West Pro Web Services

Website Development Course
Using coreFTP

Definition: FTP - *File Transfer Protocol –* used in transferring files to website**.**
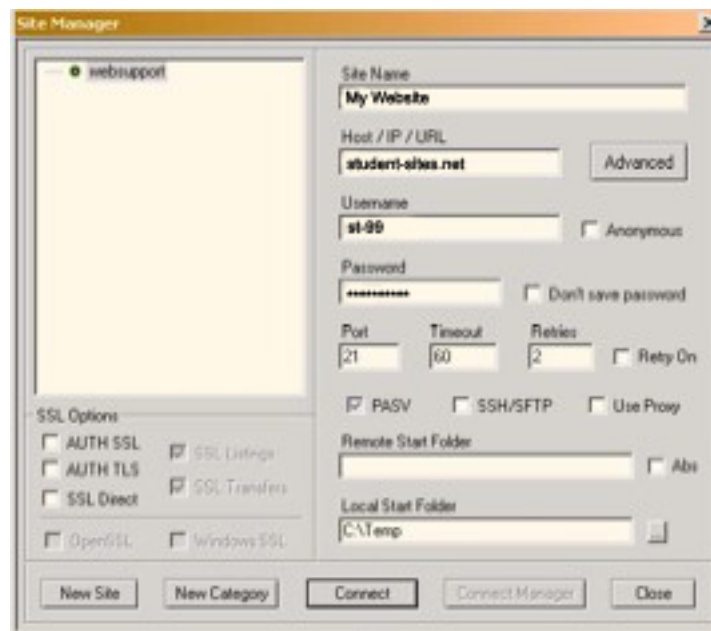
An *FTP client* is a computer application that runs on your computer and provides a link to a website server where your website is being hosted. Its purpose is to transfer files from your computer to your website - also known as *Publishing* a web page.

All FTP clients require three pieces of information:

1) **The name of the server.** For this class the server name is: **student-sites.net**
2) **Your user name, or ID.** For this class you are issued an id similar to **st-21**.
3) **Your password.** Are the lower case letters, wvca, followed by the code supplied on the course CD envelope. Example: wvca6012

For example, using coreFTP:

1. Install *coreFTP* from the CD to your flash drive. Open the folder and double click on the *coreFTP* installer and follow directions – when prompted for the folder to place the application, select your flash drive.

2. After installation, start *coreFTP* - a dialog box will appear.

3. The dialog box will require the server name, your id, and your password.

    a. Enter a profile name like Web Class
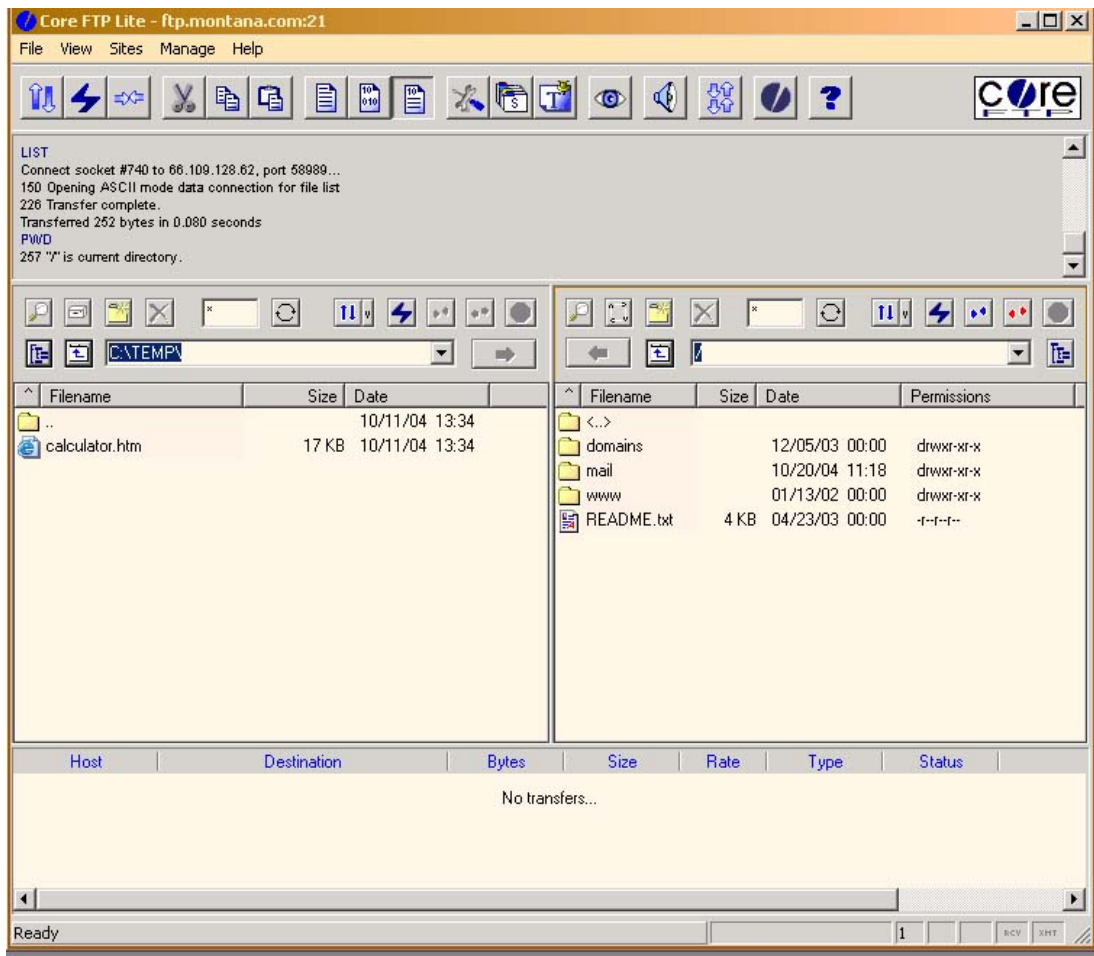
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     b. Type student-sites.net in the Host Name, URL address box
     c. Type in your assigned id, for example: st-99, in the User ID box
     d. Type in the password were assigned on the CD wrapper.

4. Click ok.

   coreFTP will store this information under the profile name so that you do not have to renter it. There is a disconnect time-out of 3 minutes if the program does not detect activity. Just reconnect.

5. You will see two large windows, each with a text display box above them. **The left window displays files on your computer**, or **flash drive**, and **the right one displasy files and folders on your website**.

6. The display text boxes provide the paths for your computer and the server – you do not need to do anything with these.

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7. To move a file from your computer to the server:

    a. Highlight the file, or folder you want to upload in the left window
    b. Click on the right-pointing above the window – your file , or folder, will be uploaded to your website.
    c. To download, highlight the file you want in the right hand window and click on the left-pointing arrow above the server window.

8. If you do not see your flash drive files in the left window, then locate a symbol above the left window, at the left of the screen, that looks like:

    Click on it and a dialog box will appear that vertically lists the alphabet. The letters stand for the various storage drives on your computer. The "C" stands for your computer's main hard drive. Your flash drive will be assigned one of the letters after the "C". Computers will differ. Just click on letters "D" on until your flash drive files appear in the left window.