

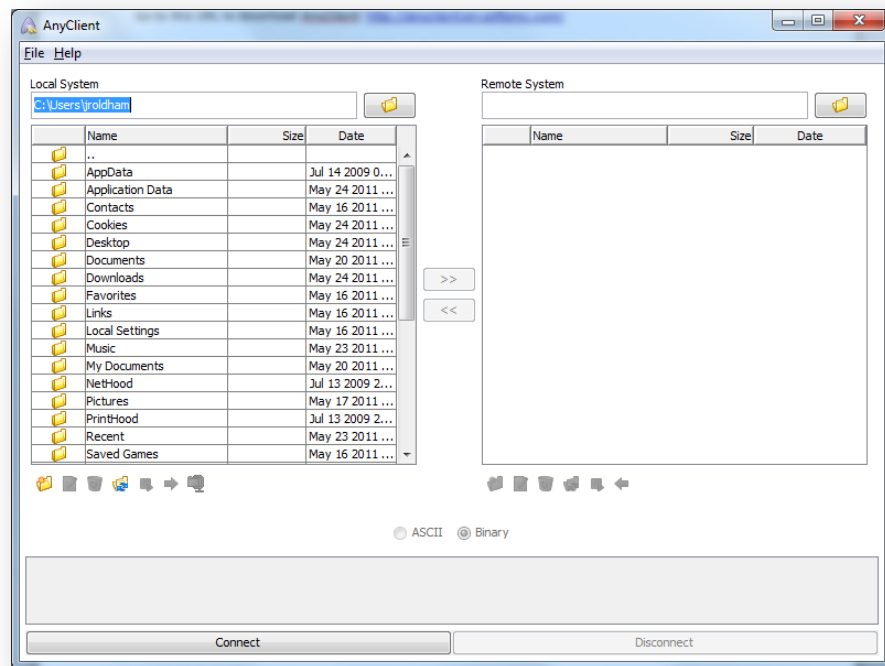
AnyClient is a client that can be used for transferring files, and in this case WebDav will be integral as it allows you to establish a connection between your computer and Sakai, making it easy to transfer multiple files.

Go to this URL to download AnyClient: <http://anyclient.en.softonic.com/>




Once you have downloaded and installed the software, run the program by clicking on the **Desktop Icon**, which should have been created during the install

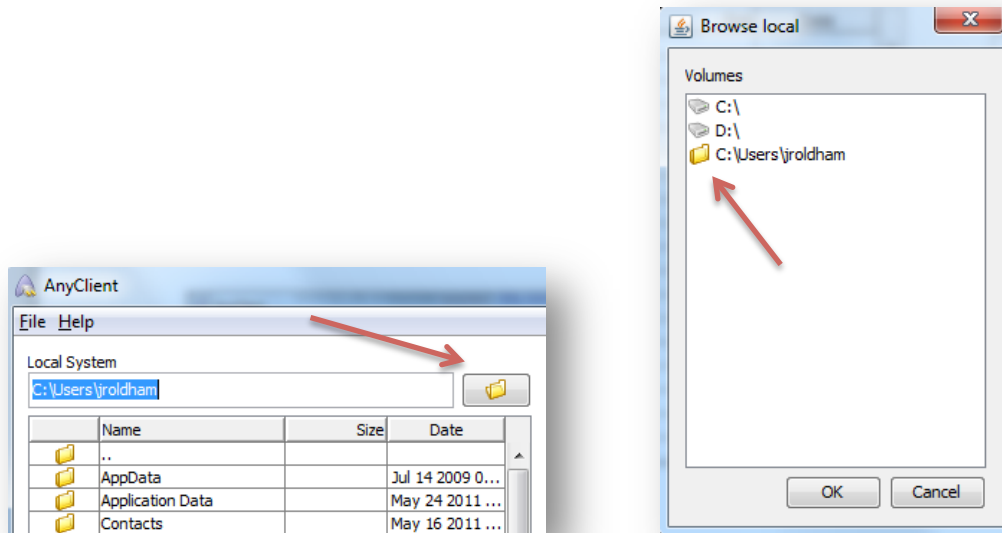


If prompted, allow the program to run by clicking **Yes**. AnyClient will startup and you will see the following screen:

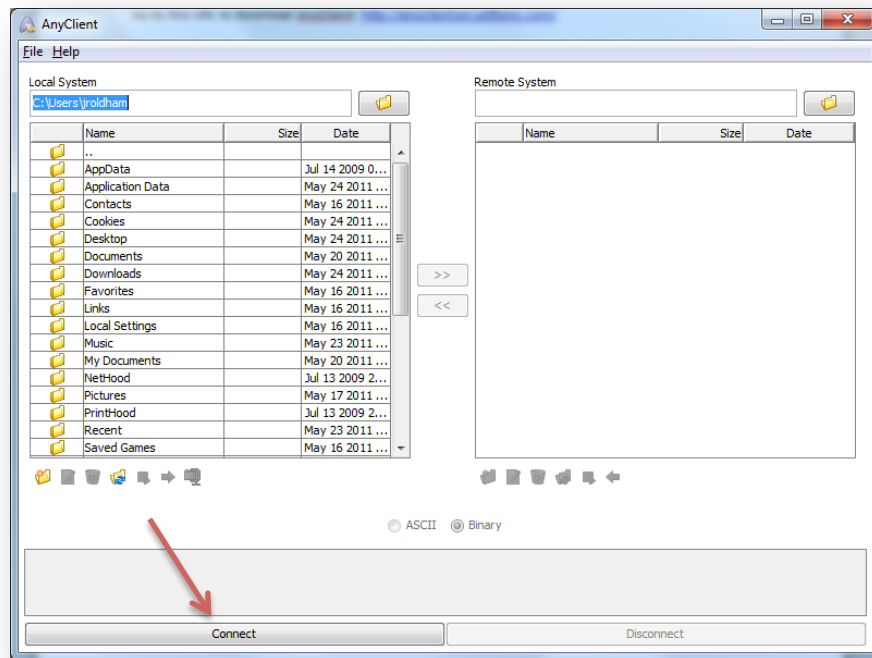


This screen allows you to browse through folders that are on your hard drive or on other drives that you might have connected to the computer.

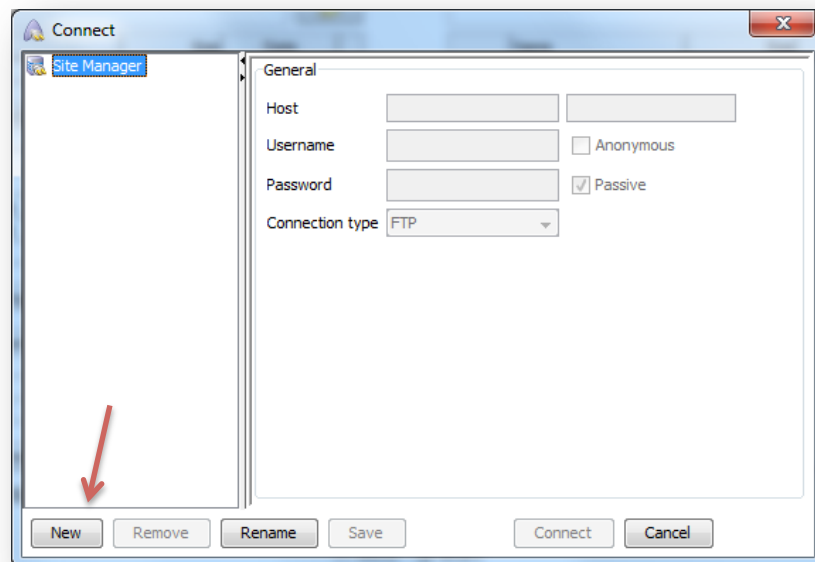
If the default drive that appears does not contain the files you would like to transfer, click the  in the top middle of the screen. You will then be able to select different drives or locations on your computer. If you would like to **Go Up One Level** in the folder structure, Click  .. 



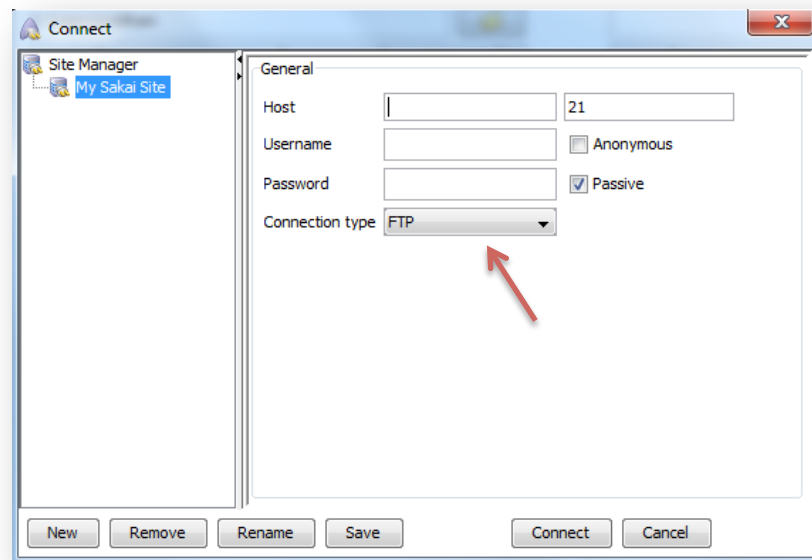
That is file structure navigation in this client. Let's continue by connecting to Sakai. Click **Connect**.



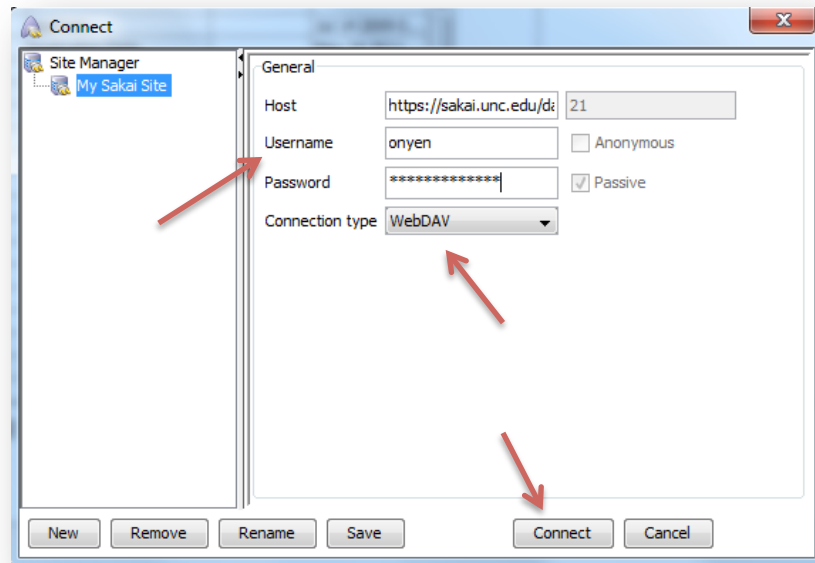
Another screen will appear entitled **Connect**. Click **New** and name the site. For this tutorial, we will name it **My Sakai Site**



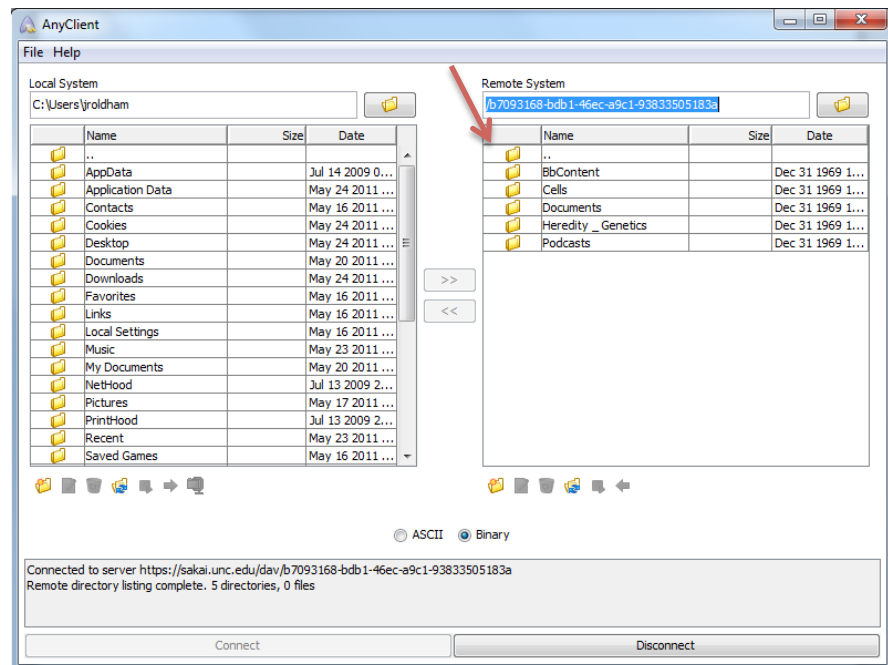
Change **FTP** to **WebDAV**. For the **Host** you will need to copy and paste the **URL** from the Sakai Site that you wish to transfer files. This can be found under **Resources** → **Upload-Download Multiple Resources**. It may be best practice to map this to your **Workspace** and later move files within Sakai




Enter your ONYEN and password for Username and Password, respectively. Click **Connect**

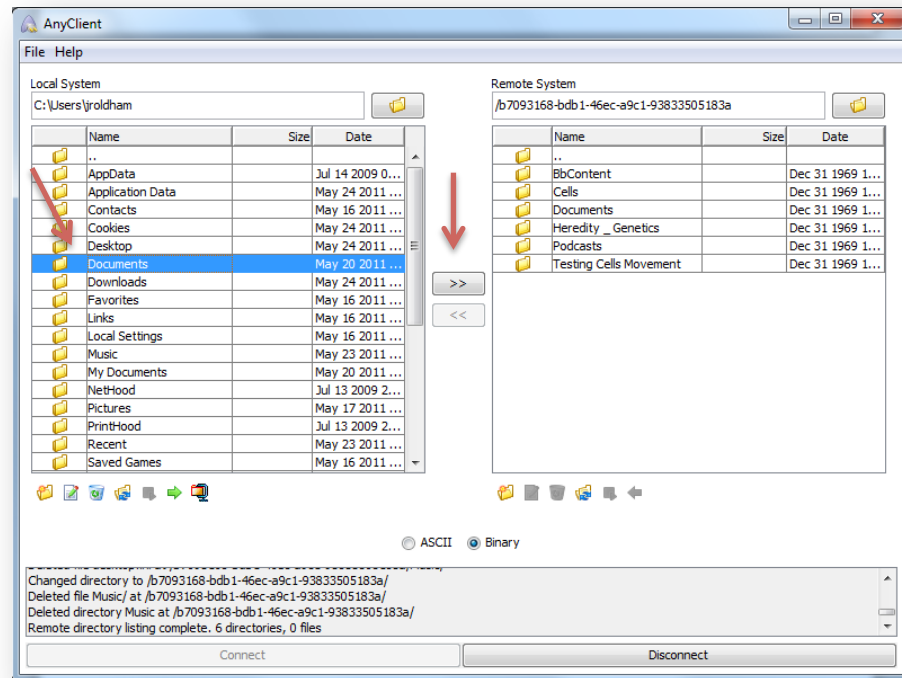



The files that are present in your Sakai Site will now be visible on the right hand side of AnyClient and it allows you to navigate just like any other file browser.



You can now transfer files from your local drives to Sakai and vice versa. You can create, rename and delete folders and documents. All changes you make within AnyClient will be reflected in Sakai. Select

your folder(s) or file(s) and either drag them across the screen or use the  to transfer across. *Reminder:* Be sure to **Refresh** your **Resources** page to see these changes



If you have multiple sites that you would like to transfer files, repeat this process for each. You can select the different mapped drives by clicking the  in the top right of the screen. This can be tricky as the network drive names are rather long and typically random character strings. When you are done, click **Disconnect**.