



USING OUR FTP SITE

DOWNLOADING WITH A WEB BROWSER:

1. Go to <https://www.independentstudios.tv> or click on the **FTP** link on our website. Be sure to include **https://!**
2. Enter your client username and password in the appropriate fields.

CLIENT ACCESS

Secure Log In

User Name:

Password:

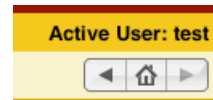
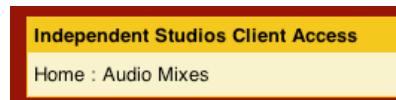
Log In

3. You will see a list of files and folders that you have access to. Subfolders are indicated by the folder icon and the word "folder" under the Size column.

Filename	Size	Updated
Audio Mixes	folder	Sep 5 16:26
Audio Stems	folder	Sep 5 16:26
Spot 1.mpg	480 KB	Jul 27 15:08
Spot 2.mov	128 KB	Jul 26 15:47

The list can be sorted by Filename, Size, or Posting date/time by clicking the up or down grey arrows next to the appropriate column.

4. Some video and audio files will play within your browser if you click on the filename. You can also download the file directly to your computer by clicking on the green arrow to the right of the file and selecting a location. Alternately, you can **control+click** (Mac) or **right-click** (Windows) a filename to download the file manually.
5. If you would like to download the contents of an entire folder, click on the green arrow to the right of the file and select a location. Alternately, you can **control+click** (Mac) or **right-click** (Windows) on the folder name. The contents of the folder will be delivered to you in a single ZIP file.
6. If you have navigated into a subfolder, you can return to a higher up folder by clicking on the folder name (or **Home** for the top level) on the location bar. Alternately, you can use the navigation buttons in the upper right.



7. When your session is complete, click on the **Logout** button or quit your browser.



8. If you need additional assistance, click on the **Help** button or call us at **414.347.1100** or **877.347.3777**.





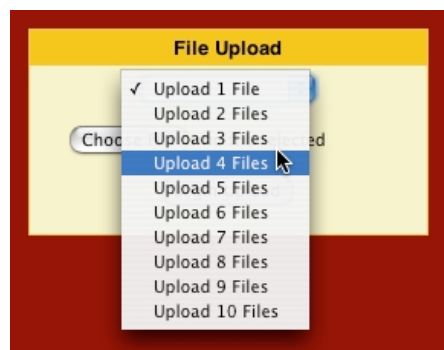
USING OUR FTP SITE

UPLOADING WITH A WEB BROWSER:

1. Go to <https://www.independentstudios.tv> or click on the **FTP** link on our website. Be sure to include **https://!**
2. Click on the **Upload Files** button. *Do not enter a username or password.*



3. Select the number of files you want to upload by using the pulldown menu.



4. Click **Choose File**, navigate to the file you want to upload, and click **Choose**. Continue selecting additional files if necessary. You can upload up to ten files in a session. If you need to upload more, you will have to upload the first ten, then select the next ten and upload, and so on.



5. Click the **Begin Upload** button. Do not use your browser. You will see a confirmation that the files have been uploaded when they are completed.
6. When the files have been uploaded, click the **Logout** button or click on your browser.



7. Call us at **414.347.1100** or **877.347.3777** to alert us of your uploaded files or if you need assistance.



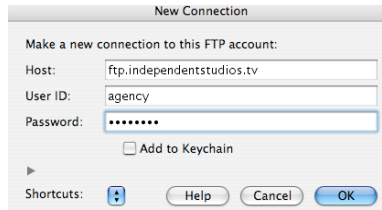
USING OUR FTP SITE

The following procedures are shown using the Mac FTP client **Fetch**. Your settings and labels may be different depending on your client.

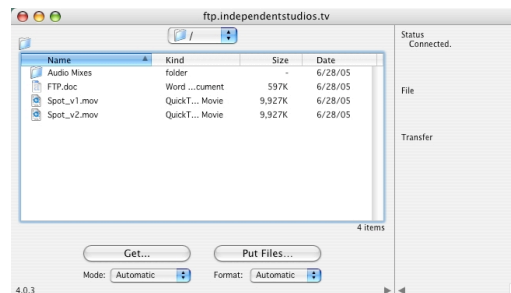
NOTE: You must disable passive mode transfers for the client to work properly. In Fetch, go to **Preferences > Firewall** and uncheck **Use Passive Mode**.

DOWNLOADING WITH FETCH / FTP CLIENT:

1. Launch Fetch enter **ftp.independentstudios.tv** as the host.
2. Login using the appropriate client username and password.



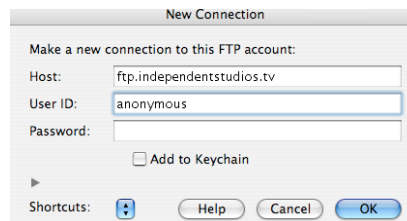
3. Navigate to the file you wish to download.



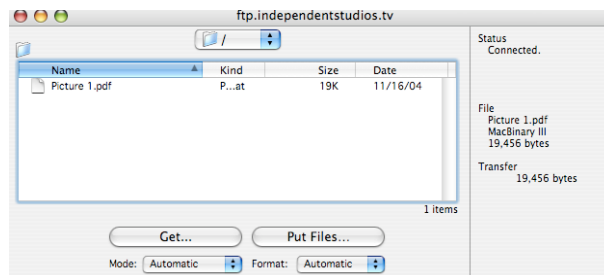
4. Click on the file and select **Get...** or drag the file to the desktop to save it locally.

UPLOADING WITH FETCH / FTP CLIENT:

1. Launch Fetch and enter **ftp.independentstudios.tv** as the host.
2. Login as username **anonymous**. *Do not enter a password.*



3. Click **Put Files...** and select the files to upload or simply drag them into the left window.



NOTE: Once files have been uploaded, they cannot be deleted or renamed.