

Quick Reference Guide: FTP Process in Learn-Wise

File Transfer Protocol (FTP)

FTP is a way for you to access your Learn-Wise server space. This allows you to upload any files that are larger than the direct upload limit allows (images: 500 KB, video/supplement files: 50 MB). If you have any questions regarding the below instructions, please do not hesitate to let us know!

Here are your FTP login credentials:

Host: www.learn-wise.com

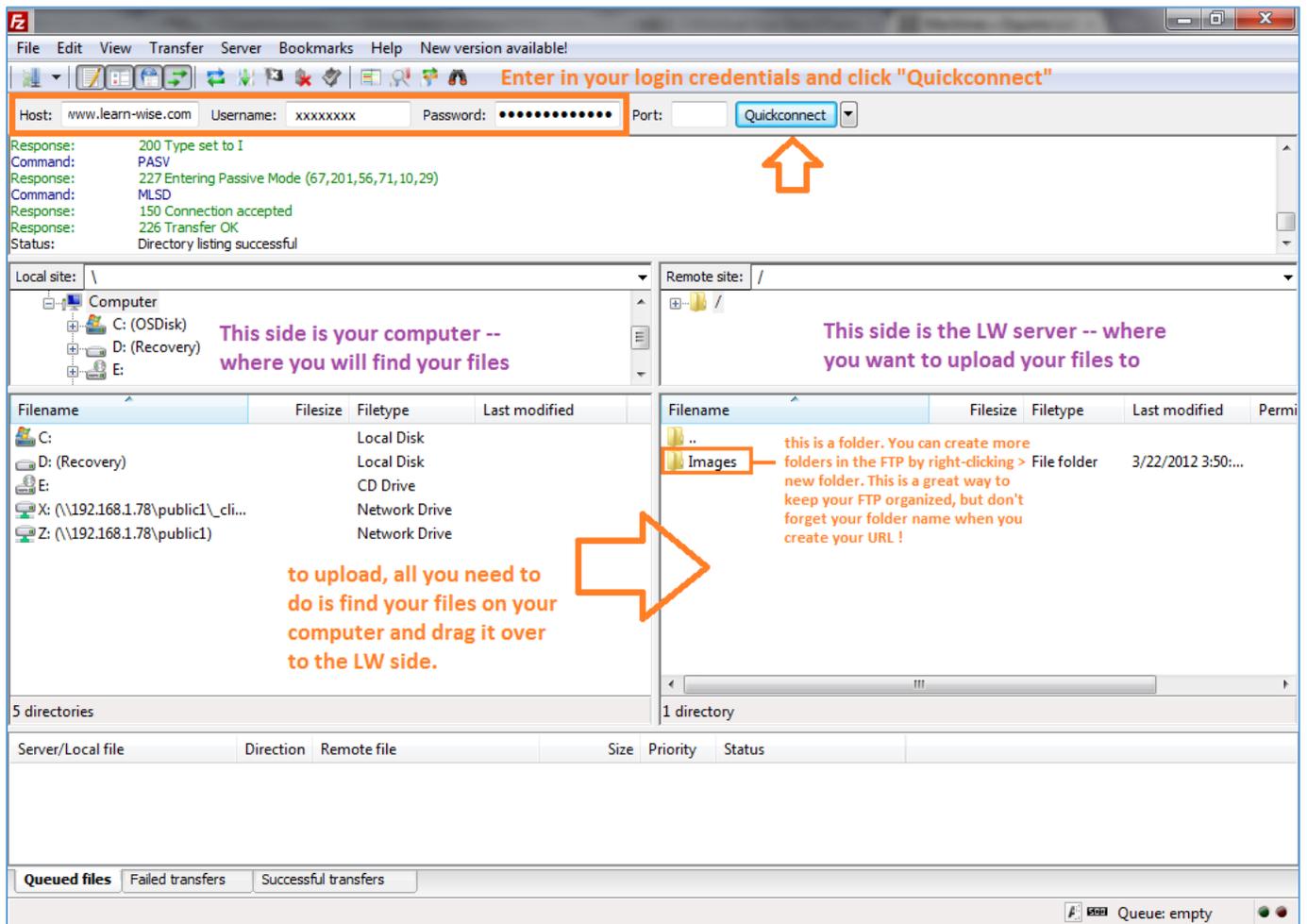
Username: **INSERT CLIENT USERNAME HERE**

Password*: **INSERT CLIENT PASSWORD HERE**

**We would recommend that you copy and paste the password into the field because it is complicated and case-sensitive.*

Step One: Upload Your File to the FTP

Launch FileZilla



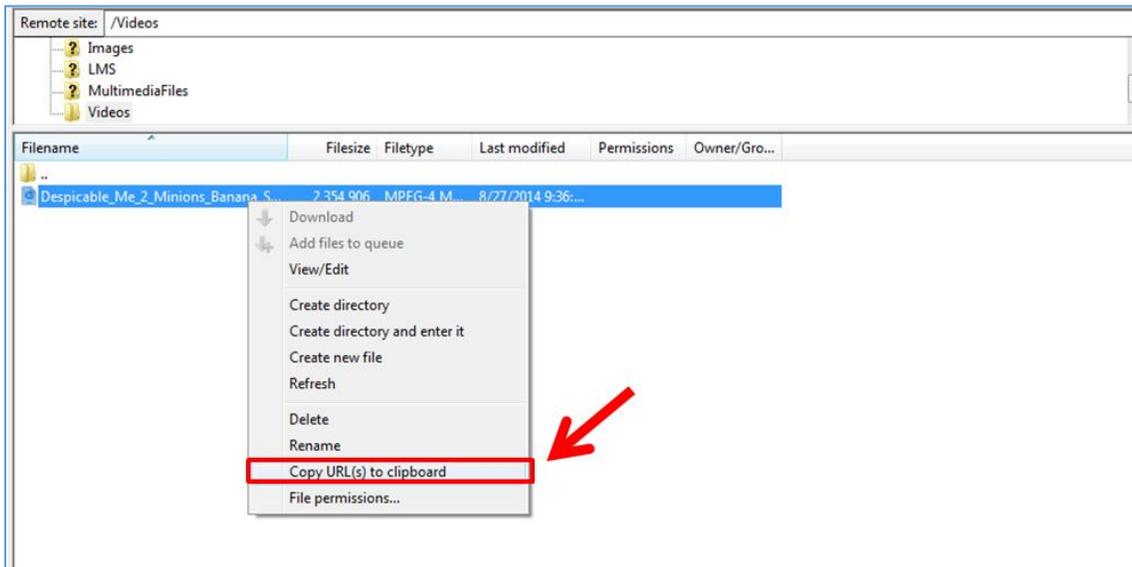
Note: File uploads may take a bit of time, depending on your internet speed. We recommend that you upload files in bulk. They will upload in the background, and you can work on something else while you wait for it to finish uploading.

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Note: If you are trying to upload an Articulate story in a zip file, you will need to unzip the file and drag the entire folder into the FTP.

Step Two: Identifying your URL

After your files have finished uploading, right click on the file you want to work with and select **Copy URL(s) to clipboard**.



Each file on an FTP has a unique URL associated with it. This allows the system to “pull” that file through the path you’ve identified. You will need to edit this URL before you can copy and paste into Learn-Wise.

Here’s a sample path for you:

https://www.learn-wise.com/lw/clientmaterials/CLIENTDOMAIN/MultimediaFiles/Asepticomotor_tubing_setup.flv

- **Domain Name** – Overall site name – will be the same for all files
- **Folder Name** – if it isn’t in a folder, then you can leave this out.
 - **Note:** you will need to make sure to include any sub-folders underneath this main folder as well.
- **File name** – The only accepted characters are letters and underscores “_” and the file name cannot have spaces included. Replace the spaces with underscores “_” or rename the file without spaces before you upload it.

EXAMPLE 1: I have a file called “Cute Puppies.png” in folder “Images” that needs to be uploaded to Learn-Wise, but exceeds the size upload limit.

1. Rename the file without spaces so it will now be called "CutePuppies.png"
2. Move file to Server using Filezilla
3. When you first select **Copy this url to clipboard**, the URL will be:

<ftp://CLIENTDOMAIN@www.learn-wise.com/Images/CutePuppies.png>

4. Change the format of this URL to match the format from above. The Folder and File name (red and green text) are correct and do not need to be altered.

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5. Delete the first half (blue text above) that is in black bold text and retype or copy/paste this text:
"<https://www.learn-wise.com/lw/clientmaterials/CLIENTDOMAIN/>" in its place.

The URL will be: <https://www.learn-wise.com/lw/clientmaterials/CLIENTDOMAIN/Images/CutePuppies.png>

EXAMPLE 2: I have a PDF called "LW_Training_Manual.pdf" that is not in a folder (in other words, it is on the master level).

There is no folder, so you do not need to include the folder name in the URL.

The URL will be: https://www.learn-wise.com/lw/clientmaterials/CLIENTDOMAIN/LW_Training_Manual.pdf

Remember to always test your link before adding it to Learn-Wise. Copy and paste the final URL into any web browser. If you have identified the correct path, your content will load. Videos will play directly in the page, while images and supplemental files will open a pop-up window that will prompt you to download the file.

Step Three: Add Your File to Learn-Wise

Once you have the correct URL and you have tested your link, go into Learn-Wise and add your video/file as you normally do.

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Add Videos

Title * : select this option, and paste in your URL

Add Video * : Video URL (flv,.swf,.mp3)

Via FTP(e.g. http://www.xyz.com/)

Upload from Desktop No file chosen (flv,.swf,.mp3)

Max size:(50 MB)

Thumbnail Image : No file chosen (e.g. *.jpg, *.png, *.gif, *.bmp)

automatically generated for .flv files

Keywords :

Description * :

Is Live Video

click one

Step Four: Publishing Your Content

The content is now uploaded into your Learn-Wise videos, images, or supplemental files section, but it still needs to be published to appear in the Library for your selected users.

Upload the content to a media box on your Topic template and fill in the rest of the content in that section as needed. Any videos published in the media box in your Topic template will be populated into your Multimedia Room. Thumbnails will be automatically generated overnight.