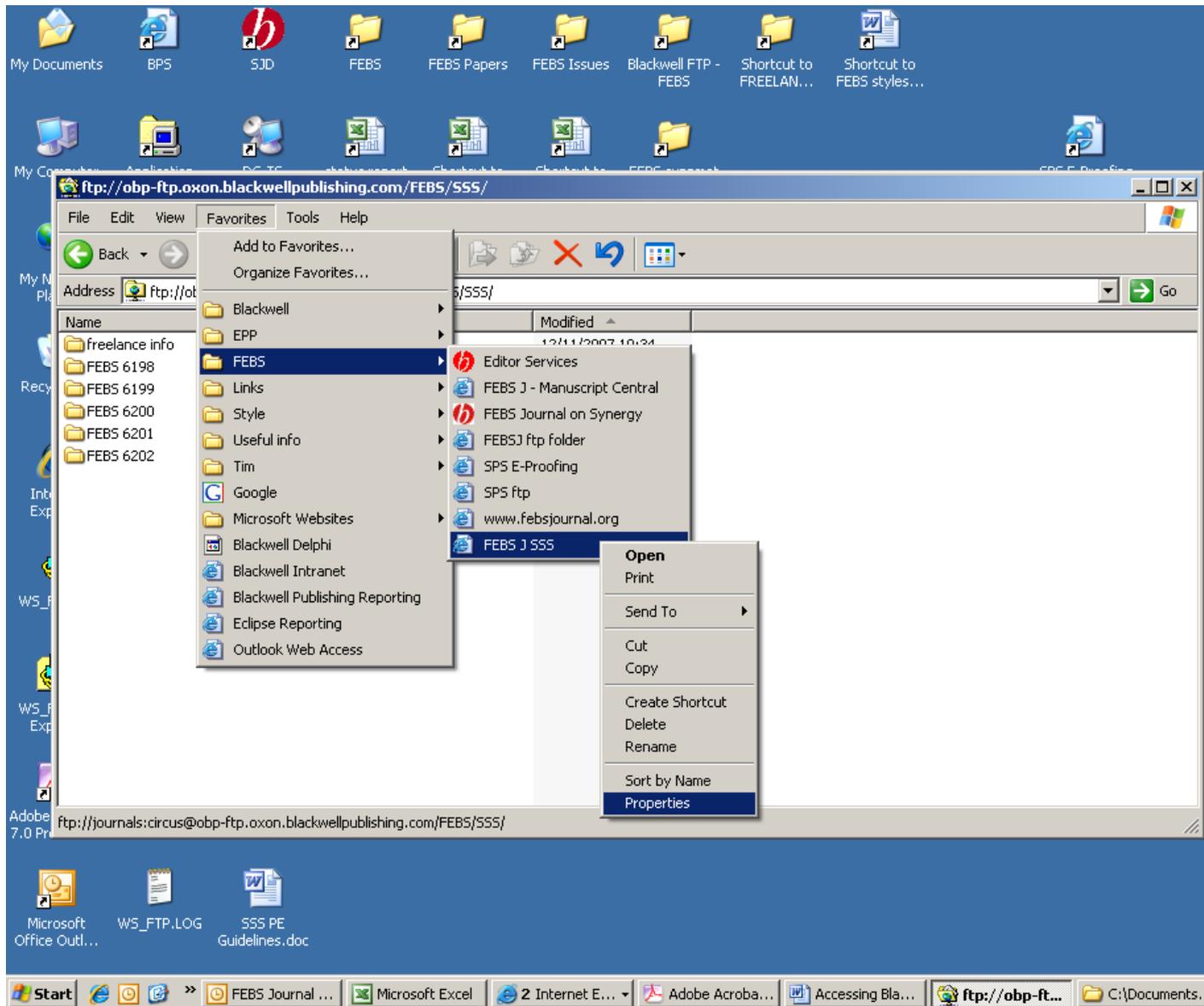
Note: If you want to bookmark the RMetS folder (ie 'add to favourites') for future use it will save the address without the username and password, meaning that when you use the bookmark it will not let you access the folder. To get around this you need to manually change the URL of the bookmarked address. To do this, when in the RMetS folder, go to 'Favourites' and select 'Add to favourites...'



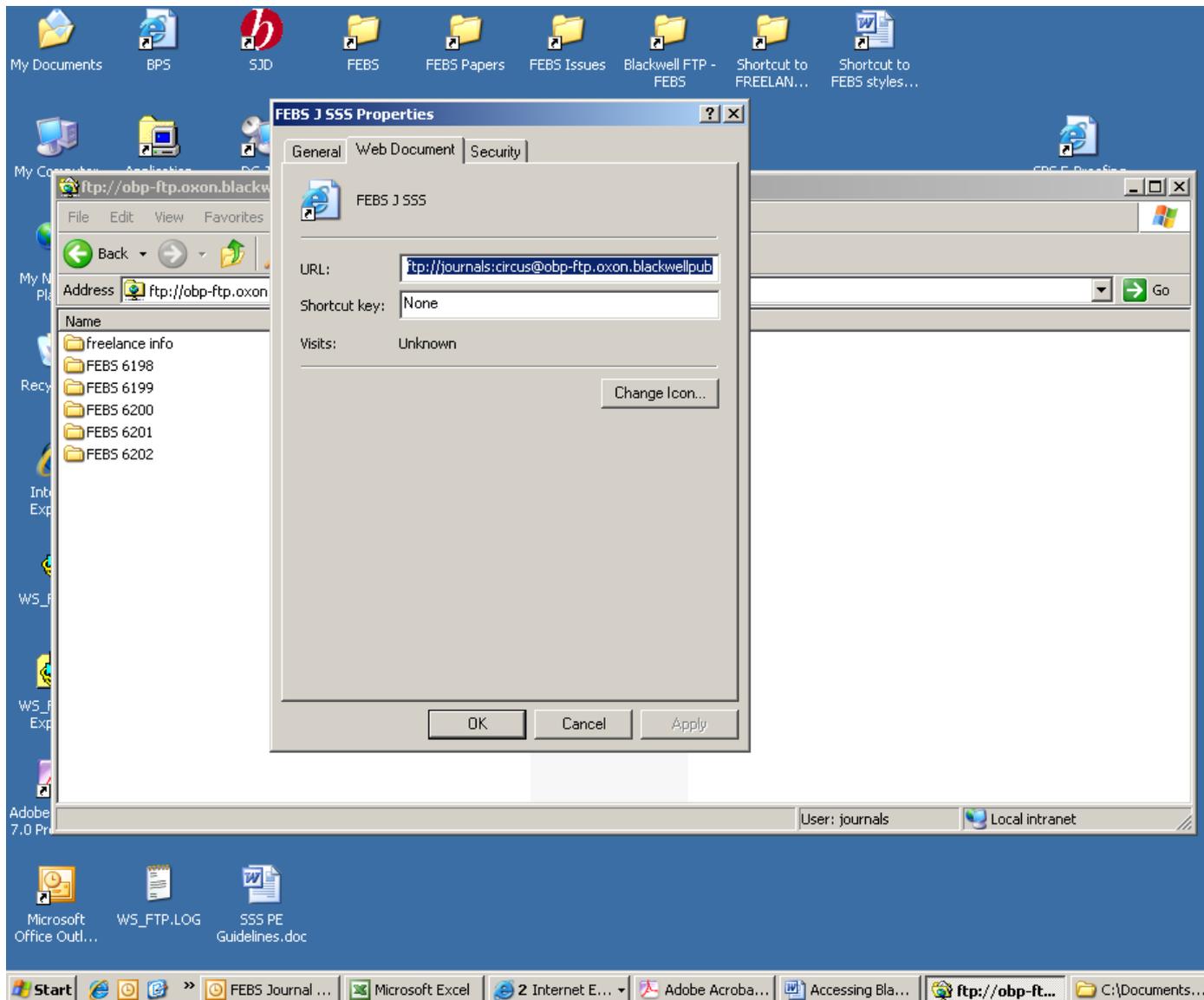
Now you need to edit the address, so that it includes the username ('journals') and password ('circus'). Go to 'Favourites' and locate your bookmark to the RMetS folder:



Right-click on the relevant bookmark and then select 'Properties':



This will open a dialog box. On the 'Web Document' tab fill in the 'URL' field with the full address (including password), which is ftp://journals:circus@obp-ftp.oxon.blackwellpublishing.com/RMetS and then click OK:



Next time you use this favourite it will automatically enter the password and take you to the RMetS folder.

Once the files have been uploaded please email troberts@wiley.com to confirm that the files are ready to be downloaded.

If you have any questions about this please contact the Production Editor at troberts@wiley.com

Timothy Roberts
Senior Production Editor
Journal Content Management
Wiley-Blackwell
John Wiley & Sons
9600 Garsington Road
Oxford, OX4 2DQ
email: troberts@wiley.com
Tel: +44 1865 476482
Fax: +44 1865 476772