

# HOUR

## MEDIA

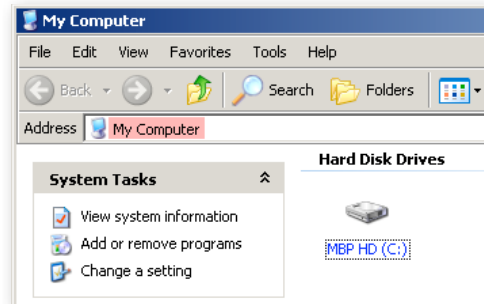
## how-to

### uploading files to the filesphere

files.hourdetroit.com

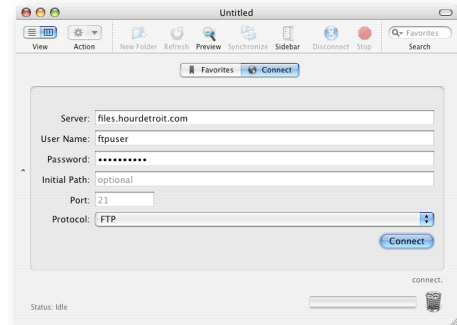
#### Windows Users

1. Enter **ftp://ftpuser:ilovefiles@files.hourdetroit.com** into Windows Explorer (**not** Internet Explorer), or any other FTP application (such as [CuteFTP](#) or [WebDrive](#)).
2. Once connected, click on the “uploads” folder.
3. Drag and drop your files onto the department folder you wish to send them to.  
For example, if your files are intended for the Advertising department, drag-and-drop your files into the “advertising” folder.
4. Contact the parties necessary (i.e. your advertising coordinator) to make them aware of the file(s) that have just been uploaded.



#### Macintosh Users

1. Enter **ftp://ftpuser:ilovefiles@files.hourdetroit.com** into your favorite FTP application (such as [Transmit](#) or [Fetch](#)).
2. Once connected, click on the “uploads” folder.
3. Drag and drop your files onto the department folder you wish to send them to.  
For example, if your files are intended for the Advertising department, drag-and-drop your files into the “advertising” folder.
4. Contact the parties necessary (i.e. your advertising coordinator) to make them aware of the file(s) that have just been uploaded.



If you are ever unable to connect to the Filesphere due to an invalid password, please email your Hour Media contact (i.e. Ad Coordinator) for a new password for the “ftpuser” account.



When uploading to the Filesphere, it is **required** that you name your files indicatively. Remember that we need to find your file(s) amongst many others!

#### Software Links

- Transmit (<http://www.panic.com/transmit>)
- Fetch (<http://fetchsoftworks.com/>)
- CuteFTP (<http://globalscape.com/cuteftp/>)
- WebDrive (<http://www.southernrivertech.com/products/webdrive/index.html>)