

# APPENDIX 7

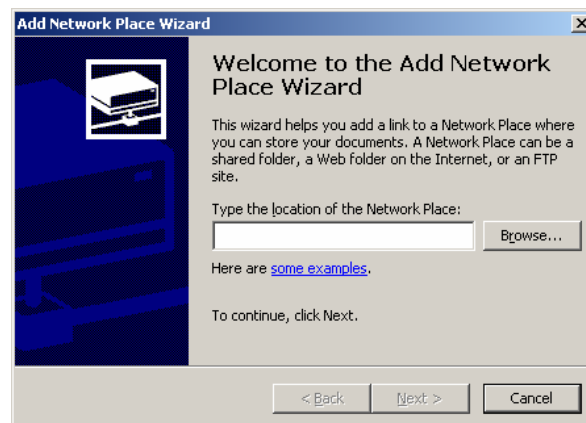
## PROCEDURES FOR TRANSFERRING FILES USING WINDOWS EXPLORER

WebDAV is the identified method for transferring files from your desktop or local server to folders on the "[gacc.nifc.gov](http://gacc.nifc.gov)" server. In order to use WebDAV, we have to be using Macromedia Dreamweaver to "push," "Put," or "Check In" files on the remote server. This method does not allow for moving files located outside of the root folder where the local website is maintained.

For a while now, we've been seeking an alternative to this restrictive method. We knew that Windows Explorer had the capability of setting up a connection between the desktop and the remote server, but it's only been recent that we have figured out the actual steps in Windows Explorer to build the connection properly. By using Windows Explorer, the process of transferring files is similar to using an FTP program and it doesn't require even opening Dreamweaver. One of the primary benefits of this method is that we will continue to be using WebDAV protocols (i.e. security features) instead of the less secure FTP protocols.

### SETTING UP WINDOWS EXPLORER

1. The first step in establishing a connection between your computer and the folders on the "[gacc.nifc.gov](http://gacc.nifc.gov)" site is to click on the "**My Network Places**" icon on your desktop. Once this is open, double-click "**Add Network Place**." You should see an "**Add Network Place Wizard**" pop-up appear.

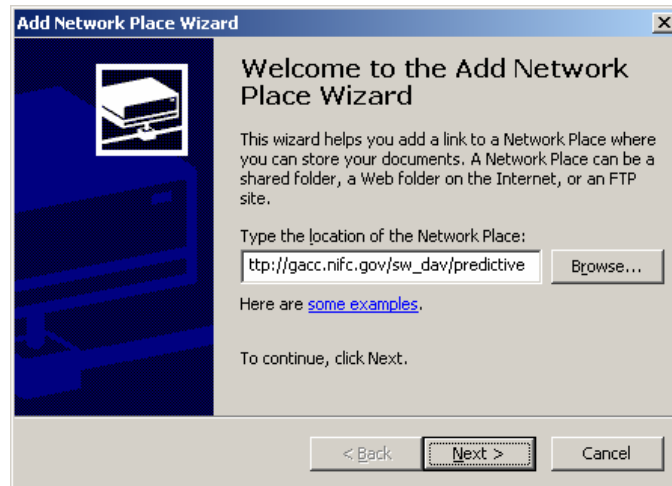


2. In the "**Type the location of the Network Place:**" block, enter [http://gacc.nifc.gov/xx\\_dav/11111](http://gacc.nifc.gov/xx_dav/11111). Insert your GACC two letter identifier in the "**xx**" location and a folder (i.e. predictive, administrative, admin, links, etc) from your site in the "**11111**" location.

For example,

[http://gacc.nifc.gov/sw\\_dav/predictive](http://gacc.nifc.gov/sw_dav/predictive)

Click "Next."



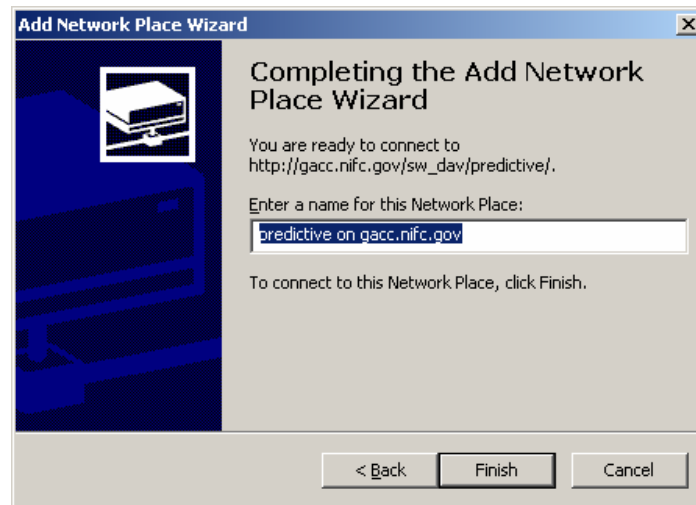
3. A new pop-up will appear requesting you to **"Enter Network Password."** In this pop-up enter your assigned **"User Name"** and **"Password."** It is your choice to decide if you would like to enable the **"Save this password in your password list."** Enabling this keeps you from having to enter your password each time you access the server. For security awareness, just remember anyone using your computer can open up the folder once the connection has been established in "My Network Places."

Click "OK."

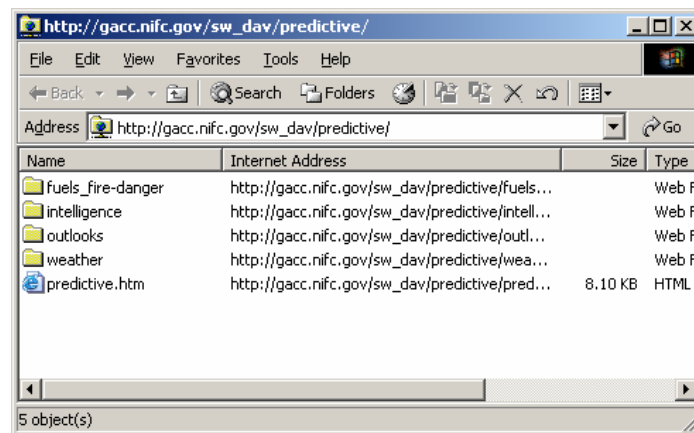


4. At this point, a new **"Add Network Place Wizard"** will appear. A default title will appear in the **"Enter a name for this Network Place:"**, such as **"predictive on gacc.nifc.gov."** You can change this title to whatever works for you. For example, GACC Predictive Folder or whatever. Whatever you enter will become the folder name in the **"My Network Places"** folder on your desktop.

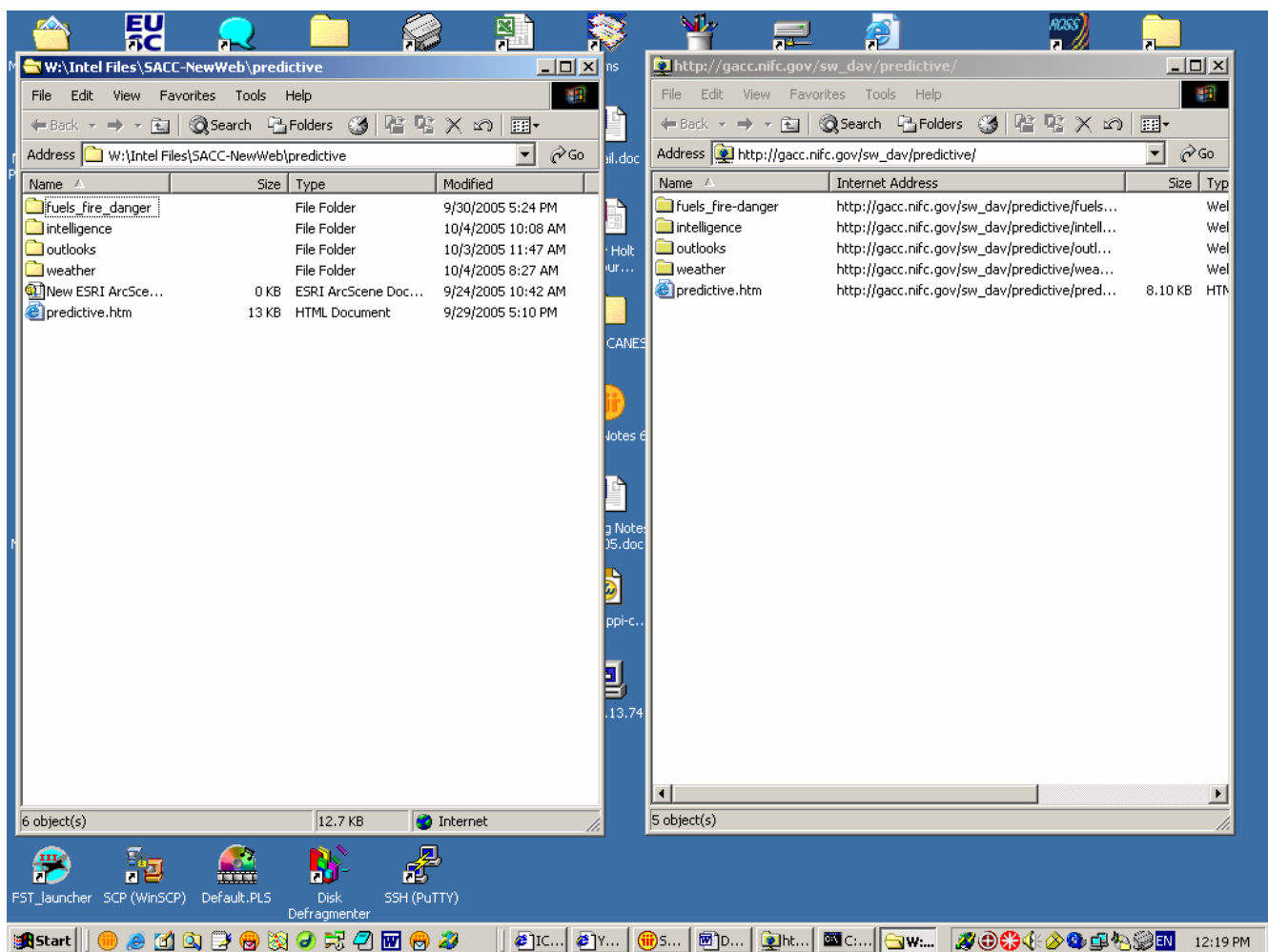
Click "Finish."



5. The next screen that will pop open will be the “predictive” folder on your website. Congratulations! You now have access to the “**predictive**” folder on your website.



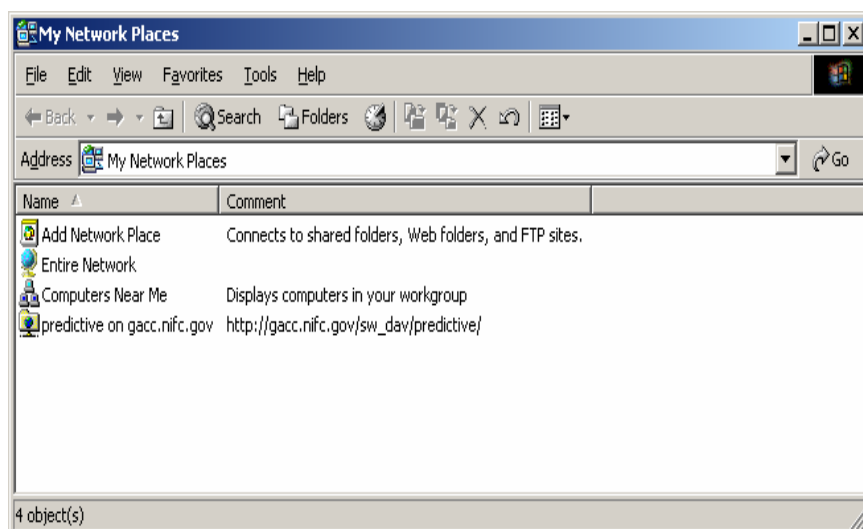
6. You can use whatever method you want to open your **local** “predictive” folder. What you might consider doing is to establish a small screen of your local file and a small screen for the folder on the remote server. In the screen below, the **local** “predictive” folder is on the left and the **remote** “predictive” folder is on the right. This will make it easier to transfer files.



7. Now all we have left to do is “**drag and drop**” files. You can

- move (i.e. copy) files from the local folder to the remote server
- move files from the remote server to the local folder
- delete files on the remote server
- move files within the remote folder

8. Back in the “**My Network Places**” folder, you might consider sending (or creating) a shortcut to your desktop for the folder “***predictive on gacc.nifc.gov***”.



## CLOSING

As you should have figured out by now, you can establish a connection for anyone of the folders on your site, simply put the name of the folder after the `.../xx_dav/`. For example, if you only need access to the Intelligence folder, you can put `.../xx_dav/predictive/intelligence` in the “Add Network Place Wizard” screen.

An added component of this method is that it can be done on any computer that has Internet access. You don’t have to be on a USFS, BLM, NPS, or other agency network to make this work. In other words, it can be done at your home if you do things remotely.

This raises at least two security issues. First, you are responsible for your user ID and password. Do not give it out to anyone and always **remove** the file from the “*My Network Places*” if you temporarily set it up at a different location. And second, when someone with a user ID and Password changes jobs, retires, or leaves employment, we need to let the remote server manager know this as soon as possible so the account can be removed or changed.

Finally, when using the Windows Explorer method it opens up your site to accidental mistakes that could happen. That is, it’s similar to using an FTP program in that it allows you to do a number of things within the remote folder (i.e. delete files, place files in the wrong location, etc). Just use caution when moving around in your site folder.

Happy Web\_DAV’ing.