

**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 username and password in the appropriate fields. Click **Log In**.
3. Folder listings can be shown in a list view or thumbnail view. Click the icons in the upper-right corner of the page to switch.

File List View



Thumbnail View

4. In File List view, you will see a list of files and folders that you have access to. Folders have a folder icon next to their name and "Folder" under the size column. Lists can be sorted by clicking on the arrows next to the appropriate column header.

Filename	Size	Updated		
Audio Mixes	folder	May 3 13:08	↓	<input type="checkbox"/>
Audio Stems	folder	May 3 13:08	↓	<input type="checkbox"/>
Spot 1.mov	27.0 MB	May 3 13:09	↓	<input type="checkbox"/>
Spot 2.mov	31.8 MB	May 3 13:09	↓	<input type="checkbox"/>

5. 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 down 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.
6. If you would like to download multiple files at once, check the boxes to the right of the file and then click **Download Selected Files** at the bottom of the list. The files are downloaded as a single ZIP archive to the location you select.
7. If you would like to download the contents of an entire folder, click on the down 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 are downloaded as a single ZIP archive to the location you select.
8. 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.

File Listing

Home &gt; Audio Mixes

Active User: test



9. You can use the **File Search** button to locate files by name. You can view **Notes** on files by clicking on the notepad icon to the right of the filename.

File Search

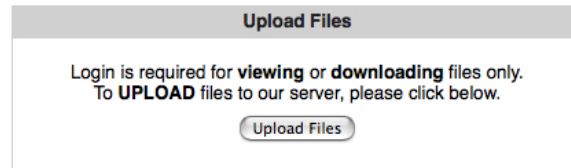


10. When your session is complete, click on the **Logout** button or quit your browser.

Logout

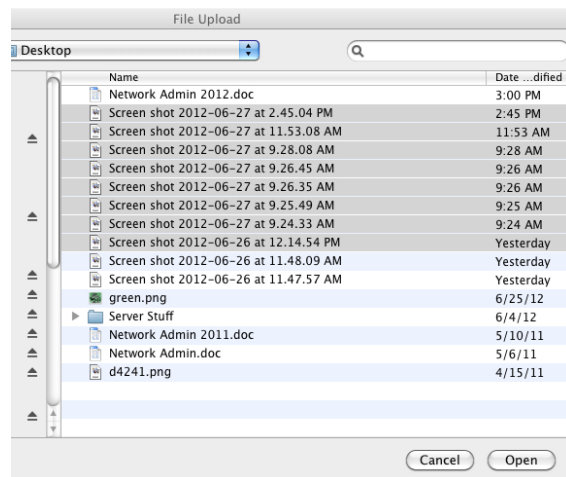
**UPLOADING WITH A WEB BROWSER:**

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. Fill out the form provided. **Your Name**, **Project**, and **E-mail address** are required. This will aid us in contacting you if there are any questions about the file(s).

4. If your browser supports it, you can drag files from your desktop and drop them into the box. (The latest versions of Safari, Firefox, and Chrome support this feature, Internet Explorer does not.) Otherwise, you can click **Choose Files by Selecting**, navigate to the file(s), select them, and click **Open**. (You can **shift+click** or **⌘+click** to select multiple files.)

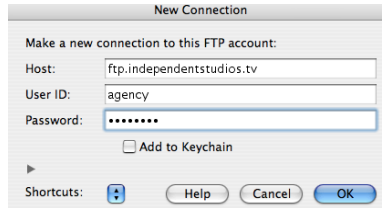


5. Click the **Begin Upload** button. Do not use your browser. You will see a confirmation that the files have been uploaded when they are completed.
6. When the files have been uploaded, click the **Logout** button or close your browser.

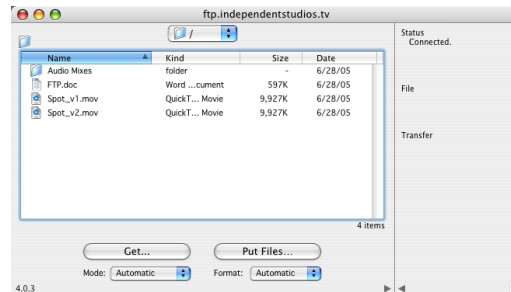
The following procedures are shown using the Mac FTP client **Fetch**. Your settings and labels may be different depending on your software. *(You must disable passive mode transfers for the client to work properly. In Fetch, go to **Preferences > Firewall** and uncheck **Use Passive Mode**.)*

### **DOWNLOADING WITH FETCH / FTP CLIENT:**

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



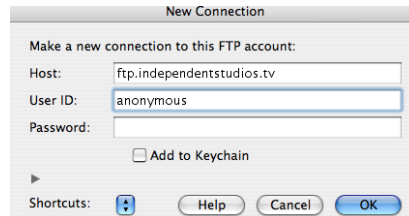
3. Navigate to the file you wish to download.



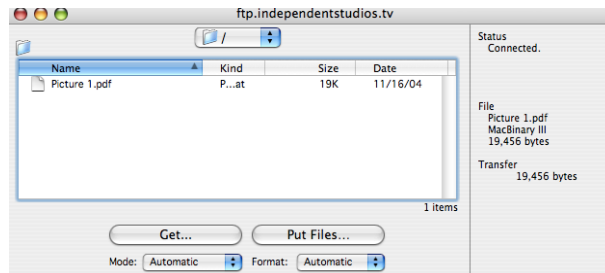
4. Click on the file(s) and select **Get...** or drag the file(s) to the desktop to save locally.

### **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.