

# Memorial University Libraries

## How to Save and Retrieve Files from the Library Server

<http://www.library.mun.ca/guides/howto/ftp.pdf>

Instead of printing or saving to a disk, you can save files to the Library Network (drive M:) and retrieve them from your home computer. From home, you retrieve your files using FTP. FTP is built into browsers like Netscape Navigator and Microsoft Internet Explorer. This will allow users to transfer files, regardless of their size, to their home/office computers for printing, editing, etc.

### To SAVE files to the library server

1. While viewing your document, select **File, Save As ....**
2. Click **Desktop**, double click **My Computer**, Select **M:\**
3. Name your file (make sure it's something you'll recognise later on!)
4. Type in the appropriate file extension after the filename. For example:
  - For ALL webpages and text files, type **filename.txt**
  - For pdf (adobe acrobat) files, type **filename.pdf**
  - For Data Liberation Initiative (DLI) files, no file extension is necessary
  - Etc.
5. Click **Save**. The file is now sitting on the FTP server, ready for retrieval.

### To RETRIEVE files to the library server

1. Open your Internet browser. Type in: <ftp://orca1.library.mun.ca/> in the address bar. If you are prompted for a password, enter the following:  
Username: anonymous  
Password: your email address
2. Right click on the file you have saved.
3. Select **Copy to Folder** or **Save Target As** (Internet Explorer), or **Save Link As** (Netscape). Select the folder on your hard drive you wish to save the file to, and click **OK**. The file is now sitting on your hard drive waiting to be opened.

**NOTE: You can retrieve files from this location, but you cannot delete files, or add new ones. Your files will remain on the FTP server for only 24 hours.**

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