

WS FTP

LE

INSTRUCTIONAL TECHNOLOGY DEPARTMENT

Pensacola Junior College

WS FTP
LE

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What is WS_FTP LE?

FTP is an acronym for *File Transfer Protocol*. FTP client software allows you to transfer files between your hard drive and a remote server. For instance, you could put a course companion page up on the Web by transferring files from your hard drive to a Web server.

WS-FTP LE is a simple, but powerful File Transfer Protocol tool. With WS-FTP LE, you can send and retrieve files between your local PC and remote computers.

Where to Get WS_FTP LE

WS-FTP LE may be installed on your work computer directly from MicroComputer Resources on the PJCNet.

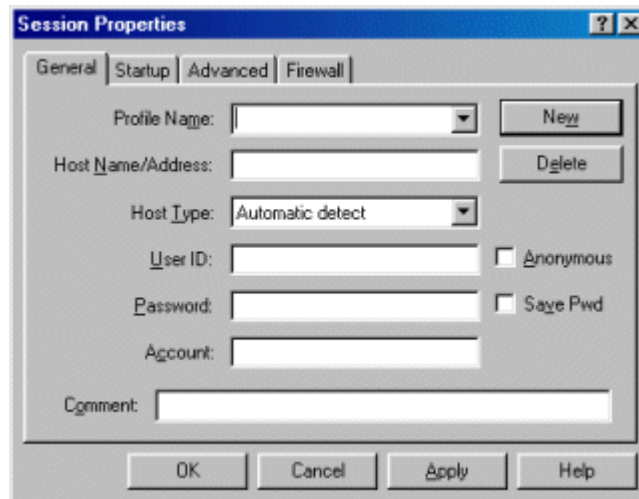
NOTE: This tool can only be installed from PJCNet on the PJC campuses. Visit the MicroComputer Resources site at: <http://www.pjc.edu/mcr/download.asp>

To download and install WS_FTP LE from off campus locations, visit the WS_FTP LE Web site at: <http://www.wsftp.com>

To set up a faculty FTP account, please contact the Instructional Technology Department at itech@pjc.edu

Using WS_FTP LE

1. Locate **WS_FTP LE** on your computer and start the program. A screen like the one below will appear.
2. Click **New** to create a new connection. You will see a window with empty entry fields like the one below.

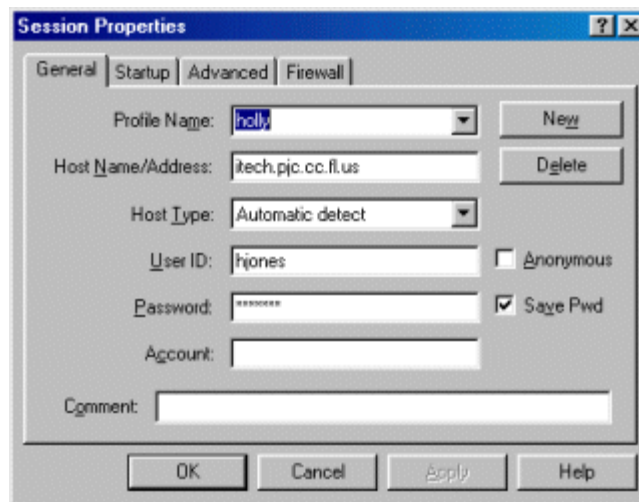


Next you will need to put in information to access your account.

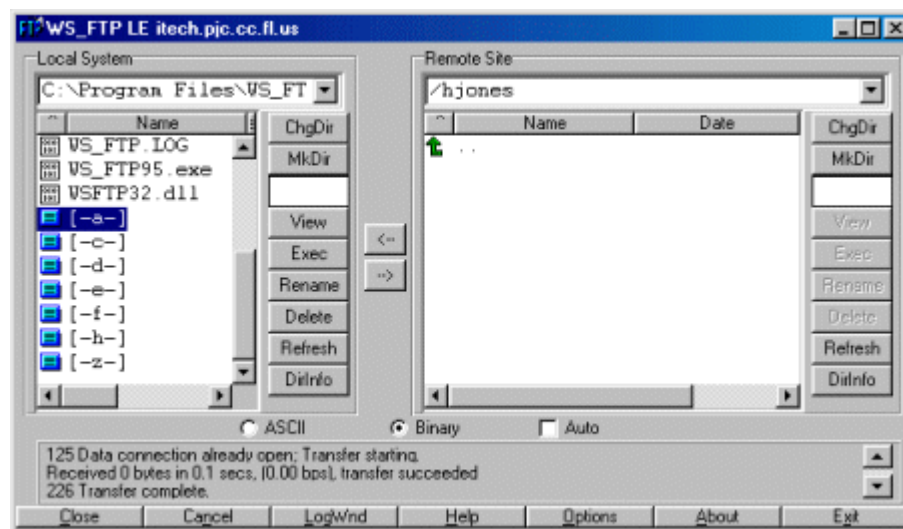
3. Where it says "Profile Name" type your name
4. Where it says "Host Name/Address type **itech.pjc.edu**
5. Host Type... select automatic detect. (This should already be selected.)

6. For User ID type in your user name.
7. Type in password. Select "Save Pwd" when working on your own machine.

Note: Typing in a profile name is not necessary, but is useful if you plan to access the account often or use more than one account.

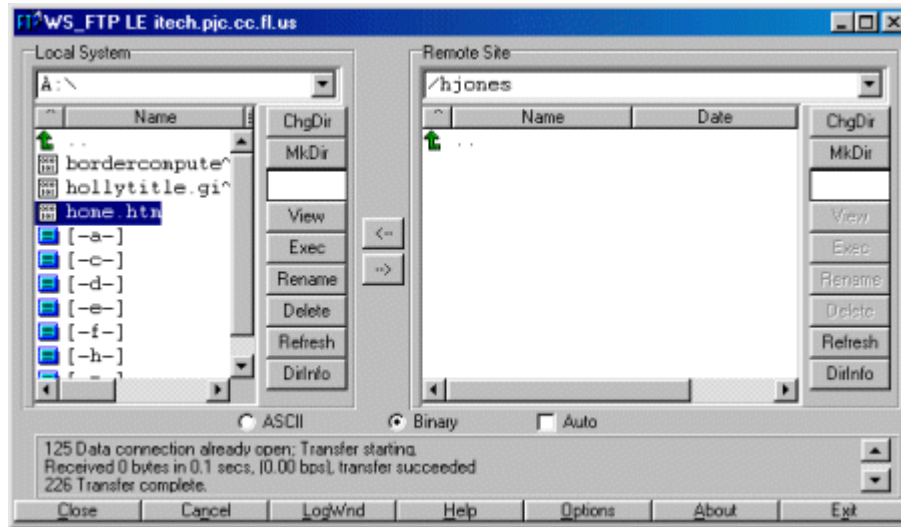


After logging in you will see a window very similar to the one below. The left side shows files located on the computer you are working on. The right side shows files located on your remote server space. (Notice your user name in the top field on the right side.) This is where you begin to transfer files to your account.



- On the left side locate the files you wish to transfer. If they were located on your hard drive most often you would click on [-c-] and navigate to the files. If they are on a disk select the correct letter for the disk drive. In the preceding example, I selected drive A [-a-], which is where my disk is.
- Double click the folder to open it. Note: It is not necessary to put your files in a folder, but it will save time if the individual files are grouped together.

After opening your folder your files will be displayed on the left side, like the example below.

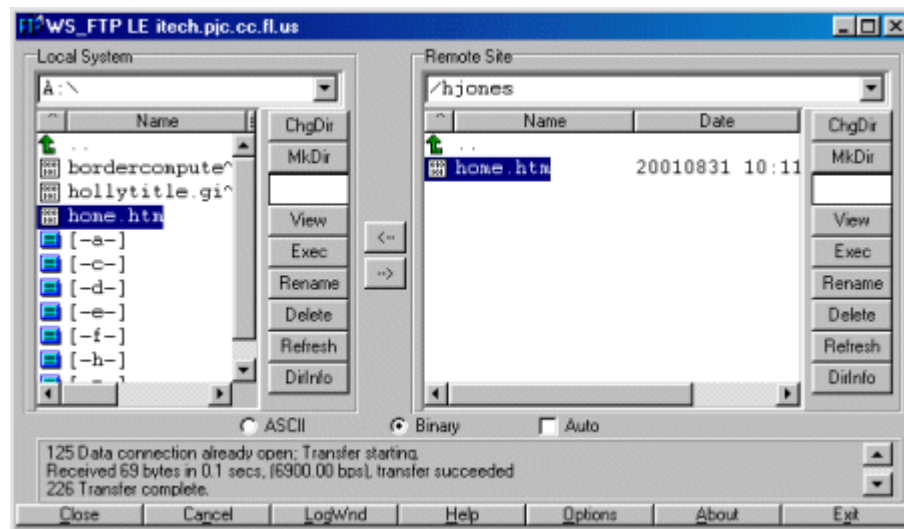


To transfer files (web pages, pictures, etc.) to your account, click once on the files you want to transfer and then click the **upload arrow**.



To transfer more than one file at a time, hold the shift button down while clicking on each one.

- Once you click the upload arrow you will notice that the file has been copied into your account on the right side, like the example on the next page. Your transfer is now complete!



11. To view your files online make sure you are connected to the Internet, start your web browser, and type in your URL. It should be something like this: <http://itech.pjc.cc.fl.us/hJones/home.htm>

Note: Where it says “hJones” in the above URL, you will need to type in your user name. You may replace “home.htm” in the above URL, type in the name of your web page.

12. After typing in the URL, press Enter on your keyboard, and your new web page will be displayed.

Additional Information

For more information on using FTP visit: <http://www.FTPplanet.com>

If you would like additional help, an online tutorial can be found at:
<http://www.ftplanet.com/tutorial/index.html>