

# Transferring files to the professional home page server: Mac

---

Faculty may have professional web pages for materials like vitae, syllabi, etc. Professional web page files must be transferred to the “public\_html” folder in your directory on the home page server. For more information on professional home pages, see <http://www.snc.edu/techsupport/web/profpages.html>.

## Professional home page server access

To request an account and directory on the professional home page server, fill out the Service Request Form at <http://www.snc.edu/service>.

## Cyberduck for Macintosh

Files must be transferred to and from the professional home page server using a program that supports Secure File Transfer Protocol (SFTP). For Mac computers, we use a program called Cyberduck. You may use other SFTP programs if you wish, but support is only provided for Cyberduck. If Cyberduck is not already installed on your office computer, you can install it from the MacApps folder on the College network. If you need Cyberduck for your home computer, you can download it from <http://cyberduck.ch/>.

## Configuring Cyberduck

In Cyberduck, you can set up a “bookmark” the first time you log in to the server, so that you won’t have to re-enter all of the information each time. The only thing you will have to type each time will be your password.

1. In the Applications folder, click on Cyberduck.
2. From the Cyberduck menu, choose Preferences. Under Transfers – General, check the “Close window when transfer completes” box. Under Transfers – Permissions, uncheck both of the “Change permissions” boxes (**this setting is very important** – if you don’t do this, your files will get really messed up!).
3. From the Bookmark menu, choose New Bookmark.
4. From the drop-down menu at the top, choose SFTP (SSH File Transfer Protocol).
5. In the “Nickname” box, type a name for the bookmark, so that you can reuse it later. You can name it anything you like (e.g., “Professional home page server” or “home.snc.edu”).
6. In the “Server” box, type **home.snc.edu**, and change the “Port” to **7576**.
7. In the “Username” box, type your 6-character SNC login ID (e.g., *duckdf*). Leave the “Password” box blank.
8. Click the red close button in the upper left corner. The bookmark is now saved for future use.

## Transferring files with Cyberduck

1. In the Applications folder, click on Cyberduck.
2. Choose the bookmark you created above from the Bookmarks menu or the “Quick Connect” box.
3. If you get a message about an “Unknown host key,” click the Always button.
4. When prompted, type your password in the “Password” box. Uncheck “Add to Keychain”. Click Login.
5. Once connected, you should see a folder called public\_html. If that does not appear, you probably mistyped your password and need to try again.
6. The files for your professional home page go in the public\_html folder, so you need to open it before uploading any files. Double-click on the public\_html folder to open it.
7. To copy one or more files from your computer to the server, either drag them to the Cyberduck window, or go to the File menu, choose Upload, and browse to the file(s) you wish to upload.
8. To copy a file from the server to your computer, either drag it from the Cyberduck window, or go to the File menu, choose Download To, select the location where you want to save the file, and click the Choose button.
9. After transferring the files, you’ll want to view them in a web browser – preferably more than one – to make sure that they look okay. To get to your files on the web, go to <http://home.snc.edu/firstname.lastname>, replacing “firstname” and “lastname” with your first and last name, just as in your e-mail address.
10. If you modify the file, transfer it again, then click Reload/Refresh in your browser to see the updates.
11. When finished uploading files, go to the Go menu and choose Disconnect, then quit Cyberduck.

## Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or [helpdesk@snc.edu](mailto:helpdesk@snc.edu). The Help Desk is for St. Norbert College students and employees only.