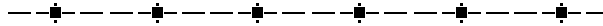


Transferring files via FTP

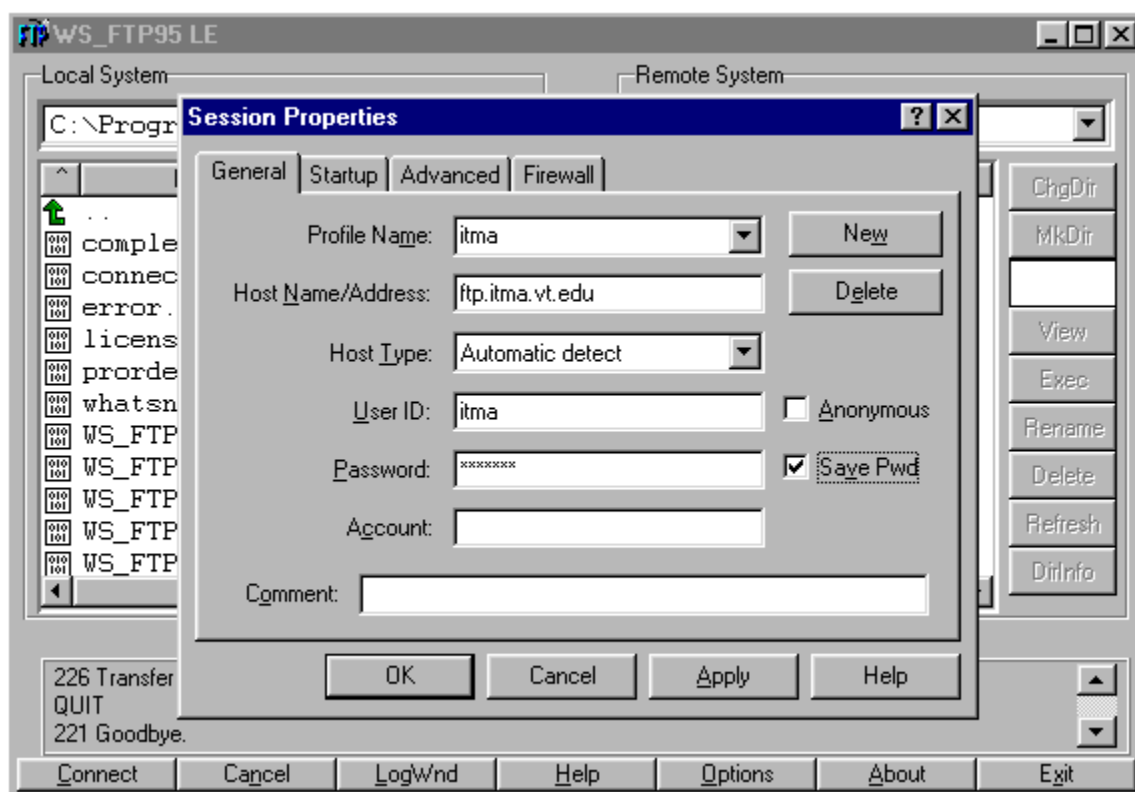
The following instructions explain how to transfer your files to a server using FTP. Choose your preference:

- [WS_FTP](#) on the PC
- [Fetch](#) on the Mac



Using **WS_FTP** on the PC: ([download WS_FTP](#))

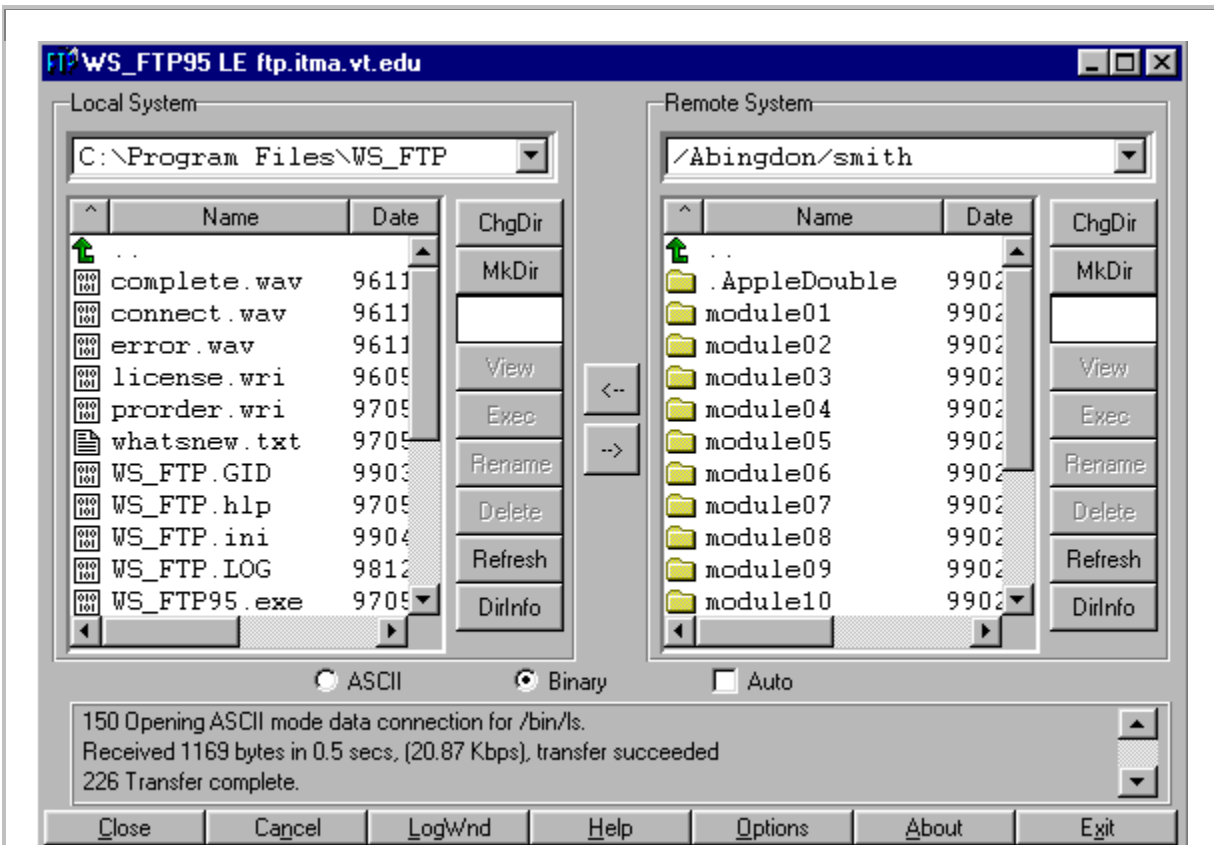
1. You must be connected to the Internet in order to transfer files using WS_FTP.
2. When you start the program the **Session Properties** dialog box will appear. Click the "New" button to create a new, blank profile.
3. Fill in the settings on the **General** tab (an example is shown below). After the first time you will be able to select these settings by choosing a "profile" from the list.
 - a. **Profile Name:** Decide on a name for the profile.
 - b. **Host Name/Address:** The address for the ftp server you are publishing to. This will be given to you by your server administrator. Usually it begins with "ftp".
 - c. **Host Type:** Automatic Detect (unless you are told otherwise).
 - d. **User ID:** Given to you by your server administrator.
 - e. **Password:** Given to you by your server administrator.
 - f. Check the box that says "Save Pwd"



4. Select the "Startup" tab at the top of the Session Properties window, and enter the path to your personal directory. This information will be added to the Host Address to create the full path, so don't type that part again. An example is shown below.

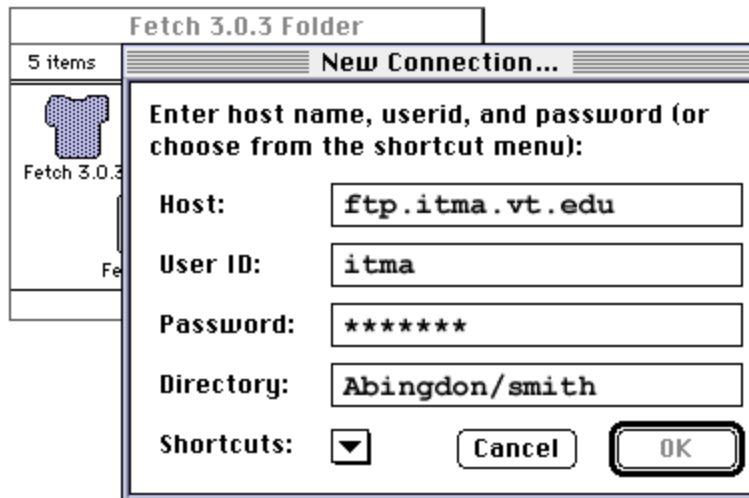
Initial Remote Host Directory: myclass/myname

5. Click OK
6. When the program finishes connecting you should see the server's directory of folders on the right. On the left you will see the directory listing from your local computer. You may now transfer files back and forth between these two locations using the two arrows in the center of your screen. In either window you can double-click a *folder* to open it and display the contents, or you can double-click the green arrow at the top to go up a level. Be careful, however, because if you double-click a *file* then it will be transferred. Use these methods to find the files you want to transfer on one side, and the directory you want to transfer them into on the other side. To highlight more than one file use Shift-click or Ctrl-click. When you find the file(s) you want to transfer, click the center arrow in the direction you want them to go. For example, if you were transferring files from your computer to the server, you would highlight them and then click the bottom arrow. The program will tell you when the files are successfully transferred. You may also transfer entire folders just by selecting them.

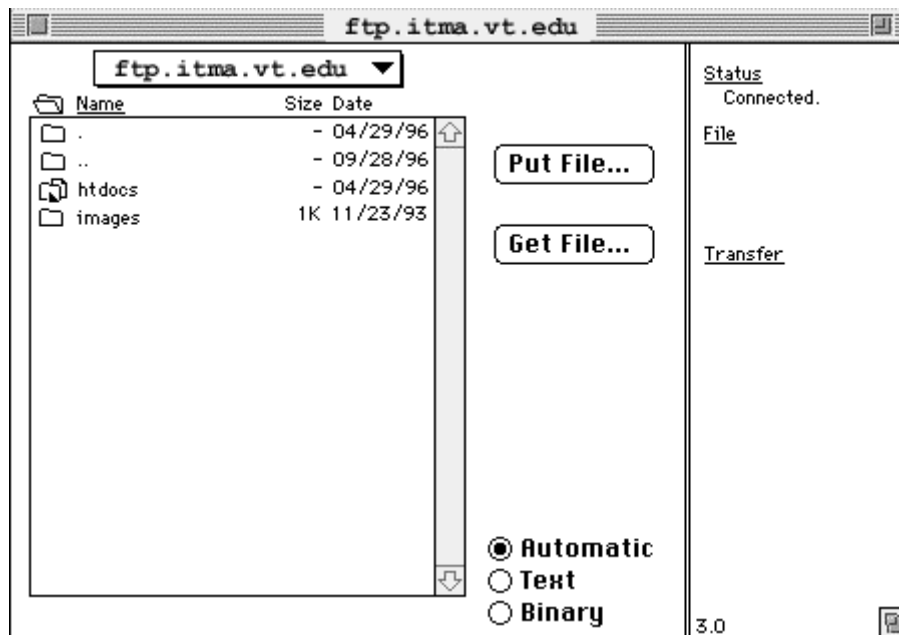


Using Fetch on the Mac: (download Fetch)

1. You must be connected to the Internet in order to transfer files using Fetch.
2. When you start the program the **New Connection** box will appear.
3. Fill in the settings in this window (an example is shown below). After the first time you will be able to select these settings using the "shortcuts" menu.
 - a. **Host:** The address for the ftp server you are publishing to. This will be given to you by your server administrator. Usually it begins with "ftp".
 - b. **User ID:** Given to you by your server administrator.
 - c. **Password:** Given to you by your server administrator.
 - d. **Directory:** Enter the path to your personal directory. This information will be added to the Host address to create the full path, so don't type that part again.



4. When you connect to a site, the main Fetch window will appear. The remote system information area on the left shows the server's directory of folders. The current directory is displayed at the top, and a list of directories and/or files is in the bottom box. You can navigate through this remote system and manipulate the files/directories with the mouse and the tool bar at the top of your screen. Navigate carefully, though. Double clicking on files in the remote system may automatically transfer them to your computer. The transfer buttons, "Put File" and "Get File", allow you to transfer text and graphics between your computer and the remote system. The "Put File" button puts files that currently reside on your computer onto the remote system. The "Get File" button is for getting files on the remote server to your computer.



File" button and a window will appear showing you the contents of your computer and asking you which file you want to transfer. Find the file you want to transfer, select it and then click on the Open button. You can also double-click the file with the same effect. A window will then appear asking you what name you want to save the file as. You can also change the format that you want the file to be uploaded as. Normally you would upload text files (including html files) as 'Text' and all your graphics files as 'Raw Data' files. Select OK to begin the transfer. As the file is transferred you will see a pie-chart filling up. When the file is completely uploaded, it will appear in the listing of the remote directory.

6. If you want to transfer files from the server to your computer, find the file(s) in the remote directory listing and then select the "Get File" button. Once you have selected a file, a window will pop up asking you where to save it. Select the location on your computer and click "Save".