

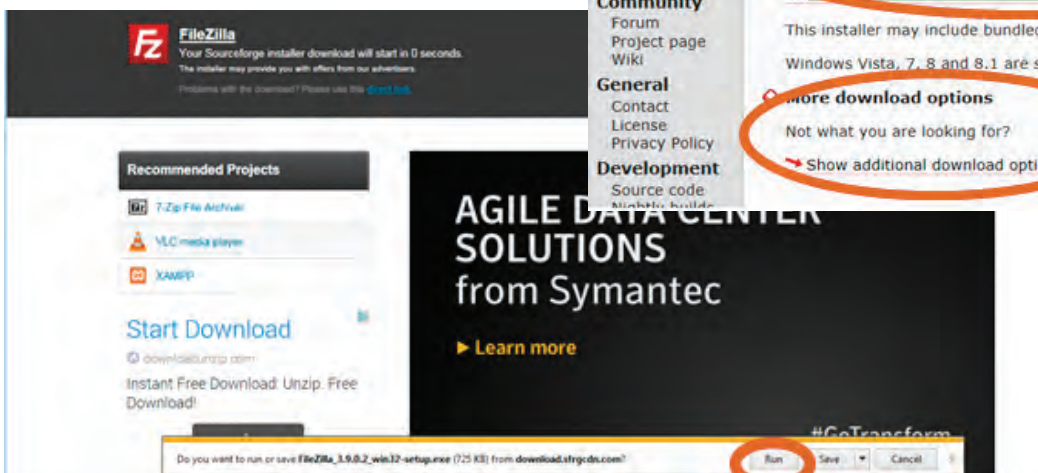
SHERIDAN

sFTP GUIDELINES

FileZilla Download and Installation Instructions

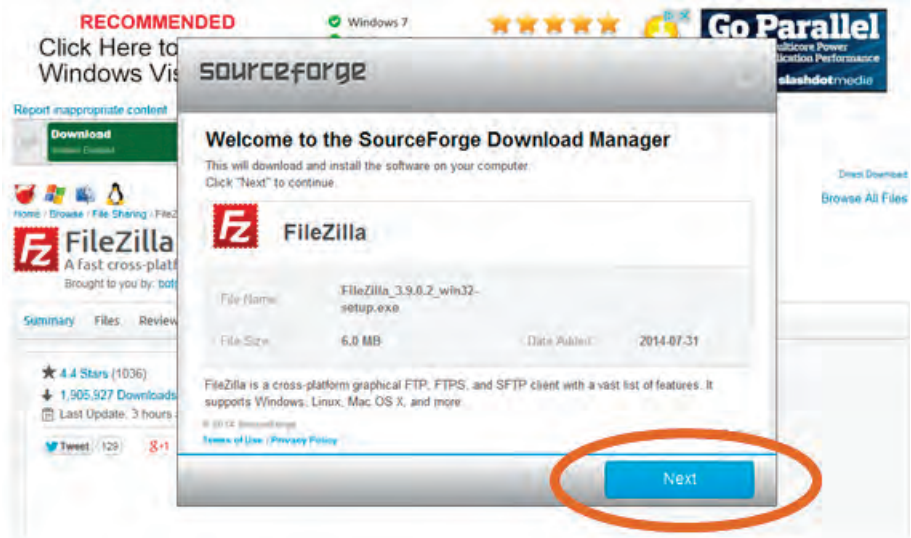
FileZilla is a free software that uses SourceForge as an installation provider. SourceForge is bundling the FileZilla software with other products that you may not necessarily want on your computer. To avoid installing these applications, follow the instructions below. (Screen shots are from Internet Explorer on a PC platform, if using a different web browser it may appear differently).

1. Navigate to the Filezilla website at <http://filezilla-project.org/>
2. Select *Download FileZilla Client*.
3. If you are using a Windows operating system, Select *Download Now*.
4. If you are on a Mac or Apple system, Select *Show additional download options* and continue to download for your platform. Mac windows may not appear the same as the screen shots provided in this document.
5. Select *Run*.



6. Select *Next* to begin the download and installation.

7. The following screens are examples of screens that may come up **BEFORE** the FileZilla installation begins. There are offers for additional applications bundled with the FileZilla download by SourceForge and are not necessary to complete the FileZilla installation. Select *Decline* to continue without installing these additional products.



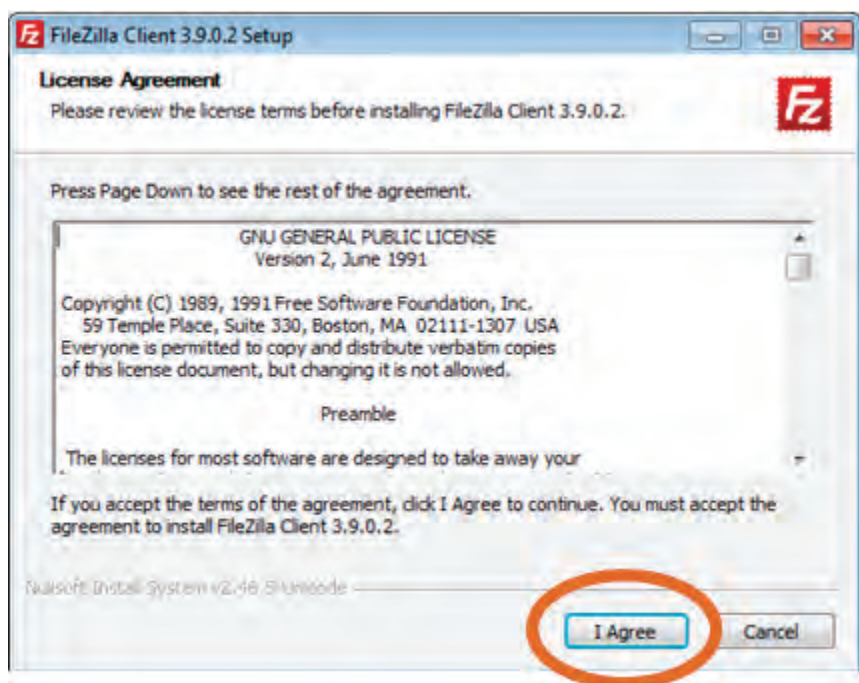
****Note that the applications offered may not be exactly the same as those shown below. You will have to decline each one separately.**



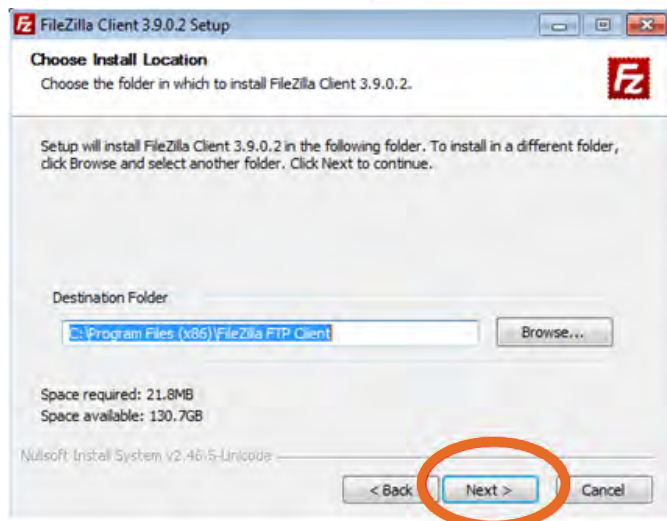
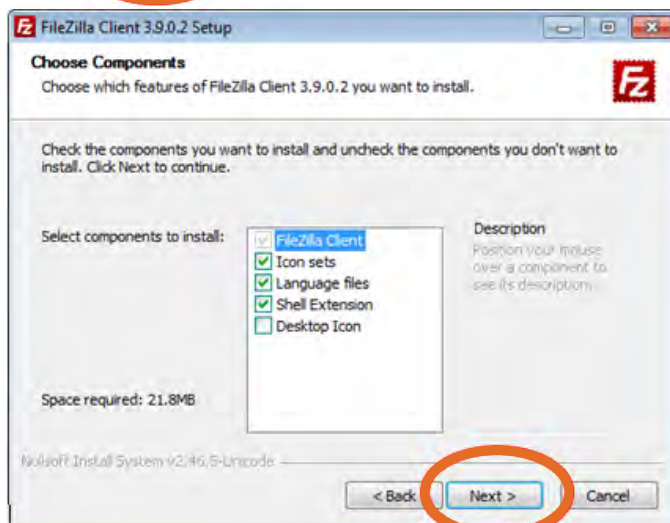
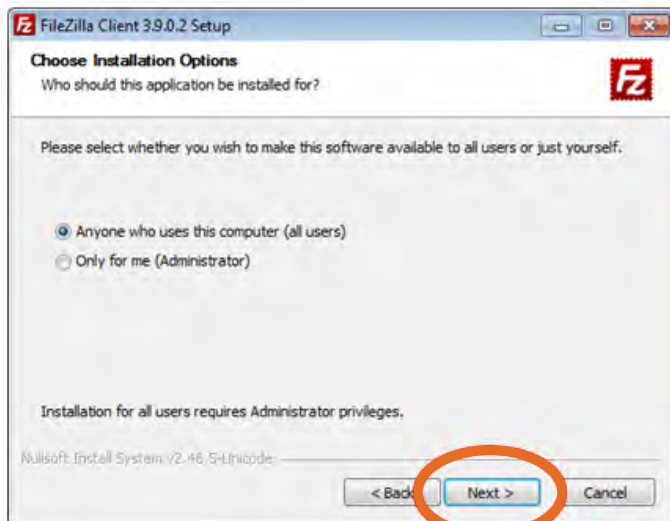
8. Select *Install Now* to continue with the FileZilla installation.



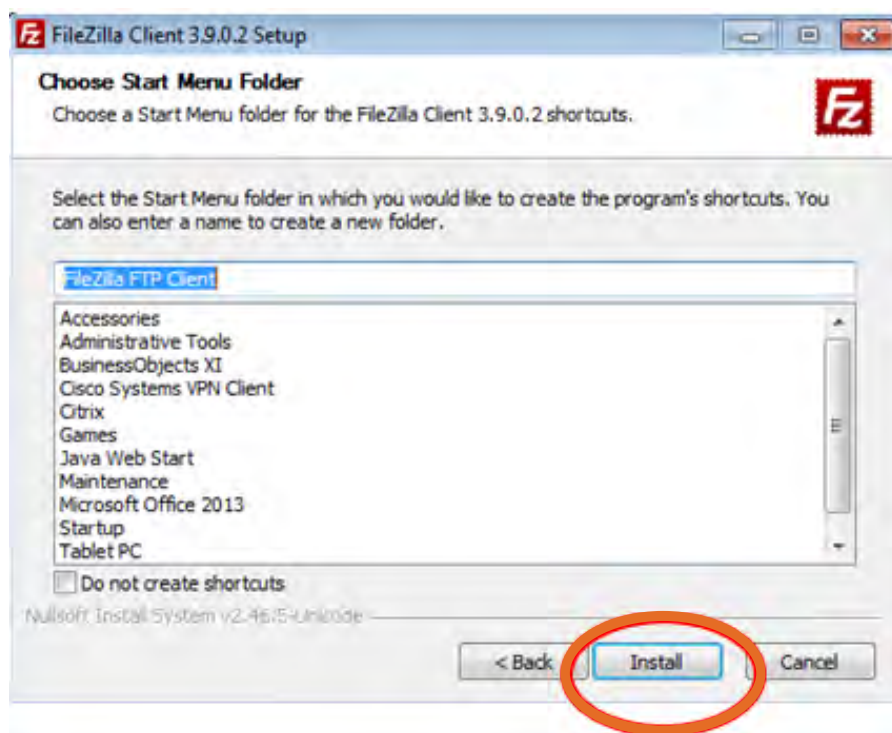
9. Select *I Agree*.



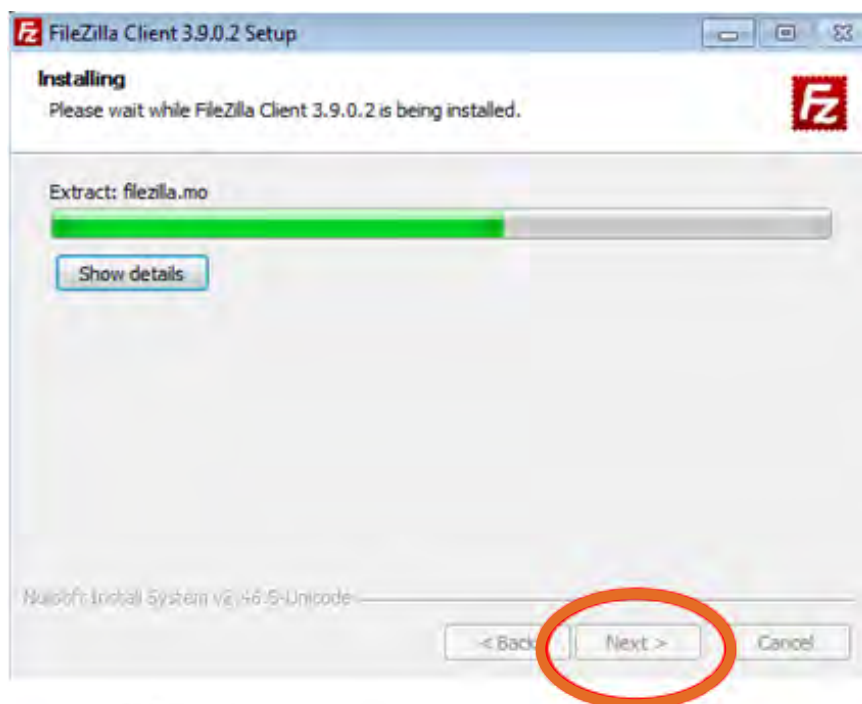
10. Choose the installation options and location that you prefer then Select *Next* as shown in the screens below.



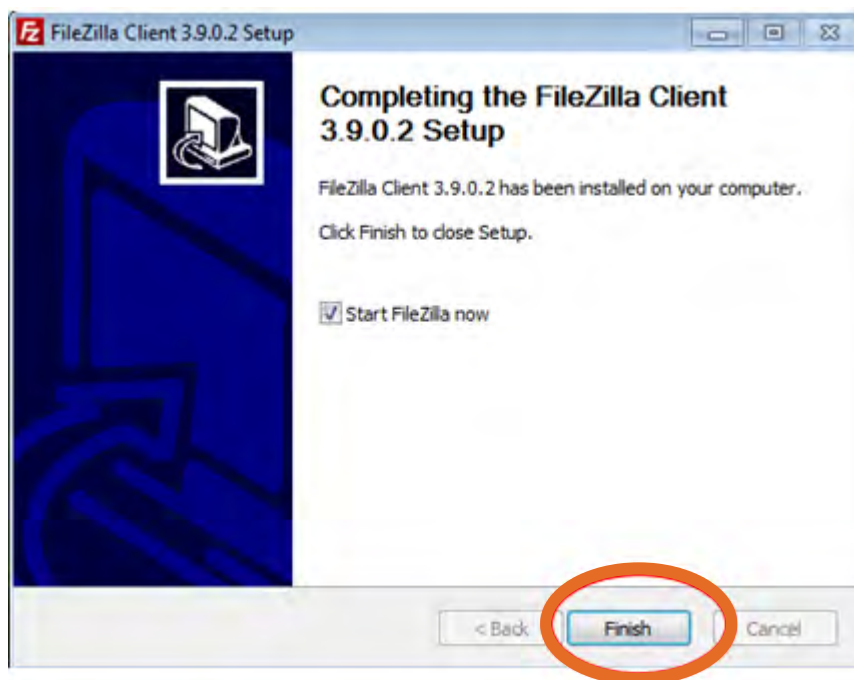
11. Select *Install*.



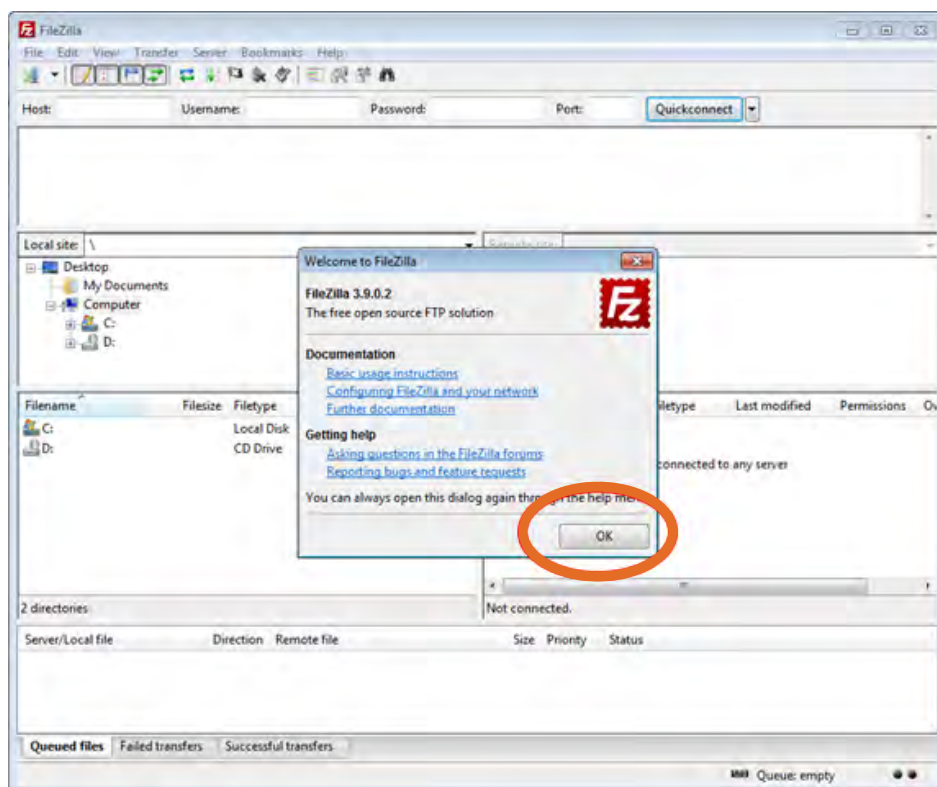
12. Select *Next* when the installation is complete.



13. Select *Finish*.



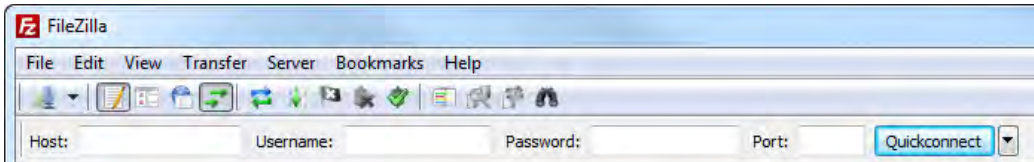
14. The first time you open FileZilla, Select *OK* on the Welcome screen



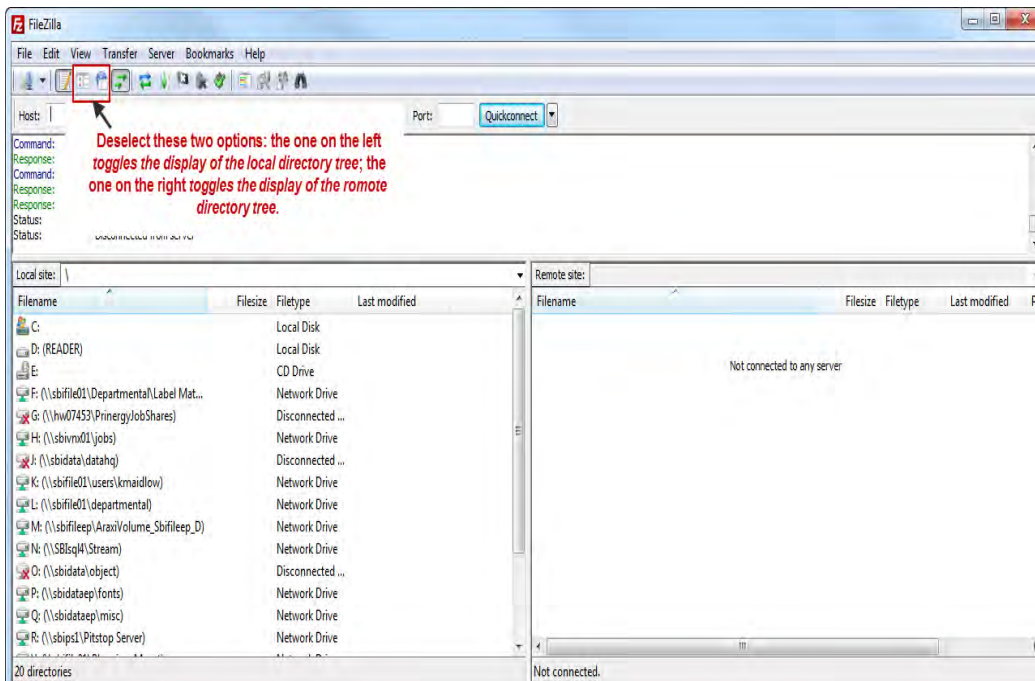
Connect to an sFTP Server:

Using the Quick Connect bar:

Enter the sFTP address of the server into the host field,
Enter Username and Password into the corresponding fields,
Select *Quickconnect*.



Navigating on the Server:



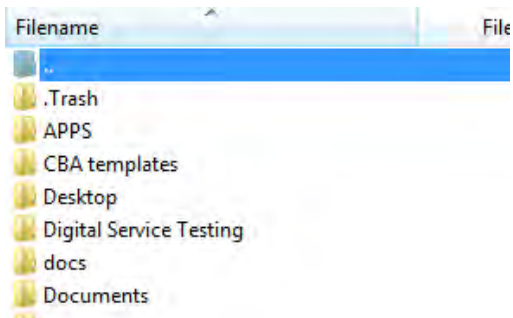
Helpful Tip: When launching FileZilla the first time, set up the window as shown above. Deselect the two options in the tool bar as indicated in the screen shot. This will make FileZilla look less complicated. When you hover the mouse over the icons the name for the icon on the left is *toggles the display of the local directory tree*. The icon on the right is named *toggles the display of the remote directory tree*.

Local Directories:

Once a connection to the specified site has been made, you may begin to transfer files. Local files are accessed using the directories that appear on the left side of the main window. To change a directory:

- Type a directory name into the Local site: field.
- Double-click a directory in the list of the current directory contents.

Hint: To go back one directory, double click on the directory named “..” at the top of the directory list.



Remote Directories:

Navigate to the correct directory on the Remote Site: which is displayed on the right side of the window. This will be where the files will be posted for Sheridan to pickup.

To upload file(s):

1. Select file from the local directory.
2. Right-click the selection.
3. Select *Upload* from the popup menu.

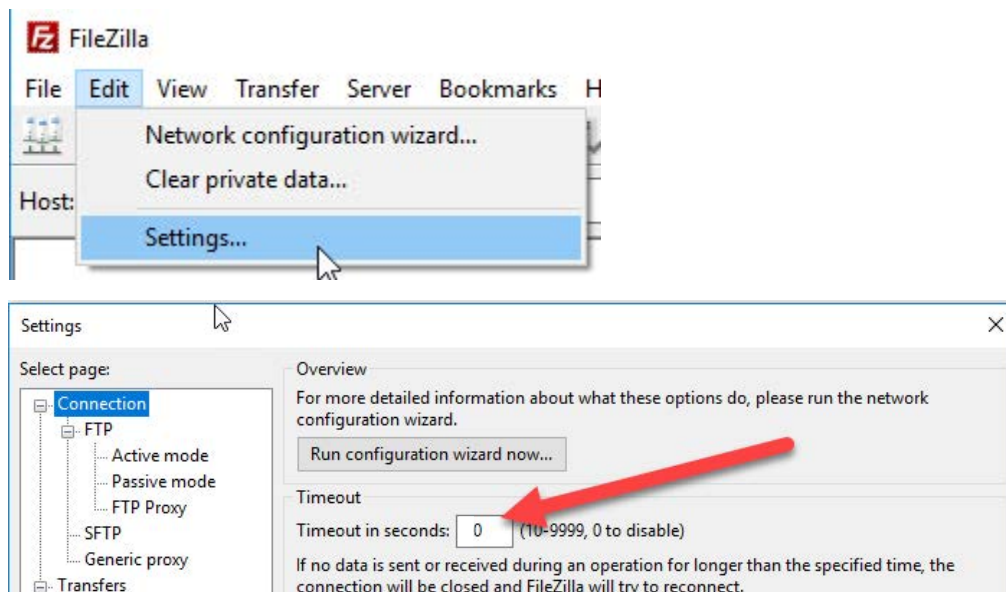
Drag-and-Drop is available. Select file(s) from your desktop and drop them on the right side of the window.

To download file(s):

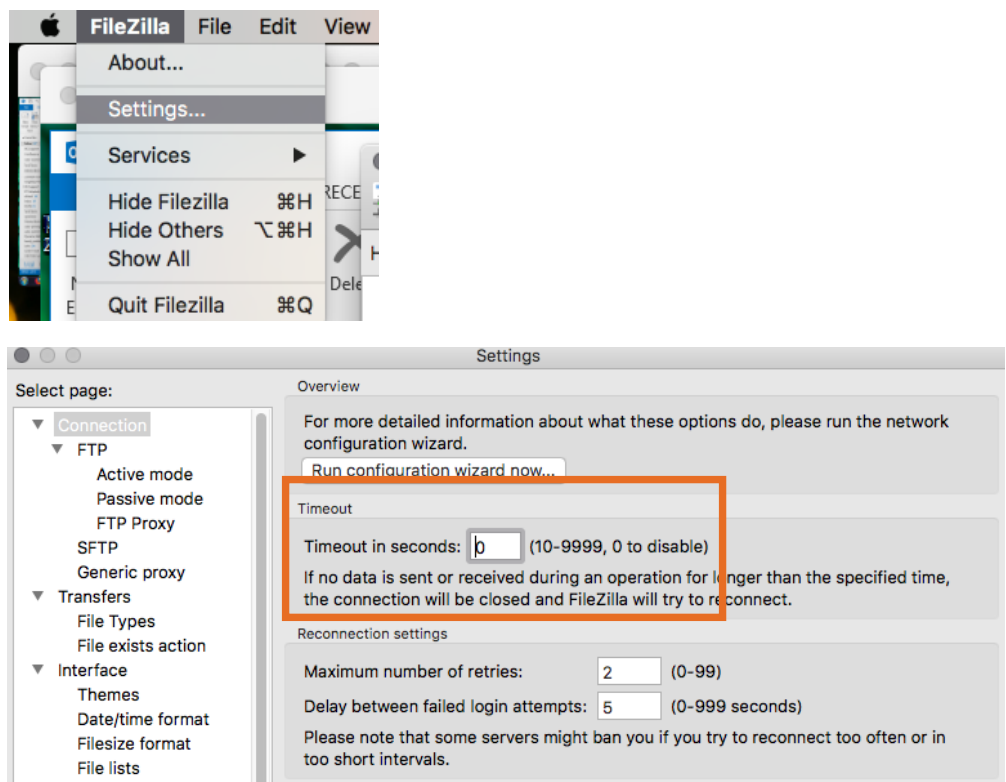
1. Select file from the remote directory.
2. Right-click the selection.
3. Select *Download* from the popup menu.

Go to Settings:

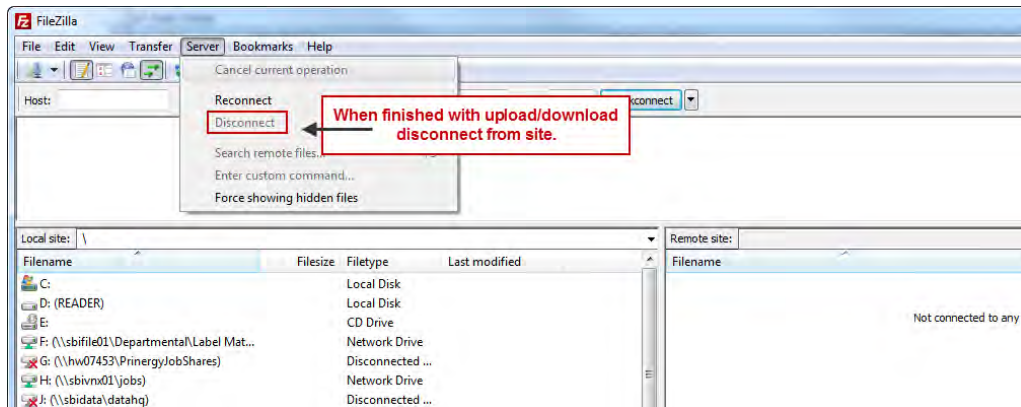
Windows



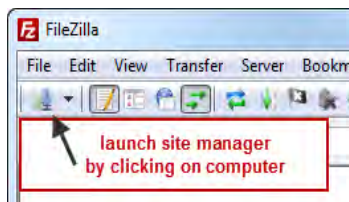
Macintosh



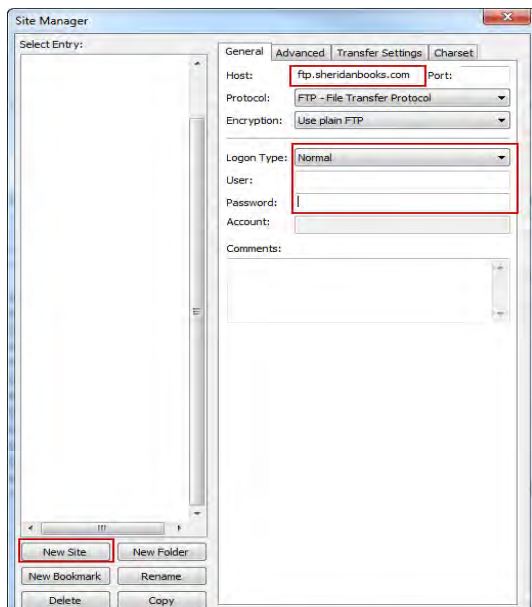
Before closing program, disconnect from Remote sFTP Server by selecting *Disconnect* from the Server menu.



Site Manager:



Using Site Manager allows the user to store more than one sFTP site entry. Click on the icon at the top of tool bar to launch Site Manager.



1. Select *New Site* and enter name of site.
2. Enter the sFTP address in the Host field.
3. Select *Normal* from the Logon Type drop down menu.
4. Enter Username in the User field.
5. Enter Password in the Password field.
6. Select *Connect*.

Note: Files in Sheridan's sFTP server can be accessed for 60 days. Files older than 60 days will be deleted from the system.