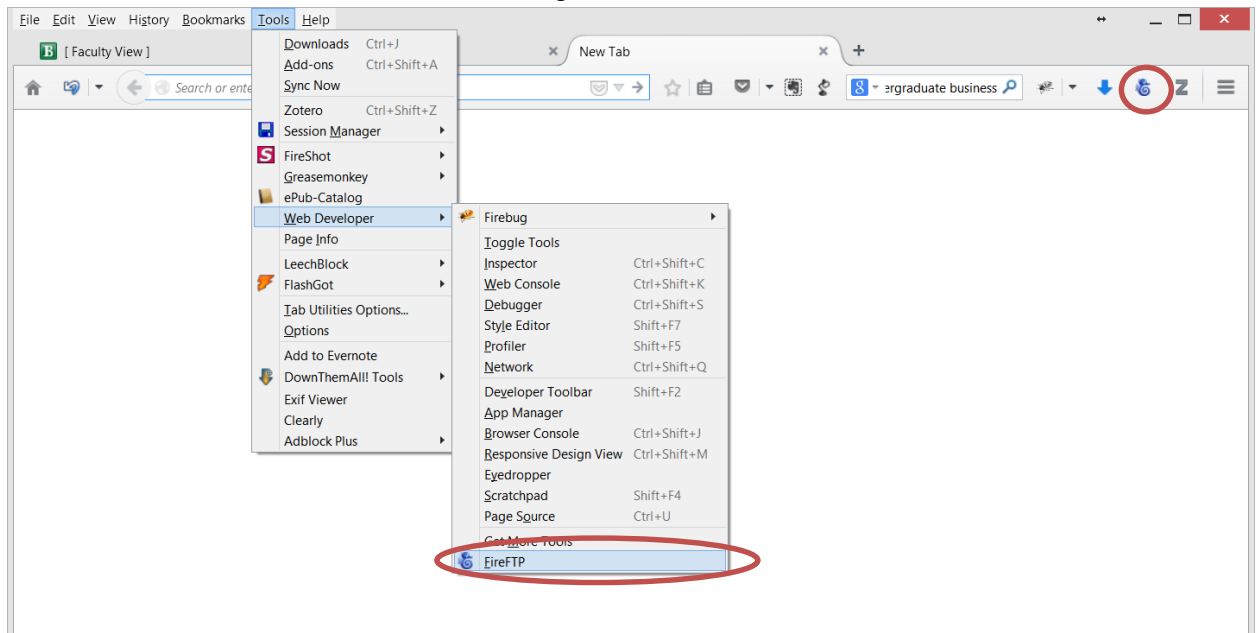


Setting up, connecting and uploading files to the server

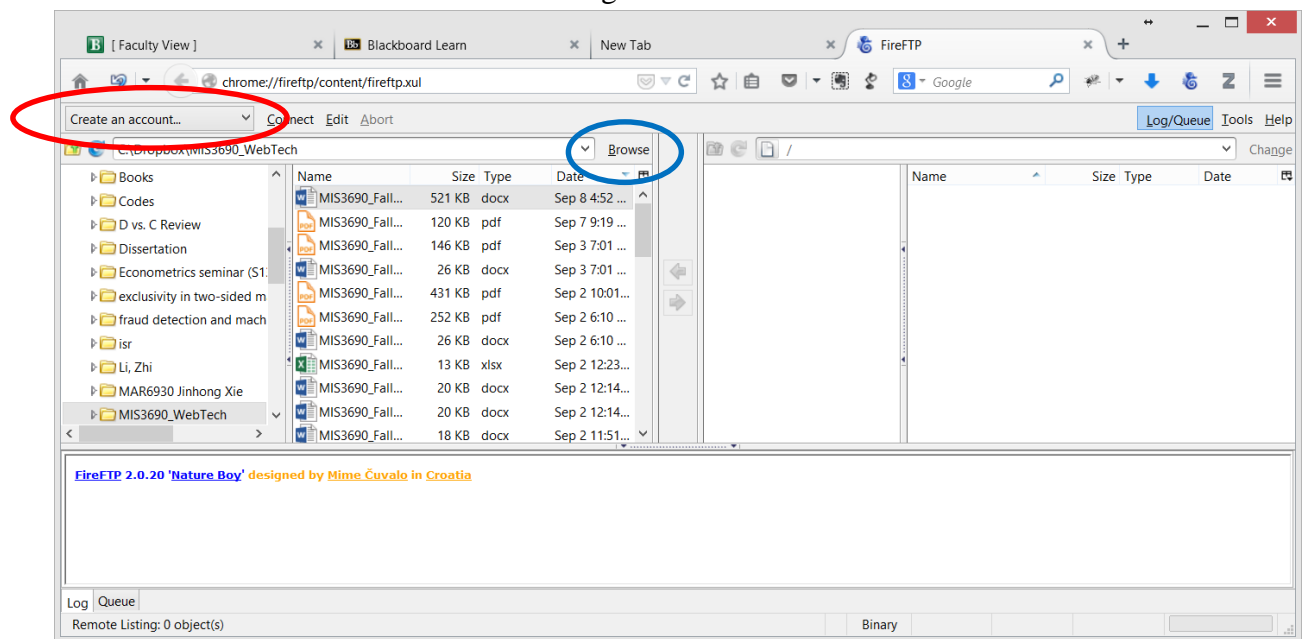
1. You can start this after you have installed Firefox and then installed the add-on utility, FireFTP. If you have not installed these two, please return to this document after installing the two. If FireFTP is installed already, go to step 4.
2. Installing FireFTP must be done using your Firefox browser (version 40). Simply search for “Add-ons”. You can do this by clicking on Tools and then the Add-ons option under Tools.
3. This will bring you a new tab for Add-ons that will list all the featured Add-ons. Ignore these. At the top right corner, you will see a search-box. Type in FireFTP in this box and let Firefox find it for you. Once the add-on (FireFTP 2.0.24.1) is found, installing it is simply a matter of clicking the “Install” button on the right. If Firefox DOES NOT FIND FireFTP, then, it is likely already installed. Just check the “My Add-ons” tab (instead of the Available Add-ons) to see if it is already installed.
4. Launch the FireFox browser first. You can launch FireFTP from the “Tools” menu on top, and then selecting “Web Developer” sub-menu under “Tools” as shown in Figure-1 below. (Note: FireFTP may be at the end of the menu in some cases).

Figure-1



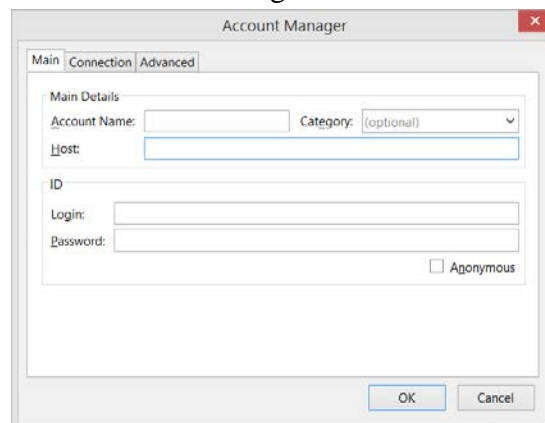
5. When FireFTP is launched, it will open a new tab in your browser and you should see something like what is shown below in Figure-2 (the files here are my files, you may see your files!).

Figure-2



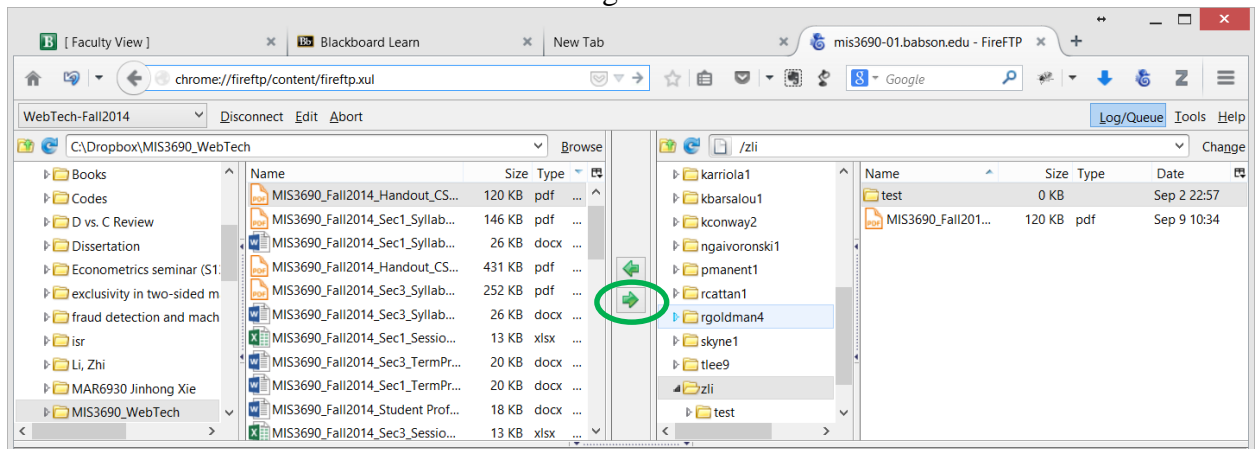
6. In the above (Figure-2) screen, the left side window shows you the files that are on your laptop.
 - You can select the folder you want to see by using the “Browse” button on the top right corner of the left-window (circled in blue in the Figure-2 above).
 - To create a new account, you should select the option “Create an account....” from the pull-down menu list on the left-side of the window (circled in red in the Figure-2 above).
 - When you select the “Create an account...” option, an additional new window pops-up. This should look like the Figure-3 shown below.

Figure-3



7. In this window (in Figure-3), please fill in the following details:
- In the “Host” field, “mis3690-02.babson.edu”.
 - Change the value in “Account Name” to a name that will serve as a shortcut. For instance “WebTech-Fall2015”.
 - In the “Login” field, type in your Babson-user-id.
- Now, click on OK. This should close the window and return you to the window seen in the previous figure (Figure-2).
8. You should now see the “shortcut” value (i.e., WebTech-Fall2015) in the pull-down menu (circled in red in Figure-2).
- Make sure that the right value is selected and click on “Connect” that is to the right of the pull down menu.
 - You will be prompted for your password (unless you ignored my instructions and typed the password in anyway in step 5).
 - If all is well, you will see your web server folder on the right-half of your screen as shown in Figure-4 below. *(Since I have the permissions to access all of your folders, the right-side of my window shows a lot of folders. In your case, you may just see your folder and the list of files that are in this folder). Even if you do see other student folders, you will NOT have access to any of the folders except your own.*

Figure-4



9. You can upload one/more files by selecting the files you wish to upload from the left-side window (i.e., from your local computer) and clicking on the green arrow button that points right (circled in green in Figure-4).
- You can also retrieve files from the server to your local computer by selecting the files from the right-side window and clicking on the green arrow button that points left!
 - You can select multiple files to move by selecting the first file and then holding the CTRL key down while selecting subsequent files.