



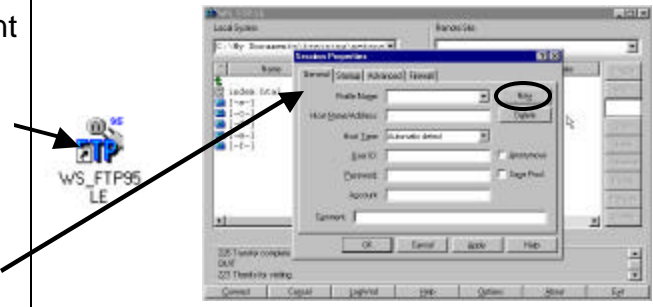
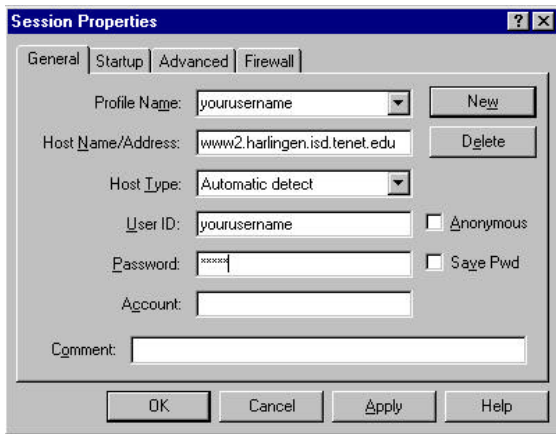
Instructional Technology Center

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Harlingen Texas, 78550

FTP

Background: FTP, or File Transfer Protocol, allows you to transfer files (Web pages and their content) to a Web server so it can be accessed on the Internet or Intranet (only within the District).

<p>Before you start...</p> <p>Make sure all files related to your web page(s) are in the same folder or in subfolders within the same main folder.</p>	<p>Tips on File Names for the Web:</p> <ul style="list-style-type: none"> ✓ Short names ✓ All Lowercase letters ✓ Letters, Underscores (_) or Numbers ✓ Pictures as .jpg or .gif ✗ No Spaces, symbols or periods ✗ Avoid Capitalized names
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Setting up your FTP Account	
<ol style="list-style-type: none"> Contact ITC to establish an FTP account and password. Open WS_FTP from your desktop icon or Program list. On the <i>General</i> tab, Click on <i>New</i> to begin setting up access to your ftp account on your computer. 	
<ol style="list-style-type: none"> Enter your information into WS_FTP: <i>Profile Name</i> is a name strictly for you to identify the FTP account in the list <i>Host Name</i> is the name of the web server you were assigned when you set up the account at ITC <i>Host Type</i> will be Automatic detect <i>User ID</i> is the username on the account, the one you will use to sign on <i>Password</i> is the password that allows you to access the account. We do not recommend that you <u>S</u>ave the password on the computer for security reasons Click on <u>A</u>pply ⇒ <u>O</u>K 	

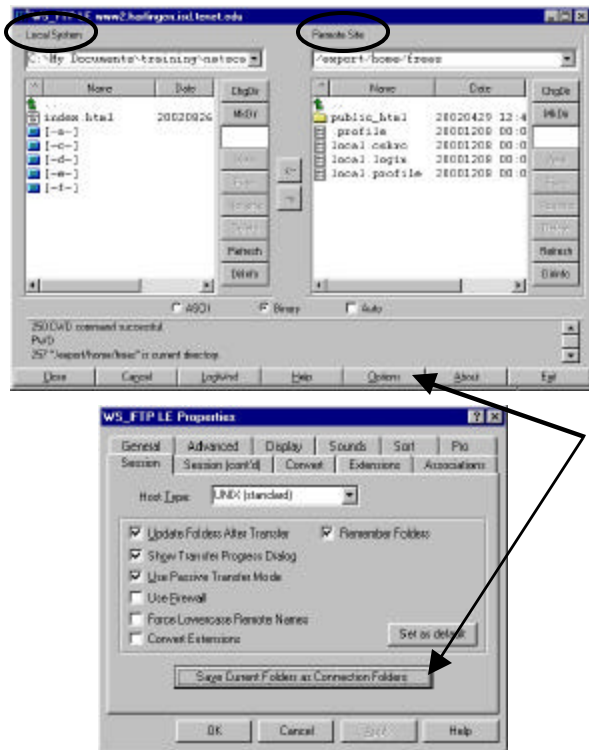
5. Establish your directories in WS_FTP

On the Left side of the screen...

 - This represents your computer (Local system).
 - Use the green arrow to locate where on your computer the folder is that contains your web page(s)

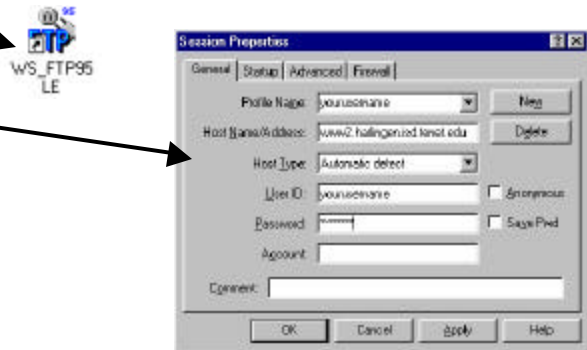
On the Right side of the screen...

 - This represents your account on the Web server (Remote site).
 - Create (MkDir) a folder called *public_html*. All files must go *inside* this folder.
6. Save these folder settings in WS_FTP
 - a) Click on the Options button at the bottom of the box
 - b) Click *Save Current Folders as Connection Folders*
 - c) Click Apply ⇒ OK

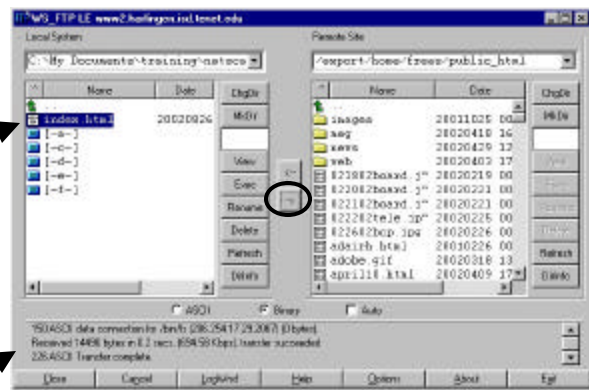


Uploading and Downloading Web Pages

1. Open WS_FTP from your desktop icon or Program list.
2. Log on to WS_FTP
 - a) Locate the *Profile Name* you set up for your account.
 - b) The User ID should appear.
 - c) Type in your Password.
 - d) Click OK. The lower left corner of the box will tell you that it is connecting.



3. Transfer files from your computer to the Web server ("Uploading").
 - a) Once it is connected, the directories you set up in step 6 above should appear. If it doesn't, go back through the steps to re-save them again.
 - b) Highlight the file(s) you want to transfer or "upload" from your computer (on the left) to the Web server (on the right).
 - c) Click on the arrow → in the middle of the screen to send the files over.
 - d) The screen will tell you when Transfer is Complete.
 - e) Close and Exit WS_FTP.
 - f) Open Netscape and your page.



<http://www2.harlingen.isd.tenet.edu/~yourusername/yourpage.html>