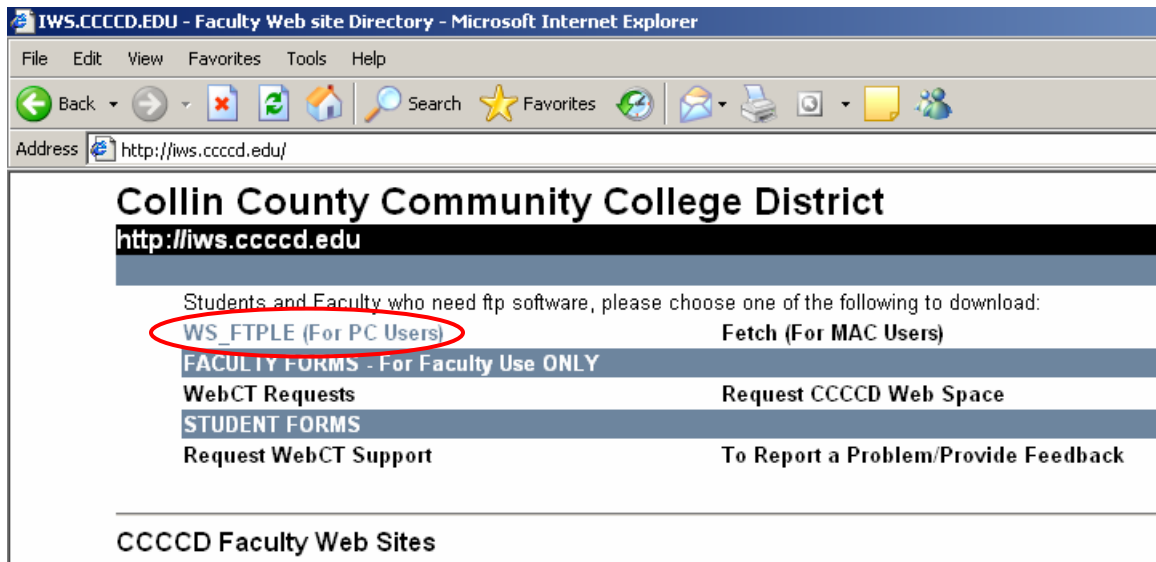


How To Upload Or Download Your Website Using WS_FTP LE

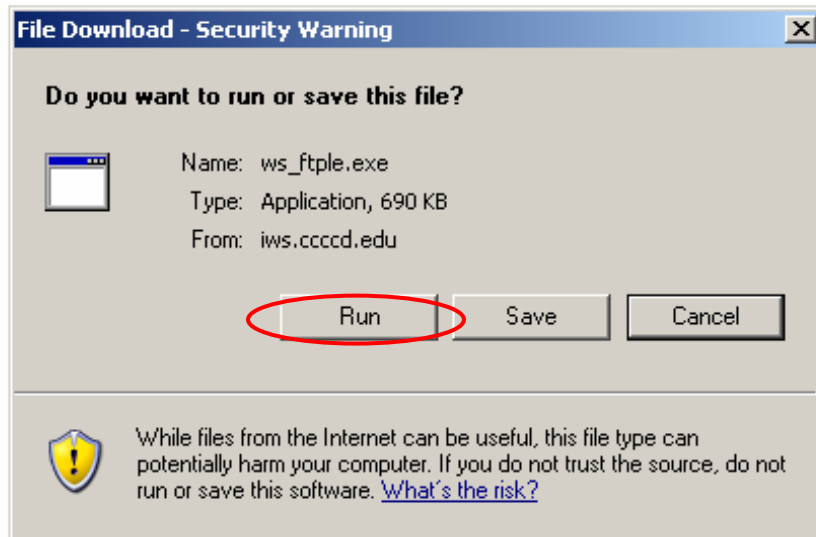
Install WS_FTP LE

1. Go to <http://iws.ccccd.edu/>

Click on WS_FTPLE (For PC Users)

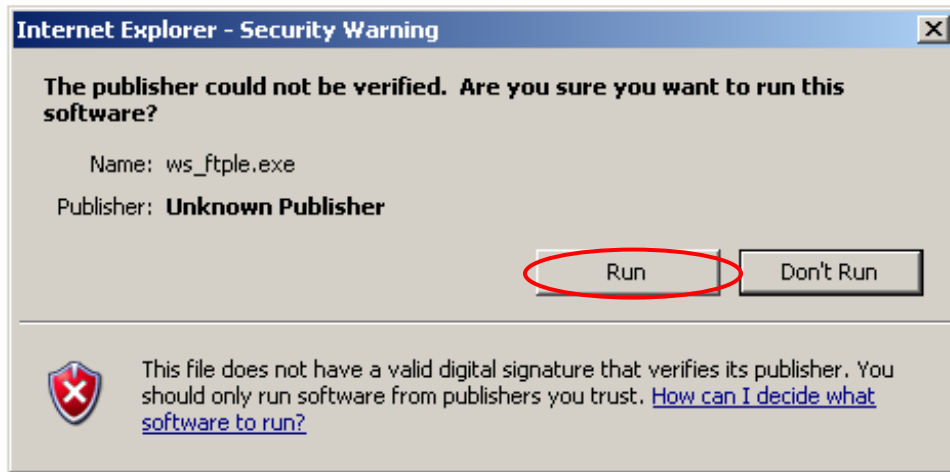


2. Click the "Run" button to start the installation of WS_FTPLE.



• Judy Godwin •

3. Click the “Run” button again if you receive this screen.



• Susan Grimland •

4. Click the “Continue” button when the “WS_FTP LE Installation” dialog box appears.

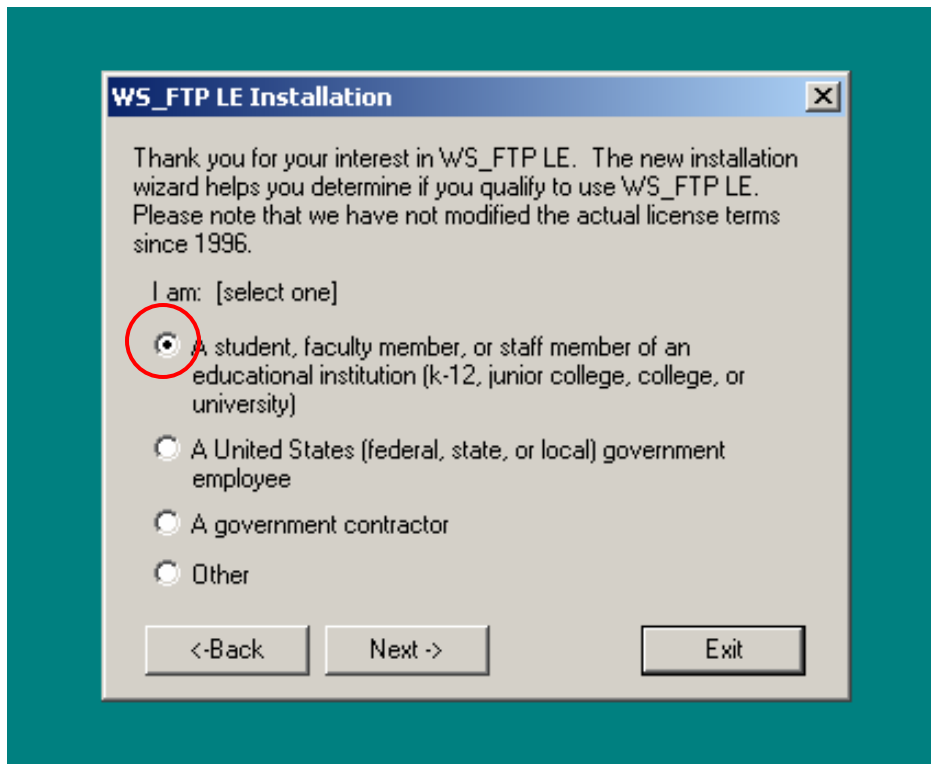


WS_FTP LE Installation

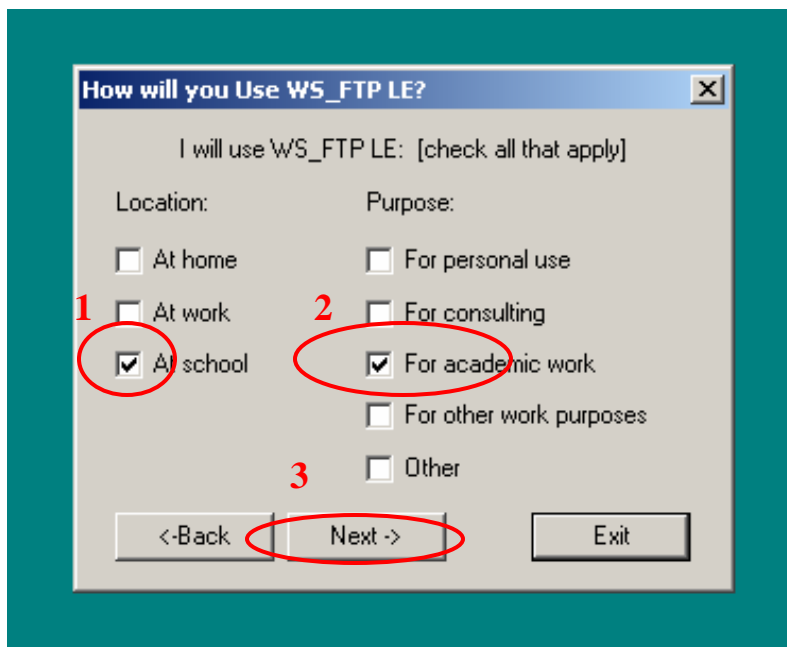
Install WS_FTP LE
 Uninstall WS_FTP LE

Exit Continue

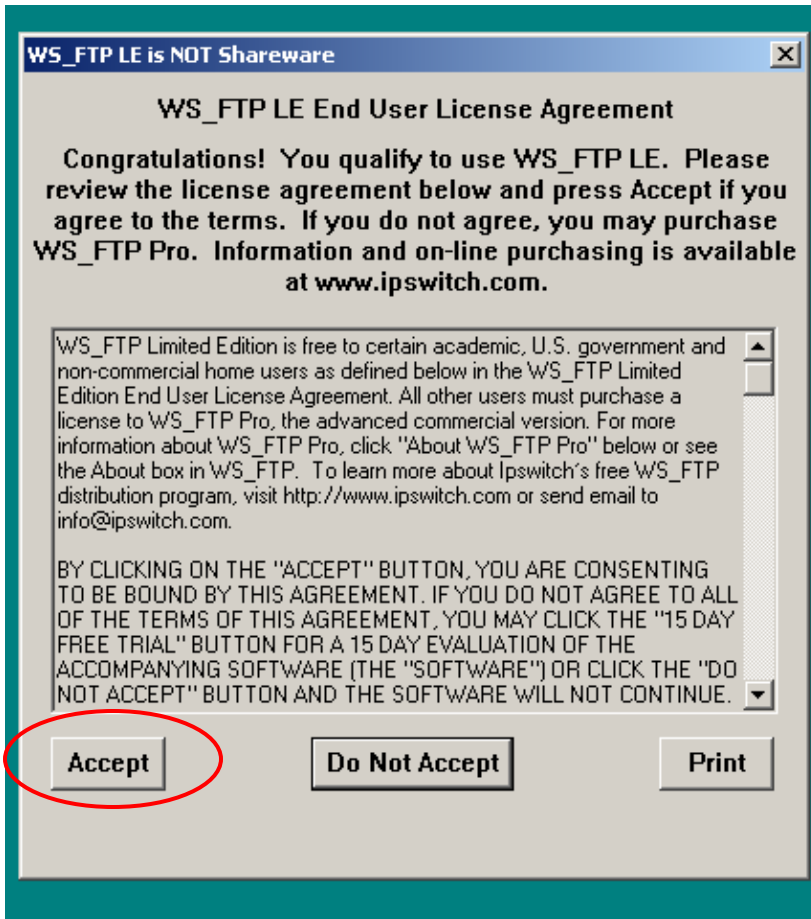
5. Choose the first option, “A student, faculty member, or staff member...” and then click the “Next ->” button.



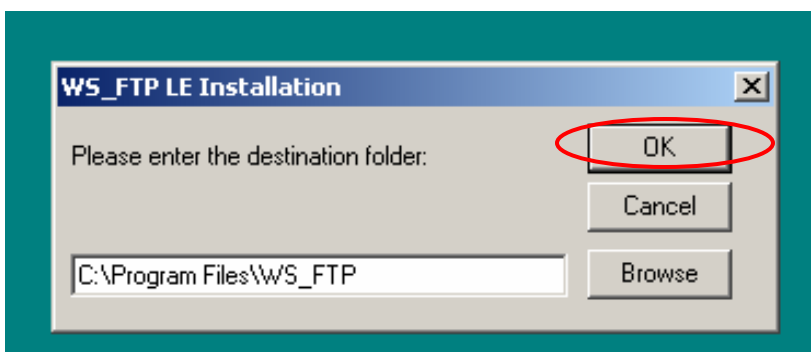
6. Choose “At school” from the “Location:” column and “For academic work” from the “Purpose:” column. Then click the “Next ->” button.



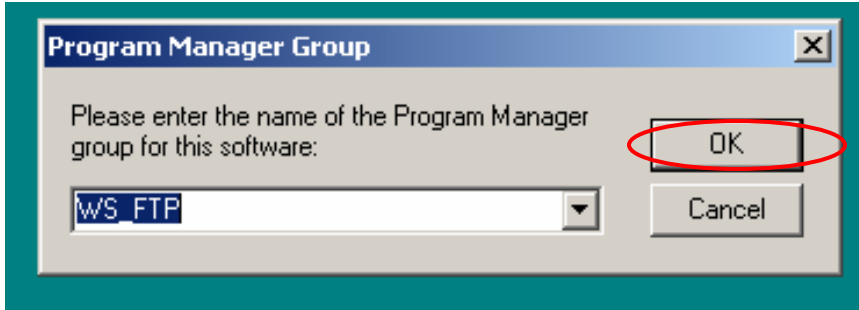
7. Click the “Accept” button on the lower left.



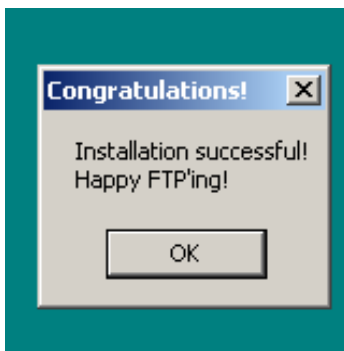
8. Leave the default path and click the “OK” button.



9. Click the “OK” button again.

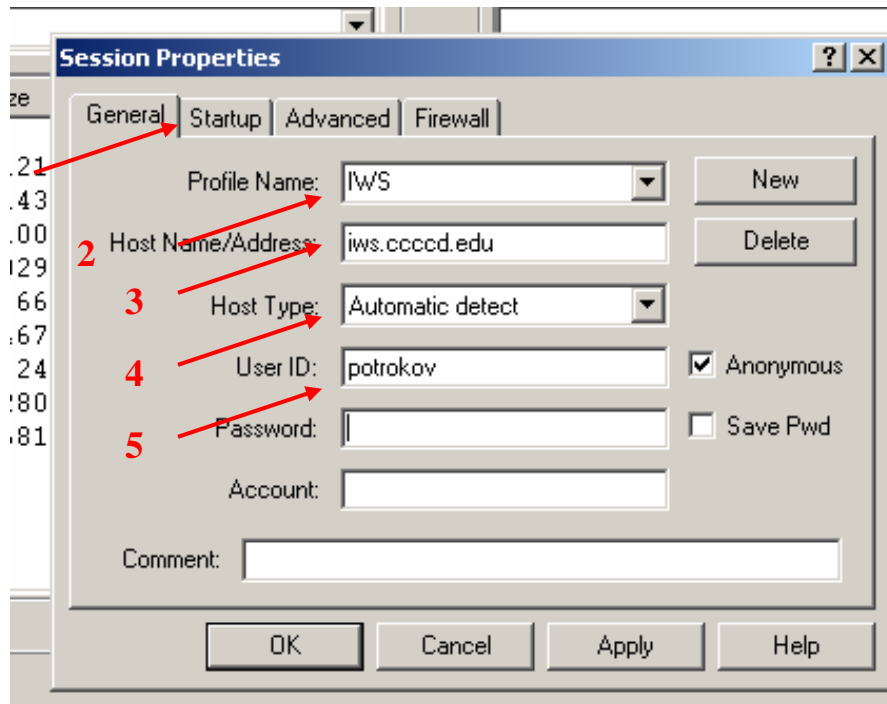


10. Click the “OK” button again.



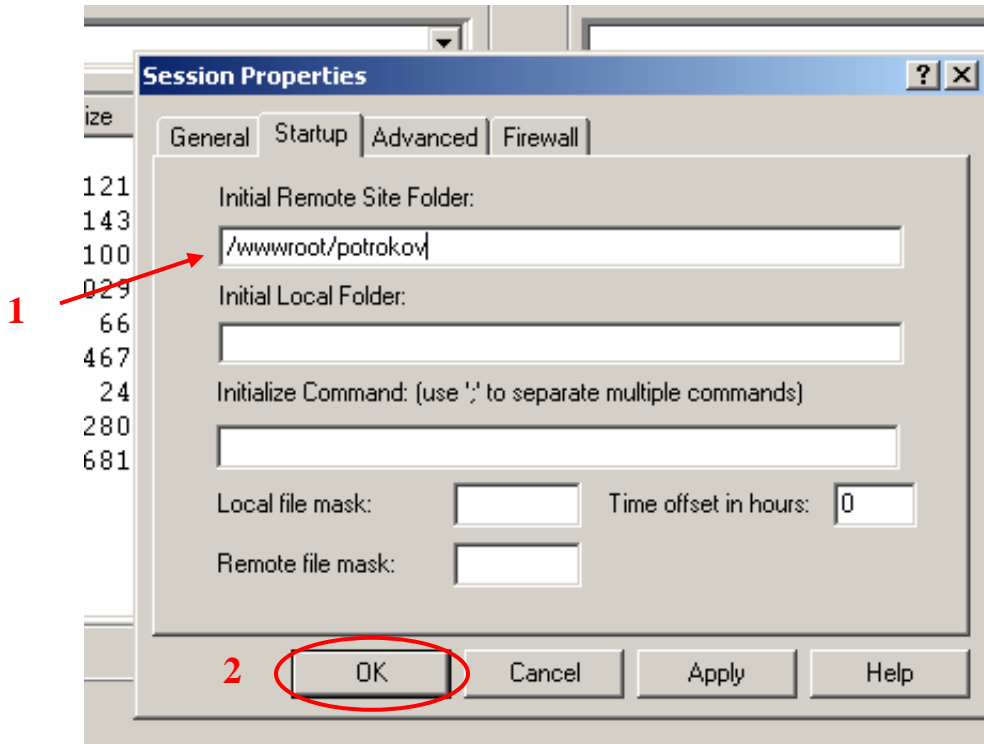
To transfer file from the computer to the server:

1. Launch WS_FTP LE
2. You are asked to enter some information at the prompt. Please enter as follows:
 - a. Profile Name: IWS
 - b. Host Name/Address: iws.ccccd.edu or iws2.ccccd.edu, depending on the server
 - c. Host Type: Automatic detect
 - d. User ID: your first initial and last name (example, potrokov)- the same as your Novell login.
 - e. Password: the month and year of your birthday in mmyyyy format.
 - f. Click the “Startup” tab.



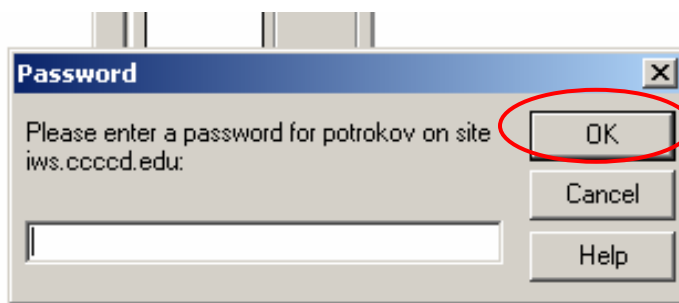
3. Under Initial Remote Site Folder, type /wwwroot/ and your first initial and last name with no space in-between; for example:

Then click the “OK” button.

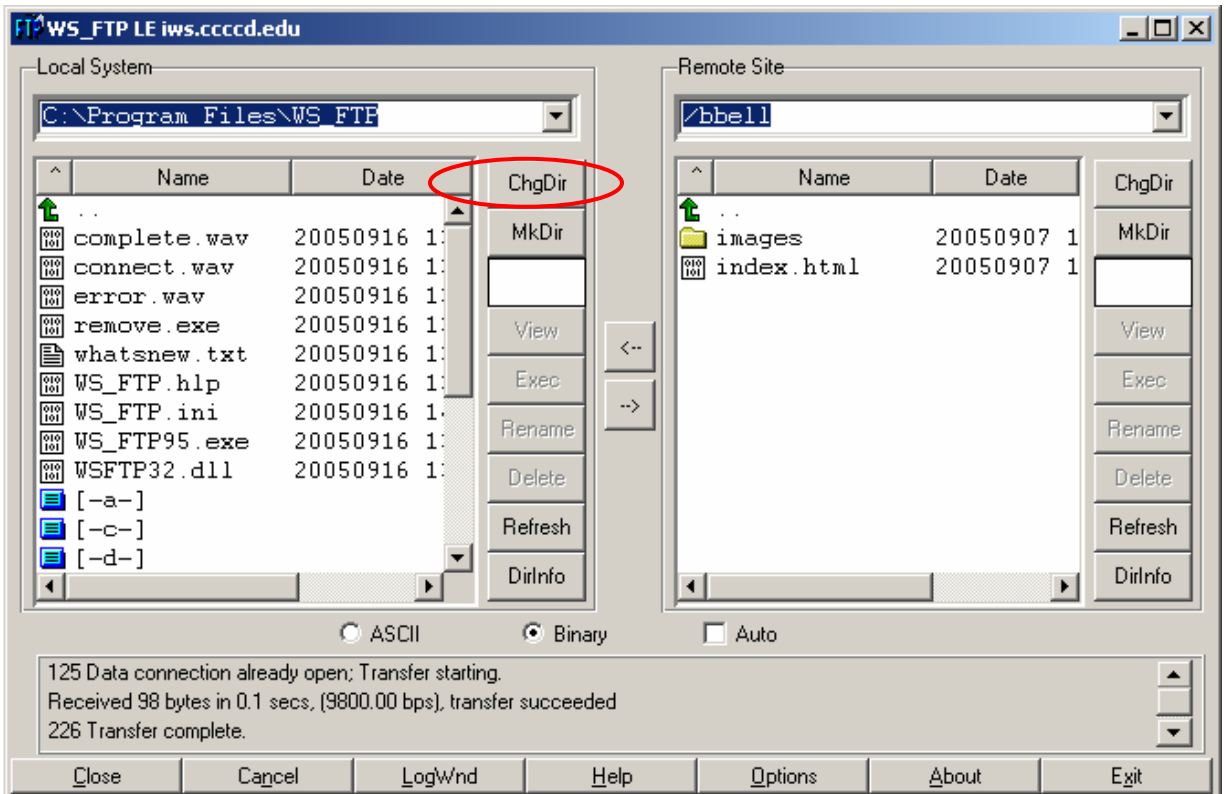


4. If you are prompted, enter your password and press the “OK” button.

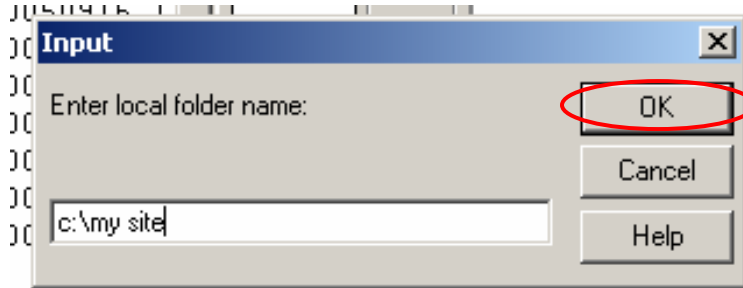
- a. Note: From now on you should be able to log on only by entering the password, the rest of the fields will be already filled out.



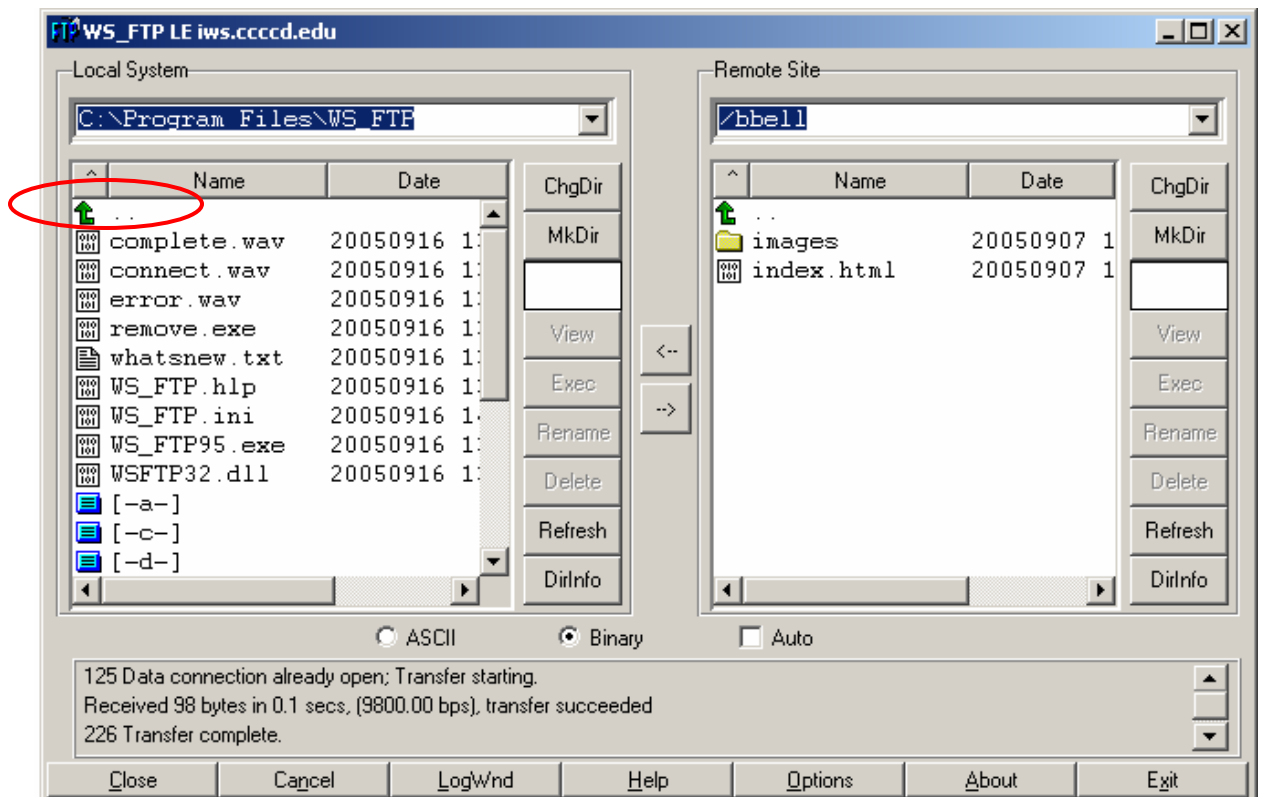
5. Once you are logged on, click **ChgDir** on the left hand side to enter the location of your web site on the computer.



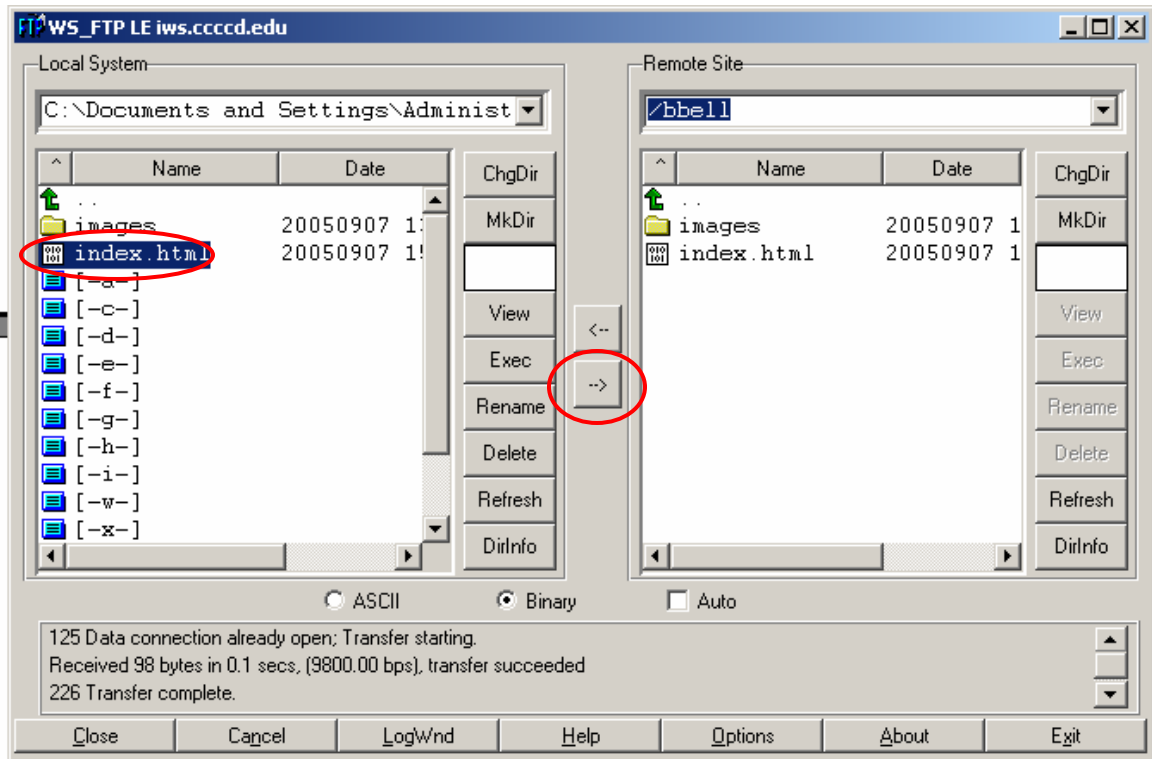
6. In the pop-up textbox, type the location of the files that you want to transfer. Such as **C:\My Site**. Click the **“OK”** button.



Note: You can also navigate by double clicking on the folders to move one directory down, and by clicking on the green arrow to move one directory up.



7. To transfer files from your computer to the server, select the file(s) on the left hand side, and click on the transfer arrow pointed to the right.



8. To transfer files from the server to your computer, select the file(s) on the right hand side, and click on the transfer arrow pointed to the left.

