

Software Application Training

GRAB IT

Quick Reference Solutions



FTP

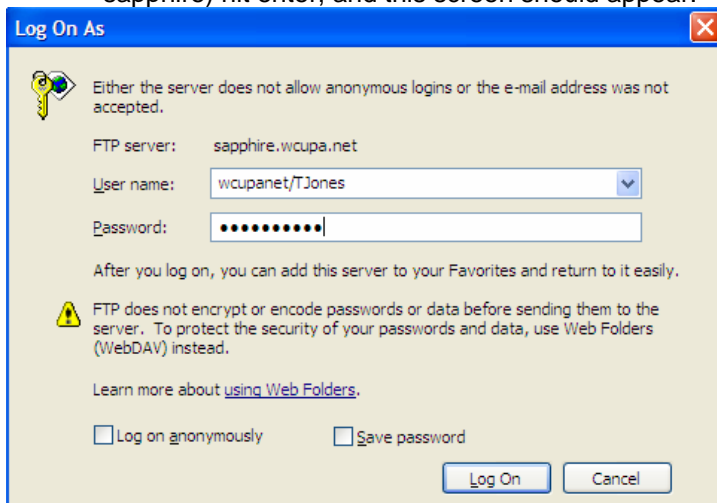
What is FTP?

File Transfer Protocol is a method used to transfer files and programs from one computer to another. More secure and direct than sending emails with attachments, this method lets one computer upload packets of information to a server (a computer on the network) that holds it until another computer user downloads it from that server.

Accessing Server through FTP

(Using Internet Explorer V 5.5 or higher)

1. In the address bar of Internet Explorer, enter the following: **ftp://server name**
Example: <ftp://sapphire.wcupa.net> . (note that 'ftp' (file transfer protocol) replaces the 'http' of a standard web site)
2. After entering the server name (in this case, sapphire) hit enter, and this screen should appear:



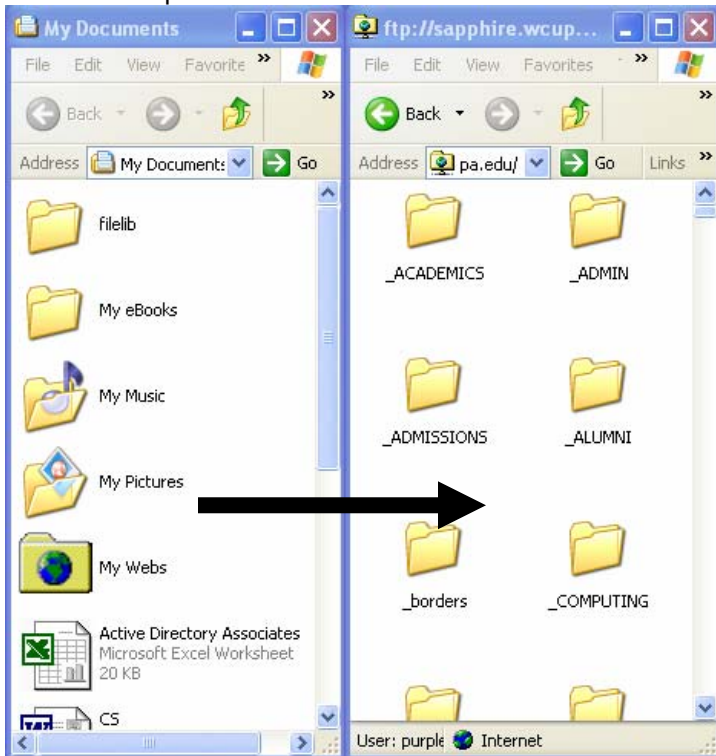
3. Enter your *username* and *password*.
IMPORTANT:
**If you are accessing Sapphire: your *username* follows the format: domain\username
Ex: purple\jdoe
Your *password* is the same network password you use to log onto your PC.
**If you are accessing Courses: your *username* and *password* information was given to you by the System Administrator.

4. Copying Files from Local Folder to Server

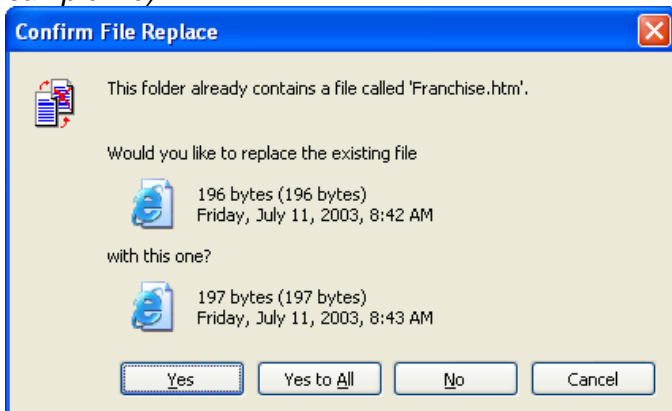
**Resize the window showing the files and folders on the server that you accessed through FTP (sample address bar: <ftp://sapphire.wcupa.net>) to half the size of the screen.

**Similarly, resize the window that displays the files that you are planning to upload to the server (sample address bar: <C:\Documents and Settings\jdoe\My Documents\Files\Web>) to the size of the other half of the screen.

**Simply click and drag the files from the local computer window to the FTP window in order to upload files to the server.



--taking web files from local computer to FTP window--
When this next screen appears, (*Franchise.htm* is a sample file)



--click yes to confirm file replace to server.
Congratulations on using FTP to upload files to a server!