

CTLS 101

How to Do: Uploading and Downloading Files

What exactly is downloading and uploading and what's the difference anyway?

The terms upload and download often create confusion, as their definitions depend on the context.

Uploading and **downloading** are related terms used to describe the transfer of electronic data between two computers or similar systems. Their primary usage is as a verb: to *upload* is to send data from a local system to some remote system, such as a website, File Transfer Protocol (FTP) server, or other similar systems. To *download* is to receive data from a remote system. [Uploading and downloading - Wikipedia](#)

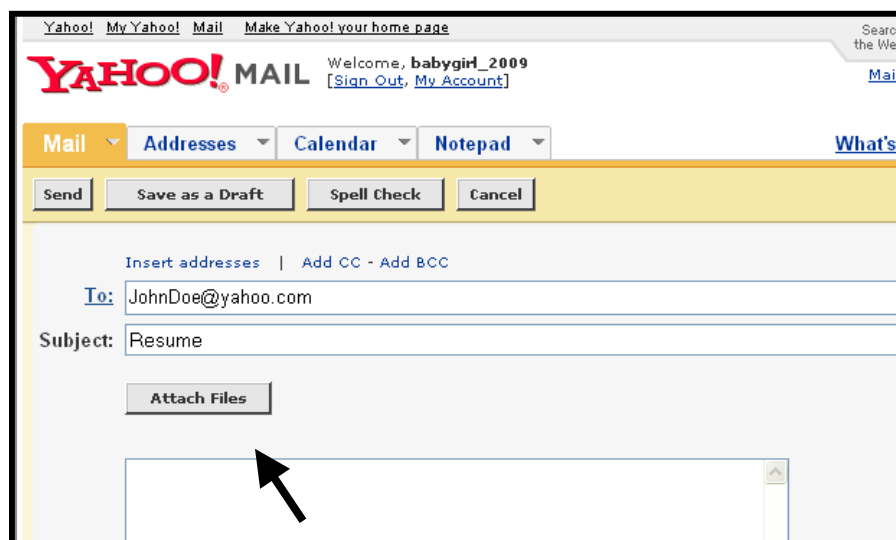
For example when a patron needs to attach a document to their e-mail, they would **upload** this document onto the e-mail server. Usually a patron will want to upload their document file from a floppy disk.

Downloading is when a patron receives an attachment via e-mail and wants to save it onto a floppy disk. Whenever, your computer receives information from another computer, you're "downloading" the information.

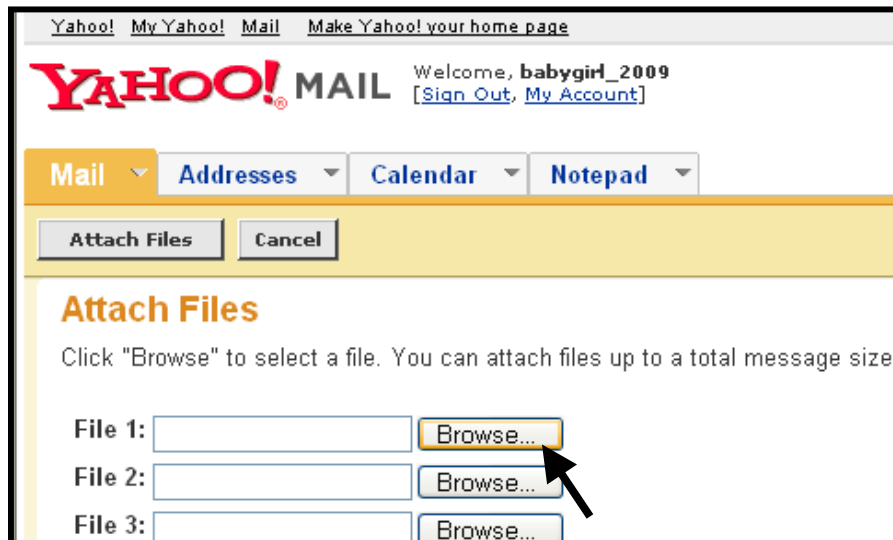
Below are steps to upload and download a document from and onto your floppy disk. The most commonly "how to", **Yahoo Mail** and **Monster .com** are used here as an examples. Other email providers may vary in steps, but the principles are generally the same.

Uploading files using Yahoo Mail

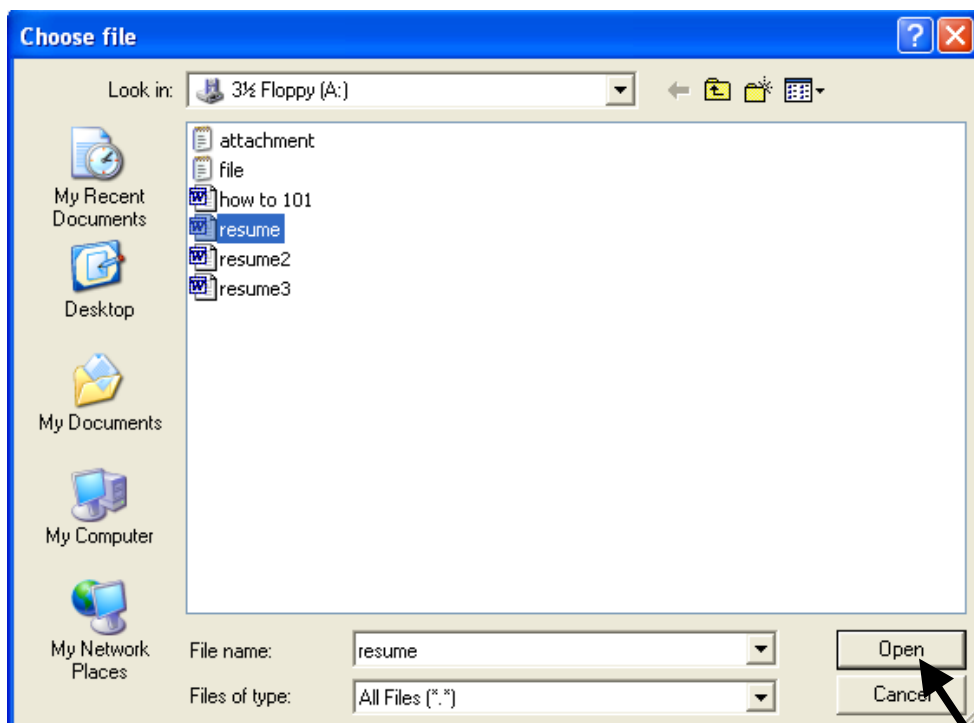
1. Place floppy disk in 3 ½ Floppy Disk Drive (A:)
2. When a patron is ready to attachment a document to their e-mail, they would need to click on, "**Attach File**"



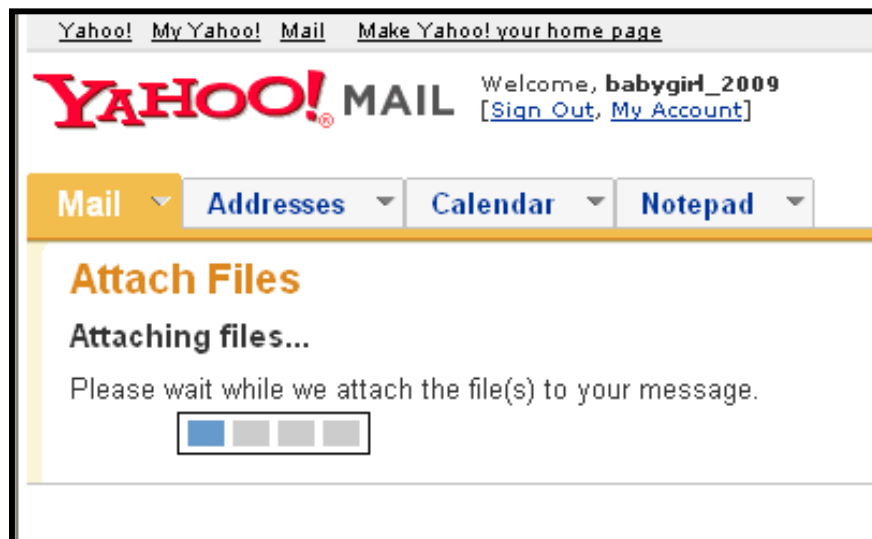
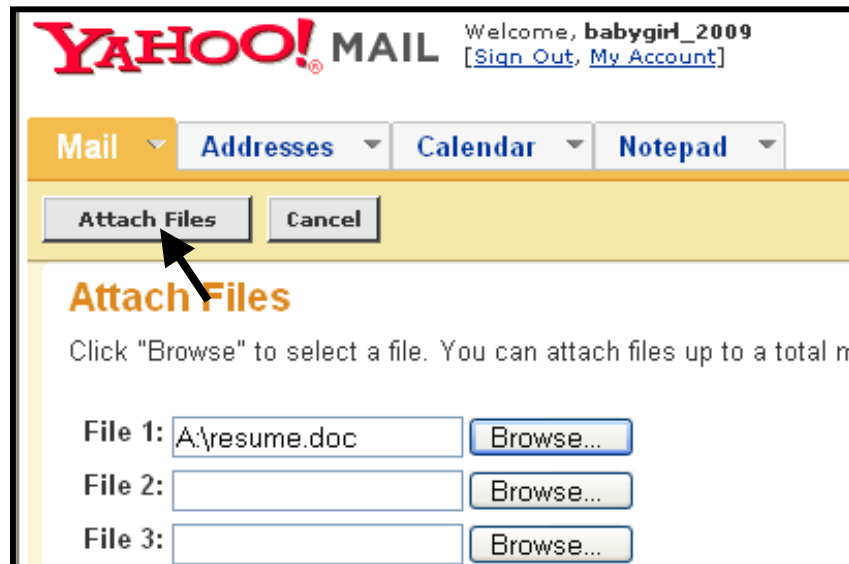
3. To retrieve your document, click on **Browse**



4. Choose 3 1/2 Floppy (A:) from the **Look in:** drop down menu.
5. Select the file you want and click on **Open**.



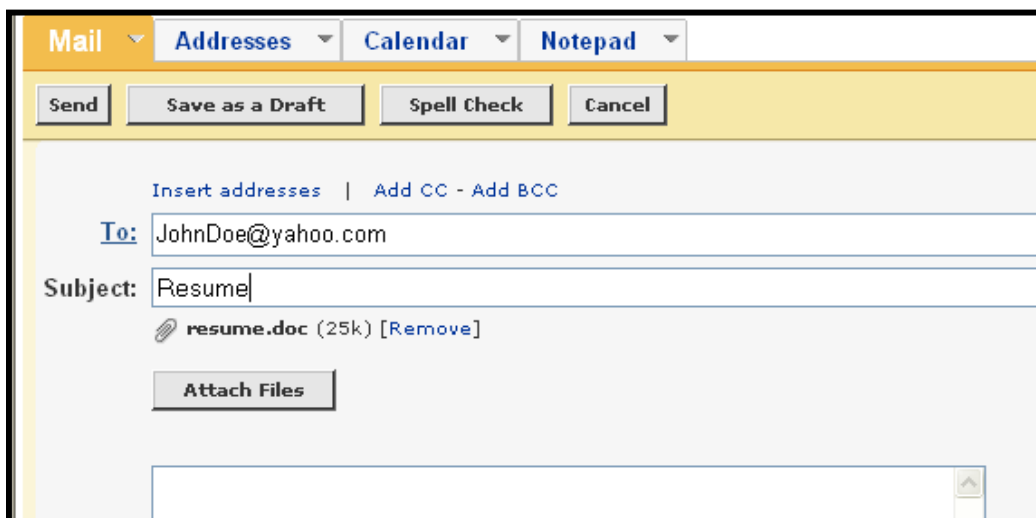
- The file you selected should appear in the File 1 box. If you need to attach more than one file repeat steps 4 and 5.
- Next click on **Attach File** and wait while the file is being attached.



- After you get confirmation that the file was attached click on **Continue to Message**.



- You should be back at your message, ready to send.

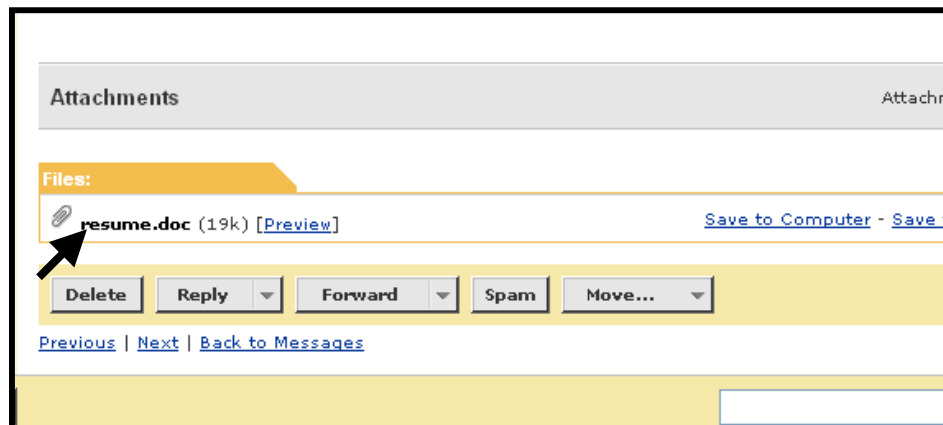


Downloading files using Yahoo Mail

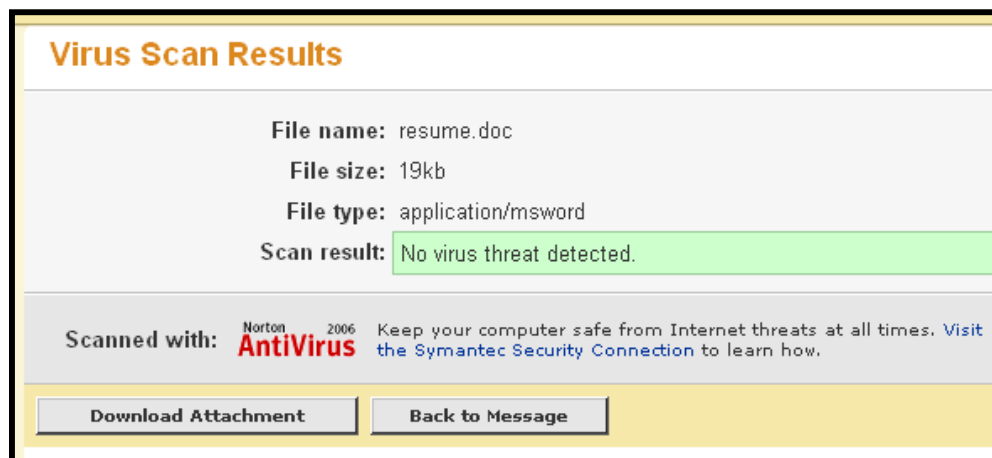
1. Place floppy disk in 3 ½ Floppy Disk Drive (A:)
2. Once the patron finds the e-mail they want to open, they need to click on the **Subject** title. In this example it would be **Resume**.



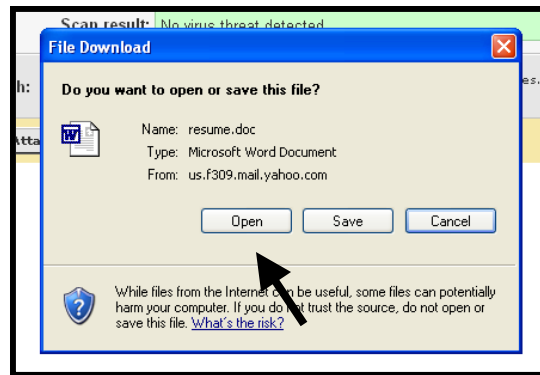
3. Scroll down the message until you see the attached file and click on the file name.



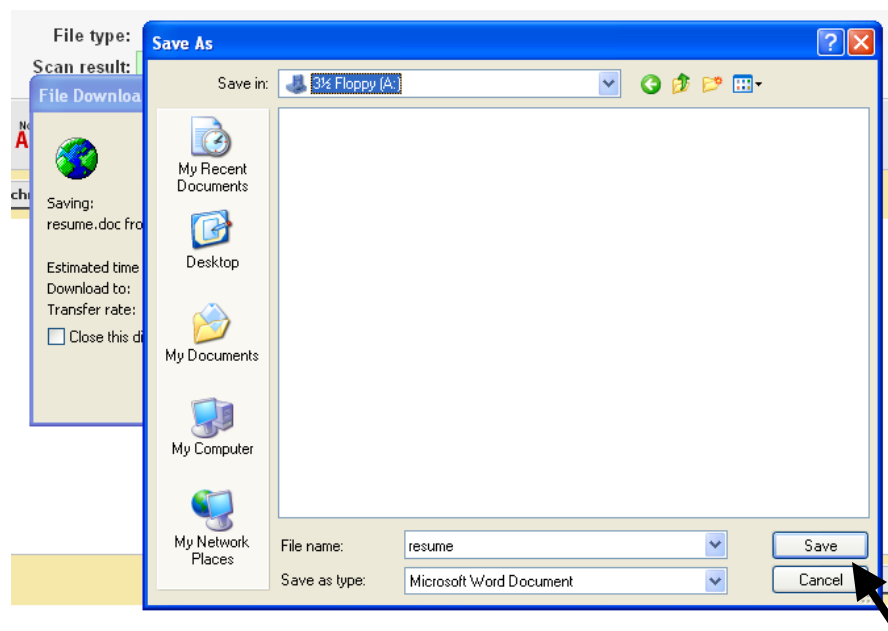
4. Click on **Download Attachment** (Yahoo scans all files for virus, before uploading and downloading. Depending on the **e-mail provider this step may vary.**)



5. The **File Download** dialog box should appear. Click on **Save**.

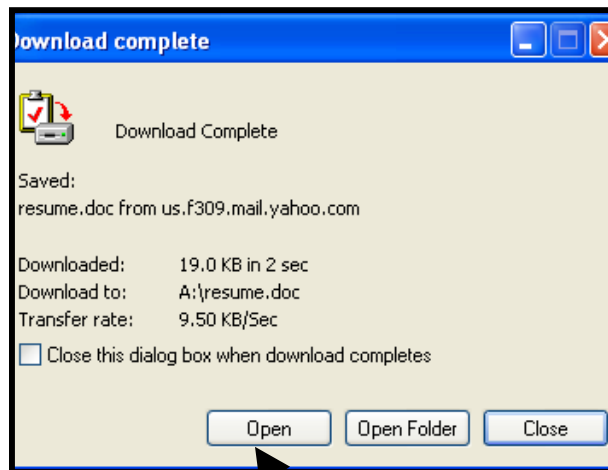


6. Choose 3 1/2 Floppy (A:) from the **Look in:** drop down menu and click on **save**.



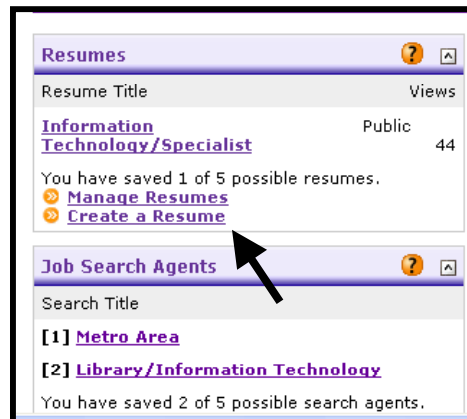
7. The **Download Complete** dialog box should appear. Click on **Open**. The document you download will open up in a new window.

The “Download Complete” dialog box may not appear, however to verify your document has been downloaded properly go to: **Start > My computer > 3 1/2 Floppy (A:)**. The file you just downloaded should appear on your floppy disk, if not repeat above steps.



Uploading files using Monster.com (The below tutorial is for first time users).

1. Place floppy disk in 3 ½ Floppy Disk Drive (A:).
2. To upload your resume for the very first time, click on Create a Resume.
(Returning users would select **Manage Resume** and click on **Upload Existing Resume**)

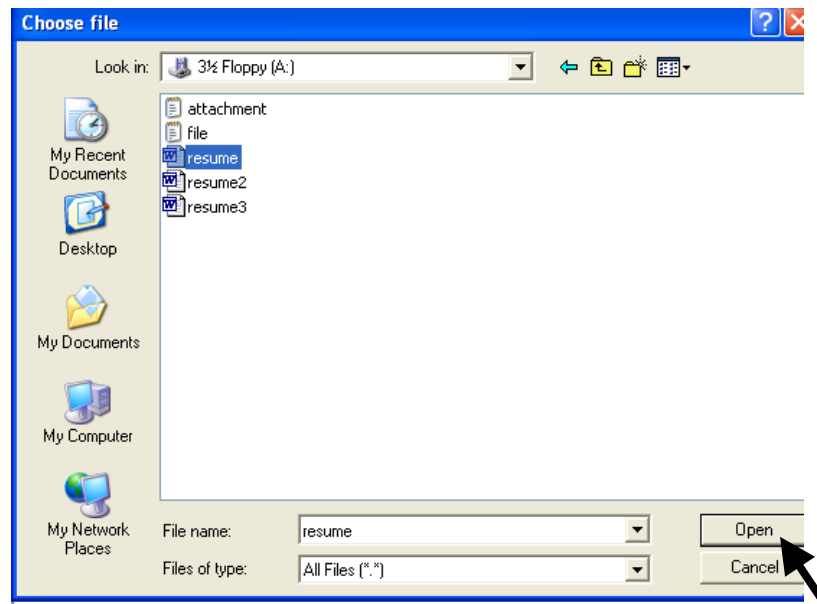


3. Select **Upload My Resume** and click on **Continue**.

Note: Following steps are to be taken only after the patron has fill in all the required information on Monster.com create a resume.

4. Scroll down until you see **Upload a Resume** and click on **browse**.

5. Choose 3 $\frac{1}{2}$ Floppy (A:) from the **Look in:** drop down menu and select the file you want and click on **Open**.



6. Your resume should appear in the **Resume file** box. Now you can you're your resume on Monster.com by clicking on **Save Resume**.

