

# Cyberduck Quick Reference Guide

By Andrew Fogo & Becca Schmidt

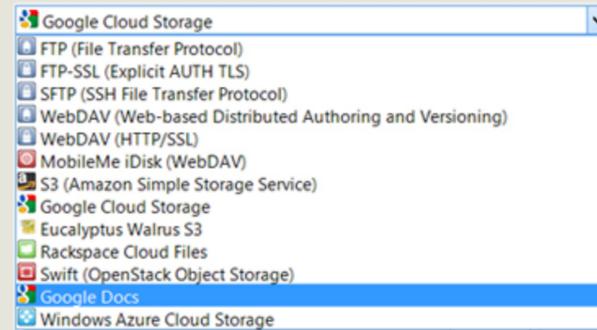


## Open a Connection

1. Open the **Open Connection** dialog box by either
  - (a) Clicking the Open Connection icon () on the toolbar
  - (b) Selecting *File > Open Connection* from the menu bar
  - (c) Pressing **ctrl + O** (PC) or **⌘ + O** (Mac) on your keyboard

2. From the dropdown box, select your desired connection type
3. Enter your necessary credentials
4. Press the **Connect** button

Your directory and list of files will appear.



## Helpful Shortcuts

 Open Connection

 **ctrl + O**

 **⌘ + O**

 Upload File/Folder

**alt + ↑**

 Create New Bookmark

 **ctrl + ⌥ + B**

 **⌘ + ⌥ + B**

 Disconnect

 **ctrl + Y**

 **⌘ + Y**

 Download File/Folder

**alt + ↓**

 Open Transfers Window

 **ctrl + T**

 **⌘ + T**

## Transfer Files

First make sure you are in your desired connection location.

### Upload

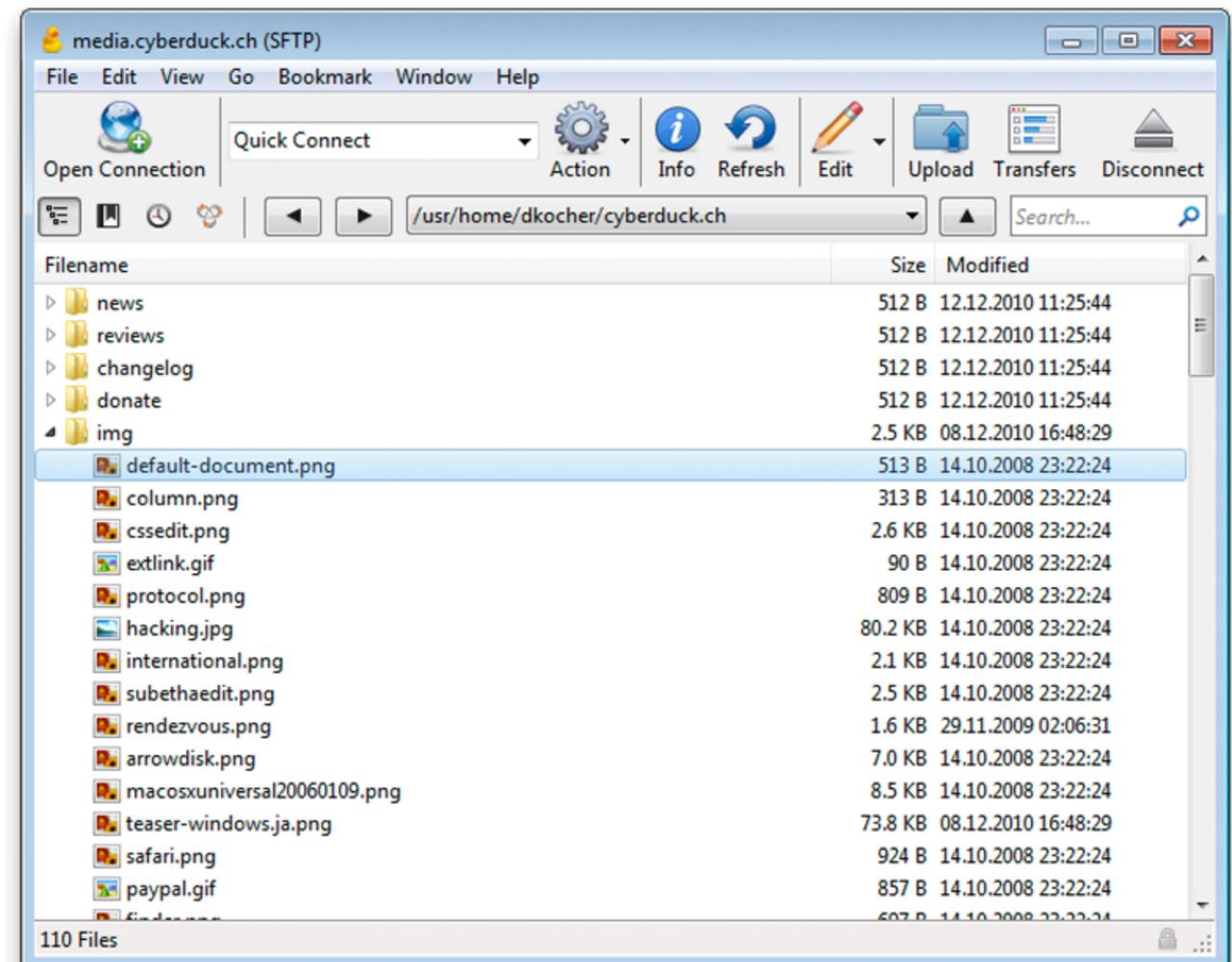
1. Upload file(s) or folder(s) by either
  - (a) Clicking the Upload icon () on the toolbar
  - (b) Selecting *File > Upload* from the menu bar
  - (c) Pressing **alt + ↑** on your keyboard
  - (d) Clicking the Action icon () and selecting Upload
2. Browse for the file(s) or folder(s) you wish to upload
3. Press the **Choose** button

The Transfer dialog box will appear and indicate the status of the transfer.

### Download

1. Select the file(s) or folder(s) you wish to download
2. Download file(s) or folder(s) by either
  - (a) Right click your mouse and press download
  - (b) Selecting *File > Download* from the menu bar
  - (c) Pressing **alt + ↓** on your keyboard
  - (d) Clicking the Action icon () and selecting Download

*Tip: You may also drag & drop files or folders to upload and download them.*

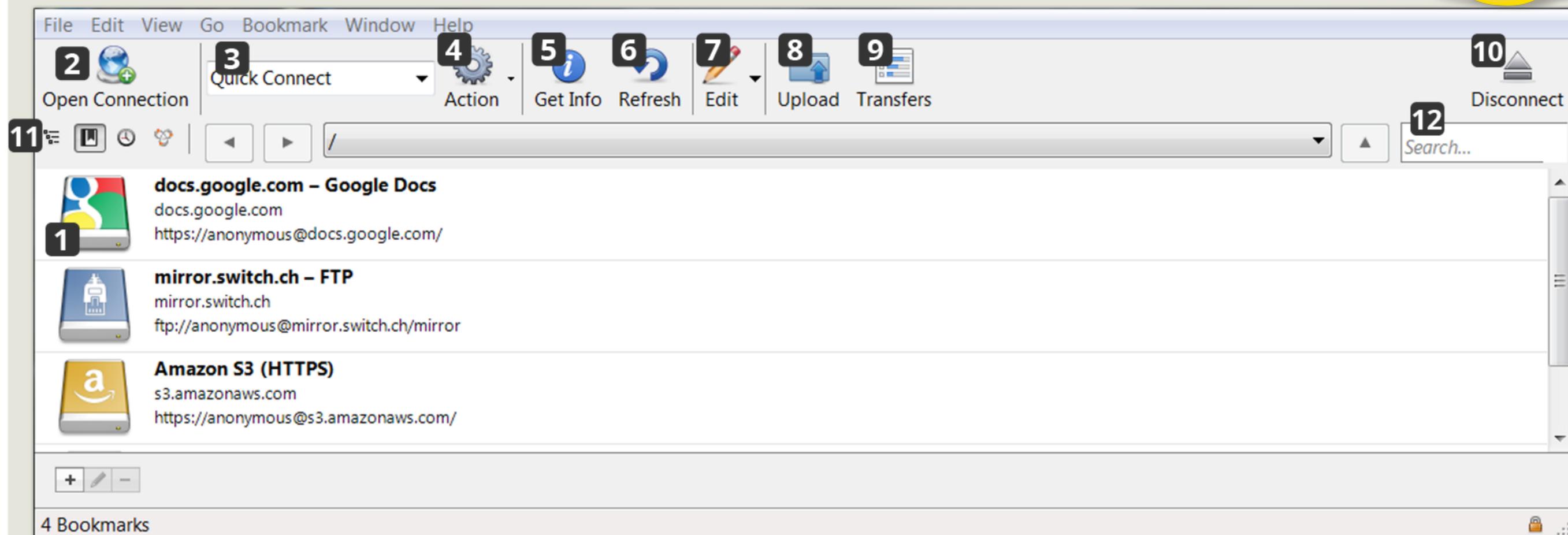


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## Location Guide



**1 Bookmarks** - Save and have easy access to designated servers

**2 Open Connection** - Start a new server connection

**3 Quick Connect** - List of all servers for one click connections

**4 Actions** - List of actions available for files including Download, Delete, Upload, Synchronize, Etc.

**5 Get Info** - Show general information about selected file including Permissions and Metadata

**6 Refresh** - Reconnects to the server, showing any updates that have been made

**7 Edit** - Locally edit files stored on the server, updating them on save

**8 Upload** - Easily upload files stored locally to the server

**9 Transfers** - Show files being uploaded or downloaded

**10 Disconnect** - Disconnect from currently selected server

**11 Tab Buttons** - Convenient way to switch between Browser, Bookmarks, History, and Bonjour.

**12 Search Bar** - Easily search for files or servers