

GSD PHOTO UPLOAD INSTRUCTIONS

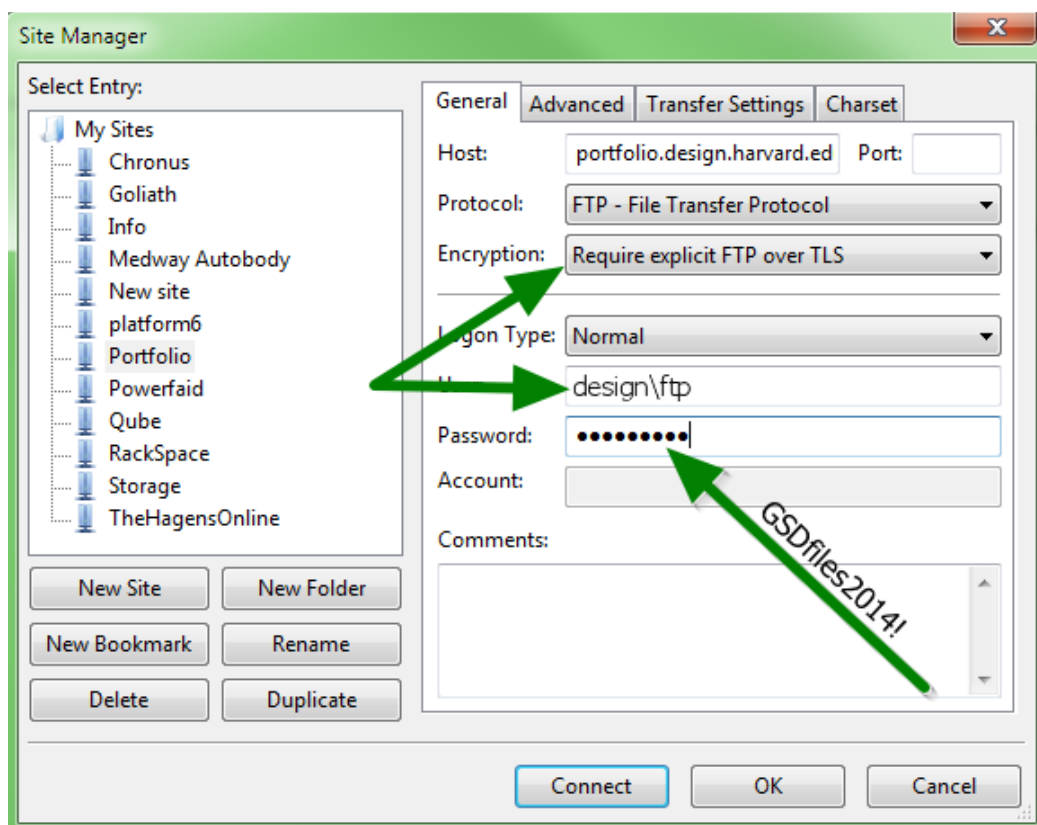
Below are instructions for uploading files to the GSD's photo server. You must have an FTP client (such as FileZilla) installed on your computer before you can transfer files. Instructions for installing and configuring an FTP client are included below.

Step 1: Downloading/Installing

1. Go to <https://filezilla-project.org/download.php?type=client>
2. Download the FileZilla Client for your computer operating system (Windows or Mac)
3. Save the installation file in an easily accessible location on your computer (e.g., Desktop)
4. Once the download is complete, close out of the FileZilla website. Then navigate to the location where you saved the file and double-click the icon to start installation.
5. Agree to the license, and click Next.
6. Leave the pre-selected options for 'Choose Installation Options,' and click Next.
7. Once the wizard has completed installing the program, click Finish.

Step 2: Configuring your FTP client

1. Double-click the FileZilla icon (it might be in the Applications folder on a Mac or in the Programs folder on a PC). This will launch the FileZilla program. *Note: At this point you will not be connected to the server.*
2. From the menu bar, select **File**, then **Site Manager**. This will open the Site Manager window.
3. Create a Site for the server by clicking **New Site**.
4. Enter the information as you see it in the screenshot below:
The host should be: **portfolio.design.harvard.edu** (in case this is not clear on the image below)

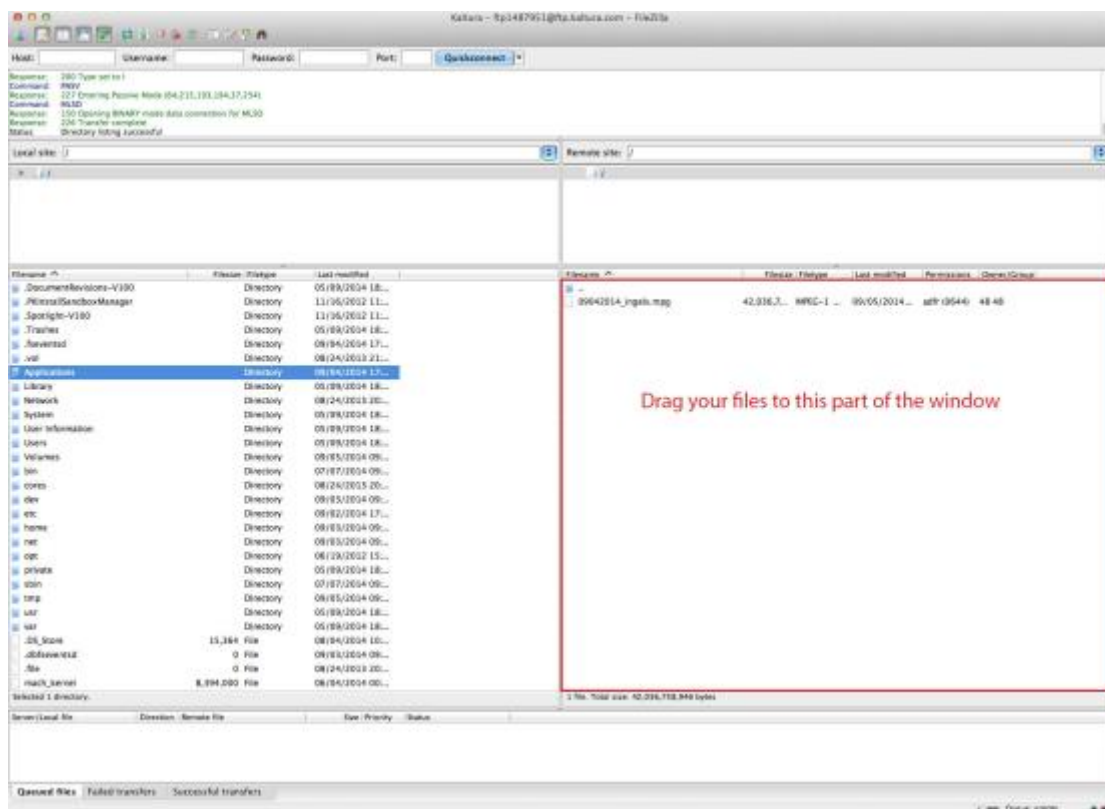


5. Check that the settings have been entered correctly, then click **Connect**.
6. Once you have successfully connected to the server, you will see either a list of files or the message “Empty directory listing” in the right window pane.

Step 3: Transferring Files

Before you can transfer files, you must be connected to the GSD’s video server (Kaltura).

1. In Filezilla (or other FTP client), go to **File**, then **Site Manager**. Select **Portfolio**.
2. The left window pane shows the files and folders on your PC (the Local Site). The current folder is shown in the field above the left window pane. The right window pane shows the Portfolio (Extensis) server (or Remote site). Once you have established a connection, you will see either a list of files or the message “Empty directory listing” in the right window pane.
3. Navigate through your folders until you locate the file(s) you want to transfer. Drag the files from the left to the right window pane. Alternately, you can drag the files from your desktop (or other location) to the right window pane.



4. When your file has been successfully uploaded, it will appear in the right window pane.
5. Quit Filezilla.