

C&NS Source Guide

Moving Files to the Faculty Web Server from a Browser

1. Open a web browser and type in the following internet address: <http://www.faculty.fairfield.edu/upload>
2. The secure login page will appear. Login to your faculty web space with your username and password. You will then be placed at the main page. See bottom of page 2.

A screenshot of a 'Secure Login' form. It has a title bar that says 'Secure Login'. Below the title bar are two input fields: 'Username:' and 'Password:'. Below the password field is a 'Log In' button.

The main page you will use is broken up into several different sections. The large box to the left is a listing of the files and folders in the currently selected directory. **You can move into a sub-folder simply by clicking its name in this list.** For details about working with files displayed in the list, see the information below. **You can sort directory listings by filename, file size, or last modified date by clicking the small up (increasing order) or down (decreasing order) buttons next to the column headings at the top of the list.**

The status box at the top of the page displays the folders traversed to the currently displayed folder, as well as back, home, and forward buttons. When you first log in, the only folder shown will be the top level "home" folder, but as you move into various sub-folders, the current location box will update to let you know where you are. **Click any folder name in the folder list to move back to that folder, or use the back button to move "up" one folder, the home button to go back to the top level home folder, or the forward button to return to the lower level folder that you most recently visited.**

Just below the status box is the task box, which is simply a menu of possible actions and options. Click the appropriate icon to upload files, review account information, get help, logout, or take other actions. **Only options currently available to you will be offered. Several options, including "Upload Files", "Create Folder", "Account Info" and "Download Help", will cause the box on the right side of the window to change, giving you the ability to complete the selected task.**

Downloading And Managing Files

Files can be accessed by clicking the filename in the directory listing, which will cause your browser to either display the contents of the file or save it to your hard drive, depending on what type of file it is. To save the file to a specific location on your computer, right-click (Windows) or control-click (Macintosh) on the filename link and choose the "Save As ..." option from the menu that appears. To monitor the progress of your download, open the "Download Manager" or "Downloads" window in your Web browser.

Each file can also be downloaded using the download link, represented by the downward pointing arrow icon. Use the download link if you are having trouble downloading the file by clicking (or right or control clicking) on the filename.

If you have the ability to delete a file, a small trash can icon will also appear on each line of the directory listing. Click the trash icon to delete the file.

Uploading Files

If you have the ability to upload files to the current folder, the "Upload Files(s)" icon will be displayed in the task box. When you click this icon, a box will be displayed to the right of the directory list which will allow you to select and send files. **If you would like to upload multiple files at one time,** select the number of files to be sent in the pop-up menu at the top of the upload box. Next, click the "Choose File" button (it may also be labeled "Browse" or something similar, depending on your browser) and then select the file to be uploaded. To upload multiple files, use a different Choose File button for each file to be sent. When you are ready, click the "Begin Upload" button to start the transfer.

Please note that some web browsers do not provide much feedback during file uploads. *Don't click the "Begin Upload" button more than once, close the window, or otherwise reset or stop the transfer.* Uploading large files can take time, so please be patient. The server will display an "Upload Complete" message when the transfer is done.

Notes:

- **You can not move entire folders up to your web space.**
 - To do so, first create a folder with the same name as the folder you wanted to upload in your web space. Then in your web space, go into that folder and upload the individual files that need to be in that folder.
- You can not move files to other folders within your web space. To move files to other folders, simply download the file and upload it again to the correct folder.
- The "account info" option allows you to change your account password.



Fairfield University - Web Services Active User: jpotocki

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Filename	Size	Updated		
content	folder	Feb 4 16:34	↓	🗑
daneyko	folder	Mar 25 14:55	↓	🗑
images	folder	Feb 4 16:34	↓	🗑
index.html	13.3 KB	Feb 4 16:34	↓	🗑
iweb	folder	Jun 14 10:36	↓	🗑
podcasts	folder	Jun 8 11:59	↓	🗑
ppt_Pres.ppt	163 KB	Jul 18 14:38	↓	🗑
spunkicast	folder	Jun 28 10:20	↓	🗑

Downloading Files

To initiate a file download, control-click (Macintosh) or right-click (Windows) on the name of the file in the file listing at left. Next, choose "Save File As...", "Save Linked File...", or the similar option in the pop-up menu shown, then use the standard "Save File" box to select where on your hard drive the file should be placed.

To monitor the progress of the file download, please open the "Downloads" or "Download Manager" window in your Web browser.

[\[Detailed Help \]](#)