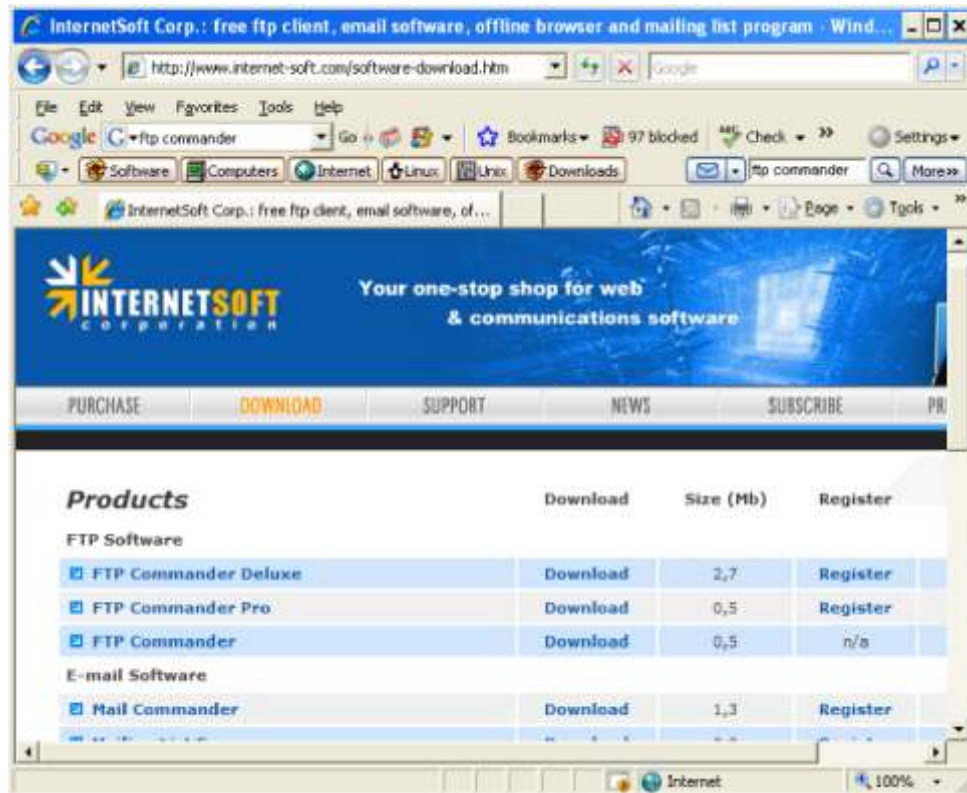


How to use FTP Commander

FTP (File Transfer Protocol) software can be used to upload files and complete folders to your web server. On the web, there is a free copy of FTP software called FTP Commander. If you type ftpcommander into Google, you will be sent to this page: <http://www.internet-soft.com/software-download.htm>

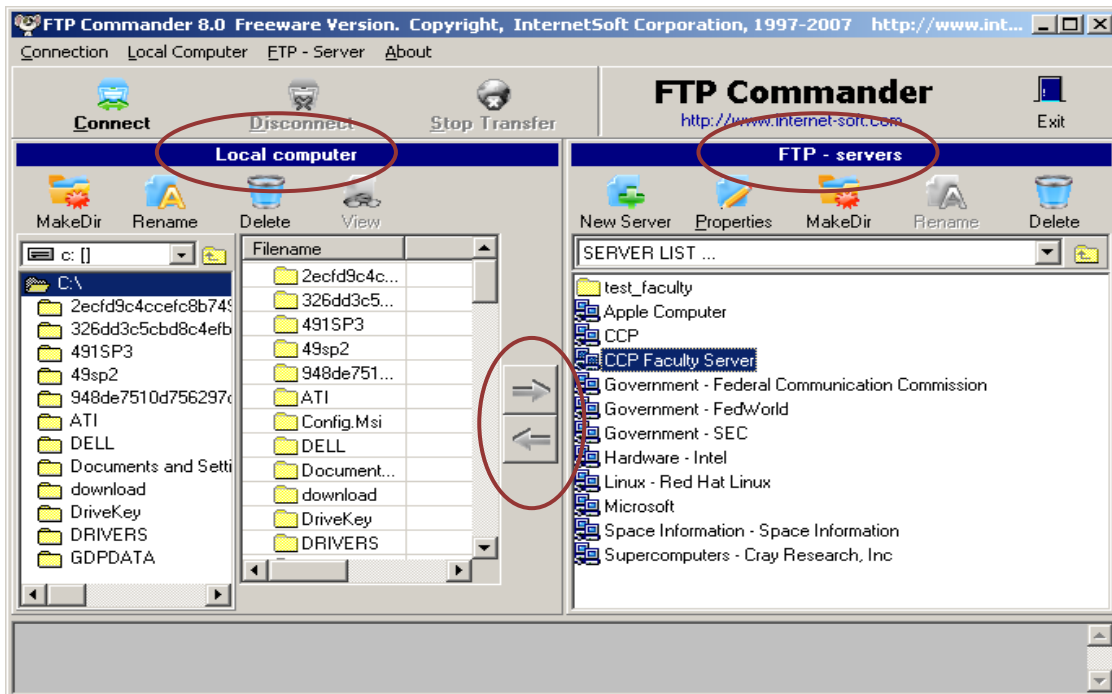


If you notice, the third link down on the page above is a free version of FTP Commander. You can download it and install it to your machine.

Once you install FTP Commander to your machine, you will see the icon below on your desktop. By clicking on the icon, you will start FTP Commander.



Starting FTP Commander brings up the following Window:



The window is divided into two vertical panes divided by two directional arrow buttons. The left pane displays the contents of the various folders on your Local computer's drives, the computer sitting on your desk. The right pane will list the contents of the various folders on the "Remote computer" or FTP Server, the computer housing the files that web users see when they view your web pages. Once we are connected to the Remote computer (for our purposes this will be the CCP Faculty Server), we will move files and folders between the Local computer and the Faculty server using the directional arrows.

The first step in connecting to the CCP Faculty server is to set up FTP Commander to connect correctly. To do this you need to click on the "New Server" button on the FTP servers side of the screen. The following screen should appear:



You need to fill in the various fields with the correct information so that you can properly connect to the CCP Faculty server. This includes:

Name: you can name this server anything you choose but you should call it something that you will identify with the CCP Faculty server

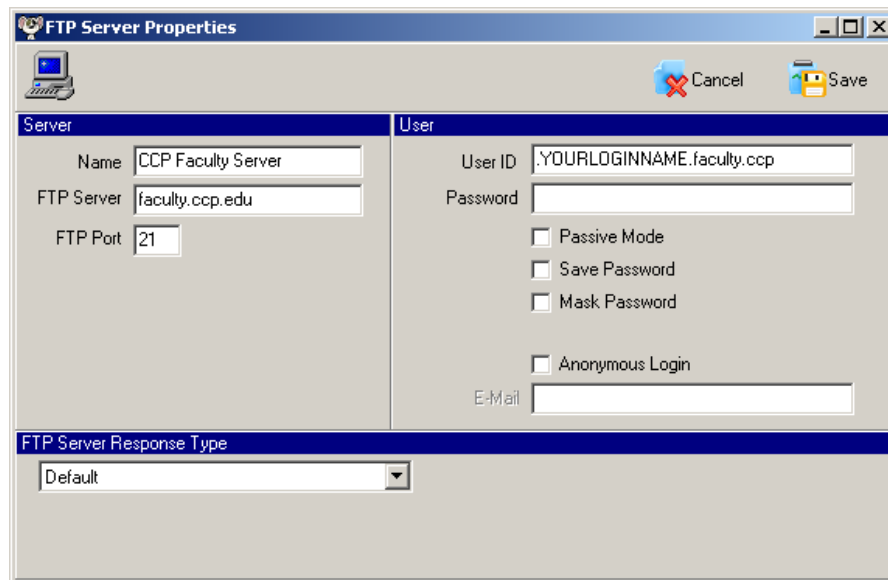
FTP Server: this is the name given to the server by our ITS department. You should type: faculty.ccp.edu

FTP port: this may fill itself but it should have the number 21

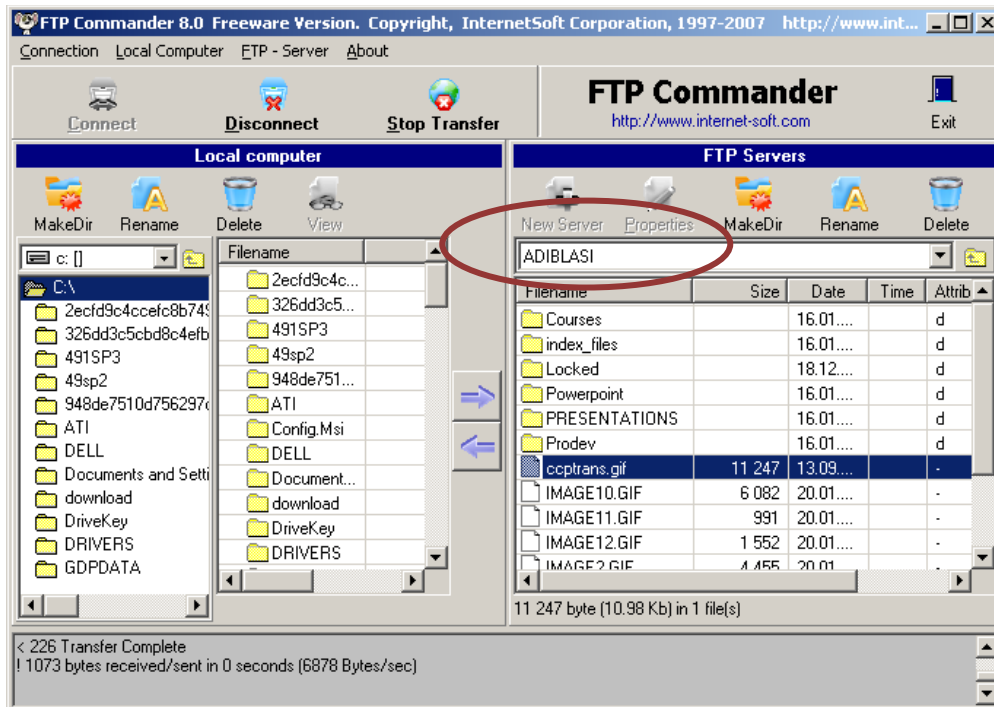
User ID: this is your CCP login name but it **MUST** have a period (.) before and after your name along with faculty.ccp

Password: it is probably safest to leave this blank. When you attempt to connect to the server you will be prompted for your regular CCP password

When you are finished the screen should look like this:



To connect to the CCP Faculty server, you need to click on the name of the server in the right pane (for the first program screen shown above it would be the CCP Faculty server) and then click the Connect button on the upper bar. If you are successful, the screen will change slightly on the FTP server (right) pane to show you that you are connected to your own folder. For example, when I connect my screen looks like this:



Files can be moved by clicking on (selecting) the file or folder on the Local computer (left) and press the arrow in the middle that points to the right. Be sure that you have selected the correct folder on the CCP Faculty server (right) pane before you transfer any files.

In the example above, any files transferred would go the 'root' level of the web server. If I wanted to transfer files into the Courses folder, I would first need to double-click on the Courses folder and then the name 'Courses' would appear where it currently reads ADIBLASI.