

# Transferring files to the professional home page server: Mac

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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, send e-mail to [webmaster@snc.edu](mailto:webmaster@snc.edu). Your login ID and password are the same as your SNC network login ID and password. For Mac computers, we use a program called Cyberduck to transfer files to and from the professional home page server. If Cyberduck is not already installed on your computer, contact the Help Desk for assistance.

## Configuring Cyberduck (first time)

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. Go to the Cyberduck menu and choose Preferences. Under Transfers – Permissions, uncheck both of the “Change permissions” boxes.
3. From the Bookmark menu, choose New Bookmark.
4. 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 server” or “My professional page”).
5. In the “Server” box, type `home.snc.edu`.
6. In the “Username” box, enter your 6-character SNC login ID (e.g., *duckdf*).
7. 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 either the “Quick Connect” box or the Bookmarks menu.
3. In the box that appears, type your password in the “Password” box. Uncheck the “Add to Keychain” box.
4. Click the Login button.
5. Once connected, you should see just one folder, public\_html. If that does not appear, you probably mistyped your password & 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 a file from your computer to the server, go to the File menu and choose Upload.
8. Browse to the file(s) you wish to upload.
9. Click on the file(s) you wish to upload to highlight them. To highlight more than one file at a time, hold down the Command key while clicking once on each one. To highlight a whole list of files, click once on the first one, then hold down the Shift key while clicking once on the last one.
10. Click the Upload button. A “Transfers” window will open showing the upload progress. When the upload is complete, you can close the Transfers window.
11. To copy a file from the server to your computer, from the File menu, choose Download To, browse to the location where you want to save the file, then click the Download To button.
12. 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.
13. If you need modify the file and transfer it again, remember to click the Reload or Refresh button in your browser to see the updated page.
14. 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.