

instructional support

Enhancing Teaching and Learning through Technology

FTP - File Transfer Protocol

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. Document and save this in the "Session Properties" form below.

Downloading the FTP software program:

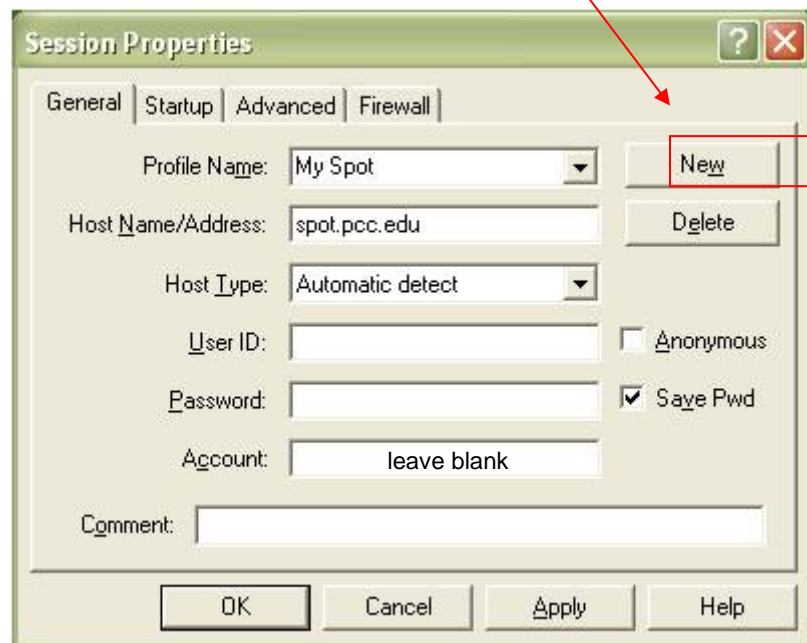
Go to http://sws.pcc.edu/help/ftp/ws_ftple.exe

- Save the file in your computer and double-click to install it.
- Go through the installation process. If not already selected for you the following is a good place: C:\Program Files\WS-FTP.

Using WS_FTP and upload files to the Spot Server:

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

- Go to **Start > All Programs > WS_FTP LE**. For convenience you may want to create a shortcut on your desktop.
- Click the **New** button and fill out the information as follows:
- Click the OK button. If you are prompted for your password again, enter and proceed.



Profile Name: This is a name you will create to identify your setup; "Spot" "my Spot" "my web" etc. After your initial creation of you setup, you need only press the "down" arrow to select your profile from a list. You may also select to have the system save your password by checking the appropriate box.

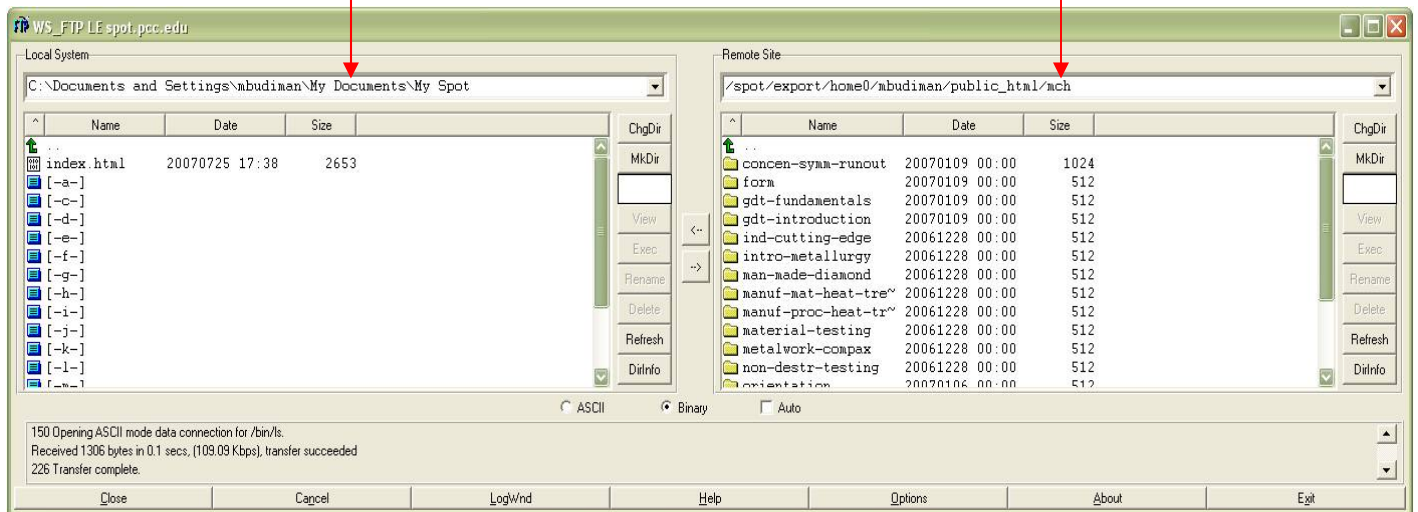
User ID: This will be your username that you received in the email after signing up for your Spot account.


Password: This password is in the same email that your User ID came in.

- You will see the screen divided into 2 sections: the left side is your local drive (your computer) and the right side is the server drive (Spot server).





Left side is your “Local System” files source. Go to the directory where you have your files ready to be uploaded.

Right side is your “Spot Server” files. Your files must be stored inside the **“public.html” folder**. You can organize your files inside public_html folder by creating a new folder (see below for instruction)



- To upload the file to Spot, select the files you want to transfer from the left, click  (upload arrow). The selected files will be transferred. If an older version already resides on the server, it will be overwritten with the more recent file.

Instructions:

-  will take you to the next level “up” in your folder structure.
- To download the file from Spot to your computer, select the file from the right side, click  (download arrow).
- You can select more than one file. Select 1 file, then hold-down “**Ctrl**” key while selecting a couple more files will let you choose many files in random order. If you want to choose simultaneous order, hold-down the “**Shift**” key while selecting the last file on that order.
- You can upload/download the whole folder. Select the folder and click on the upload/download arrow.
-  is used to create a new folder. Click on “MkDir” button, name the new folder and click OK.
- To delete a file, select the file you want to delete and click  button. Folders or Directories cannot be deleted until all of their content is deleted first.

When all the files/folders have been transferred, click  to quit the WS-FTP program.

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.

Your Spot space and WS-FTP allow not only a place to present your web site, but also can be used for a place to backup files and file storage.