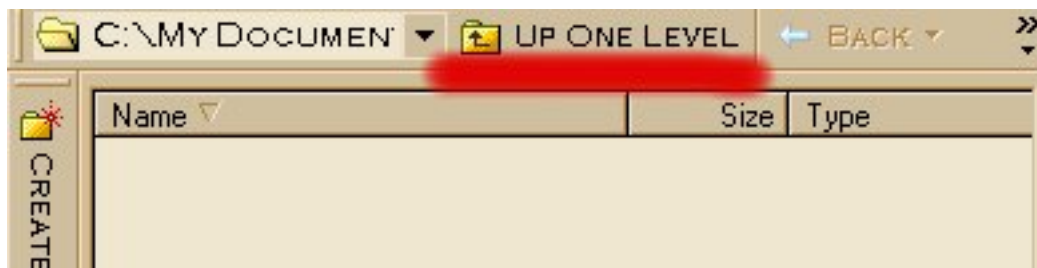


# Uploading your WIT folder.

You have created a WIT folder and placed it inside the My Documents folder on the computer you are using. Now you want to upload your WIT folder to the Web Institute For Teachers server. Read all the steps below, and then follow them to upload your folder.. The image below these instructions shows what the program window looks like.

1. Open Ace FTP.
2. Connect to your remote folder in the right (remote) window. Open your "www" folder by clicking it.
3. Your left (local) window should be opened and showing the contents of your WIT folder. Since we are going to upload the entire WIT folder, click the "Up One Level" icon in the menu bar, and then find and click your WIT folder one time to select it.



4. At this point there are three ways to upload your folder.
  - 4a. Drag the folder from the left (local) window over into the right (remote) window.
  - 4b. With the file or folder you want to upload selected, click on the appropriate arrow between the remote and local windows.
    - The arrow pointing to the right (remote) window tells the program to copy your folder from the left (local) to the right (remote).
    - The arrow pointing to the left (local) window will tell the program to copy your folder from the right (remote) to the left (local).
  - 4c. Go to the edit menu up in the menu bar, and choose "Copy to the Right". The "Copy to the Right" command will copy your file onto the remote server.

