

FTP

File Transfer Software and Directions Installing and using WS_FTP to transfer files to the Faculty Web Server **web.sunybroome.edu**

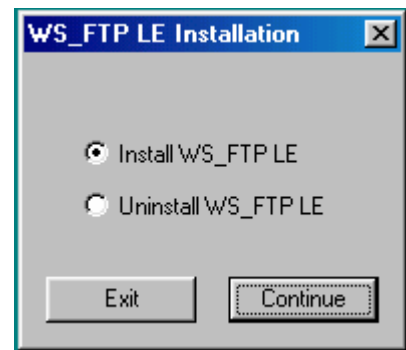
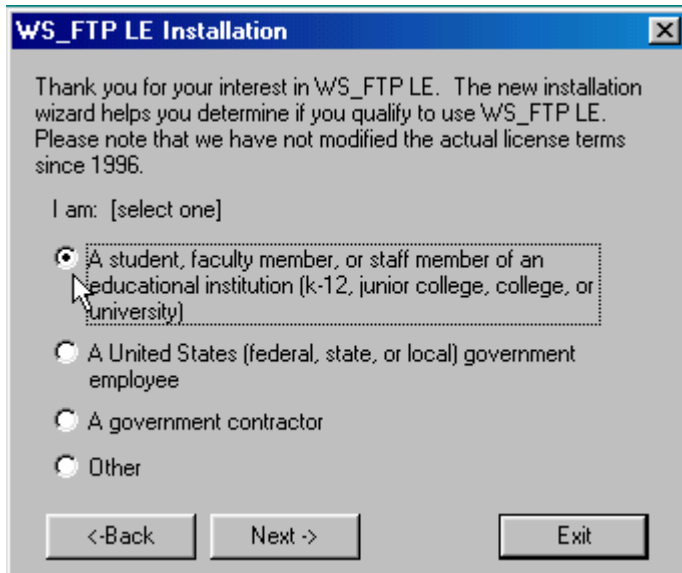
Obtain a free limited edition of "WS-FTP" software

1. Go to the following URL: <http://www.tucows.com>
2. Scroll to the bottom of the page and do a search for on "WS-FTP" and locate the freeware version.
3. Follow the directions to download the setup file (make a note of the directory and folder into which the file is downloaded).

Note: the WS-ftp program is also available through the Teaching Resource Center

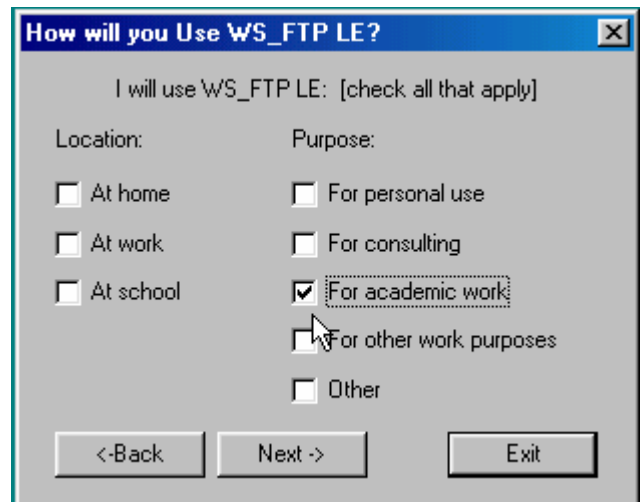
Installing the WS_FTP software

1. Double click on the ws_ftple file.
2. Choose Install WS_FTP LE and click the **Continue** button

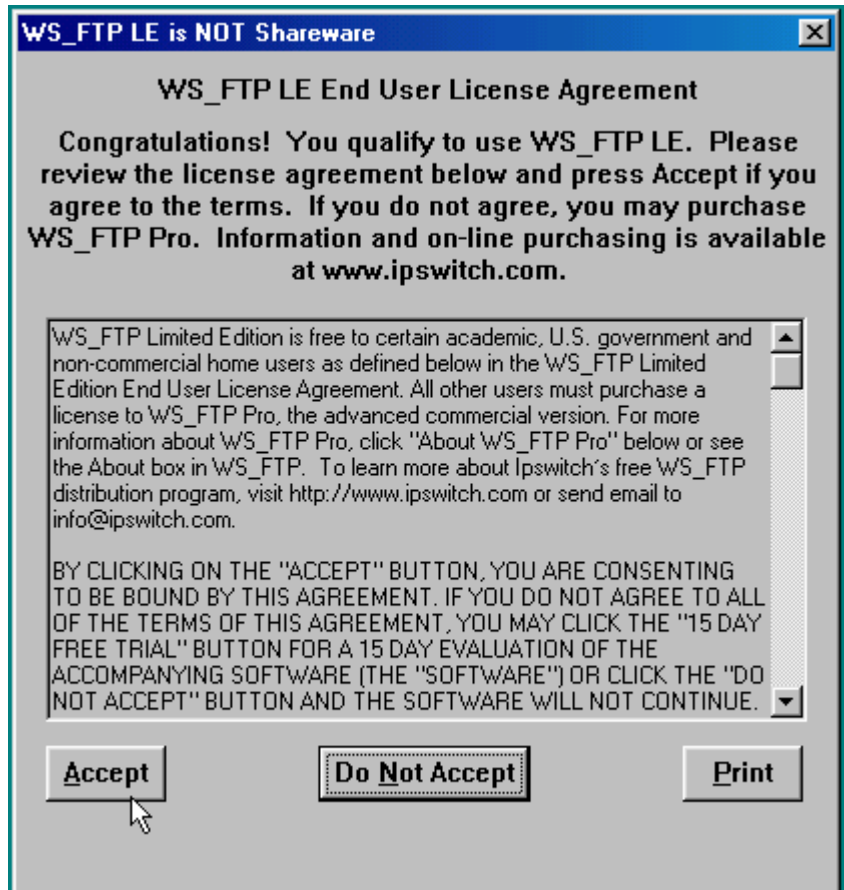


3. Select the first option indicating that you are a member of an educational institution and click **Next**.

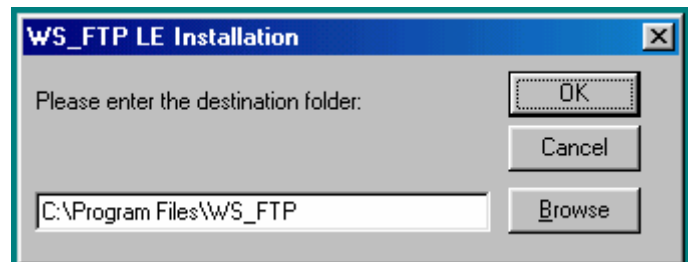
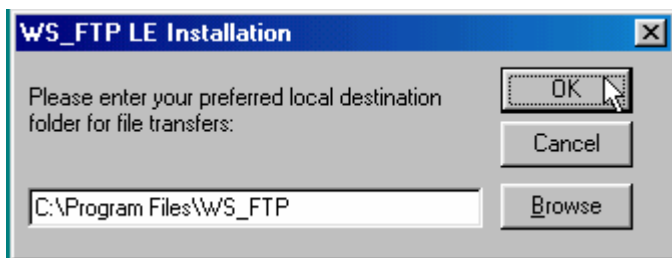
4. Pick the option "For academic work" and click **Next**



5. Click the **Accept** button

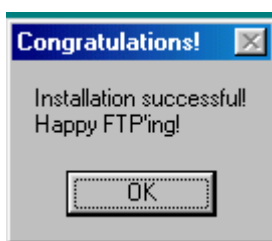
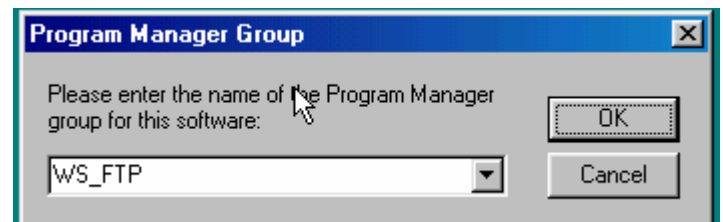


6. Accept the default destination folder and click OK



7. Enter your preferred local destination folder (just click OK if you're not sure)

8. Accept WS_FTP as the Program Group Manager and click OK



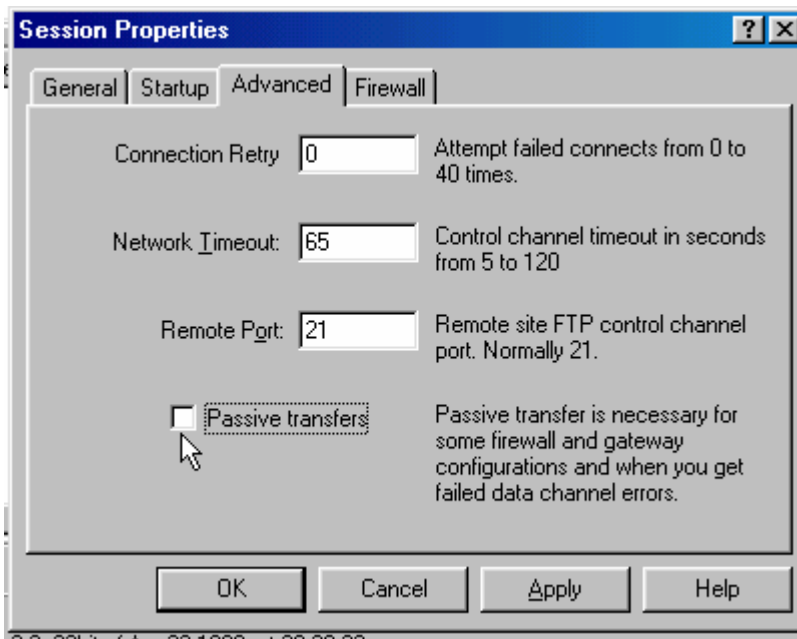
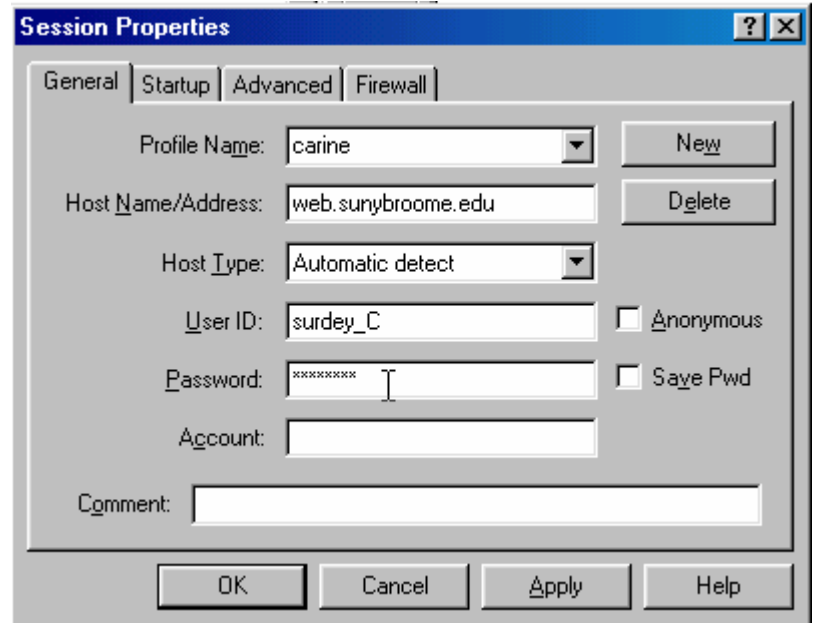
9. Click OK when the installation is complete.

Using WS_FTP – Getting Connected

1. Click on Start, Programs, WS_FTPLE (directory), and then WS-FTPLE (program).
2. Insert your settings in the **General** Tab that appears on your screen. The settings should be as follows:

- Profile name: **BCC FTP or your name**
- Host name/address: **web.sunybroome.edu**
- Host type: **automatic detect**
- User ID: **your login ID**
- Password: **Your web access password**

3. Do not click the “Save Pwd” box if you are on a shared computer.
4. Click on the **Advanced** tab and make sure that the **Passive Transfers** box is *unchecked*.



5. Click **Ok**. You will then be connected with your account. You will see the directories and files listed in the box at the right - the directories and files shown in the box at the left are those on your home machine.

To transfer files using WS_FTP,

- 1 . Become familiar with the screen. You will note directories for the local (your machine) and remote (WEB) site. Move through the directories and files on your local system (on the left) until you find the file or folder you wish to transfer.
2. Click on the file you want to FTP to select it (file name highlighted).
3. Move through the directories and files on the right (remote site), until you are in your account, and for web files, in the **WWW** directory.
4. Click on the arrow pointing to the right to transfer the file from your home computer to your BCC account.
5. Continue in this manner until you have transferred all files.
6. Close the WS-FTP screen.