



FILE SHARING INSTRUCTIONS

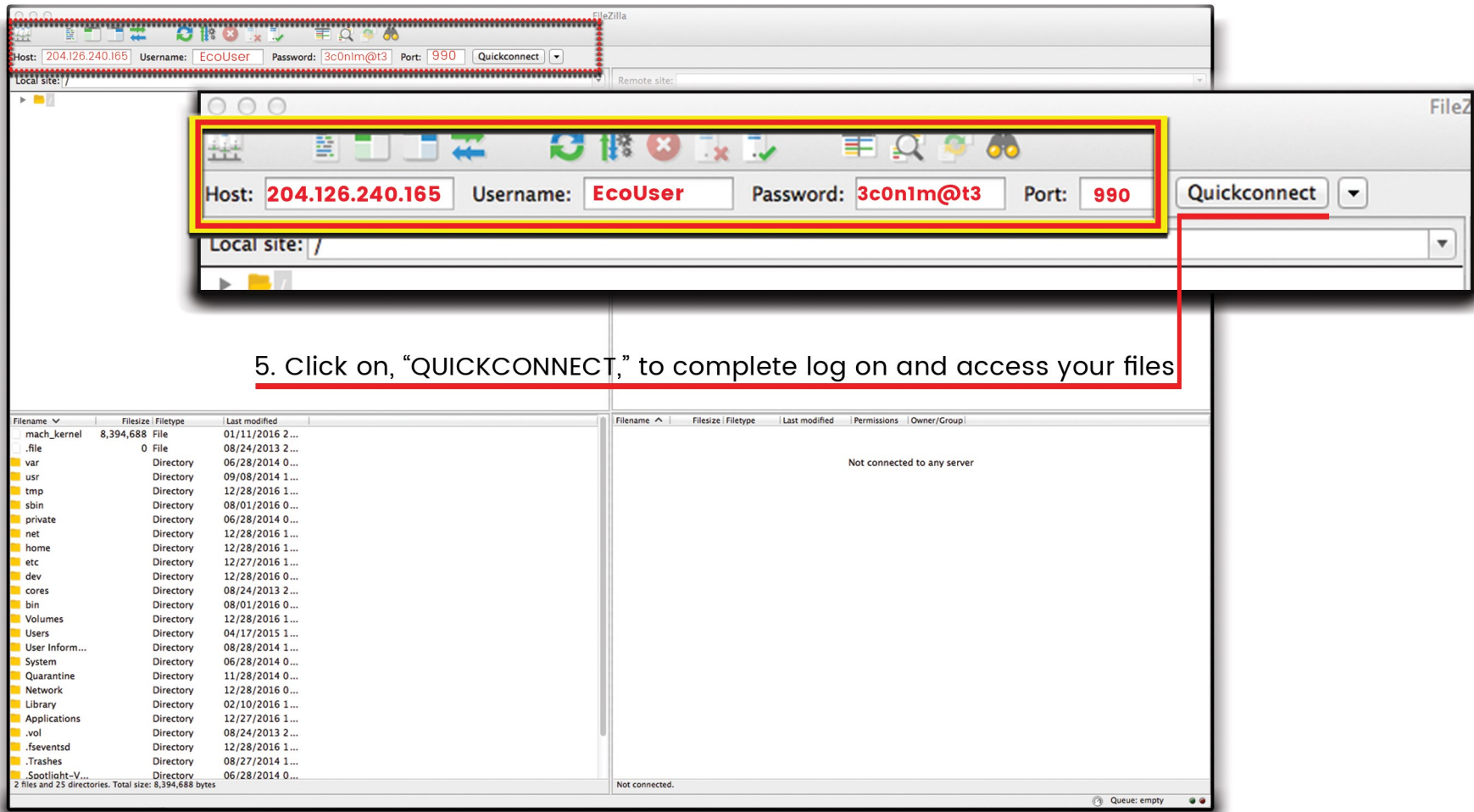
## FILEZILLA DOWNLOAD & CREDENTIALS

1. Go to <https://filezilla-project.org/download.php?type=client>
2. Download Filezilla Client
3. Open and Run Filezilla Client
- 4. ENTER THE FOLLOWING CREDENTIALS IN THE APPROPRIATE SPACE**

\* Please use the following convention to label your organization's file folder:

**Organization Name (dot) Grant Being Applied For (dot) Date of Submission**

*example:* AguasDaBahia.CulturalCompetitive.1.3.17



5. Click on, "QUICKCONNECT," to complete log on and access your files

# THE 2 Screens, 3 TABS & 4 QUADS OF THE FTP SITE

The screenshot shows an FTP client window with the following components:

- Menu Bar:** File, Edit, View, Transfer, Server, Bookmarks, Help.
- Status Bar:** Host: ftps://192.168.199.3, Username: EcoDevAdmin, Password: [REDACTED], Port: 990, Quickconnect button.
- Status Screen:** A box labeled "Status Screen" containing the text: "Retrieving directory listing of '/'..." and "Directory listing of '/' successful".
- Local site:** C:\Users\ereyes\Desktop\.
- Remote site:** /.
- Quad 1:** Main Category Files. A yellow box labeled "Quad 1" with the text "Main Category Files" is positioned over the local site tree.
- Quad 3:** Non-essential Quad. A yellow box labeled "Quad 3" with the text "Non-essential Quad" is positioned over the remote site tree.
- Quad 2:** Sub Category Files. A yellow box labeled "Quad 2" with the text "Sub Category Files" is positioned over the local site file list.
- Quad 4:** Drag and Drop. A yellow box labeled "Quad 4" with the text "Drag and Drop" is positioned over the remote site file list.
- File Lists:**
  - Local site:**

Filename	Filesize	Filetype	Last modified
..			
Millions Ride BR...		File folder	3/24/2016 11:43:18...
Misc		File folder	2/29/2016 12:43:33...
personnel		File folder	10/11/2016 12:44:2...
2015 EDP FLYER...	2,419,469	Microsoft Pow...	3/17/2016 11:15:29...
3.1 maybe_picture	169,519,855	File	5/26/2016 7:52:04 ...
desktop.ini	446	Configuration ...	11/12/2015 8:55:08...
EcoDevCultural ...	745	Shortcut	9/28/2015 11:24:42...
ereyes - Shortcu...	830	Shortcut	12/15/2015 11:51:2...
FileZilla Client.lnk	2,043	Shortcut	1/3/2017 9:45:38 AM
Island Drafting R...	28,584	Adobe Acroba...	2/24/2016 9:50:08 ...
Millions Ride BR...	93,479	Chrome HTML...	3/24/2016 11:43:15...
Outreach - Shor...	818	Shortcut	1/4/2016 10:19:49 ...
Production Days...	2,180	Shortcut	12/7/2015 10:03:26...
Rally for the Ro...	115,149	Adobe Acroba...	1/3/2017 9:59:59 AM
Sick Form_8.19.1...	37,133	Adobe Acroba...	8/19/2016 10:55:20...
  - Remote site:**

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Gro...
..					
Millions Ride BR...		File folder	3/24/2016 11:43:18...		
Misc		File folder	2/29/2016 12:43:33...		
personnel		File folder	10/11/2016 12:44:2...		
2015 EDP FLYER...	2,419,469	Microsoft Pow...	3/17/2016 11:15:29...		
3.1 maybe_picture	169,519,855	File	5/26/2016 7:52:04 ...		
desktop.ini	446	Configuration ...	11/12/2015 8:55:08...		
EcoDevCultural ...	745	Shortcut	9/28/2015 11:24:42...		
ereyes - Shortcu...	830	Shortcut	12/15/2015 11:51:2...		
FileZilla Client.lnk	2,043	Shortcut	1/3/2017 9:45:38 AM		
Island Drafting R...	28,584	Adobe Acroba...	2/24/2016 9:50:08 ...		
Millions Ride BR...	93,479	Chrome HTML...	3/24/2016 11:43:15...		
Outreach - Shor...	818	Shortcut	1/4/2016 10:19:49 ...		
Production Days...	2,180	Shortcut	12/7/2015 10:03:26...		
Rally for the Ro...	115,149	Adobe Acroba...	1/3/2017 9:59:59 AM		
Sick Form_8.19.1...	37,133	Adobe Acroba...	8/19/2016 10:55:20...		
- Transfer Section:**
  - Selected 1 file. Total size: 115,149 bytes**
  - Server/Local file** | **Direction** | **Remote file** | **Size** | **Priority** | **Status**
  - Upload Screen:** A green box labeled "Upload Screen" is positioned over the transfer section.
  - Queued files** | **Failed transfers** | **Successful transfers (2)**
  - Queue: empty**

## HOW TO FIND & UPLOAD YOUR FILE FOLDER

The screenshot shows a file transfer application with the following components:

- Status Screen:** Located at the top right, showing status messages: "Retrieving directory listing of '/'", "Directory listing of '/' successful", and "Starting download of / aguasdabahia.culturalcomp.1.3.17".
- Local site:** C:\Users\ereyes\Desktop\
- Remote site:** /
- Quad 1: Main Category Files:** A list of folders on the local site, including AppData, Application Data, Contacts, Cookies, Creative Cloud Files, Desktop, Documents, Downloads, Dropbox, and Favorites. The "Desktop" folder is highlighted.
- Quad 2: Sub Category Files:** A list of files and folders on the local site, including Millions Ride BR..., Misc, personnel, 2015 EDP FLYER..., 3.1 maybe\_picture, desktop.ini, EcoDevCultural..., ereyes - Shortcu..., FileZilla Client.Link, Island Drafting R..., Millions Ride BR..., Outreach - Shor..., and aguasdabahia.culturalcomp.1.3.17. The file "aguasdabahia.culturalcomp.1.3.17" is highlighted.
- Quad 3: Drag and Drop:** A yellow box indicating the drag and drop action.
- Quad 4: Upload Screen:** A green box indicating the upload process. It shows a progress bar for the file "aguasdabahia.culturalcomp.1.3.17" with a status of "Transferring".

1. **Quad 1:** Locate and select Main Category File Folder where your grant file is saved, i.e. Documents, Desktop, etc.

...then look at **Quad 2**

2. **Quad 2:** Locate and select the grant file folder (Sub Category Files)

3. Drag and drop the grant folder from **Quad 2** into **Quad 4**

The file will upload

## A SUCCESSFUL UPLOAD

**Status Screen**

Status: Retrieving directory listing of "/"...  
 Status: Directory listing of "/" successful  
 Status: Starting download of /aguasdabahia.culturalcomp.1.3.17  
 Status: File transfer successful, transferred 171,520 bytes in 1 second

**Quad 1**  
Main Category Files

**Quad 2**  
Sub Category Files

**Quad 4**  
Drag and Drop

**Upload Screen**

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Gro...
..					
Millions Ride BR...		File folder	3/24/2016 11:43:18...		
Misc		File folder	2/29/2016 12:43:33...		
personnel		File folder	10/11/2016 12:44:2...		
2015 EDP FLYER...	2,419,469	Microsoft Pow...	3/17/2016 11:15:29...		
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Island Drafting R...	28,584	Adobe Acroba...	2/24/2016 9:50:08 ...		
Millions Ride BR...	93,479	Chrome HTML...	3/24/2016 11:43:15...		
Outreach - Shor...	818	Shortcut	1/4/2016 10:19:49 ...		
aguasdabahia.culturalcomp.1.3.17			1/3/2017 10:48:20...		

Selected 1 file. Total size: 115,149 bytes

Server/Local file	Direction	Remote file	Size	Priority	Status
filezilla@134.130.113.59					
aguasdabahia.culturalcomp.1.3.17	-->	/FileZilla3/FileZilla3/locales/f...	186,543	Normal	Transferring
00:00:04 elapsed	00:00:00 left	91.9%	171,520 bytes (42.8 KB/s)		

**Queued files** **Failed transfers** **Successful transfers (1)**

1. **QUAD 4**: "Where's my file?"

The file will disappear once uploaded successfully

2. How do I know my file folder was uploaded successfully?

Look below the **UPLOAD SCREEN**

There are **3 tabs**:

- Queued files

- Failed files

- Successful transfers

These tabs count the number of transactions for each category.

The **STATUS SCREEN** at the top of the page will also display whether or not the file folder was uploaded successfully.





## Additional Information

Please be sure you have uploaded all your files and allow a few days for us to receive your documents and email you a confirmation of receipt.

If you have questions about the application process, the eligibility of a project or need technical assistance the Suffolk County Office of Film and Cultural Affairs is happy to help.

Please contact Diana Cherryholmes, Erin Miller (formerly Reyes) or Janet Scheel at 631-853-4800

or

E-mail Diana, Erin and Janet:

- [diana.cherryholmes@suffolkcountyny.gov](mailto:diana.cherryholmes@suffolkcountyny.gov)
- [erin.reyes@suffolkcountyny.gov](mailto:erin.reyes@suffolkcountyny.gov)
- [janet.scheel@suffolkcountyny.gov](mailto:janet.scheel@suffolkcountyny.gov)

If you are in need of additional assistance, we welcome you to set up an appointment to visit us in our office.

We will be accepting appointments before February 17, 2017.

Thank you and we look forward to working with you!

Diana, Erin & Janet