

West Pro Web Services
Website Development Course
Using Cyberduck

FTP: File Transfer Protocol – used in transferring files through Internet.

1. On the Macintosh computer – Run Cyberduck
2. There is one window each with a set of control buttons and links above it. The window, after logging onto your FTP server, displays the files and folders on your website.
3. Click on "Open Connection" icon – the world icon with the plus sign.
4. The dialog will have text boxes requiring your server name, ID, and password – the ID and passkey sent to you by the instructor.
 - a. Type *student-sites.net* in the **Server** box
 - b. Type your assigned *ID*, for example: st-99, in the **Username** box
 - c. Type your *passkey* in the **Password** box

To save this login, click on **Bookmark** in the menu bar and select **New Bookmark**. The bookmarked link will show up on the left to make it easy to log on.

5. To move a file from your computer to the server:
 - a. To **upload** a file to your website, select the file and drag it over the **Cyberduck** window.
 - b. To **download** a file from your website, select the file and drag it onto your desktop, or into a selected folder on your computer.
6. Cyberduck has the normal back and forward arrows as well as the “**go up a level**” arrow and **refresh** icon.