

- The T:\ now holds all documents instead of saving in personal/Dropbox folders on each webeditor's computer.
 - a. The folders on the T:\ drive that hold website docs are named following the website's navigation, i.e. Admission, Degrees and Programs, Student Services, Community and About Barton
- Explain the docs.bartonccc.edu will be the new Dropbox – meaning they just need to click through the “folders” to find the documents for their page.
 - a. All folders are set up matching the website navigation
 - b. To link the document, open the document and copy the URL from the URL bar
- FileZilla is simply the “tool” to take the documents on the T:\ drive and make them available to link from on the docs.bartonccc.edu site.

Installing FileZilla Process

1. Open the folder T:\internal.bartonccc.edu\filezilla and select the FileZilla_3.8.0_win32-setup Application file to begin the download
2. Once the program has downloaded and you've followed the prompts (potential computer restart, etc.), choose File>Import and select the XML file corresponding with the webeditor's area of the website (options include: about, admissions, community, degrees, stuservices)
 - a. The status screen should indicate the login is loading all of the settings with green text
3. Once the status screen is finished, the folders on the left should appear and should follow the navigation of the website.
 - a. **LEFT SIDE = T:\ DRIVE**
 - i. Do NOT delete anything in FileZilla OR the T:\ drive
 - ii. If you don't see something that should be listed on the left side, open the folder on your computer to check to make sure it is in fact in that folder on the T:\Drive
 - b. **RIGHT SIDE = DOCS.BARTONCCC.EDU**
 - i. Anything on the right side will live on docs.bartonccc.edu and be available
 - ii. You can delete things from the right side of the screen if you do not want the file viewable online
 - c. Other considerations:
 - i. You may choose to upload multiple folders, one folder or just particular items in a given folder
 - ii. After you have uploaded, double check that the files you have uploaded are the ones you intended to upload
 - iii. If you make a change to a file, you will need to re-upload the file – you will NOT need to change the link used on the website, however, as long as the file name is the same