



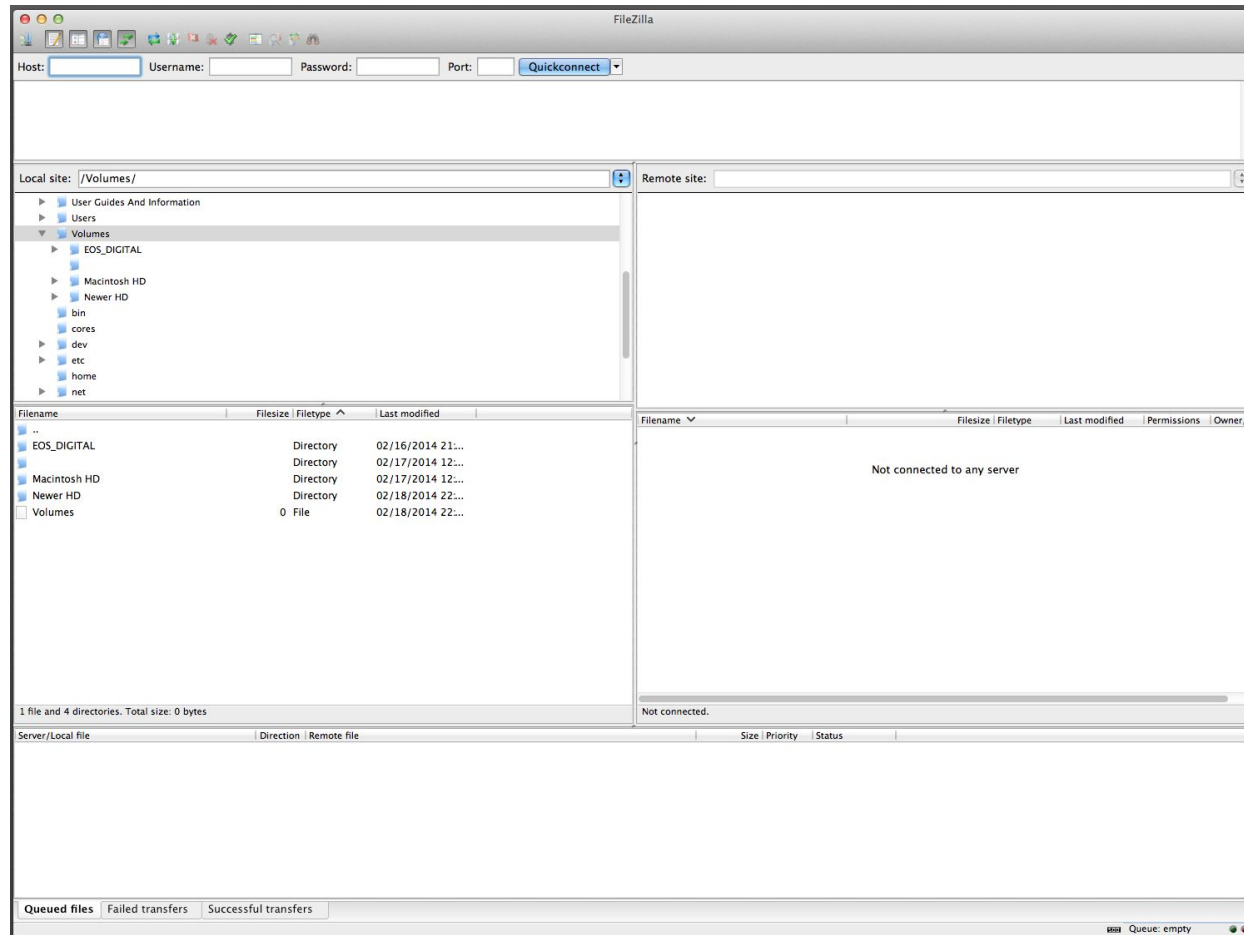
*Chromonauts*

FTP WALKTHROUGH

# FTP (MADE EASY!)

## STEP 1: OPEN YOUR FTP CLIENT.

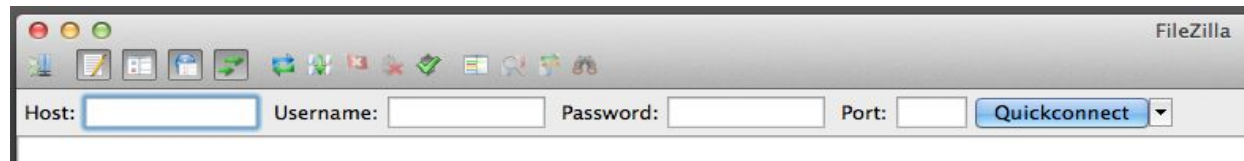
We recommend FILEZILLA (not because we're paid to, but because it's easy). This is what Filezilla looks like:



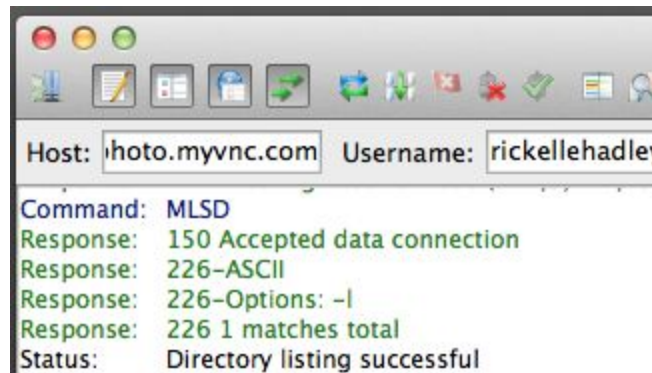
# FTP (MADE EASY!)

## STEP 2: INPUT YOUR INFO

- Host: hadleysphoto.myvnc.com
- Username: *emailed to you by us*
- Password: *also emailed to you by us*
- Port: leave it blank



If you have done this correctly, you should get this message:



If for some reason you don't get that message, double check that you entered the information EXACTLY as you have been sent it (capital letters matter!).



# FTP (MADE EASY!)

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## STEP 3: LOCATE YOUR FILES

On the left side of the screen under "Local site," you need to locate the folder where your images are located. This folder structure is organized exactly like it is in Finder, so you just need to know where those files are. If you are having a hard time remembering where you put them, you can click on one of the images you want to send us in your Lightroom catalog and then press command+R and it will pull up that image in Finder and you will know exactly where it is.



# FTP (MADE EASY!)

The screenshot displays an FTP client interface with two main panels: 'Local site' and 'Remote site'.

**Local site: /Volumes/**

- User Guides And Information
- Users
- Volumes** (expanded)
  - EOS\_DIGITAL
  - Macintosh HD
  - Newer HD
  - bin
  - cores
  - dev
  - etc
  - home
  - net

Filename	Filesize	Filetype	Last modified
..			
EOS_DIGITAL		Directory	02/16/2014 21:...
Macintosh HD		Directory	02/17/2014 12:...
Newer HD		Directory	02/17/2014 12:...
Volumes	0	File	02/18/2014 22:...

1 file and 4 directories. Total size: 0 bytes

**Remote site:**

- /
- Test

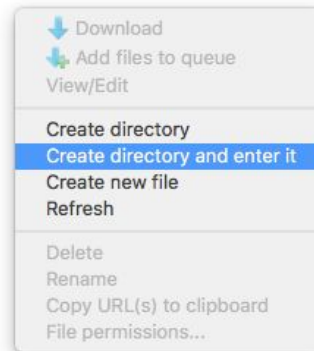
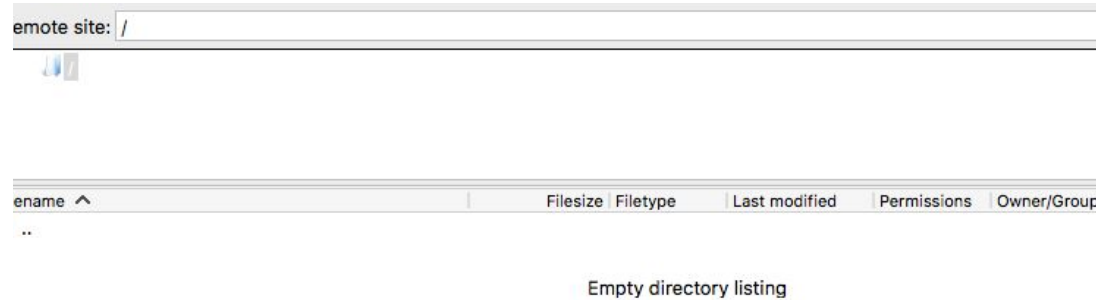
1 directory



# FTP (MADE EASY!)

## STEP 4: CREATE A PLACE TO SEND THEM

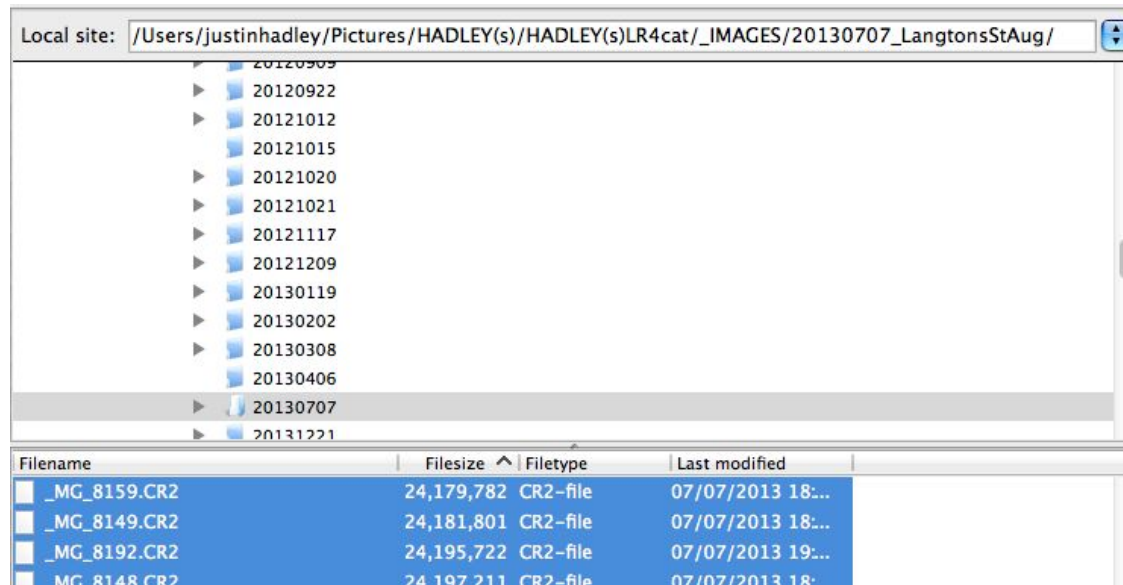
To do this, first you'll need to double-click on the folder with your name on it on the "Remote site:" side of the screen, and then right click and select **create a directory and enter it**. You are going to call this whatever you entered as the Event Name on the Order Form for this job. Press enter when you're done.



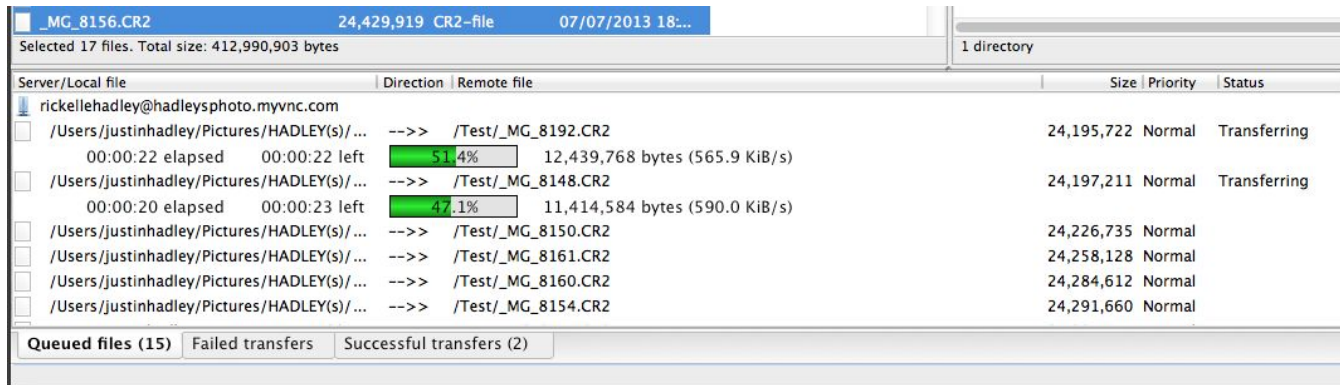
# FTP (MADE EASY!)

## STEP 5: TRANSFER!

Now your images need to make the journey from your computer to our server. Highlight the images or the .zip file containing the Smart Previews and LR catalog in the "Local site:" side of things and drag them to the "Remote site:" side where it says "Empty directory listing".



If you've done this correctly, you will see the progress of the transfers in the panel on the bottom of the window and as they finish transferring, they move from the "Queued files" tab to the "Successful transfers" tab.



## STEP 6: THE WAITING GAME (maybe)

Depending on the number of files you are transferring, their size, and your internet speed, this could be a while. If you are sending Lightroom 5/6/CC Smart Previews, this process will be significantly shorter than sending raw files. If you *are* sending raw files, you might want to let it run overnight. We recommend avoiding letting your computer go to sleep while they transfer, just to be safe. You can do that in the internal settings, but we really like a little app called [Caffeine](#).

## STEP 7: LET US KNOW THE UPLOAD IS FINISHED

We have no way of knowing that your images are ready to be processed unless you tell us, so as soon as you know your images are uploaded, send us an email - [greetings@wearechromanauts.com](mailto:greetings@wearechromanauts.com)

That should be the thick and thin of it. If you have any further questions, please don't hesitate to call or email.

[www.wearechromanauts.com](http://www.wearechromanauts.com)  
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