

AmeriCorps Week Photo FTP Site Instructions

AmeriCorps Week 2008 produced many powerful moments and no doubt some awesome photos. We are hoping you can share your best! Your AmeriCorps Week photos may be used in recruitment materials, the AmeriCorps website, the AmeriCorps slide show, and other materials for next year's AmeriCorps Week, which is May 9-16.

Photo Specifications:

- Photos should be high-quality digital images or scans of hard-copy photos
- digital photos should be a minimum of 300 dpi (dots per inch) or 1200 x 1800 pixels at 4" x 6" size
- if scanning a hard-copy photo, please set the scanner to 300 dpi (dots per inch) at 100% size
- format should be .jpeg

Files to be Uploaded:

In addition to your photos, please upload a Word document with the following information to your folder on the FTP site:

Photo Captions:

- Photo file name
- Names of individuals in photo (if known)
- Description of scene (who, what, when, where, why)
- Date photo was taken (month and year are sufficient)

Your Contact Information:

- Your Name
- Your Title
- Program
- E-mail Address
- Phone number

Deadline:

Photos must be uploaded by August 31, 2008.

Photo Release:

Please note that uploading photos to the FTP site grants the Corporation for National and Community Service rights to use the photos in any format in the pursuit of its mission.

Uploading photos to the FTP Site:

Logging-in:

The following link will give you access to the ftp site:

<http://files.augustjackson.com/>

Click the button that says "Click to Login."

Note: A security pop-up may appear, and you must click **Yes** to access the site.

The username is **americorpsweek**. The password is **photos08**. **Both are all lower-case.**

Leave the "Passive" box checked.

Site Layout:

You will see two windows. The window on the left is your computer. To access your files click on the C: Drive, click on Documents and Settings, click on your name, and then click My Documents or Desktop--wherever your files are stored.

Uploading:

Click on the "americorpsweek" folder in the right-hand window and click the "Create Dir" button to the right. A box will pop up and allow you to name a new folder. Name the folder based on your program name—i.e. West Seneca Youth Bureau. To upload a file from your computer to the FTP site, choose the folder you just created on the right hand window. Be sure that folder is open by double clicking it. Go to the left hand window, which represents your computer, and select the file to be uploaded and right click and select upload or click the upload button at the bottom of the screen. You may also drag the file from the left hand screen to the proper folder on the right screen to upload it.

Other Notes:

- Drag and drop also works to upload and download files.
- Files can be deleted by hitting the delete box on the right hand bar, so be sure to keep copies of files you upload on your computer.

Technical Support:

If you have problems uploading to the site, please contact Ian Bibby at The August Jackson Company 202-223-3800 or ian.bibby@augustjackson.com.