

# instructional support

Enhancing Teaching and Learning through Technology

## FileZilla - File Transfer Software

Obtaining your web space on the Spot server:

<http://www.pcc.edu/resources/web/staff/spot/>

Fill out the form and press send. That's it. Note! Remember to jot down your "initial" password. In a few days you will receive an email with directions on how to access your web space. In this email you will find the information needed to access your space, your username and password.

Downloading the FileZilla software program:

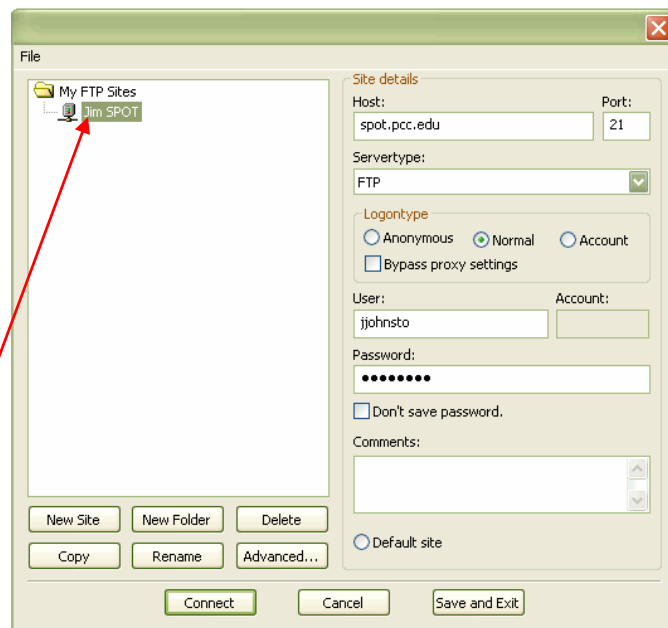
Go to [http://sourceforge.net/project/showfiles.php?group\\_id=21558](http://sourceforge.net/project/showfiles.php?group_id=21558)

- Click "**Download**" (look for the latest release, highest number)
- Select the **.exe** file for 32-bit Windows
- Save the file to disk, either your "downloads" folder or the desktop.
- When the download is complete, double click on the **.exe** file and follow the prompts for installation. A shortcut should be added to your desktop.

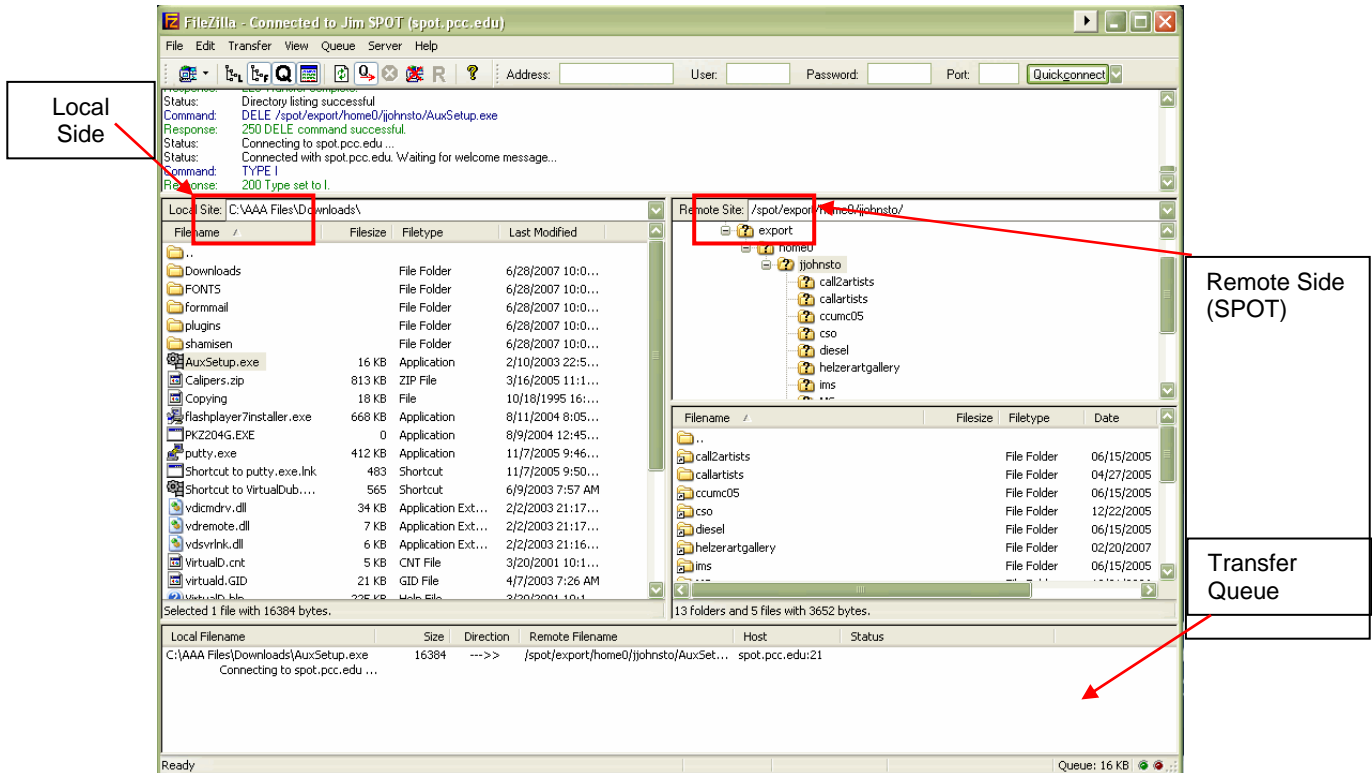
Using FileZilla to upload files to the Spot Server:

The following sequence will allow you to transfer a copy of files from your **local side** (hard drive, floppy drive, zip drive CD drive) to the **remote side** (your space on the Spot server where your files are stored.)

- **Create a new Site Account:** Select **File > Site manager > New Site**
- Type a logical name over "New FTP site" for quick identification ie "My Spot". If you miss this opportunity, you can select this title and click "Rename" at any time.
- Enter the following information in the "**Site Details**" side of the pop-up window:
  - **Host = spot.pcc.edu**
  - **Servertype = FTP**
  - **Logontype = Select "Normal"**
  - **user** and **password** were identified in the spot account email sent after the creation of your account.
  - Choose either "**Connect**" or "**Save and Exit**"
- **To access your account(s)** Select **File > Site manager >** select the account you want to access and press the "**Connect**" Button



The main interactive screen will appear as shown below:



- **Local Side:** The left side displays your “Local System” files and your computer structure. Navigate to the directory where you have your files to be uploaded.
- **Remote side:** The right side displays “Spot Server” files. **Your files must be stored inside the “public.html” folder.** You can organize your files inside the public\_html folder by creating a new folder. **To create a folder:** right click where you want the folder to be located and select “Create Directory”, name it and the folder will be added.

### To Transfer Files:

1. Working with the Local and Remote sides, find the file(s) or folder(s) you want to transfer, drag-and-drop to the other side. Be sure to drop them in the “public.html” folder.
2. You can make multiple transfer selections, the transfer progress will be displayed in the **Transfer Queue**. When the Queue is empty, the transfer is complete.
3. Files and Folders may be transferred from either side to the other by dragging and dropping.
4. Double clicking the top folder icon will take you up one level.
5. To delete a file, right click it and select “delete”.

### Maintenance:

After your initial uploading of your site to the server, this same program is used to maintain your Spot space. When you transfer a file from your “Local” side that has the same name as a file on the “Remote” side that file will be overwritten. New files will be added.