



Cyberduck – Setup, Manage and Upload Files

Description – In this tutorial, I will demonstrate how to setup your Cyberduck account. You will learn how to (1) use the Right Click function to create, edit, rename, and delete folders; (2) you will learn how to use drag’n drop technology to move files and folders; and (3) you will learn how to upload files.

Part I – Setup Cyberduck

1. Access your Cyberduck account
2. Click Open Connection
3. In Step #1, you will see FTP (File Transfer Protocol). You want to click on the drop-down menu and change this to SFTP
4. In Step #2, type the server name “pages.southwesterncc.edu” in the box
5. In Step #3, type in your SCC Username and Password
6. Click “Connect”

Part II –Create a Bookmark

1. On the top menu, click “Bookmark”
2. A pop-up box will appear. Expand this box by clicking on “More Options”
3. Look at the path. It should read as /home. If your username is listed, delete your username. The path should be /home
4. Your bookmark will now be listed in Cyberduck’s interface. Click on this bookmark.

Part III –Using the Right Click Feature in Cyberduck

1. Right click on the Cyberduck screen (anywhere within the white box)
2. Select “New Folder”
3. Name your folder – use the right click action to Rename folders and files, add sub folders, Edit folders, Delete folders and files and more
4. If you do not see your changes, click on the Refresh link on the Cyberduck menu

Part IV –Drag’n Drop Technology

1. Folders and files can be moved around in Cyberduck using drag’n drop technology. Click on a folder and drag it to another location

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2. If you do not see your changes, click on the Refresh link on the Cyberduck menu

Part V – Uploading Files to the Media Server via Cyberduck

1. Locate a file on your hard drive (e.g. Desktop, My Documents, jump drive, share drive and more)
2. Drag this file to a folder in Cyberduck. A transfer pop-up box will appear.
3. You can do this process in reverse too. Click on the file you just uploaded to Cyberduck. Drag this file to a different location on your computer.
4. If you do not see your changes, click on the Refresh link on the Cyberduck menu