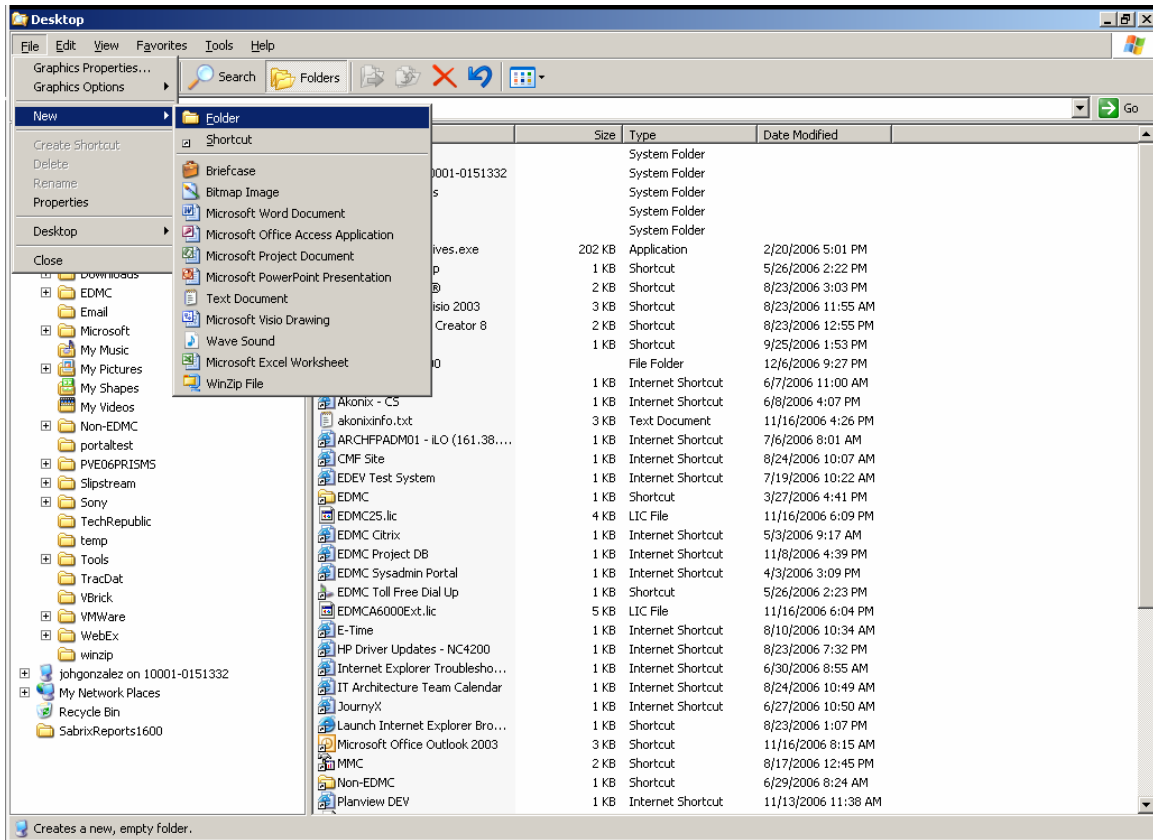
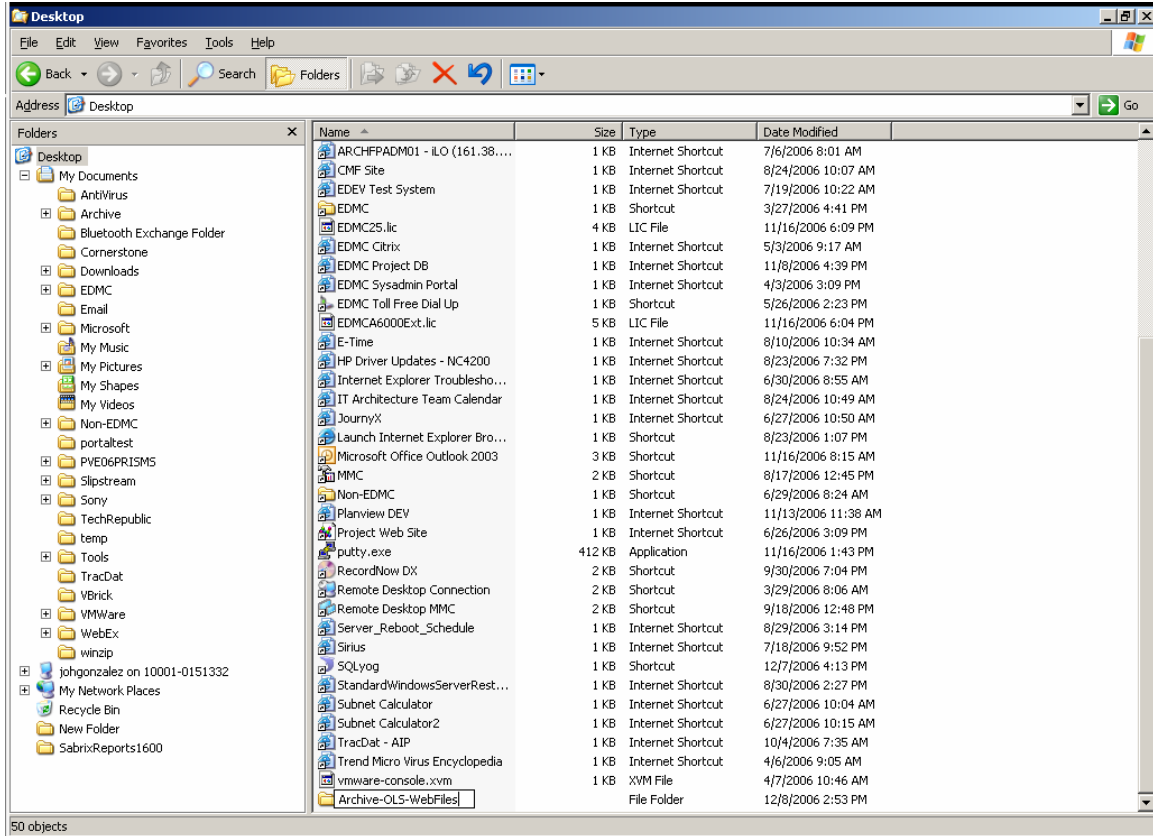


Backing up your Web Site Content using a browser based FTP client.

Begin by creating a folder on your local computer to temporarily store your web files.



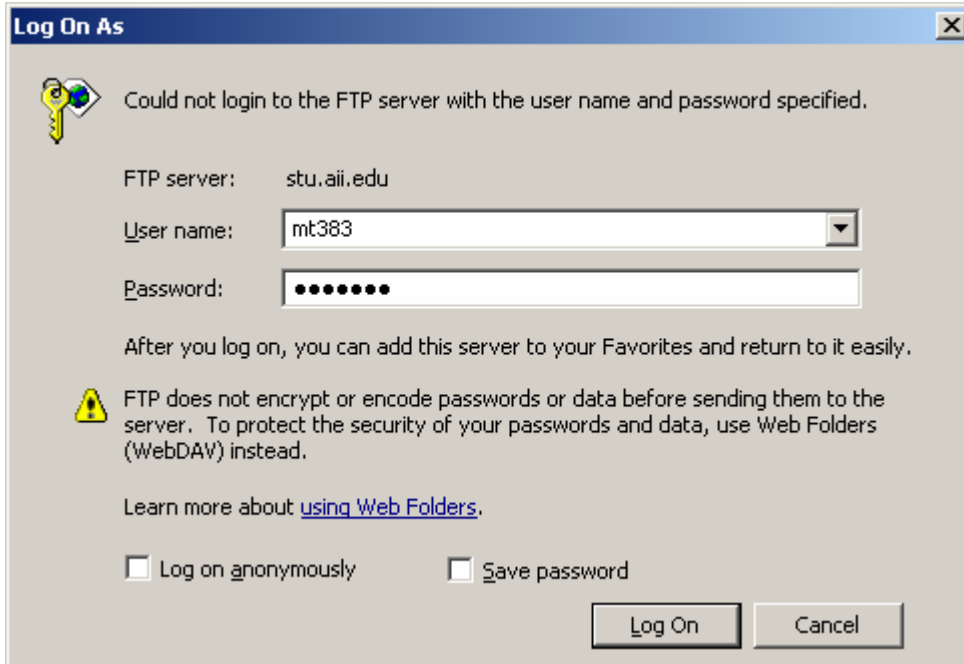
Name your new folder a descriptive name.



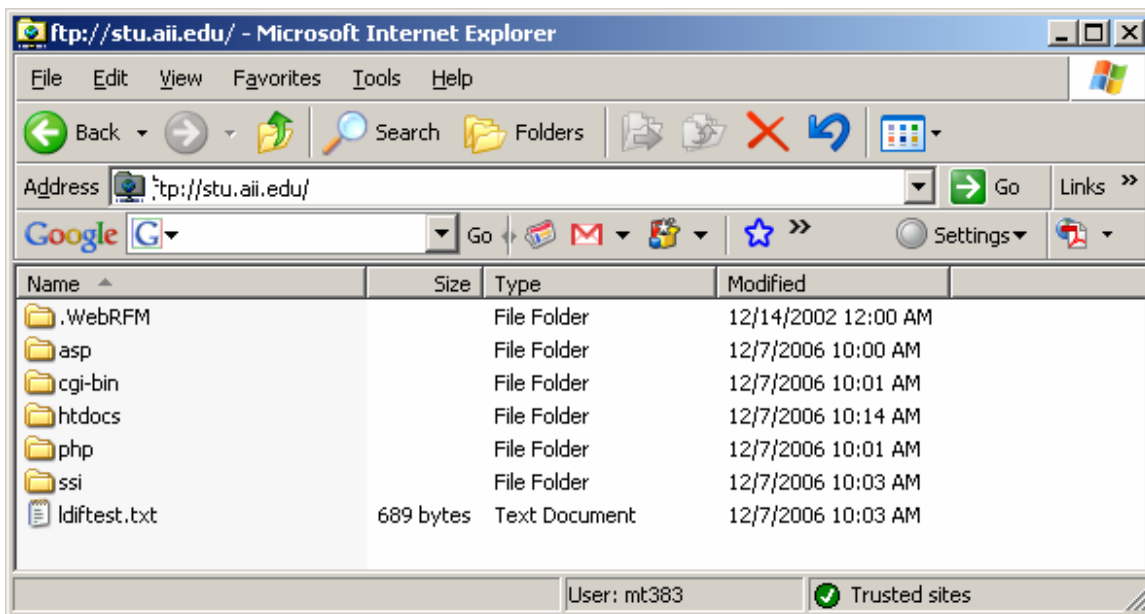
Open your preferred browser, and then FTP to Stu.ait.edu using your OLS User ID by entering the following URL: <ftp://YourOLSUserID@stu.ait.edu>



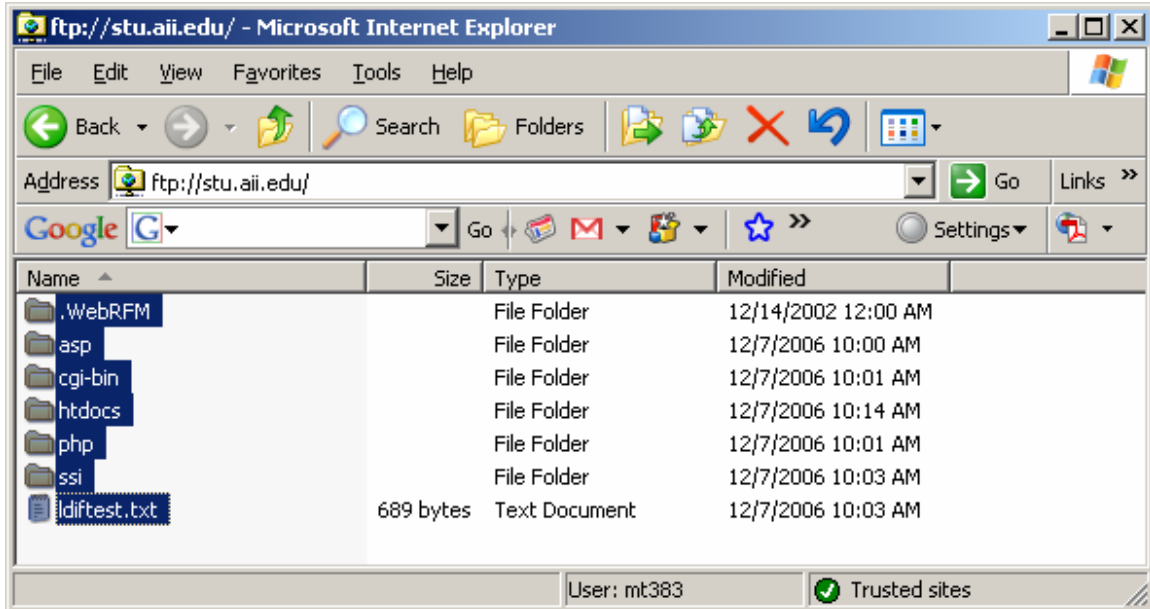
Enter your OLS Password when prompted.



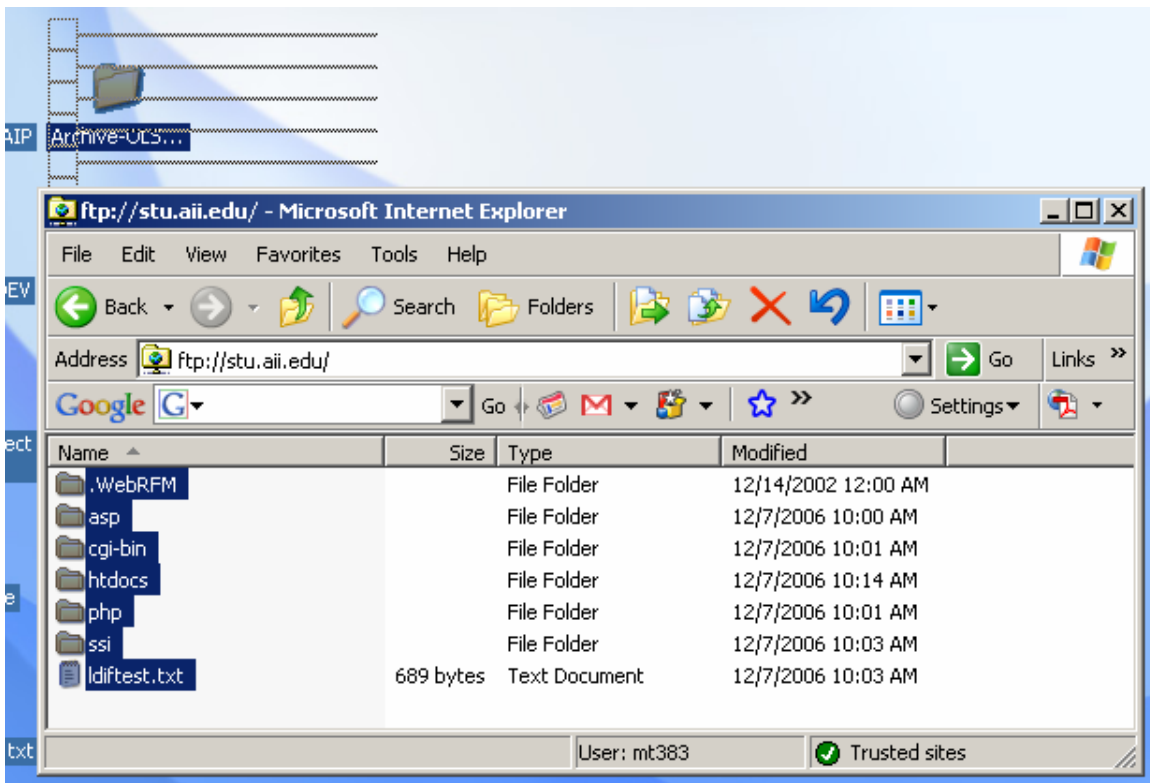
Once your connection has been made your folders and files will be displayed.



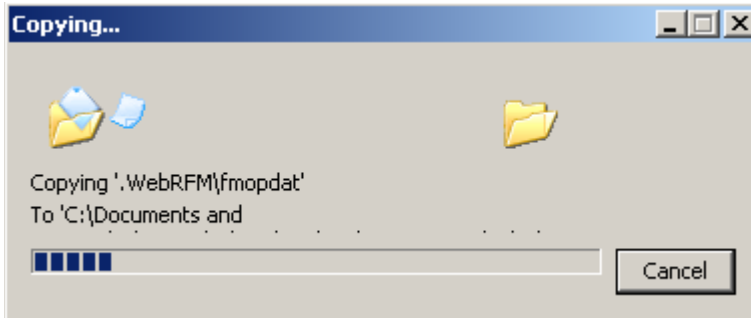
Select all of your files in the remote window.



Drag and Drop your selection to the Local Folder you created or **right click** and click **“Copy”** and then go to the folder you created and **right click** and click **“Paste”**



After dropping the copy process will begin.



Open your local folder to ensure all files have been copied.

