

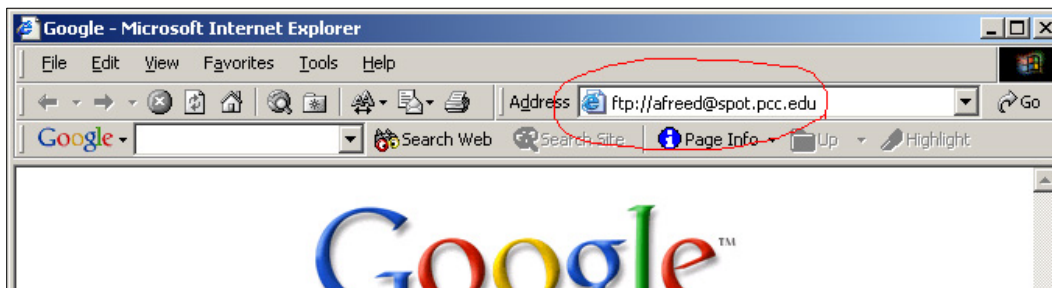
instructional support

Enhancing Teaching and Learning through Technology

Use Windows & IE to edit your Spot Web Page

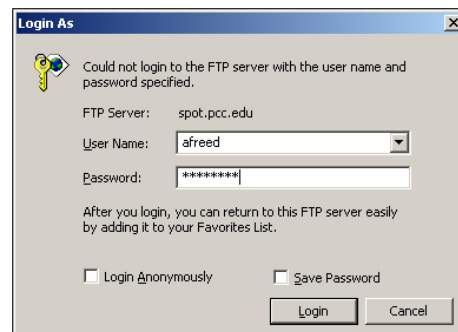
There are many ways to get the files on your hard drive to your Web Page on Spot, and FTP is the most commonly used method to transfer them. FTP (File Transfer Protocol) allows you to transfer those files simply and quickly. Traditionally, we've used WS_FTP or Fetch to do this. Most modern operating systems realize how important the Internet is to your daily computer use, so the manufacturers have put web browsing and FTP right into the operating system. These instructions explain how to use Internet Explorer as your FTP client, which allows simple drag & drop functionality for most tasks.

To start with, open up Internet Explorer. The key to this process is the same as when you publish with Netscape Composer or Front Page – you have to use ftp in the address. Look at the part circled in red to see: <ftp://username@spot.pcc.edu> - you'll want to use your username, of course...

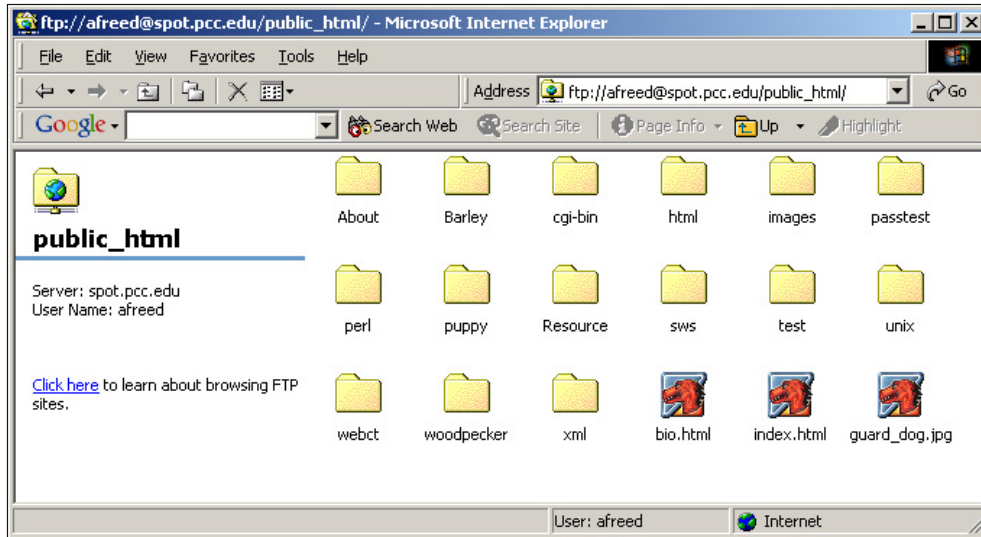


Next, you'll be presented with a login box. Put in your Username & Password (or call Andy if you've forgotten – 503-977-8225)

If you click the Save Password box, Internet Explorer will remember your username and password for you, so you only have to type in the address to FTP.

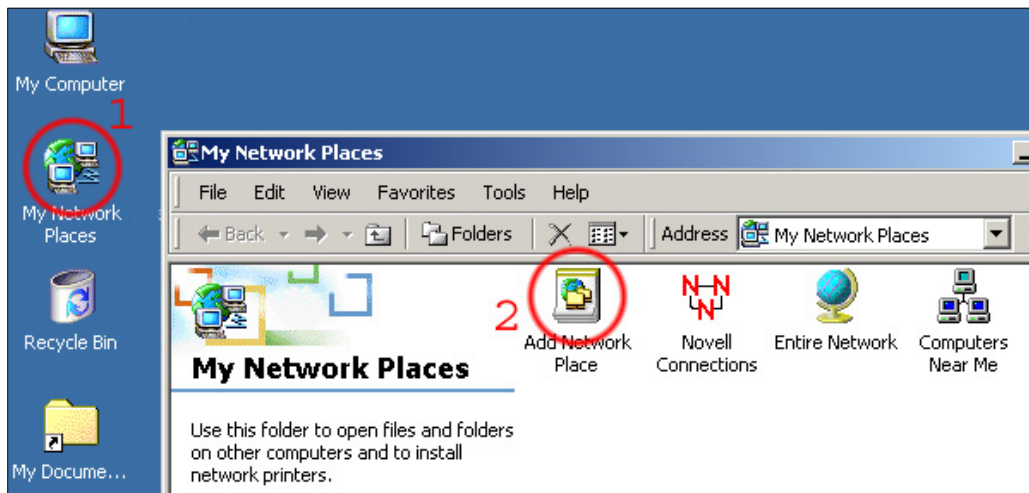


The window below is what you'll see once you're connected. Your website is located in the public_html folder. Now you can navigate around your directory like it was a normal Windows folder. To add a file, just drag it onto the window. Close the window to disconnect.



Using *My Network Places* in Windows for FTP

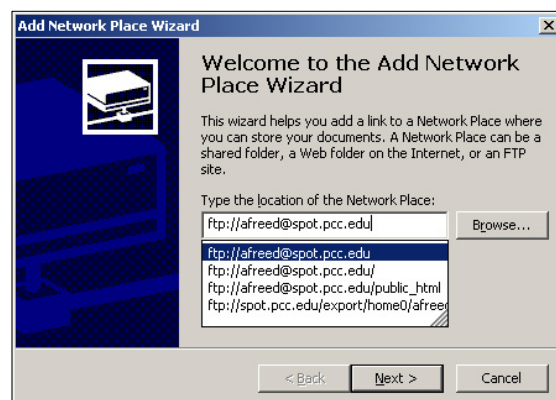
Windows has built FTP in to the operating system, so you can add an FTP Shortcut right into you're *My Network Places* folder on the desktop. If you FTP a lot, this might be for you.



To create a *Network Place*, open the *My Network Places* folder on the desktop. (marked 1) then double-click on *Add Network Places* (2) This will bring up a dialog box for creating the new place.

In the location box, type in the FTP address like we did above:
 ftp://username@spot.pcc.edu

Once again, use your own username in place of username.



Once again, you'll be prompted for your username and password. If you don't remember it, call Andy (503-977-8225)

It may be advantageous to save your password for this, since you'll be using this link frequently. If you're on a shared workstation, don't click *Save Password*.

Now you'll see a Explorer window like above, showing the files in your directory. You can quickly access this folder by opening *My Network places* and double-clicking on the icon with your spot account.

