

West Pro Web Services

Website Development Course

Using coreFTP

Definition: FTP - File Transfer Protocol – used in transferring files to website.

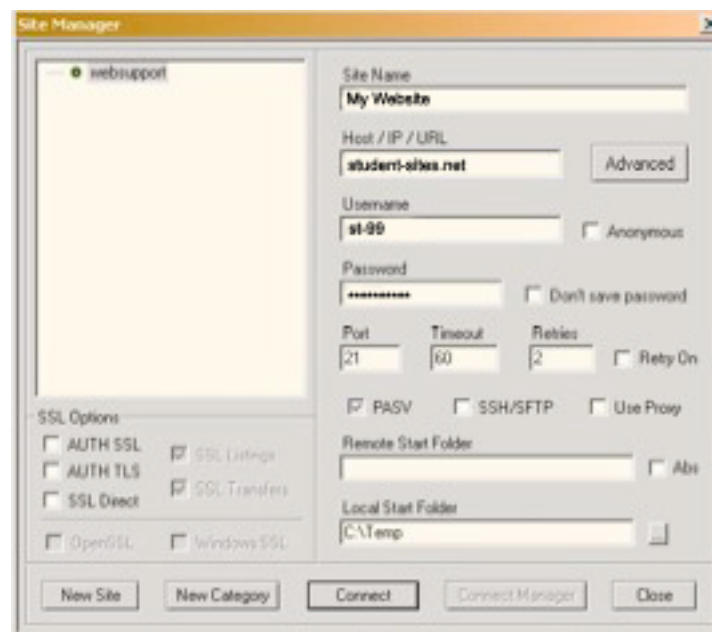
An *FTP client* is a computer application that runs on your computer and provides a link to a website server where your website is being hosted. Its purpose is to transfer files from your computer to your website - also known as *Publishing* a web page.

All FTP clients require three pieces of information:

- 1) **The name of the server.** The server name is: **student-sites.net**
- 2) **Your user name, or ID.** Issued ID is similar to **st-21@student-sites.net**
- 3) **Your password.** **An assigned password will be issued after the first class.**

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
 - b. Type **student-sites.net** in the Host Name, URL address box

West Pro Web Services

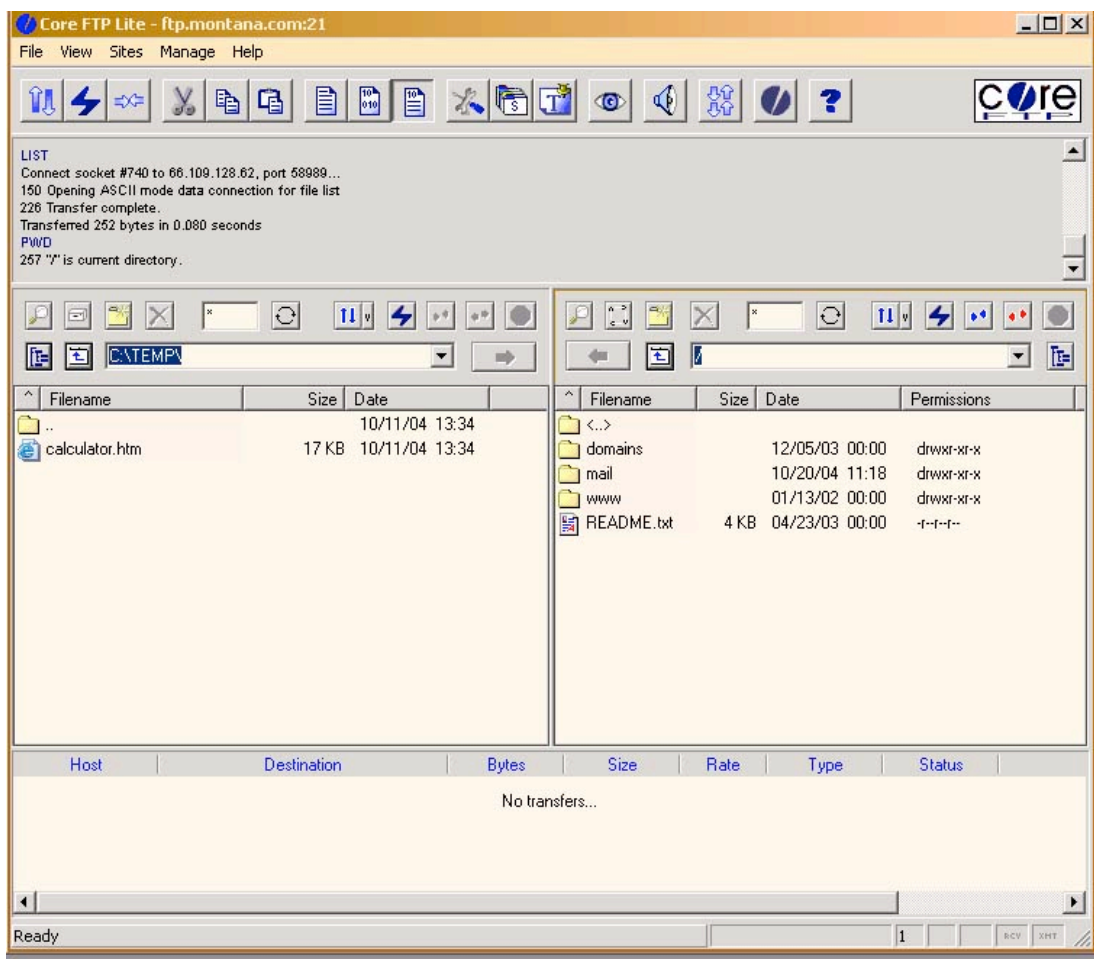
Website Development Course

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- c. Type in your **assigned ID**, for example: **st-99@student-sites.net**, in the User ID box
 - d. Type in the your **assigned password**.
4. Click ok.

coreFTP will store this information under the profile name so that you do not have to reenter 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 displays 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.

West Pro Web Services

Website Development Course

Using coreFTP

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 arrow 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 the following symbol located above the left window, at the left of the screen: 

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.