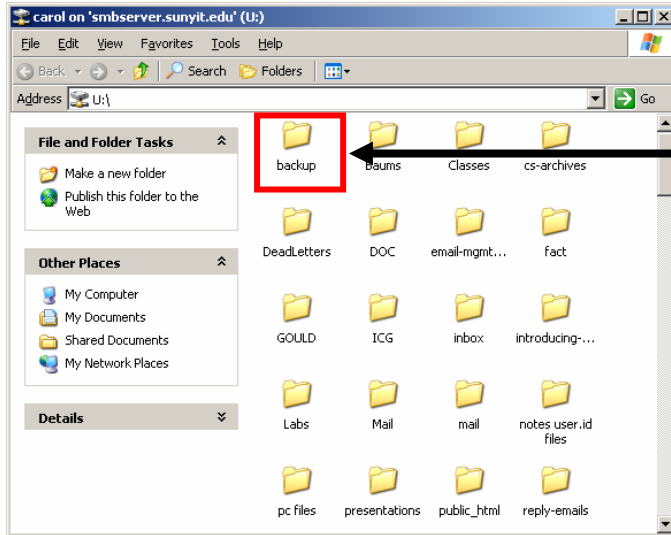


Smbserver File Transfers to Your SFS Home Directory

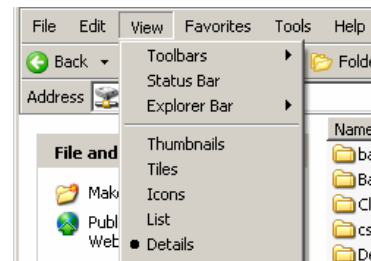
Opening Your SFS Home Directory

SFS home directories are accessible through smbserver mappings and through [SSH](#), [WinSCP](#) and [WS FTP](#) file transfers to [ftp.sunyit.edu](#). To open your SFS home directory through a smbserver mapping, by double clicking on **My Computer** and then double clicking on the smbserver mapping. An example of an SFS home directory folders and files is shown in window.

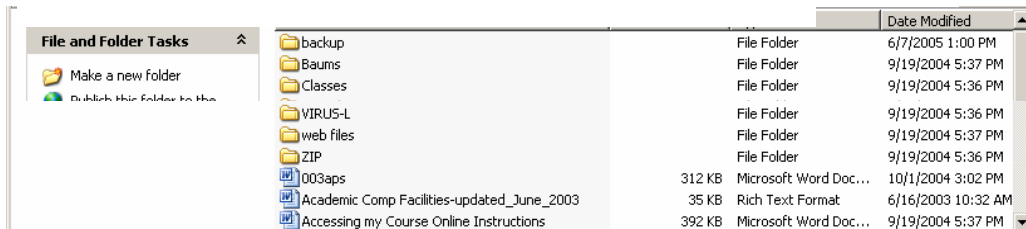


Note that the **backup** folder contains the backups of your SFS home directory for three weeks.

You can change how your folders and files are displayed under the **View** option.



View/Details shown below lists the size, type date and time.



Comments about Hidden Folders and Files

Computers that are configured to view hidden folders and files show SFS home directory system folders and files in the folder collection. SFS system folders and files have names that begin with a period and they are in a lighter color. It is important that you do not delete, move or rename them.

Example of system folder and system file

Example of normal user folder and file

Smbserver File Transfers to Your SFS Home Directory

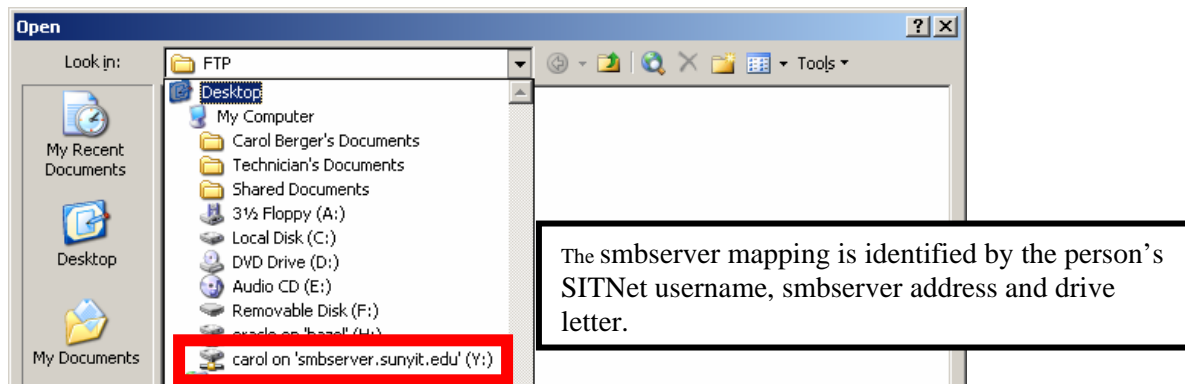
Smbserver File Transfers

Files can be transferred between SFS home directory smbserver mapping and your local computer folders (locations on hard drive, floppy drive, CD, USB drive) using various copy and move methods. These methods including dragging and dropping, and commands to copy and paste, cut and paste, copy to folder and move to folder commands.

The basic idea behind each method is to select the file(s) or folder(s) that you want to transfer (copy or move), issue the command to initiate the transfer, select the destination location, and issue the command to complete the transfer.

The **Edit** menu contains command to copy and move files and folders. The **Copy** and **Cut** are used to initiate the transfer by putting selected items on the computer's clipboard. The **Paste** command is issued to complete the transfer by taking the items off the clipboard and putting them in the new location.

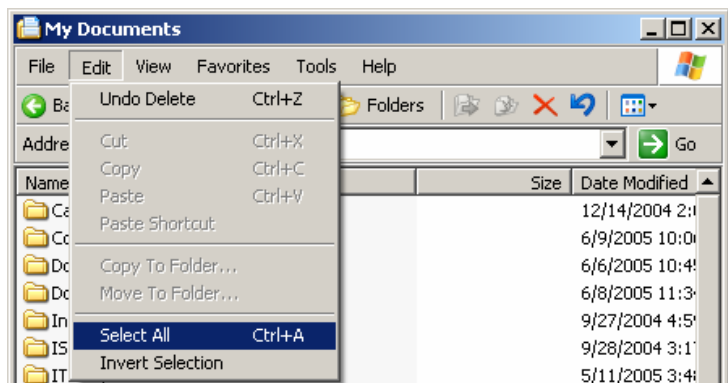
The **Edit** menu also has the **Copy to Folder** and **Move to Folder** command. These commands also include the step to select the new location and to complete the transfer. The destination location is selected through file location drop down box similar to the one you use with the **File/Open**, **File/Save As** commands.



File Transfer Using “Copy to Folder”

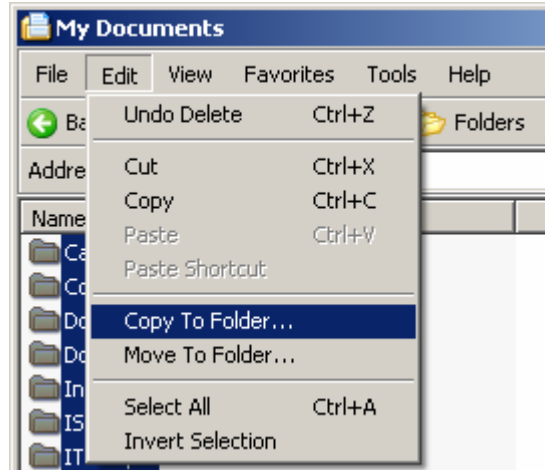
This next section illustrates use of the **Edit/ Copy to Folder** command to transfer the **My Documents** folder from the local computer to a folder named **work** in the SFS home directory through the smbserver mapping.

1. Open **My Documents** by double clicking on it. Select **Edit/ Select All** to select all of the files and folders.

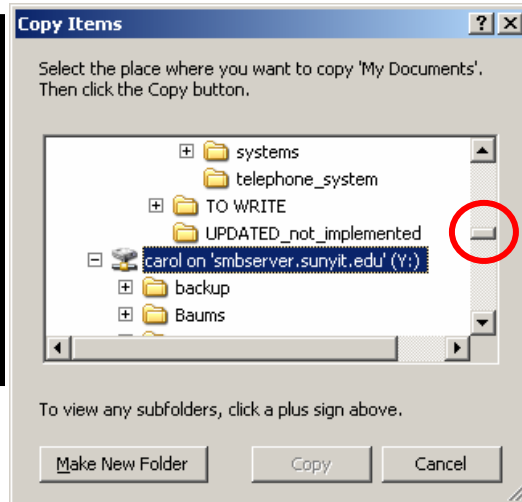


Smbserver File Transfers to Your SFS Home Directory

2. Select **Edit** then **Copy to Folder**.

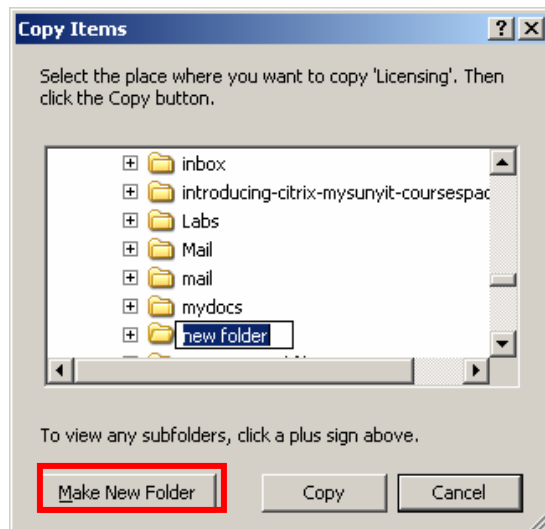


3. Use the scroll bar to locate your **smbserver** mapping. Select it by clicking it. Your SFS home directory folders will appear under it when it has been selected.



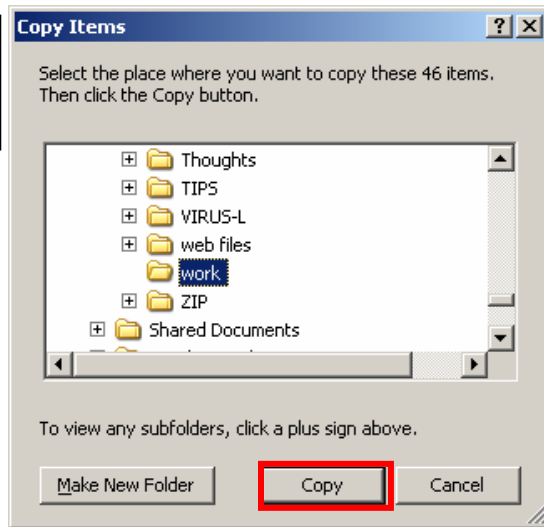
IMPORTANT NOTE:

If you did not have a folder named **work** in your SFS home directory, you would create it by clicking on the **Make New Folder**. As shown in this screen shot. Then open the folder by double clicking on it.



Smbserver File Transfers to Your SFS Home Directory

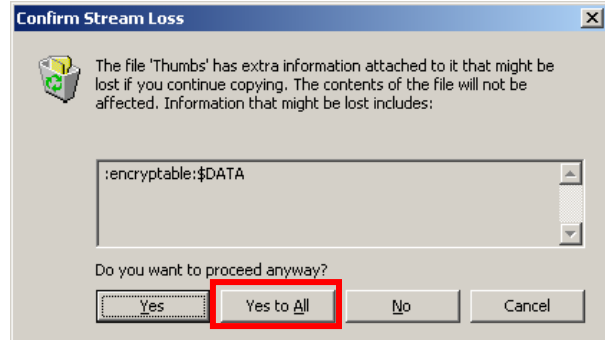
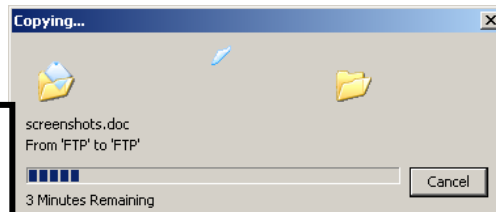
3. Click **Copy**.



The **Copying** window opens and shows progress of files being copied.

If this message appears, click **Yes to All** to continue.

Your **My Documents** folder with all items highlighted is displayed when the file copy has finished. Deselect the highlighted items by clicking once in the white space of the folder.



The files that you copy to your SFS home directory will be backed up automatically, but ones that are on your hard drive will not. To keep the **work** folder in your SFS home directory up to date with changes that you make to your local My Documents collection, repeat the process above. Select **Yes to All** when you get the message asking if you want to replace older versions with newer ones.