

## Transferring files

### A. Uploading – from computer to web

1. In order to upload a file from your personal computer to the web, you need to first choose or create the file of interest. Once this is completed, it should be saved in an easily accessible folder under a specific filename on your computer. I suggest saving the file to the desktop to eliminate confusion.
  2. At this point, you are ready to open up FileZilla, which is the ftp protocol that will allow you to upload your file to the web. To do this, (1) you can double click on the FileZilla icon on your desktop or (2) click the start button at the bottom of the screen, chose the all programs option by highlighting it and clicking once, find and highlight the folder titled FileZilla, and finally click on the program's icon.
  3. If it is the first time you are opening the FileZilla program, follow the steps below. If it is not the first time, skip to step #4.
    - a. Go into File and click on Site Manager.
    - b. You should see that My FTP Sites is highlighted. Click on the New Site option at the bottom.
    - c. Type in mail.sas as the sites name.
    - d. On the right-hand side, type in the following:
      - Host: mail.sas.upenn.edu
      - Port: 22
      - Servertype: select SFTP using SSH2 from the pull down menu
      - Logontype: select Normal by clicking on the circle next to it.
      - User: type in your PennKey username
      - Password: leave it blank!
      - Click on the Save and Exit button.
  4. Go into File and click on Reconnect. You should see a command telling the computer to connect to the mail.sas server through your specific pathname and there should be a screen that pops up asking for you to enter your password. Once you have entered your password, you should be able to see that the status of the program is that it is connected to your mail.sas account. This will also be visible in the remote site window (on the left-hand side in the middle of the screen) because your pathname should be listed and your folders should be accessible underneath.
- \*\*Troubleshooting:** If FileZilla is unable to connect or does not ask for your password right away, you can try clicking on the site manager icon (1<sup>st</sup> icon in tool bar, below File) and choosing mail.sas. This will refresh the site manager and hopefully be able to get you connected.
5. Highlight and open your html folder.
  6. There are two ways to move the file from your computer into your html folder.
    - a. Locate the desired file on the desktop. Click on the file and drag it into the html folder.

- b. If your file is not on the desktop, you need to use the local site block in FileZilla. Open up the appropriate drive and folder. Underneath the local site area, you should see a list of your filenames that are housed in the particular folder you chose. Click on the desired file and drag it into the html folder under the remote site.
7. At the bottom of the FileZilla screen you can watch as your file is transferred from its local site (your computer) to the remote site (html folder). Also, once the file has been transferred successfully, it will appear at the bottom of the list of items in your html folder under your remote site.

## B. Downloading – from web to computer

1. Open up FileZilla, which is the ftp protocol that will allow you to download your file to the web. To do this, (1) you can double click on the FileZilla icon on your desktop or (2) click the start button at the bottom of the screen, chose the all programs option by highlighting it and clicking once, find and highlight the folder titled FileZilla, and finally click on the program's icon.
2. If it is the first time you are opening the FileZilla program, refer to step #3 under uploading files. If it is not the first time, skip to step #3.
3. Go into File and click on Reconnect. You should see a command telling the computer to connect to the mail.sas server through your specific pathname and there should be a screen that pops up asking for you to enter your password. Once you have entered your password, you should be able to see that the status of the program is that it is connected to your mail.sas account. This will also be visible in the remote site window (on the left-hand side in the middle of the screen) because your pathname should be listed and your folders should be accessible underneath.  
\*\*Troubleshooting: If FileZilla is unable to connect or does not ask for your password right away, you can try clicking on the site manager icon (1<sup>st</sup> icon in tool bar, below File) and choosing mail.sas. This will refresh the site manager and hopefully be able to get you connected.
4. Highlight and open your html folder.
5. Locate the file you wish to download to your computer.
6. Once you have chosen the desired file, you can use the local site area of FileZilla to search for the folder in which you would like to save it. Highlight the folder under the local site area then highlight, click and drag the file from the html folder into it.
7. At the bottom of the FileZilla screen, you can watch as your file is being transferred from the remote site (your html folder) to the local site (your choice of folder). Also, once the file has been transferred successfully, it will appear at the bottom of the list of files under your local site.

### C. Digital Dropbox on Blackboard

1. Open up the web browser of your choice. In the address bar, type the following:  
<https://courseweb.library.upenn.edu>.
2. When the website opens, you should be at the login page for blackboard. Choose the PennKey Login option on the left-hand side of the screen by double clicking on it.
3. At this point, you will be asked to supply both your PennKey and password. Once you have typed both of these in to the appropriate places, click the log in button.
4. When blackboard opens, you should see a personalized welcome sign and a listing of announcements, courses you are enrolled in, a tool bar menu, etc. In order to get to the appropriate digital dropbox, you have to click on the name of the course for which the assignment is due under My Courses on the right-hand side of the screen.
5. Once you have done this, a new screen will open that is specific to the desired course. To access the dropbox, you need to use the menu on the left-hand side and click on the electronic dropbox button.
6. At this point, you will have two options: add file or send file
  - a. You can add a file to your own dropbox, which will be visible by only you, by clicking on the add file button. If you select this option, you must be aware that the file will not be sent to your professor.
  - b. You can send files directly in one step by clicking on the send file button.
7. No matter which option you choose, the information required is very similar. It asks for a title, a file and comments. To select the file, click on the browse button. The browse button allows you to search through the folders on your computer; highlight the desired file and click on the open button. Finally, click submit.
8. If you chose to add a file first and realize you want to send it as well, highlight the file you wish to send, click on send file and repeat step #7.
  - a. When you have finished adding all of the information you want on your webpage, you can go back and highlight text that you would link to link to an alternate webpage. For example, you may have stated the name of the school in which you teach. If you would like to be able to click on the name and have it take you directly to the school's web page, you need to make it a link!
  - b. With the desired text highlighted, click on the link icon in the tool bar. (You can also click on Insert and select link – both take you to the same place.) A screen titled Link Properties will open and ask you to supply the web page location you would like to use. Type the complete web address in the space provided (that means include http:// and www.) Click ok.
  - c. The text you had highlighted and linked should now be a blue color and underlined.

1. In order to make sure that all of the work you have completed can be viewed on the web; you need to do the following: save the web page, publish the web page and browse the web page (used as a check!).
2. Directions for saving your web page:
  - a. When you are ready to save your webpage, click on the save icon in the tool bar. A screen will open that will allow you to decide where to save your file and also what to name it. Again, for convenience I suggest saving the file to your desktop.
  - b. If this is your first webpage, you will want to save it as your index.html file. This means the filename should be index and the file type html files.
  - c. Once you have named your file and selected to save it as an html file, click the save button.
3. Directions for publishing your web page:
  - a. To publish your webpage, you have two options.
  - b. Option #1: Move your saved index.html file from your desktop into your html folder under your mail.sas account. To do this, you will need to open FileZilla and follow the steps listed above for uploading files.
  - c. Option #2: Select the publish icon from the tool bar. This will open the publish page and ask you to fill in some information about where the html file is to be published. You have to give your site a name, provide the publishing address (<ftp://mail.sas.upenn.edu/home2/h/higginsa/html/>), provide the homepage address (<http://www.sas.upenn.edu/~higginsa>), and type in your PennKey as the user name. If it is your own personal computer, you may want to type in your password as well; however, you can leave the space blank and fill it in as needed. Lastly, you need to click on the publish button. A screen will pop up to let you know the files are being published, and it will ask for your password before publishing each piece of the webpage if you did not provide it earlier.
4. After saving and publishing, it is important that you click the browse icon in the tool bar. This will take you to your homepage as it looks on the web so you can check to see that all your information shows up as you had it on the composer page.
5. Directions for editing an already existing web page:
  - a. Open up Mozilla.
  - b. Enter your homepage address into the address bar.
  - c. Once your webpage opens, go to the File pull down menu and select Edit Page. When you do this, the webpage will open into a composer page that allows you to edit your webpage.
  - d. When you are finished making changes/corrections/additions you need to save the new webpage, publish it and check to see that all your changes were made successfully using the browse button. (See directions above)