

## Transferring Files to the Personal Server: Windows

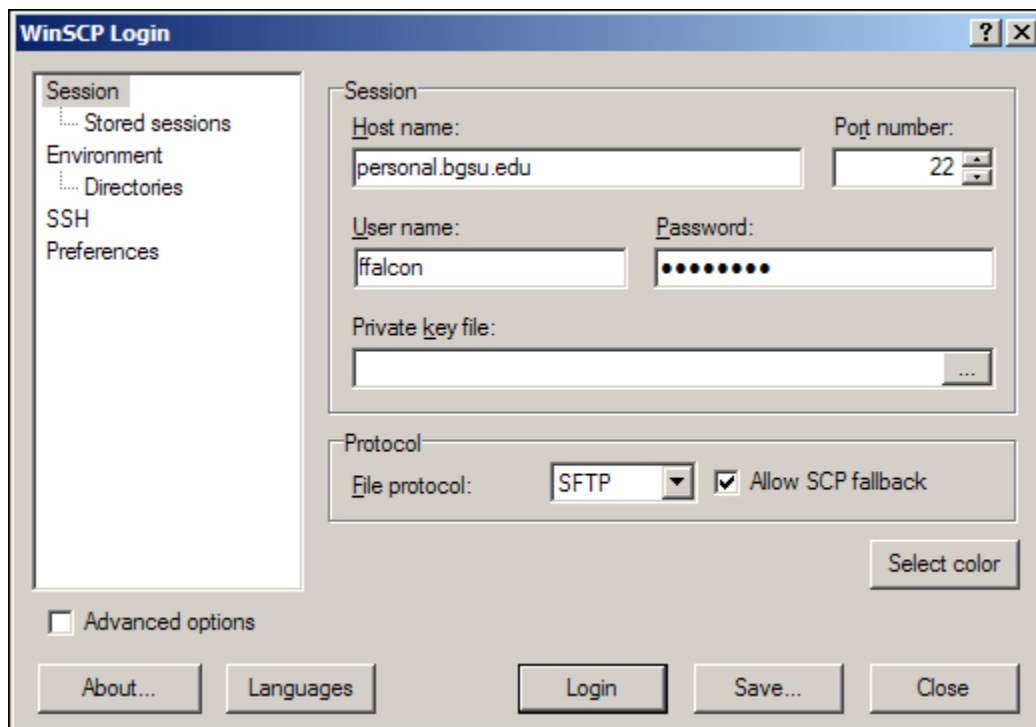
A server, called Personal, is available for individual web page publishing. Personal accounts are available, free of charge, to all BGSU faculty and staff, and all *current* BGSU undergraduate and graduate students. For information about obtaining a personal server account and other account details, go to URL <http://www.bgsu.edu/its/tsc/self-help/page9436.html>.

Personal accounts can be used in conjunction with a variety of HTML editors, both graphic and non-graphic ones, and function particularly well with those that have built-in FTP and SFTP clients such as DreamWeaver. Other file transfer applications that support FTP and SFTP can also be used. Detailed policies for the Personal server are included in the Acceptable Use Policy for Information Technologies at URL: [http://www.bgsu.edu/organizations/itc/acceptable\\_use.html](http://www.bgsu.edu/organizations/itc/acceptable_use.html)

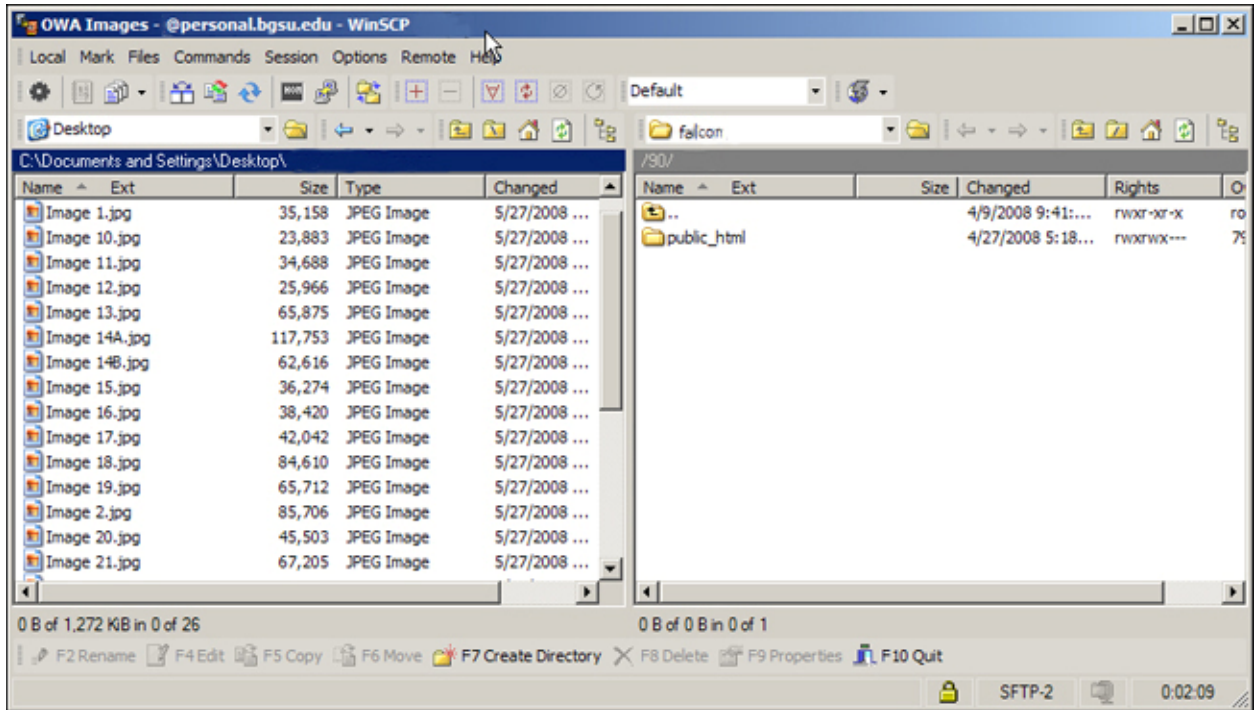
The base URL for the Personal server is: <http://personal.bgsu.edu> Your web pages should be accessed by the using the web address <http://personal.bgsu.edu/~username> (where username is your actual user name). For example, if your name is Frieda Falcon and your user ID is "ffalcon", the base URL for your Personal account would be: <http://personal.bgsu.edu/~ffalcon>

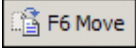
To upload files to your new Personal account, follow the steps below:

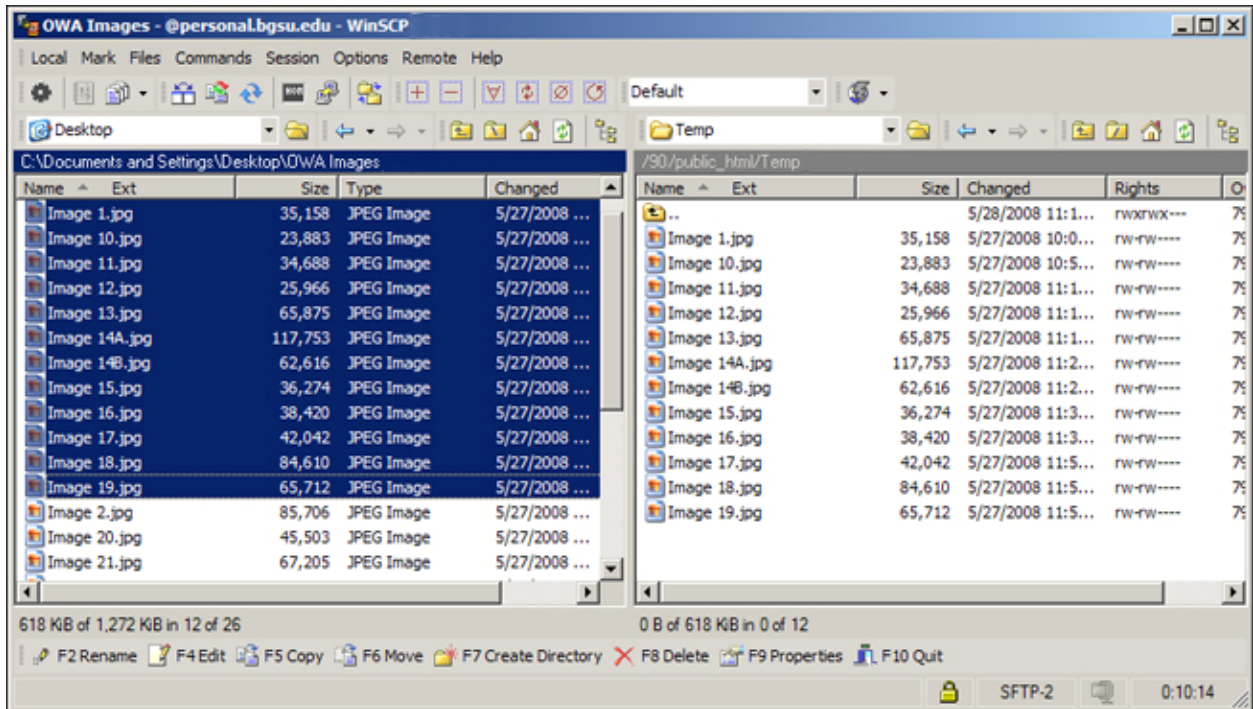
1. Launch WinSCP. If you do not have WinSCP installed, you can download it at <http://winscp.net/eng/download.php>
2. Type in "personal.bgsu.edu" in the Host field, your Personal username in the User ID field, your Personal password in the Password field, then click OK. (NOTE: The example below shows a sample Personal account holder, ffalcon. In all instances, please replace "ffalcon" with your Personal account user ID.) You should now be connected to the Personal server and be in your home directory. You can place files in this directory but they will NOT be viewable on the web.



- The next picture illustrates how your account looks when you first login. In this case, the files to be uploaded are sitting on the desktop. When you get there, move to your public\_html directory by highlighting your "public\_html" folder and pressing the Enter key. To upload files that will be viewable on the web, you must put them in or hierarchically below your public\_html directory.



- Select the files you wish to transfer by going to the relevant "local directory" on your computer, such as the C: or D: drive (or whichever directory your files are stored in). You can select one file to upload by clicking on it. If you want to upload additional files at the same time, then shift-click on the remaining files. Click the F6 Move button . If a dialogue box appears that asks if you want to transfer the directory, click Move. All your files will now upload to the Personal server. Logout of WinSCP, then exit the program.



To download files from your new Personal account, use WinSCP (or a similar FTP client) and follow the steps above in reverse.

#### Notes:

- If you do not have a Personal Server Account, you can get one by logging into the MyBGSU web portal and selecting Add Server Account in the MyServices portlet under Account Admin.
- Personal accounts are for non-commercial use only, and are for personal Web files (HTML, Javascript, CSS, and similar files). No server-side scripting (CGI, Perl, etc.) is available. You may use the BGSU Forms script. See documentation at URL: <http://www.bgsu.edu/downloads/cio/file9322.pdf>
- Files can be uploaded to, or downloaded from, Personal accounts by File Transfer Protocol (FTP) only.
- Each account has a full 15MB of space allotted. If you get an error message while uploading large files to your new Personal account, you may have run out of disk space. If you need additional space, try storing certain files on other servers. For example, if you are an instructor who puts all course syllabi and related files online, put that content in a Blackboard course shell on MyBGSU. If you are a student who puts class projects online, talk to your instructor and ask to have a Classwork account created for you. Classwork accounts are temporary Web accounts that last for one semester.
- The Personal server is UNIX-based, and uses Apache Server software.
- For questions concerning Personal accounts, please contact the Technology Support Center at: 419-372-0999, or complete the online form at: <http://www.bgsu.edu/its/tsc/page9500.html>.