

USD WEB SERVICES
UPLOADING DOCUMENTS TO PASSWORD-PROTECTED
SECTIONS OF YOUR WEBSITE



INFORMATION TECHNOLOGY SERVICES
UNIVERSITY OF SAN DIEGO

DEVELOPED BY MORGAN ANDERSEN

WEBSUPPORT@SANDIEGO.EDU

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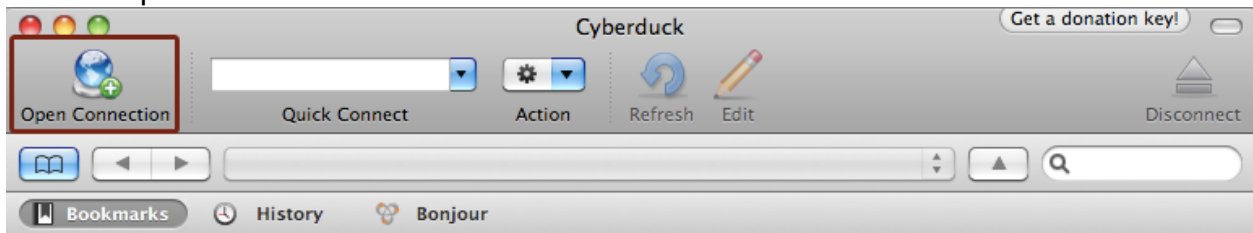
If your website has documents that are password-protected, you will need to use a file transfer program (rather than Adobe Contribute) in order to upload new documents, delete documents, and move documents. Below are the instructions for using CyberDuck to do this. CyberDuck is available for free download for either Windows or Mac OSX online at <http://cyberduck.ch/>.

GETTING CONNECTED IN CYBERDUCK

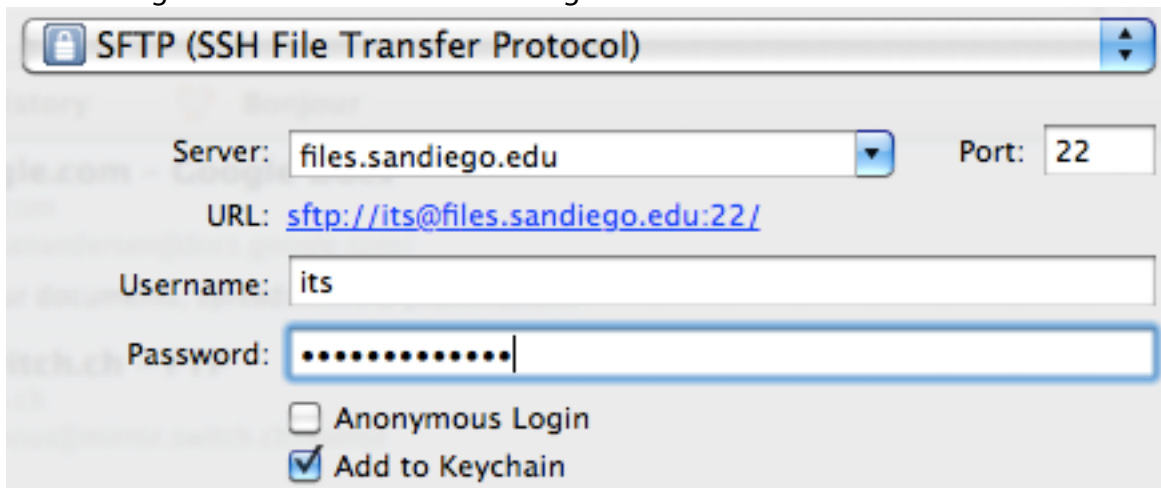
1. Download CyberDuck from <http://cyberduck.ch/>. Be sure to select the correct version for your operating system.
2. Double-click on the installer (CyberDuck-4.0.2.zip for Mac OSX, Cyberduck-Installer-4.0.2.exe for Windows).
3. A CyberDuck icon will appear. Click on it to open the program.



4. Click on Open Connection.

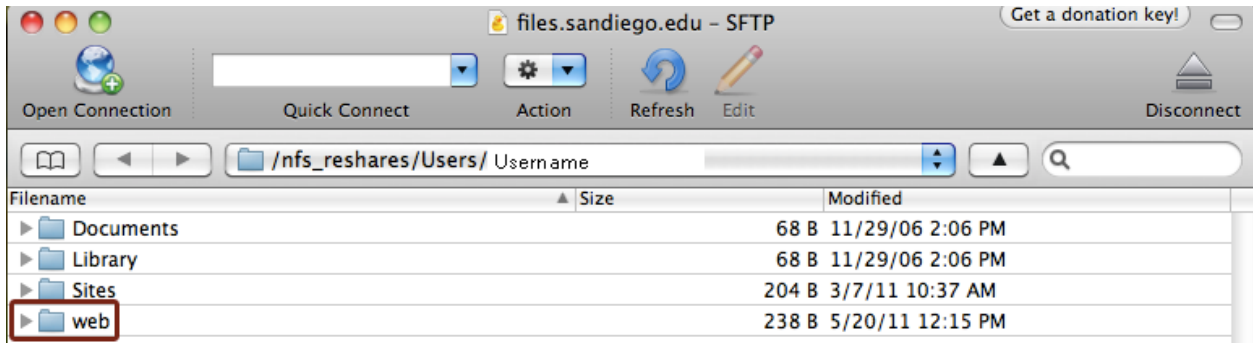


5. Select "SFTP (SSH File Transfer Protocol)" from the drop-down menu. Enter "files.sandiego.edu" for the Server. Enter your account Username (this is not your MySanDiego username) and Password. Ensure that "Add to Keychain" is checked, so that CyberDuck will remember this information for you the next time you open the program. Your settings should look like the following:

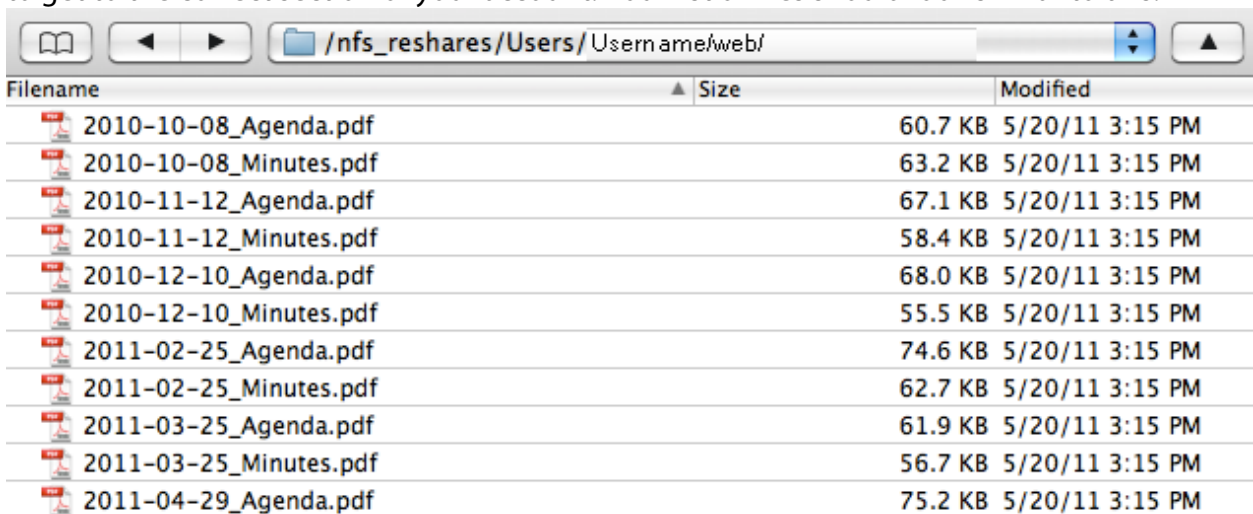


6. Click "Connect" and CyberDuck will connect to your account.

7. Double-click on the web folder to get to the part of your account where your documents reside.



8. If you only have one password-protected page on your website, you should now see a list of all of the documents that are displayed on that page. If you have multiple password-protected pages on your website, you will need to double-click on the appropriate folder to get to the correct section of your account. Your list of files should look similar to this:



You are now successfully connected to your account in CyberDuck. The next time that you open the program, you should be able to skip steps 1 – 6.

UPLOADING FILES WITH CYBERDUCK

In order to upload new documents to your password-protected web page, follow steps 1 – 8 in **Getting Connected in CyberDuck** above. Once you are in the appropriate folder of your account, you can either:

- simply drag the document you want to upload from your Desktop to the file listing in CyberDuck, or
- go to **File → Upload** and then select the document from the appropriate location on your computer.

The document will now show up in the list of files and is immediately available for download from your password-protected web page.

DELETING FILES WITH CYBERDUCK

In order to delete a document from your password-protected web page, follow steps 1 – 8 in **Getting Connected in CyberDuck** above. Once you are in the appropriate folder of your account, you can either:

- select the file that you wish to delete and hit the “Delete” button on your keyboard, or
- select the file that you wish to delete and go to **File → Delete**.

The document has now been deleted from your account and will no longer be available for download from your password-protected web page.

THINGS TO KEEP IN MIND

- Your password-protected web page(s) will display ALL files that have been uploaded to the appropriate folder in your account. There is no way to hide documents that are in your account.
- Portable Document Format (PDF) is the preferred document type for files that are available to be downloaded from the University of San Diego website.
- The document name is what will display online, so be sure to name your documents appropriately before uploading them to your account.
- Documents will display in an unordered (bulleted) list, in alphabetical order on your password-protected web page.