# Uploading/Downloading Files with WS\_FTP

Software: WS\_FTP Platform: Windows

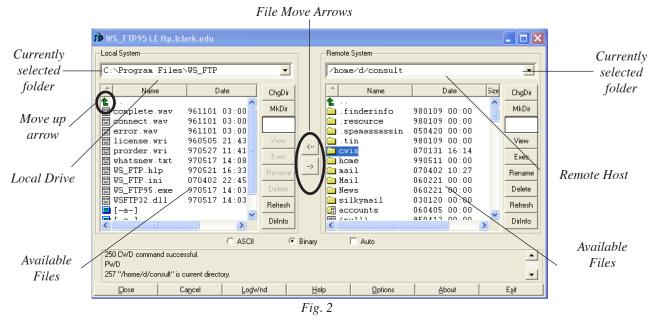
## Overview

This helpsheet covers the process of using WS\_FTP95 LE to connect to a remote internet host or your L&C account home directory to upload and download files. This help sheet assumes you already have the WS\_FTP95 LE software installed and that the files you wish to upload and download are already in an internet safe format.

## To upload files to your L&C account:

- 1. From the Start Menu, open WS FTP95.
- 2. Enter a Profile Name in the Session Properties Window (Fig. 1).
- 3. Enter **ftp.lclark.edu** as the **host name** in the Session Properites window (Fig. 1).
- 4. Deselect the Anonymous Login box.
- 5. Enter your **L&C account login** in the User ID field and **password** in the Password Field.
- 6. Click **OK** to start your ftp session.
- 7. The following window will appear (Fig. 2).
- 8. You will see your home directory files in the Remote System window on the right. Your computer's local files will be in the Local System Window on the left.





- Search for the file that you wish to upload in the Local System window by using the up/down arrow keys on your keyboard. Double click to open nested folders as you would in Windows Explorer. Click on the green up-arrow to move up a level in the file hierarchy.
- 10. Once you have found the file you wish to upload, select the file and then select the folder on the Remote system into which you wish to upload the item. (Select cwis to upload files to your web space.) If you do not specify a particular folder, the file or folder will be uploaded to your main home directory.
- 11. Once selected, click the right arrow, which is located between the Local System and Remote System windows to send (upload) the file to your L&C account.

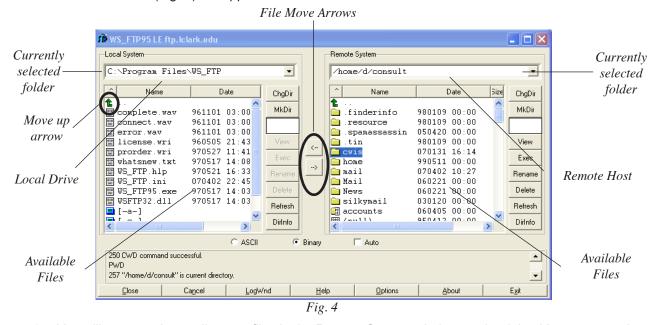
## To download documents from your L&C Account:

- Click on the Start Menu and select WS\_FTP95 LE to start the application. This will open the Session Properties box (Fig. 3).
- In the Profile Name type a name for this profile. You will be able to save it and quickly select the profile from the Profile Name pop-up box for your next file transfer session.
- 3. In the Host Name field, enter the name of the L&C server, **ftp.lclark.edu**:
- 4. Make sure the Anonymous Login box is unchecked.

Session Properties General Startup Advanced Firewall Profile Name: WS\_FTP32 Host Name/Address: ftp.lclark.edu Delete Host Type: Automatic detect • User ID: L&C Login ☐ Anonymous Save Pwd Account: Comment: Cancel 0K Apply Help

Fig. 3

5. Enter your **L&C login** and **L&C password** in the User ID and Password fields. Click **OK**. The file transfer window (Fig. 4) will appear.



- 6. You will see your home directory files in the Remote System window on the right. Your computer's local files will be in the Local System Window on the left.
- Search for the desired file in the Remote System window by using the up/down arrows on your keyboard. Double click on folder icons to open nested folders as you would in Windows Explorer.
- 8. Once you have found the remote file or folder that you wish to download, select (highlight) it and highlight the location you wish to download to in the Local System window.
- Once selected, click the left arrow, which is located between the Local System and Remote System windows to send (download) the file to the drive on your computer.
- 10. When finished, click **Close** to end your session.

#### **Further Information**

## **URLs**: