FTP Instructions

Part 1

A. Files have been saved in U:\ereserve\working.
B. Open WS_FTP
   a. Profile name is WS_FTP32
   b. Host name is www.libraries.rutgers.edu
   c. Sun Solaris
   d. Set on auto not binary
   e. Put in ID and password
C. After material is scanned and put on the SCAN/DONE shelf, the Supervisory staff will arrange to have the Eres transmittal form faxed back to the Reserve Department.

D. Left side of screen is the U:\ drive
   Right side of screen is Web directory
E. Open U:\ereserve\working on left
   Highlight files to be moved
   Open remote system directory
Rul/eres/
Pick sum07 or fal07 or spr08
Move files with right arrow in the middle of the screen.
F.Close and Exit At bottom of screen.

Part 2 (After you put files on Web )
A.Go to U Drive Directory
B.Move files from U:\ereserve\Working
C.Move (Cut and Paste) files to U:\ereserve\library\sum07
   These will be saved here for this semester