

DARTMOUTH JOURNAL SERVICES



WebFTP Quick Start Guide

The Dartmouth Journal Services WebFTP tool combines the ability to transfer files via FTP with the ease of using a standard browser. The WebFTP tool currently supports Internet Explorer, Firefox and Safari.

This guide will help you access an FTP site and transfer files to and from the site. Note: these screen shots were created using WindowsXP and Internet Explorer 7, so they may look different if you are using a different OS or Browser.

The use of the WebFTP tool can be broken down into 4 activities:

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A. Accessing the DJS WebFTP tool

1. There are two ways to access the DJS WebFTP site:

- a. Go to www.dartmouthjournals.com, then click on the **FTP Access** link at the bottom.
- b. Click the link below to access the Dartmouth Journal Services WebFTP site directly:
<http://webftp.dartmouthjournals.com>

2. Log in using the User Name and Password provided by your account manager or technical representative.

3. Once you log in successfully, you will see the following tool set. Depending on the user account configuration, your tool set may or may not contain all of the following functions:

- Upload**
- Download**
- Download As Zip**
- New Folder**
- Rename**
- Delete**
- Up**
- Home**



Note: The first time you use this tool, you will most likely receive a Digital Signature prompt when you enter the site, and you may also need to install a Java plug-in. If you would prefer not to receive the prompt every time you login, choose to "Always trust..."

B. Transferring Files to the FTP site (Upload)

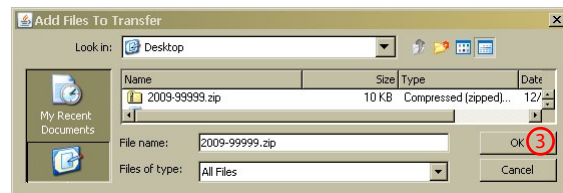
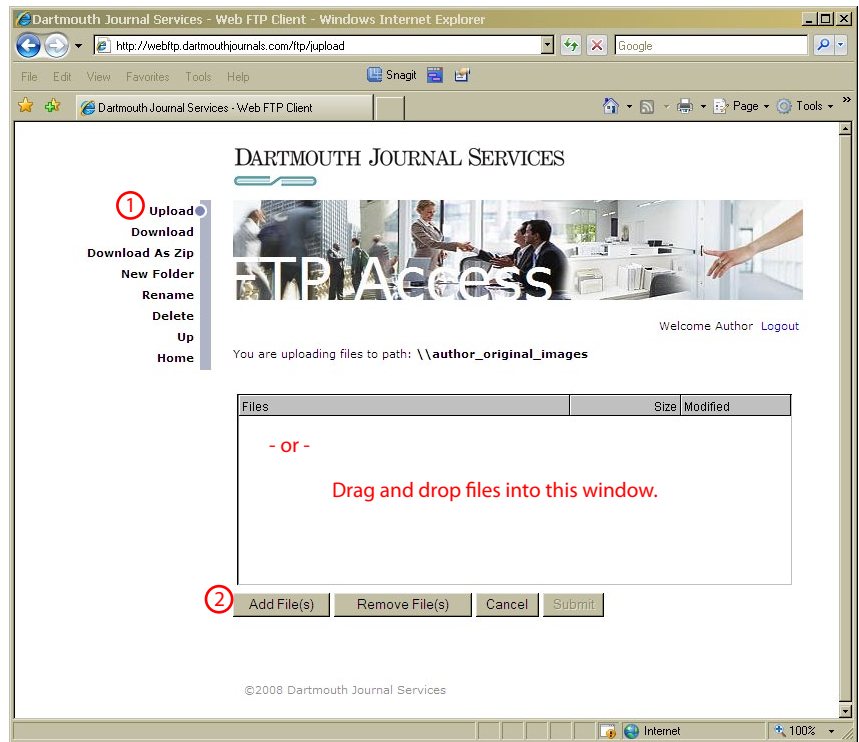
1 Click on **Upload**.

*Note: If you accessed this tool by accident, and do **not** wish to upload files, click **Cancel**.*

2 Click on **Add File(s)**, then browse to and select the file(s) you wish to transfer.

3 Click **Ok**.

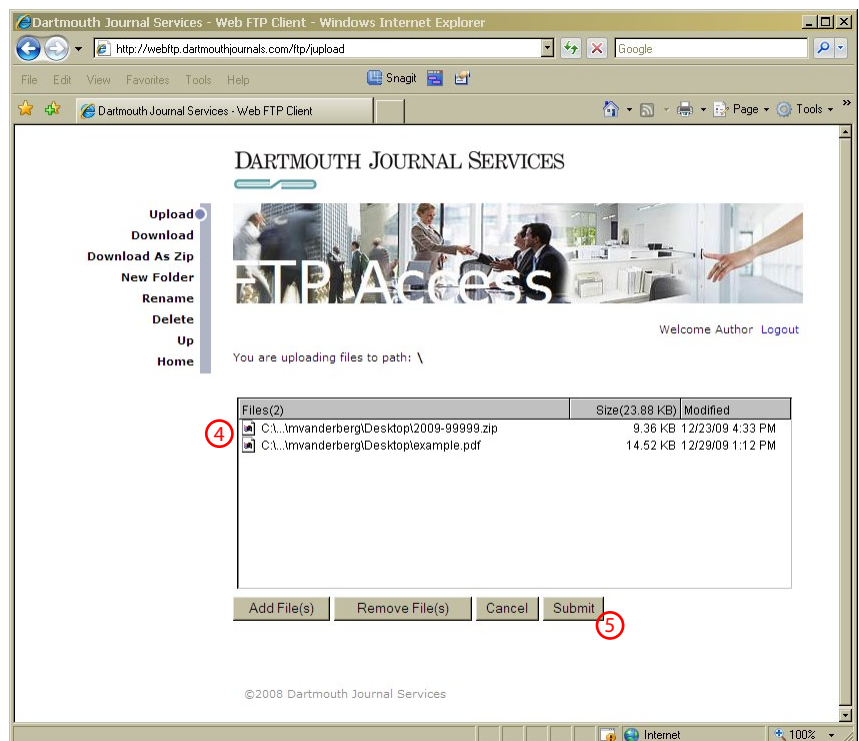
Note: You can also drag and drop files directly into the Upload window.



4. Verify that the file(s) you want to transfer are listed in the upload window.

*Note: if you accidentally added a file you do **not** wish to transfer, simply highlight the file, then click on **Remove File(s)**. Conversely, if you are missing a file, just drag in the missing file, or click **Add File(s)** again to add it.*

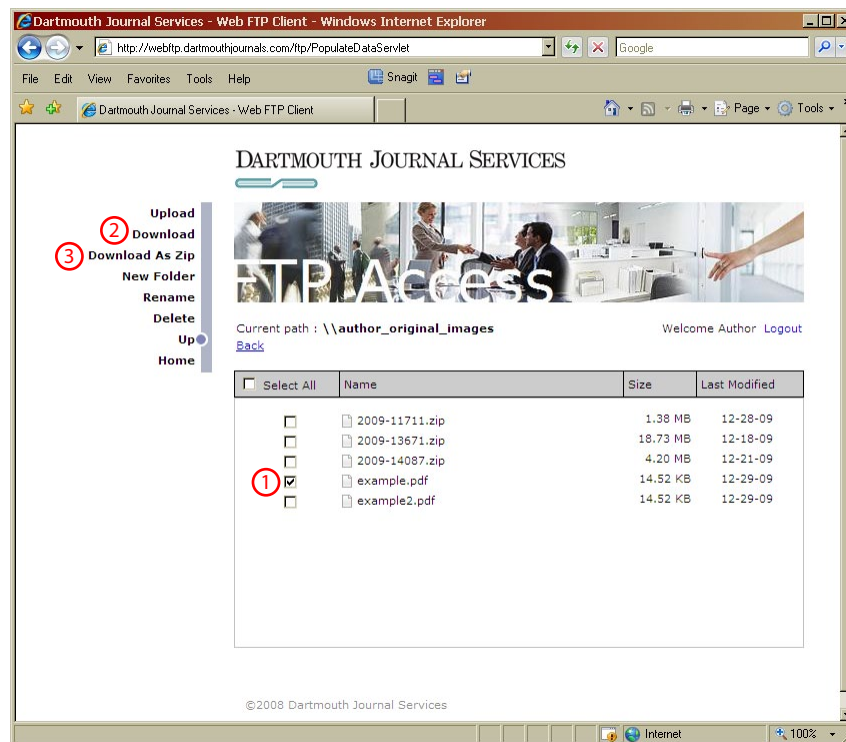
5. Click on **Submit** and wait for the files to upload. The amount of time it will take to upload depends on many factors, including the size of the file(s) being transferred, and the speed of your internet connection.



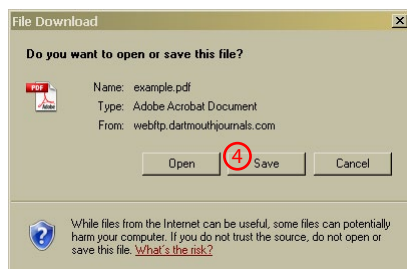
C. Transferring Files from the FTP site (Download)

As soon as you login to an FTP site, you will see the contents of that site displayed in the main window. You can choose two different methods on how to download files from the FTP site:

1. Put a checkmark in the box next to the file(s) you wish to download.
*Note: If you wish to download All files, simply check the **Select All** box.*
2. Use the **Download** tool when you want to download just one specific file.
3. Use the **Download as Zip** tool when you want to download multiple files at once. This feature will compress the files into a single zip file, thereby reducing the overall file size and reducing the transfer time.



4. Choose **Save** in the resulting pop-up dialog box to choose where on your computer to save the downloaded file(s).



D. Making New Folders, Renaming, Deleting and Navigating

Making New Folders: If you are planning to Upload multiple files, and you would like them to be neatly organized in a single folder rather than loose on the root folder of the FTP site, you may wish to create a New Folder first.

1. Click on the **New Folder** link.
2. Type in the desired name.
3. Click the **Create** button.
4. Click on the folder name to access it prior to uploading any files.



Renaming Files or Folders

1. Select the file or folder you want to rename by placing a checkmark in the box next to it.
2. Click on the **Rename** link.
3. Type in the new name.
4. Click the **Rename** button.



Deleting Files or Folders

1. Select the file or folder you want to delete by placing a checkmark in the box next to it.
2. Click the **Delete** link.
****Warning:** Be sure to delete only files or folders you have personally placed on the FTP site, and that you are absolutely certain you want to delete. Once you select **Delete**, then click **Ok**, you will not be able to undo this action.



Navigating

The **Home** link will always return you to the root directory (top level) of your FTP site.

If you are inside a folder, as in the example shown at the right, the **Up** link and the **Back** link will both take you back to the previous folder.

When you are finished with the DJS WebFTP tool, simply click on the **Logout** link on the right side.



If you have any questions or require technical support, please email workflow_support@dartmouthjournals.com