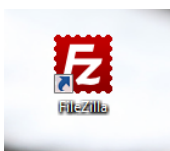


FileZilla User Guide – SDA FTP

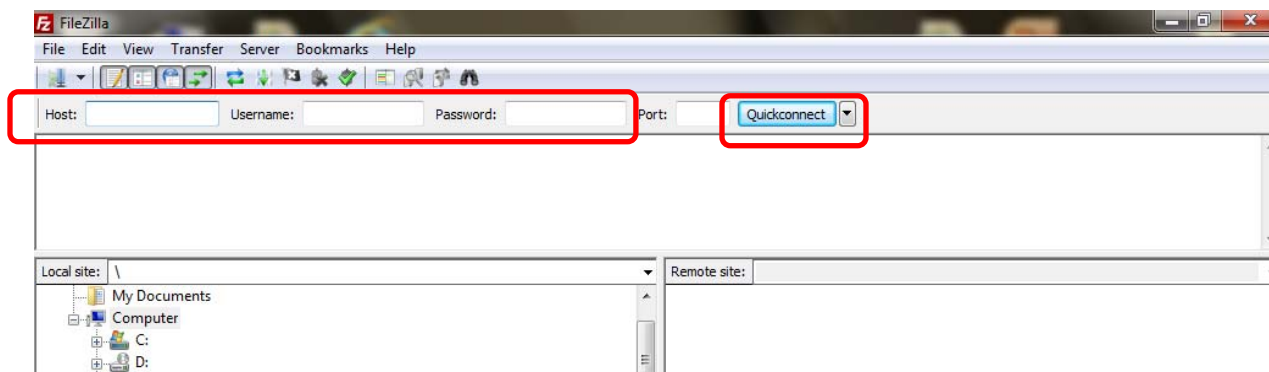
Section	Page
A. FileZilla Install and NJSDA FTP Setup	1
B. How to transfer files from my computer onto SDA's FTP site	2
C. How to transfer files from SDA's FTP site onto my computer	5
D. How to create Directories or Folders on SDA's FTP site	6

A. FileZilla Installation and NJSDA FTP Setup.

1. If FileZilla is already installed, skip to step #3.
2. Download the latest FileZilla application from the web and install the application or contact your Helpdesk for installation assistance.
3. Once installed, click the **FileZilla** desktop icon.

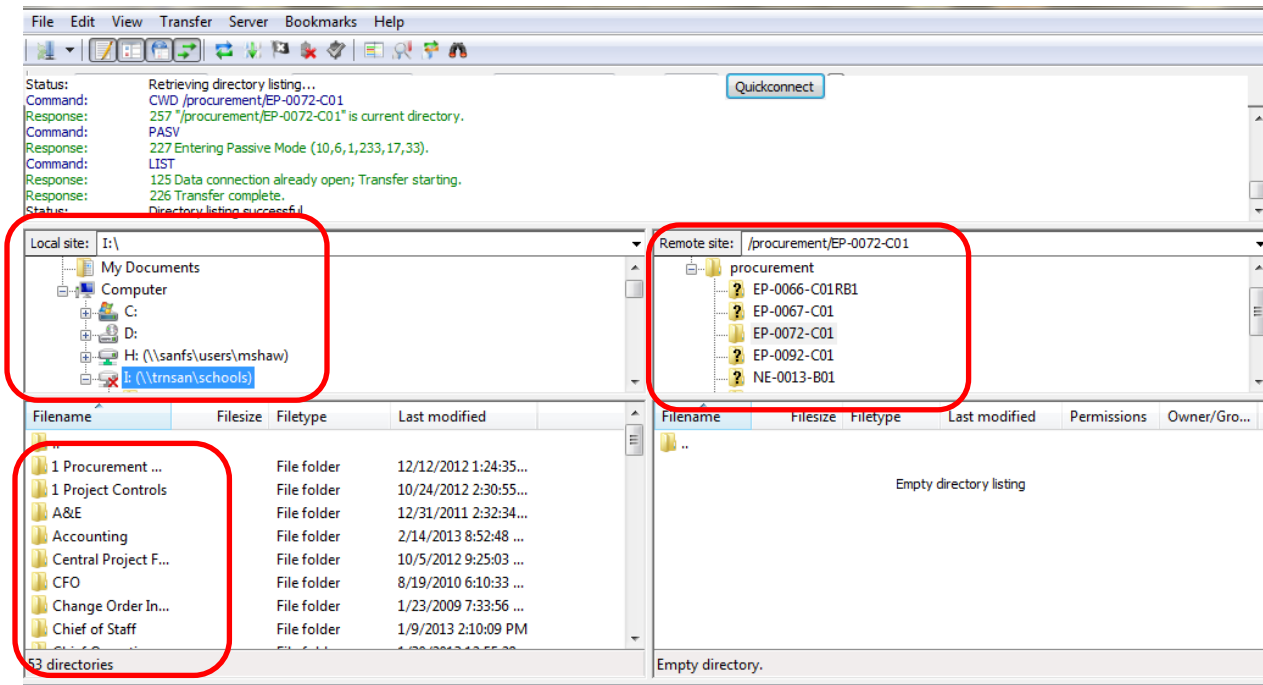


4. FileZilla displays with a blank screen. Complete the following fields:
 - **Host** - with website address ftp.njsda.gov/## (where ##### is the department name)
 - **Username** - with your user account name
 - **Password** - with your assigned password
 - **Port** – leave blank
5. Click the **Quickconnect** button when completed. If files and folders display on the left panel, you have connected successfully. If not, please check your username and password.

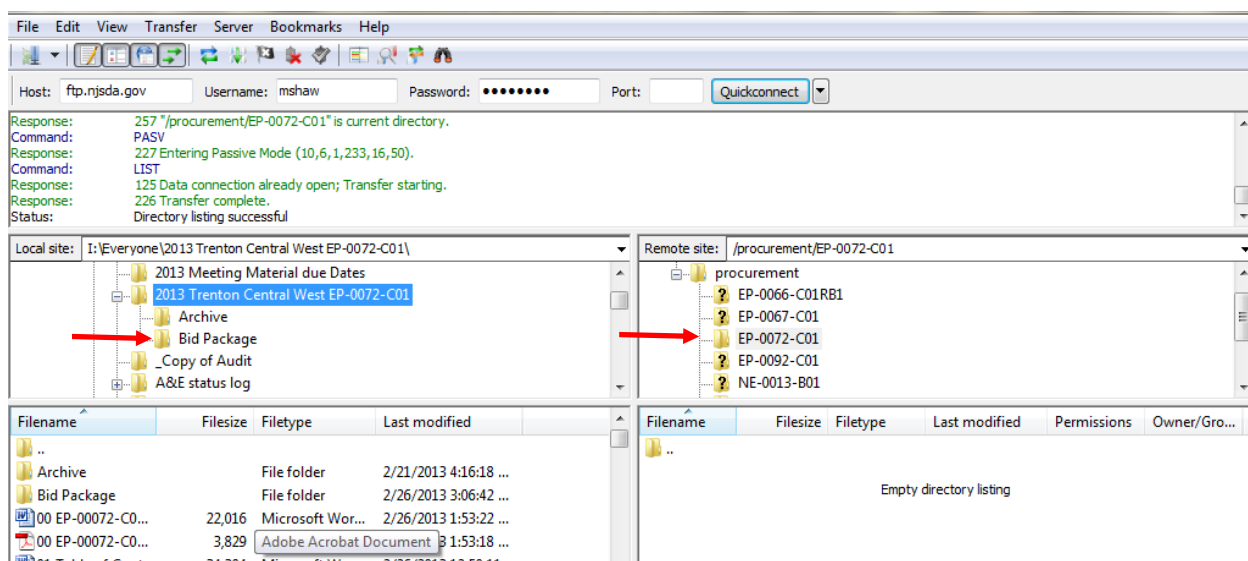


B. How to transfer files from SDA's FTP site onto my computer

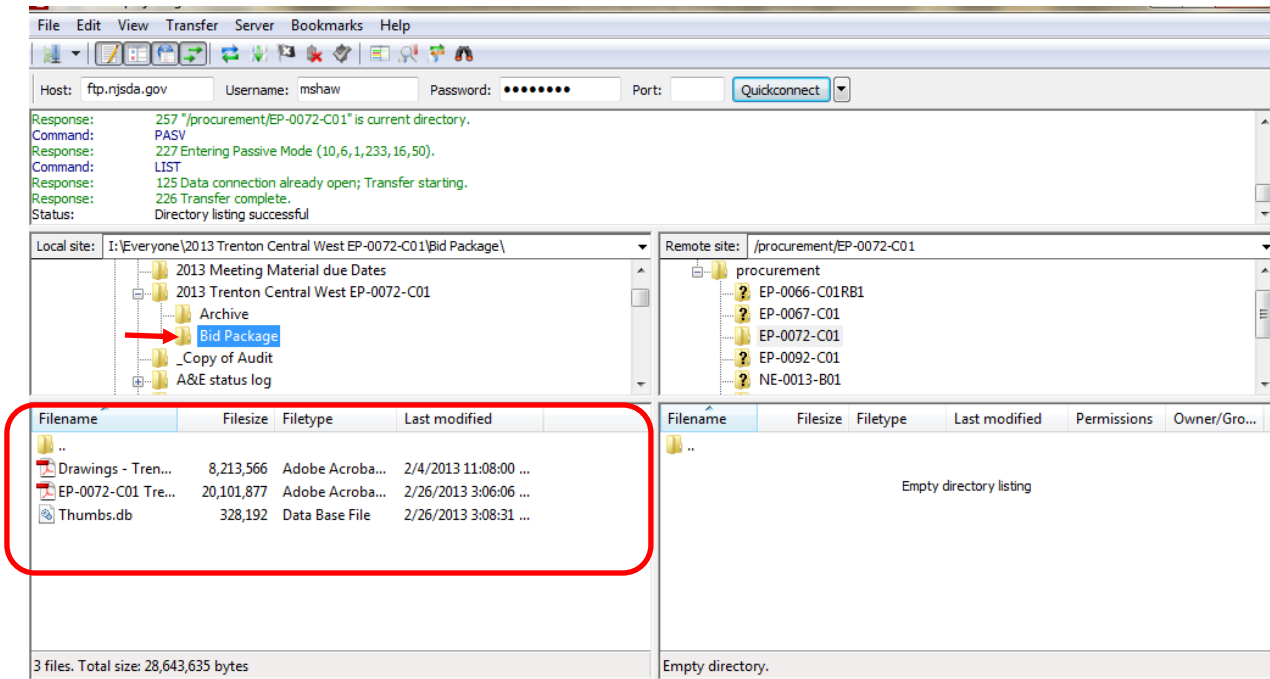
1. On the left panes, select the folder you would like to copy file(s) from, and in the right panes, select the folder on the FTP site you would like the files to be copied to. In this example, we have selected the I drive / Everyone folder



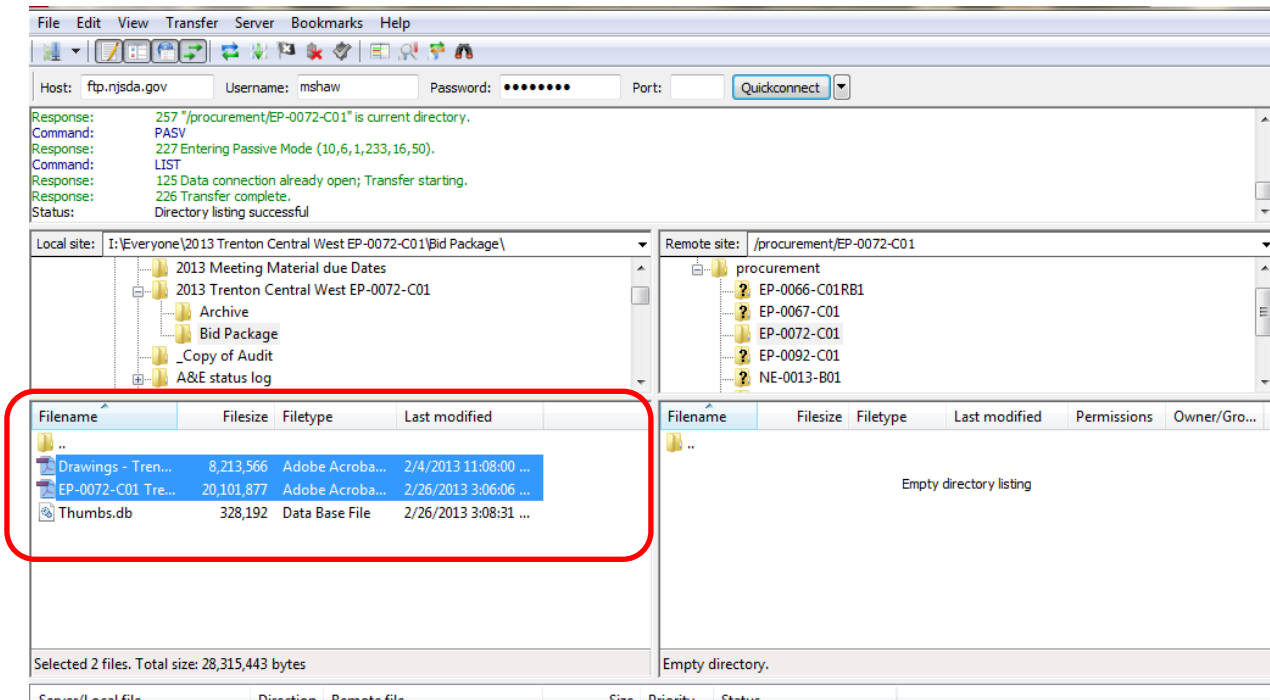
2. Once you have located your folder, find the file you need to transfer. In the example shown, the "Bid Package" folder was selected and will copy the files to the "EP-0072-C01" folder.



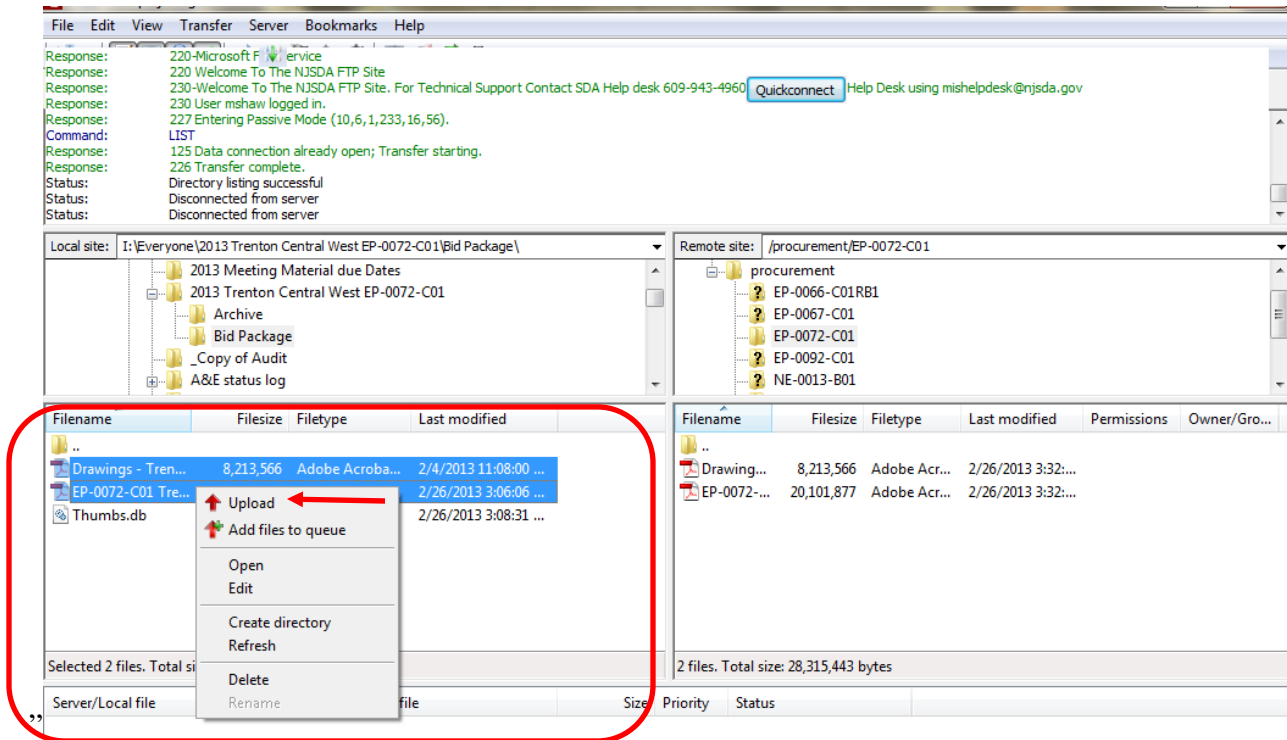
3. Double-click the folder. The contents of that folder display in the lower left-hand box.



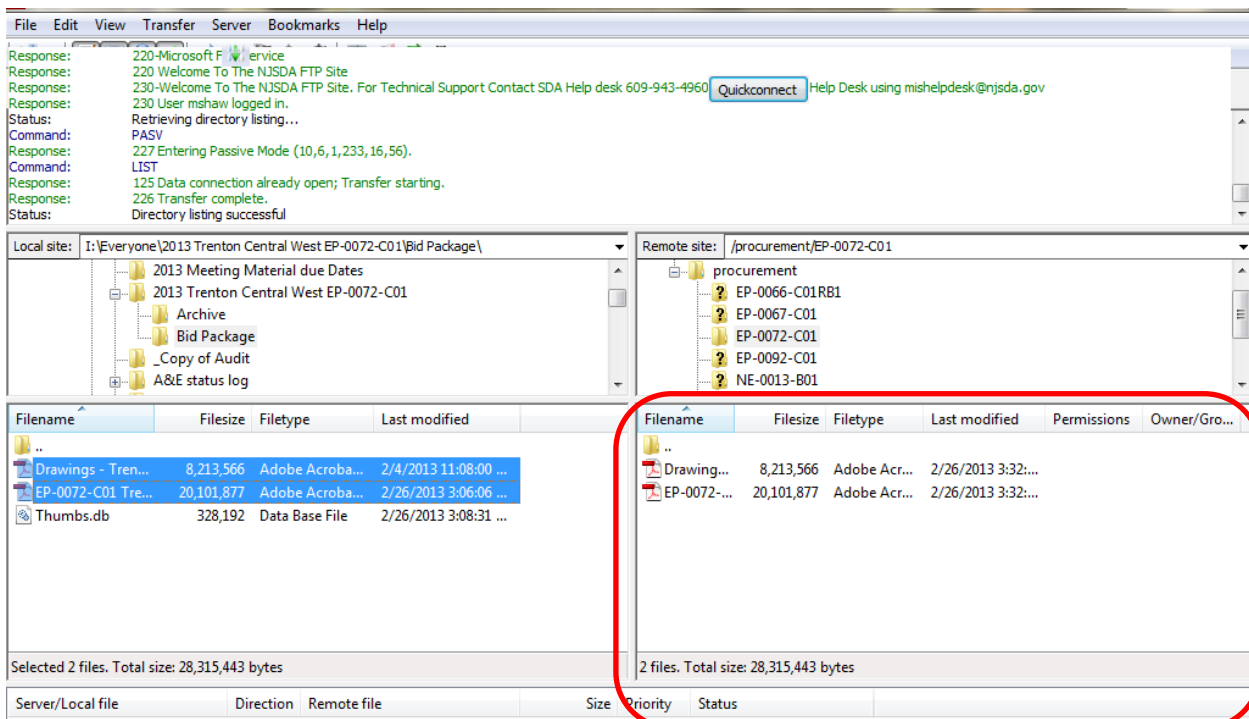
4. Highlight the files you want to transfer.



5. Right-click in the blue area of the highlighted files and select **Upload** from the menu.

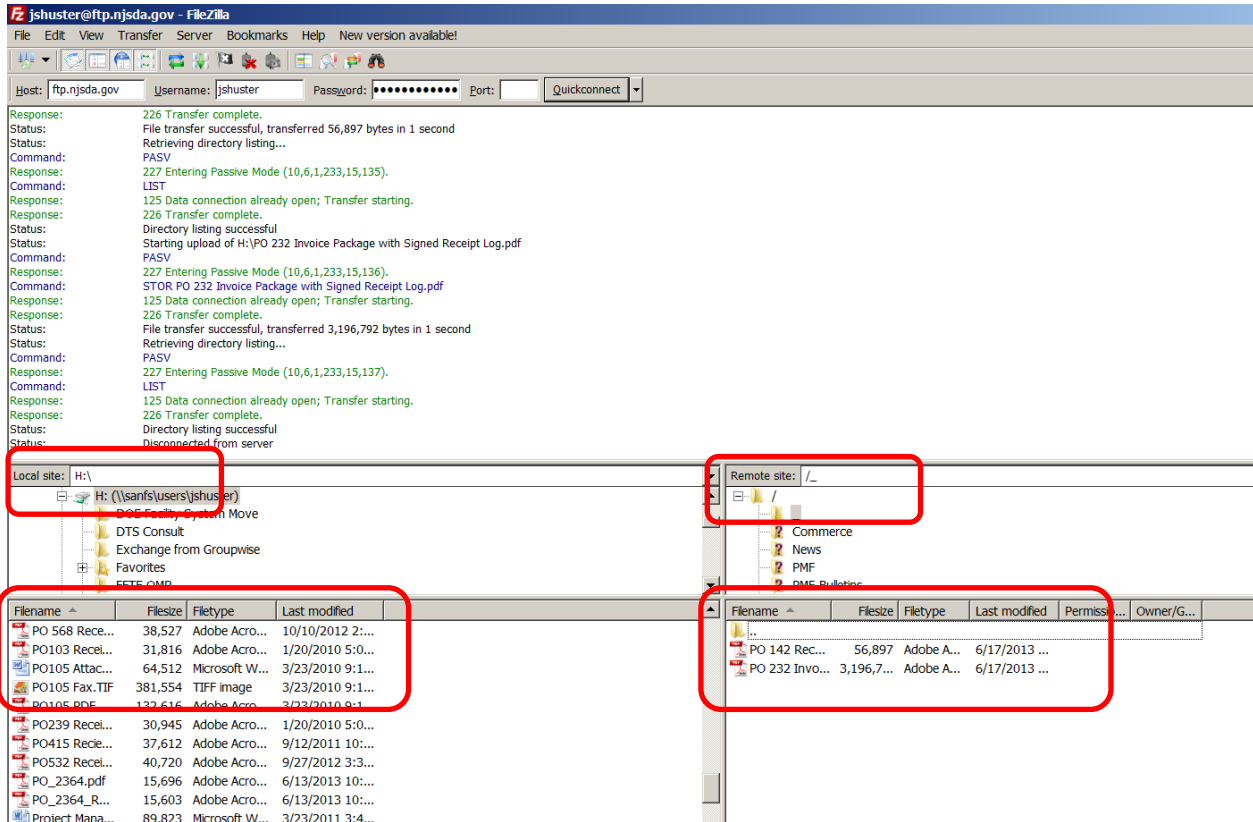


6. The transferred files now display in the lower right side of the screen in the “EP-0072-C01” folder.

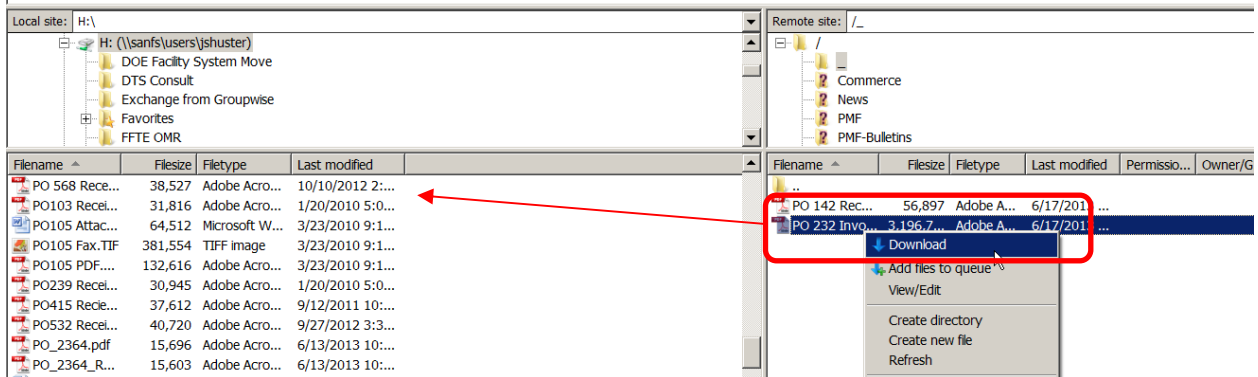


C. How to transfer files from SDA's FTP site onto my computer

1. Browse to the desired FTP directory by double clicking the folders on the lower right pane. The top right pane displays your current directory. In the example shown, the user is in the "H:" drive on my computer (Left Side), and in the "_" directory of the FTP site (Right Side).

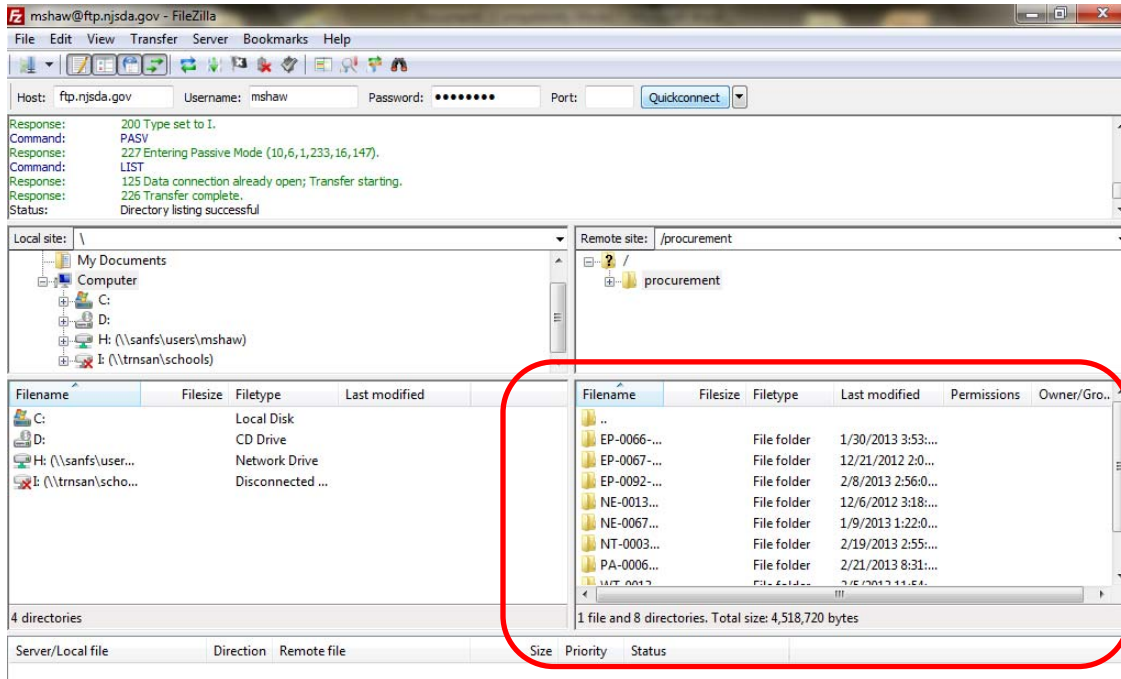


2. To move the files from the FTP site to my computer, simply right click on the desired file on the lower right pane, and select **Download**. The file will appear in the H drive on my computer.

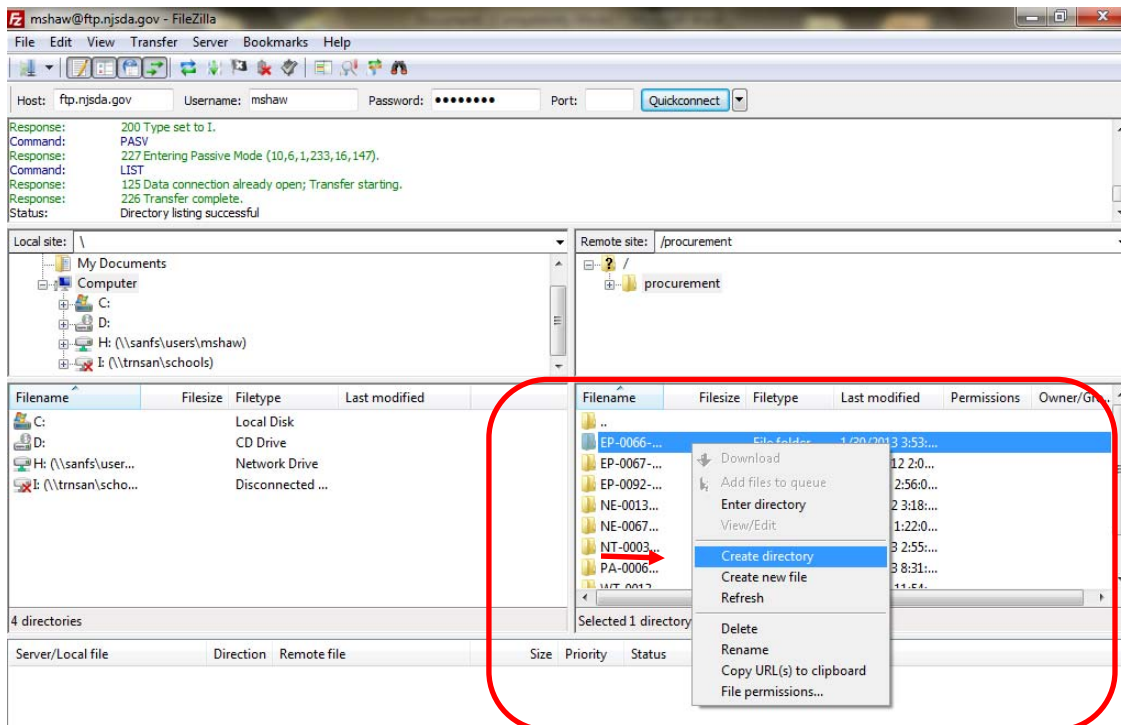


D. How to create Directories or Folders on the FTP site

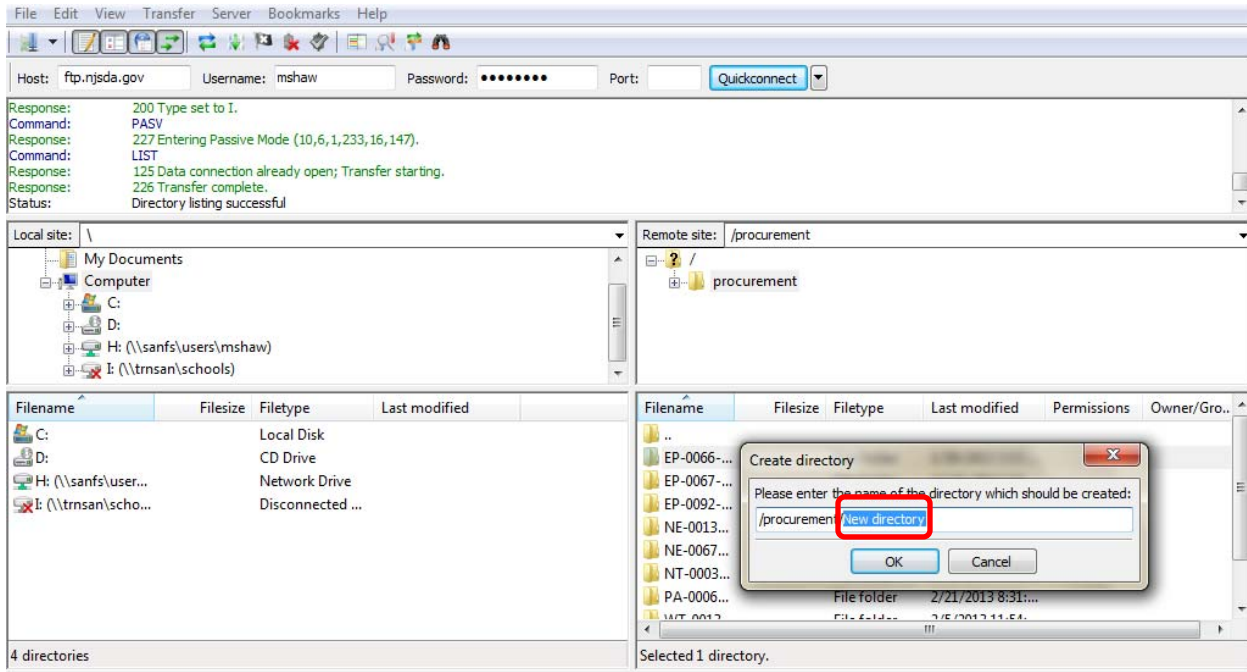
1. The following screen displays. To create a new directory click in the lower right-hand box.



2. Right click in same box to bring up the drop down menu, then click **Create Directory**.



3. Highlight New directory as shown.



4. Type in the project or contract number and click the **OK** button to continue.

