



FTP INSTRUCTIONS FOR PHOTOGRAPHERS

Upload Instructions for WINDOWS EXPLORER and FILEZILLA

WINDOWS EXPLORER USERS ONLY

FTP photo upload instructions

Step 1: a) Create a folder for child/children with name and Bulletin number (if available) or date photos were taken. Ex. Allison WA132 or Allison 5/09/11.

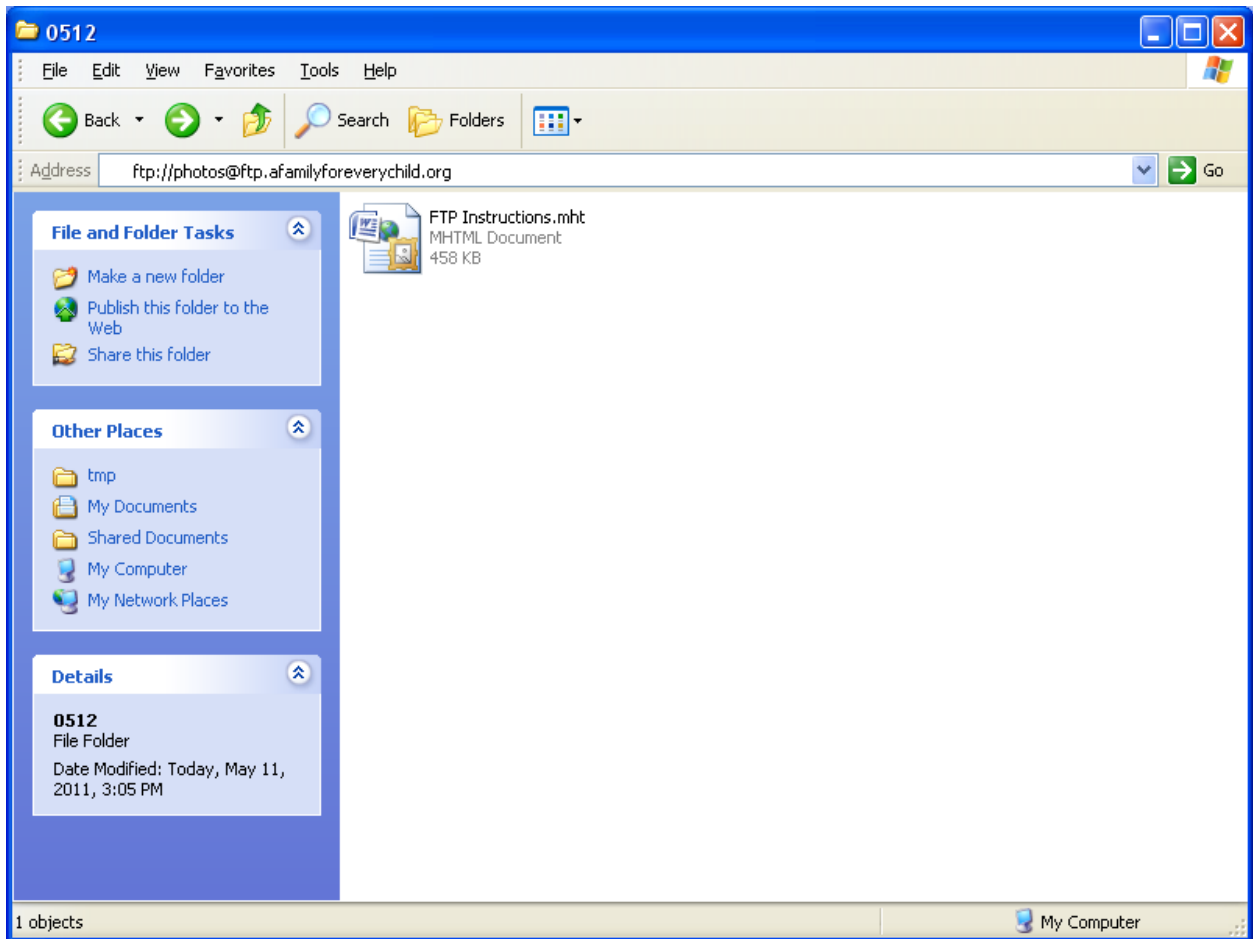
b) Change individual photo file names to Child's name and #. Ex. Allison 1.

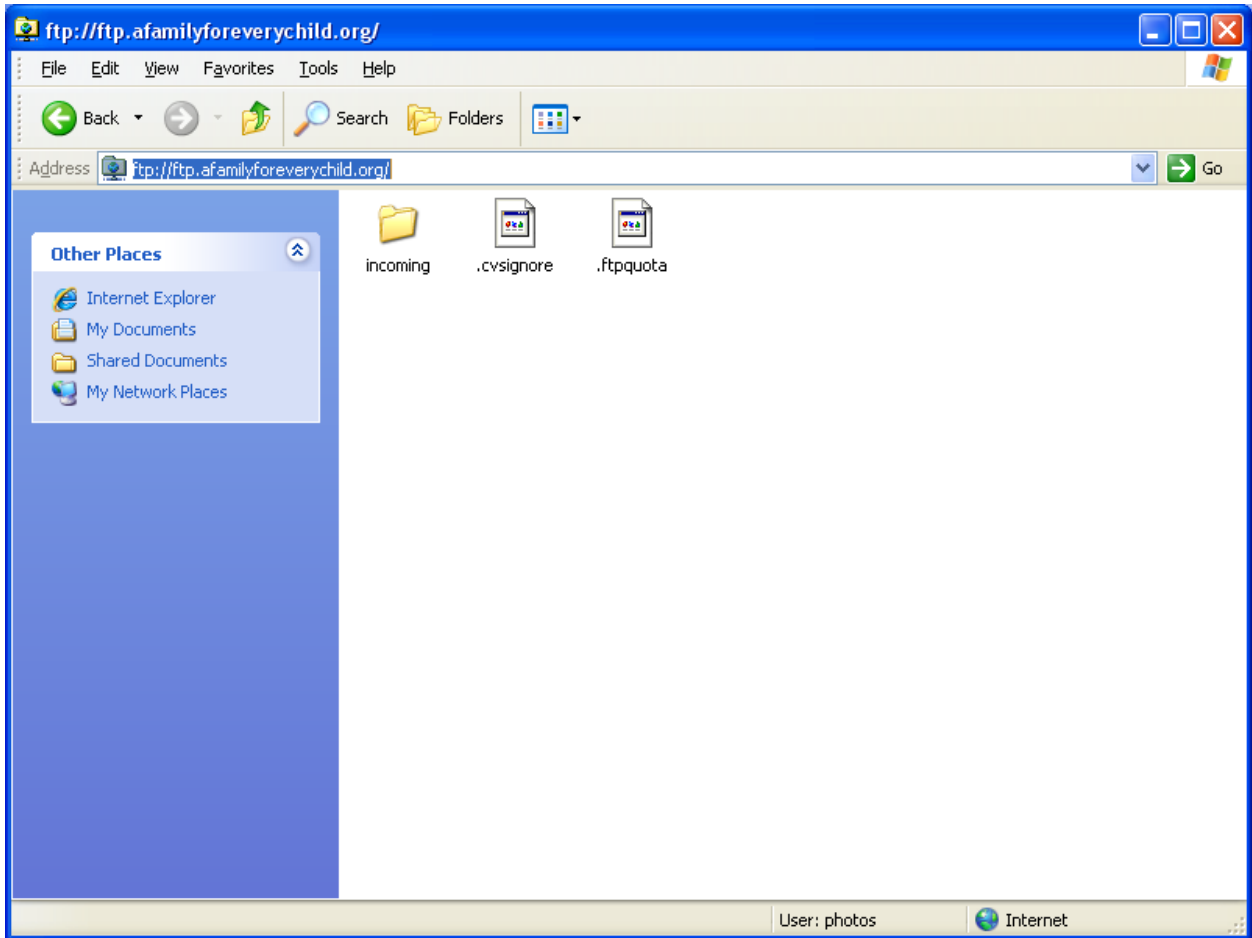
To easily change a whole folder, click on first photo, hold down shift key, click last photo (and all will be selected), right click> click rename>, Enter child/children first names> click off and all photos will automatically be renamed and numbered. Remember, child/children first names only!!!

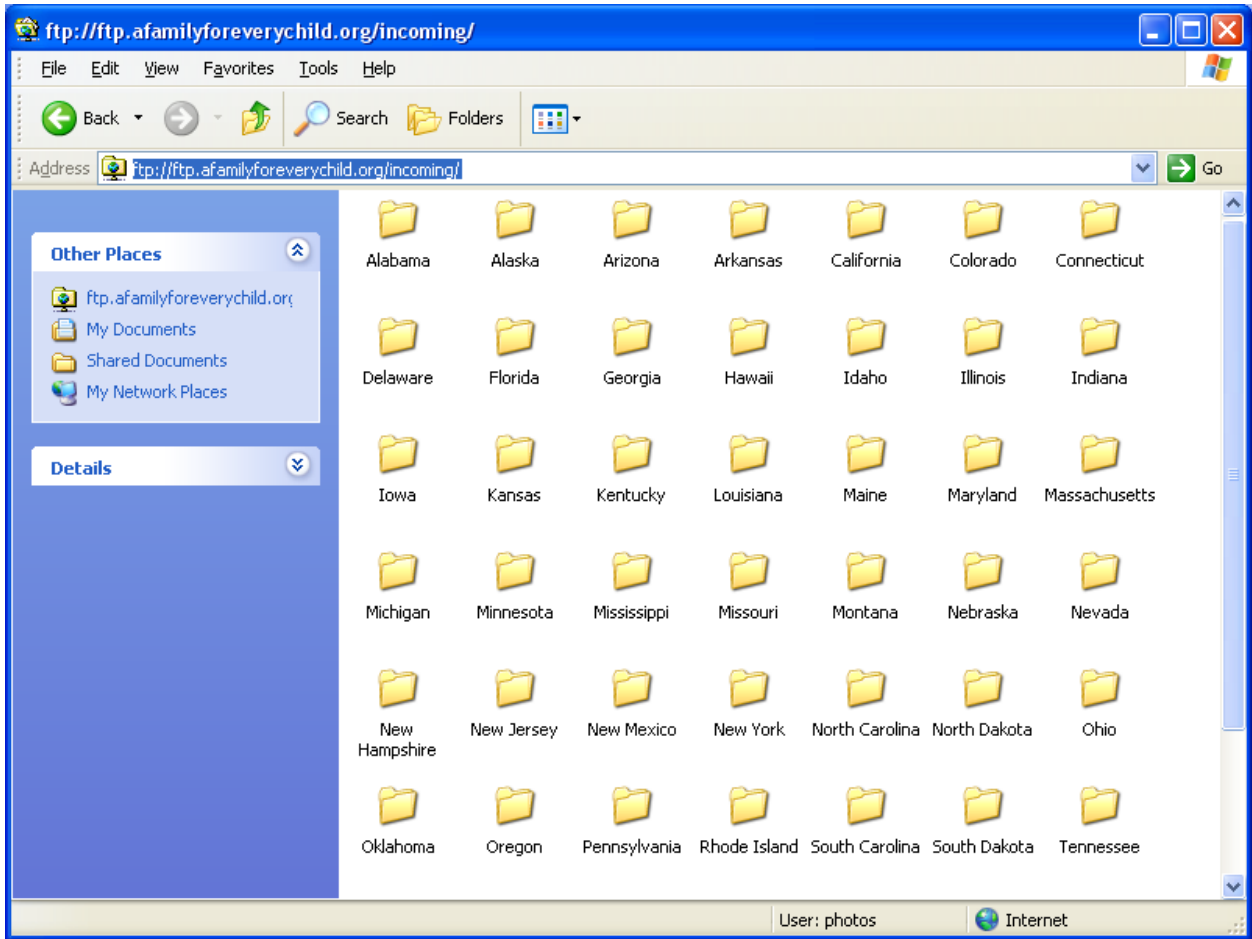
Step 2: On your computer, go to:

Start → All Programs → Accessories → Windows Explorer .

1. Open <ftp://photos@afamilyforeverychild.org> from Windows Explorer
2. Type in the username: photos
3. Type in the password (call office for password) .
4. Click on "incoming folder".
5. Click on your state.
6. Drag and Drop the child/children's photo folder into the state folder (labeled with the child's name and bulletin # or date, if bulletin # not available)
7. Close the window.
8. Send a notification email to Heather (Heather@afamilyforeverychild.org) so we know they have been transferred.









AFFEC FTP Site Upload Instructions: For Filezilla

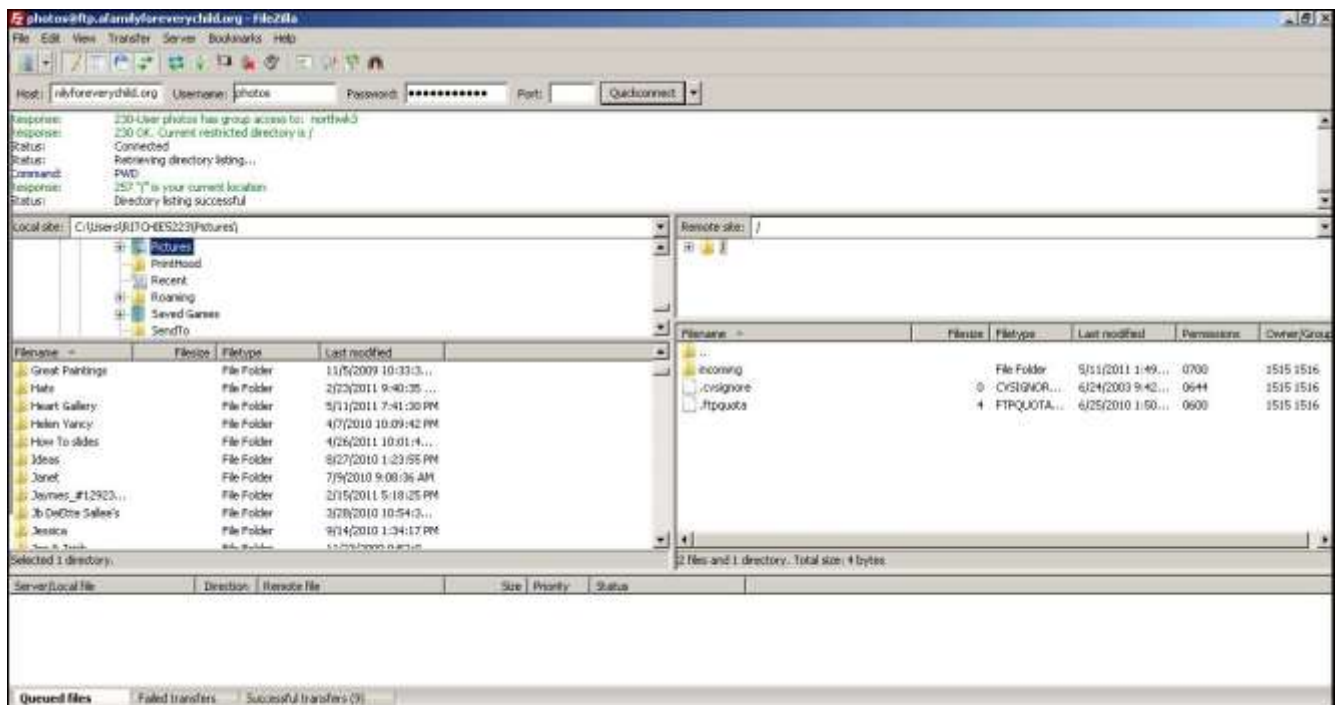
Step 1: a) Create a folder for child/children with name and Bulletin number (if available) or date photos were taken. Ex. Allison WA132 or Allison 5/09/11.

b) Change individual photo file names to name and #. Ex. Allison 1. To easily change a whole folder, click on first photo, hold down shift key, click last photo (and all will be selected), right click> click rename>, Enter child/children first names> click off and all photos will automatically be renamed and numbered. Remember, child/ children first names only!!!

Step 2. Go to <http://filezilla-project.org/> and download the appropriate FileZilla Client for your computer. There are other FTP download options available. Filezilla, however is free. Some others include Cute FTP, Fetch, Transmit, etc.

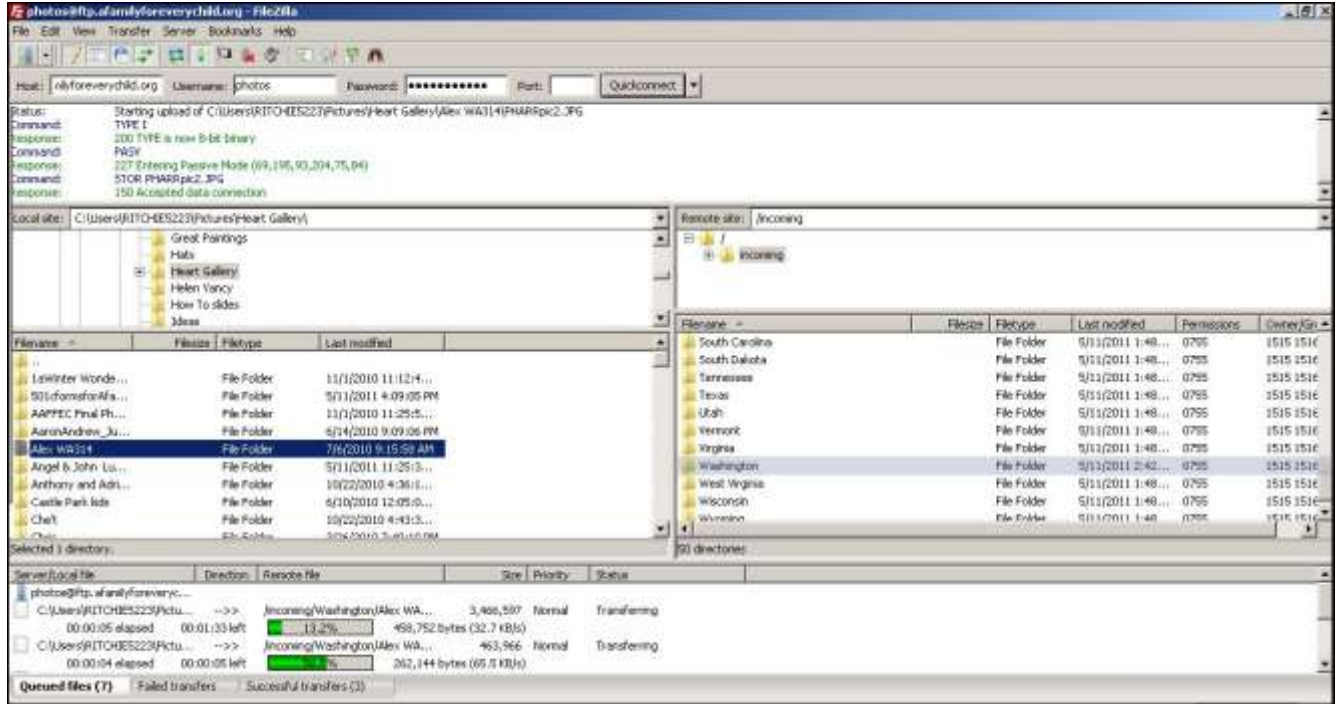
Step 3: Once downloaded and open on your computer, Fill in the Host: <ftp.familyforeverychild.org>, Username: photos and Password: (call office for password)– then click “Connect”

Step 4: Once connected, all your computer files will be located on the left and AFFEC’s will be located on the right.



Step 5. Click on Incoming on the right side and find the file you wish to transfer to us on the left side.

Step 6: Drag and drop the Child/Children's FILE (not loose photos!!!) that you would like to transfer from the left side of the screen over to the right side into the appropriate State. (If files not showing, click on the file under REMOTE site and they will open.) This drag and drop process automatically uploads the photos to the FTP site. (You will see the progress on the bottom.)



Step 7: Send a notification email to Kate (Kate@afamilyforeverychild.org) so we know they have been transferred.

Let me know if you encounter any problems during the process.

Thank you for all that you do!!!

Heather Smith
Heart Gallery Director

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5/23/11 last update