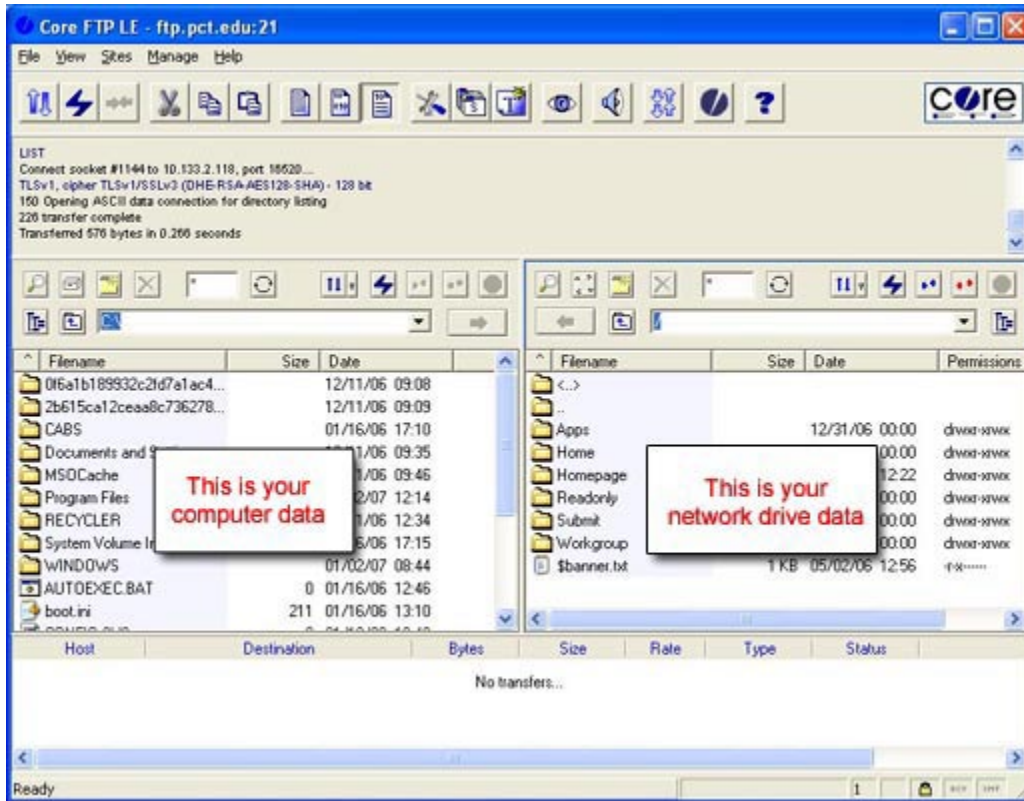


Core FTP Instructions – Navigating Through Your Network Drives

Once you have connected to the Penn College network, the Site Manager window will disappear. The 'Core FTP' window (shown below) remains open. The left area of the window displays your local computer; the right area displays your remote drive information (Penn College network drives).



To access your network drives, (H, I, R, S, W, etc), you need to navigate up and down through the directory structure on the remote site side. To do this:

1. Double click on the network drive side or single-click directly above your network drive data.
2. Double click again. This will take you up one more level to the root directory. Your window should be similar to the following:

Below is a table showing the corresponding network drives.

Drive	Folder
H (personal/home) Drive	Home
I (personal web page)	Homepage
R (read-only) Drive	Readonly
S (submit) Drive	Submit
W (workgroup) Drive	Workgroup

Download from the Penn College network:

Select a destination on the left where you want to save the downloaded file. Select a file to download from the right-hand side of the screen. Click the blue left-pointing arrow to download the selected file to your local computer. You can accomplish the same results by right clicking the desired file and selecting **Download**.

Upload to the Penn College network:

Select a file or folder from the left side that you want to upload to the Penn College network. Select a destination on the right-hand side of the screen. Click the blue right-pointing arrow to upload the selected file to the Penn College network. You can accomplish the same results by right clicking the desired file and selecting **Upload**.