



# FoxFiles: Uploading Folders

## Uploading an Entire Folder

This document gives instructions for uploading an entire folder into FoxFiles on a Windows or Apple (Mac) computer. Please see the *FoxFiles Tutorial* for details on other FoxFiles topics.

On a Windows computer, you can set up a web folder that will show in **My Computer > My Network Places**. You will be able to drag and drop entire folders into the web folder that you create. In an application such as Microsoft Word or Excel, you can open and save documents from the web folder. If you modify and save files in FoxFiles frequently, see the section on Xythos Drive in this document. Xythos Drive is an alternative to using web folders.

## Windows Computers: Setting up a Web Folder

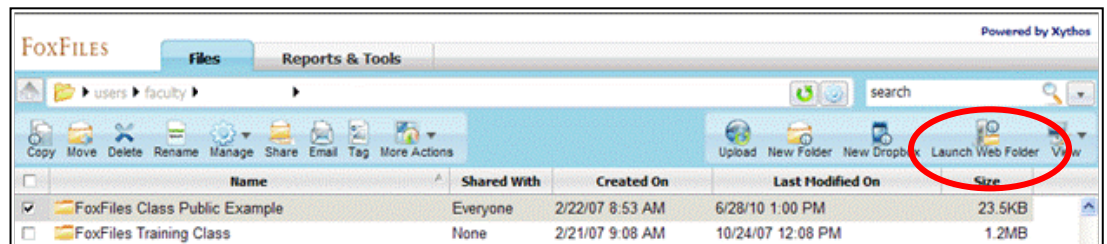
### *Within FoxFiles*

Use Internet Explorer as your browser. (This procedure will not work in FireFox.)

1. Log in to FoxFiles. [foxfiles.georgefox.edu](http://foxfiles.georgefox.edu)
2. You will be in your home directory. If you set up a web folder for your home directory, you will be able to see all of your subfolders.

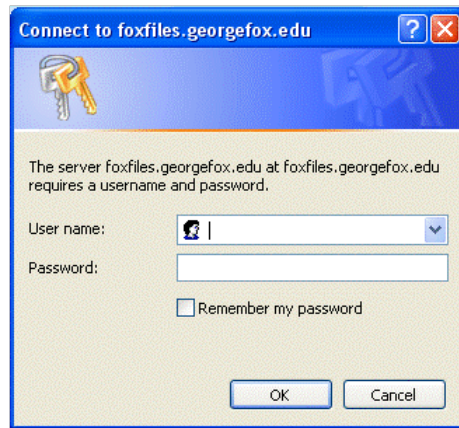
If you wish to establish a different folder as a web folder, check the box to the left of the folder.

3. Click the **Launch Web Folder** button.

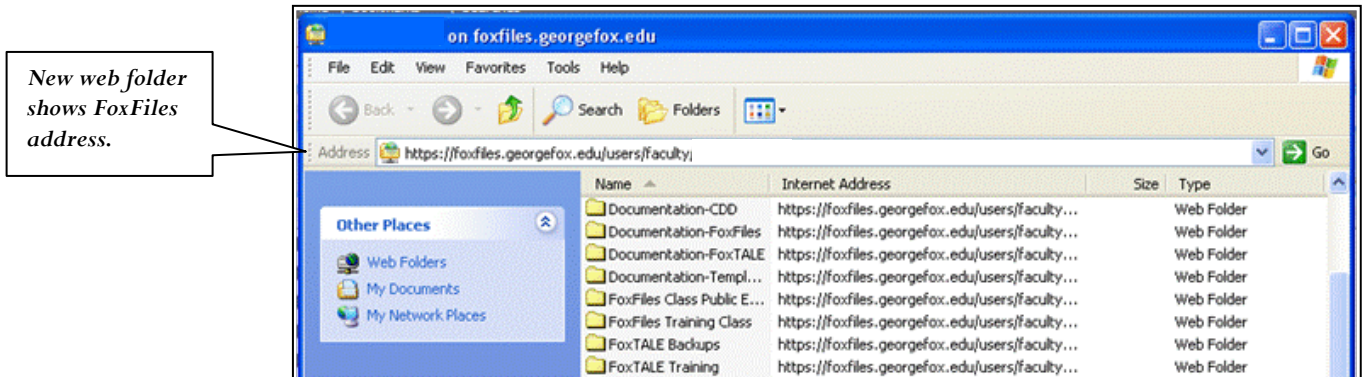




4. You'll be asked to enter your George Fox username and password. (This screen may take a few moments to open.)



5. You will see a **My Network Places** window that shows the newly created web folder.



6. Copy and paste files and folders into this web folder in **My Network Places**.

### *Alternate Method*

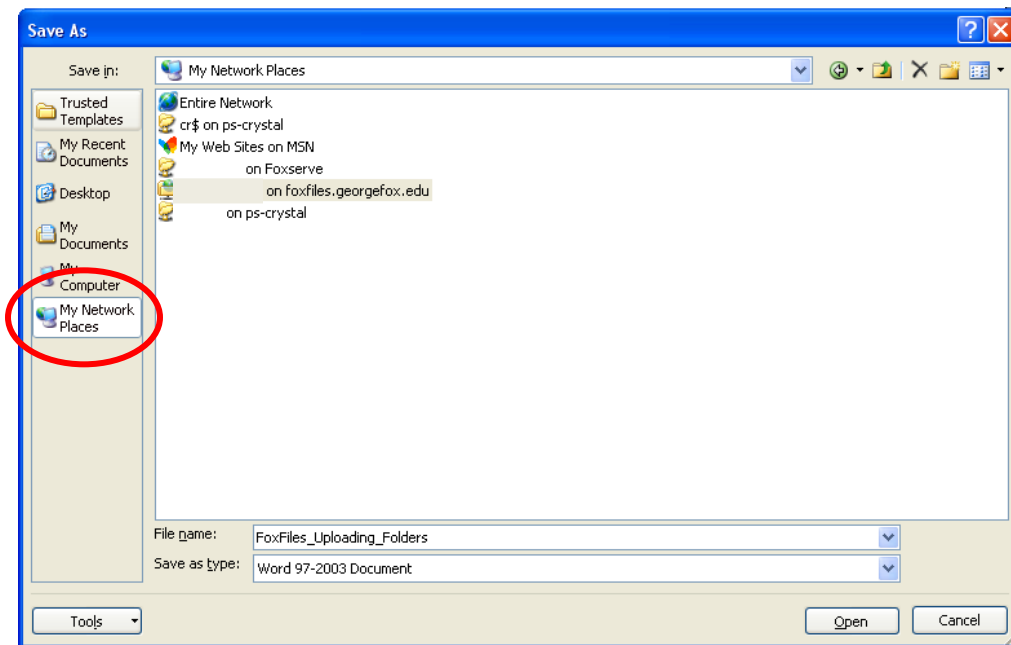
This method will work for Firefox or Internet Explorer browsers.

1. Go to **Start > My Network Places**.
2. Choose **Add a network place**.



3. The **Add Network Place Wizard** will start. Click **Next**.
4. Choose **Choose another network location – Specify the address of a Web site, network location, or FTP site**, and click **Next**.
5. Type in the full path of the FoxFiles folder, and click **Next**. Here are examples of a full path:
  - **https://foxfiles.georgefox.edu/users/faculty/d Duck**
  - **https://foxfiles.georgefox.edu/users/staff/bbunny**
  - **https://foxfiles.georgefox.edu/Chemistry**
6. Enter your George Fox username and password. Check the **Remember my password** box if you don't want to enter your password each time you access the network place.
7. Type in a name for this network place, and click **Next**. For example, **Daffy's FoxFiles**.
8. Click **Finish**.

**Note:** You can open and save files from the FoxFiles web folder just like any other folder. If you're in Microsoft Word, for example, you can select **File > Save As** and choose **My Network Places** to locate and save to this folder.





Access the folder at any time by going to **Start > My Network Places**.

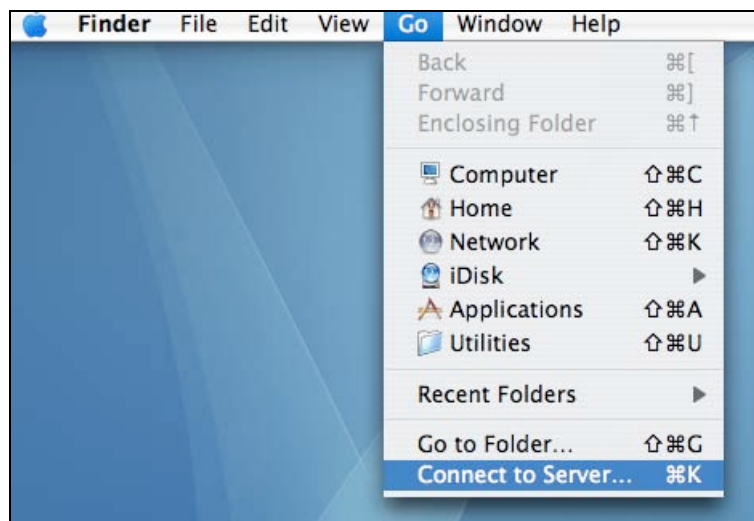
## Windows Computers: Using Xythos Drive

If you will modify files in FoxFiles frequently, then you might want to install additional software called Xythos Drive. Xythos Drive allows you to map a drive to FoxFiles so that you can easily modify and save files. Contact the IT Service Desk for more information on installing Xythos Drive.

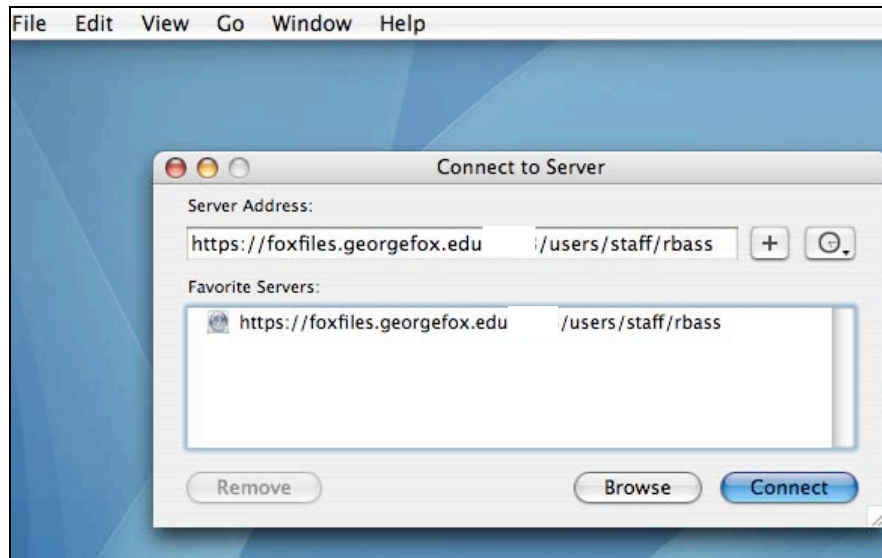
## Apple (Mac): Setting Up a Connection


This procedure will work on the Tiger operating system 10.4 or higher.

1. From **Finder** menu click **Go > Connect To Server...**



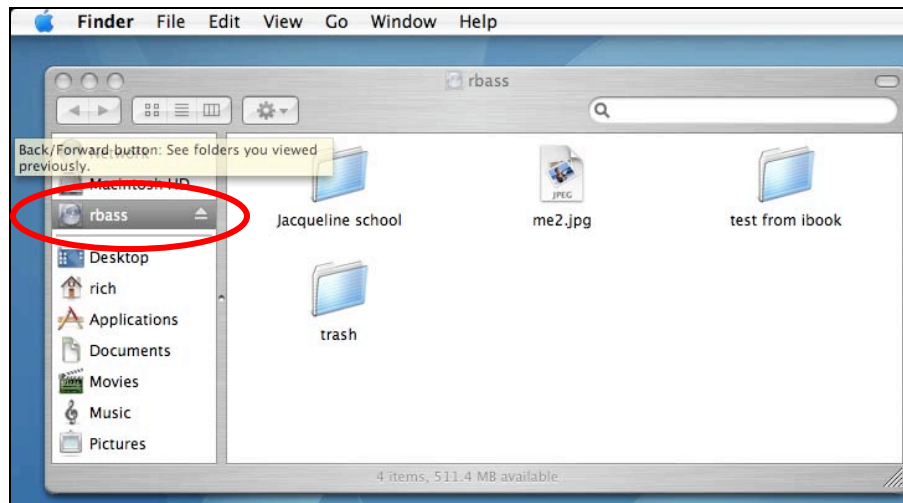
2. In the **Server Address** field, type **<https://foxfiles.georgefox.edu/users/staff> (or faculty or other)/(your user name)**. This example shows rbass. You can look at your home directory in FoxFiles to see how you are listed.



Click on the  after you type in server address. This will add it to **Favorite Servers**. Click **Connect**.

3. The client will pause briefly and will ask you to login. Type in your George Fox username and password. You can choose to save it to the keychain so that it doesn't ask you verify each time you connect.

Once you connect, it will open a window to your FoxFiles directory as shown below.





4. You will notice that a network drive appears. You will be able to use this drive to access, edit, and save files to FoxFiles.

