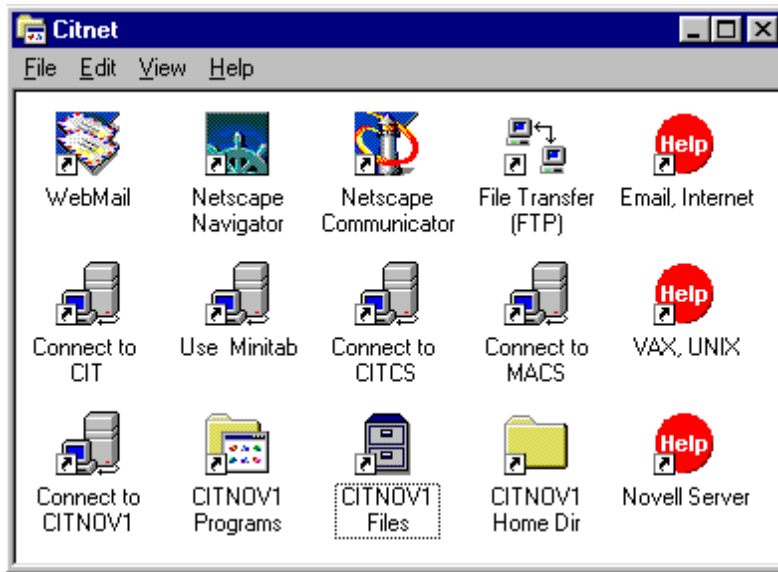


FTPing to The Citadel Web Server

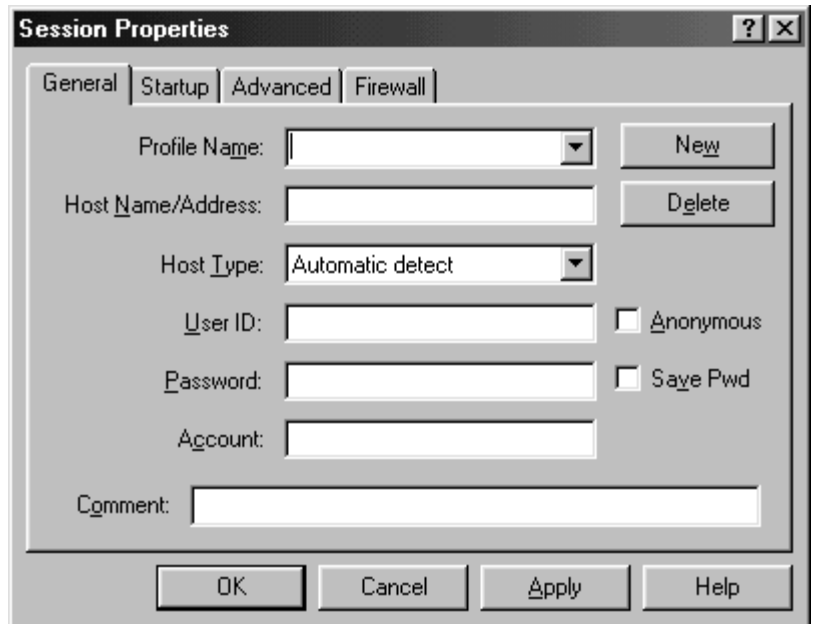
- Double-Click the **Citnet** Folder on your desk top.
- The folder should look similar to the graphic below.



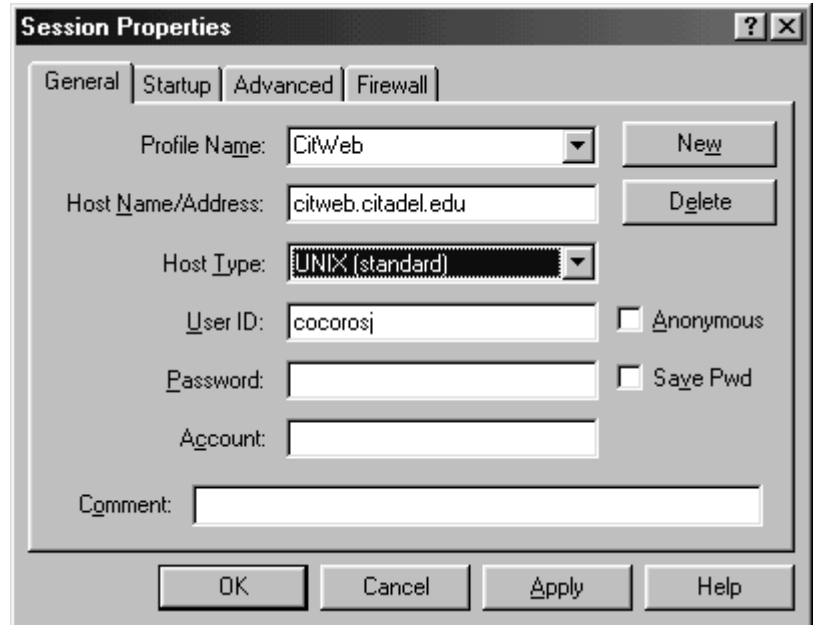
- Double-Click the **File Transfer (FTP)** icon in the **Citnet** Folder



- Click the **[New]** button in the **Session Properties** screen so that you can make a New Profile

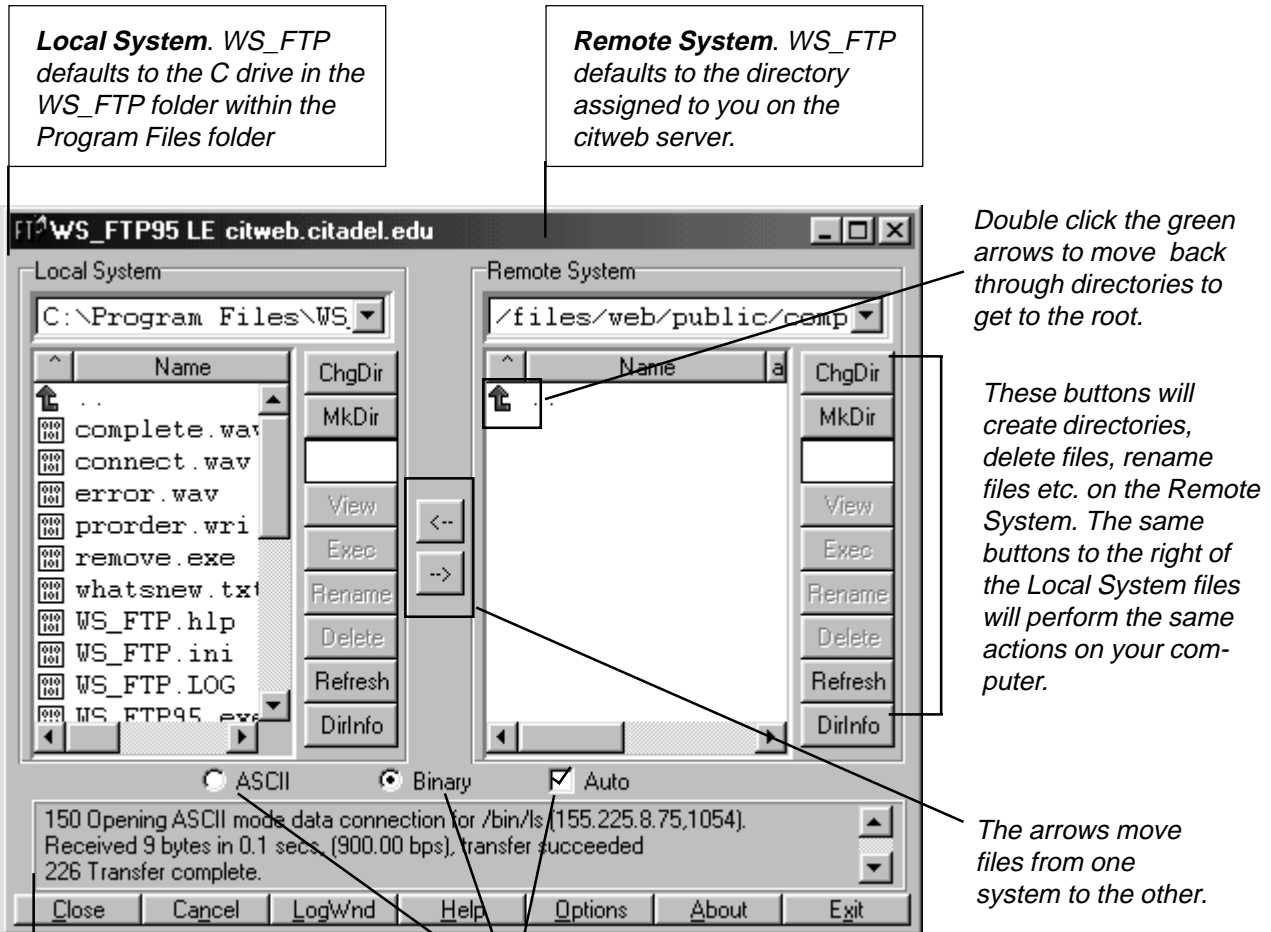


- Type **CitWeb** in the **Profile Name** field.
- Tab to the **Host Name** field and type **citweb.citadel.edu**.
- Tab to the **Host Type** field and select **UNIX (standard)**.
- Tab to the **User ID** field and type the User Name issued to you.
- Click the **[Apply]** button to save your settings. Your **Session Properties** screen should look similar to the image on the right.
- Your cursor returns to the **Profile Name** field. Tab to or place your cursor in the **Password** field and type the password issued to you.
- Your **Session Properties** screen should look similar to the image on the right.
- Click the **[OK]** button.
- You should see a message similar to the right and/or the sound of a train once you have connected to your account.



```
150 List started.  
Received 24981 bytes in 83.9 secs. (2977.72 bps), transfer succeeded  
226 Transfer completed.
```

- The **WS_FTP** screen has 2 separate sides.
- The left side displays the directories and files on your **Local System**. The **Local System** is your hard drive.
- The right side displays the directories and files on the **Remote System**. The **Remote System** is another computer.



Local System. WS_FTP defaults to the C drive in the WS_FTP folder within the Program Files folder

Remote System. WS_FTP defaults to the directory assigned to you on the citweb server.

Double click the green arrows to move back through directories to get to the root.

These buttons will create directories, delete files, rename files etc. on the Remote System. The same buttons to the right of the Local System files will perform the same actions on your computer.

The arrows move files from one system to the other.

Message displayed. When you sign on you should see Transfer completed. When you move files you should see Transfer completed.

Usually tells you the type of data you are transferring. Select Auto.

- Generally you move files from the **Local System** to the **Remote System** or you move files from the **Remote System** to the **Local System**
- First Select the file or directory you want to move in one System, and then choose the appropriate arrow to move file file or directory to the other system.
- Make sure **Auto** is selected

- Look over at the Local System. You need to get out of the Program Files/WS_FTP folder and locate the directories/files you need to upload. (Figure 1)
- Double click the green arrow in the Local System to move back to the Program Files directory. (Figure 2)
- Double click the green arrow again to move back to the C: drive or your root directory. (Figure 3)

Figure 1 - Located in the WS_FTP folder within the Program Files folder.

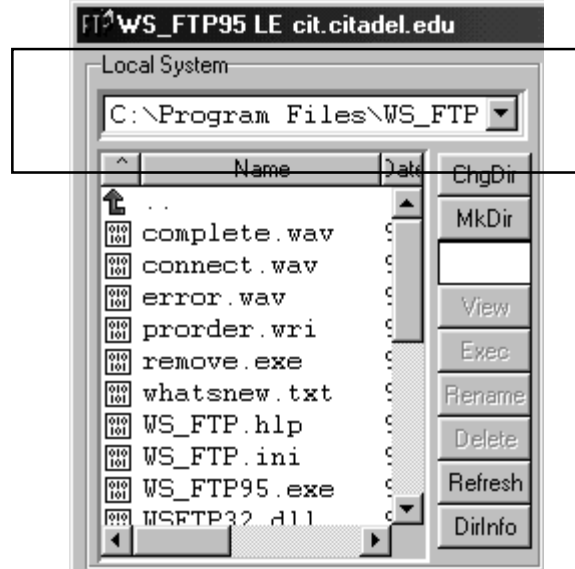


Figure 2 - Moved back one directory to the Program Files directory.

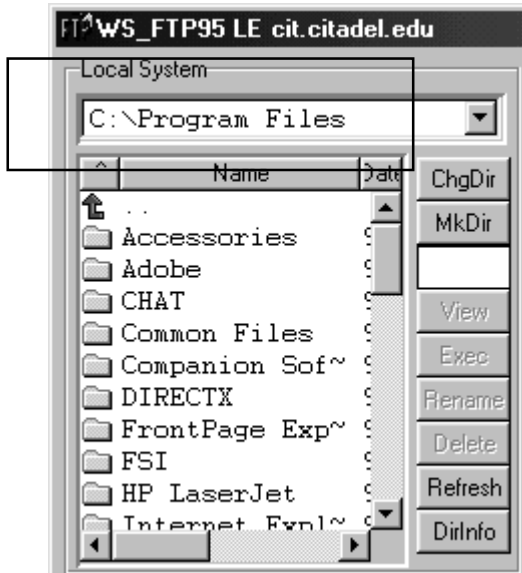
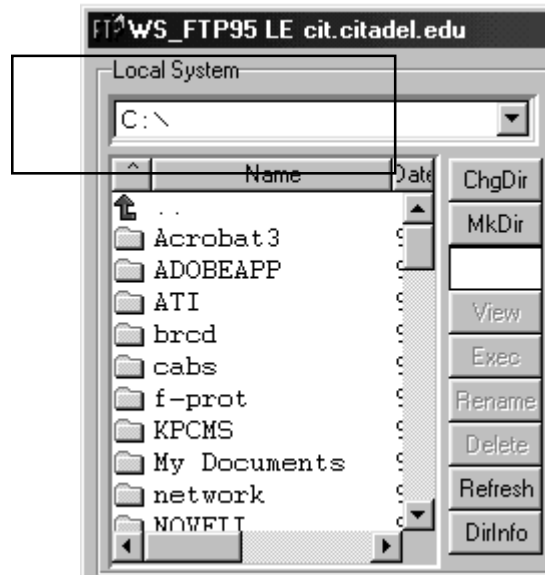
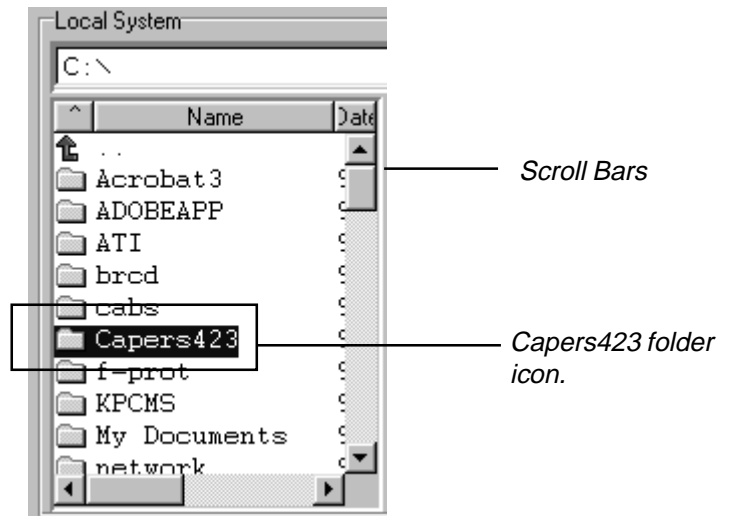


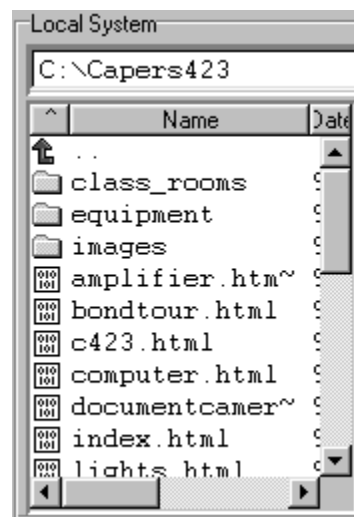
Figure 3 - Now at the Root of the C drive.



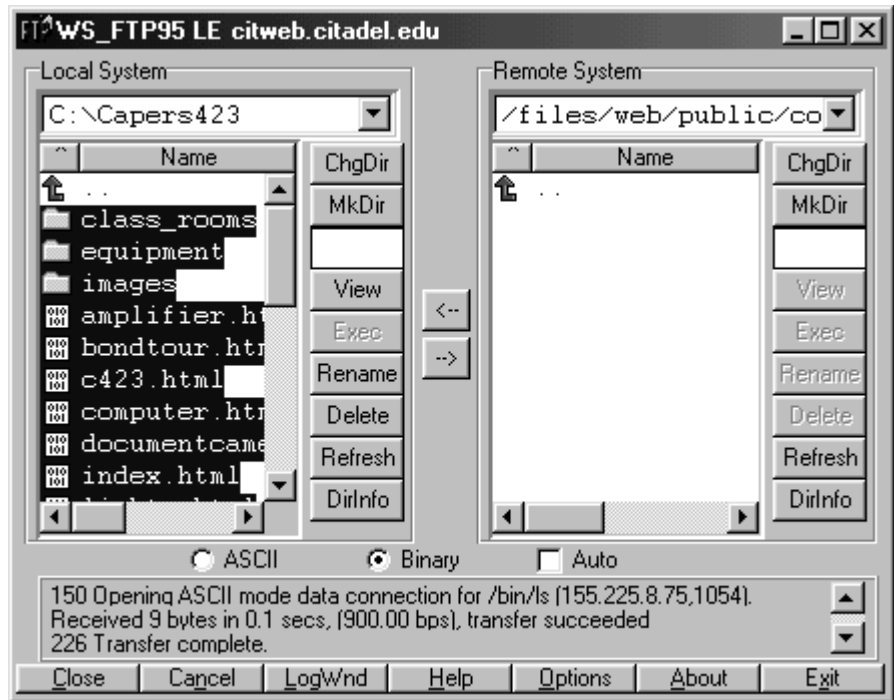
- Use the Scroll bars to locate where your files are located. This example shows that the files we are looking for are in the **Capers423** folder.
- Double-click the folder icon to get to your files. This graphic shows that we are going to the contents of the **Capers423** folder.



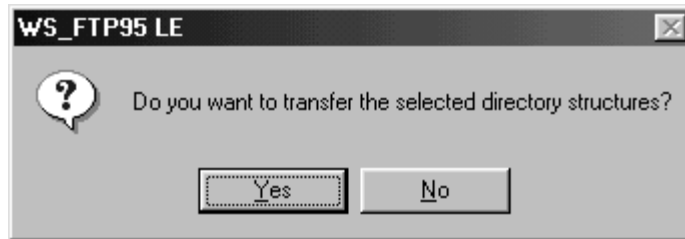
- You now should be viewing the contents of the folder you are in.



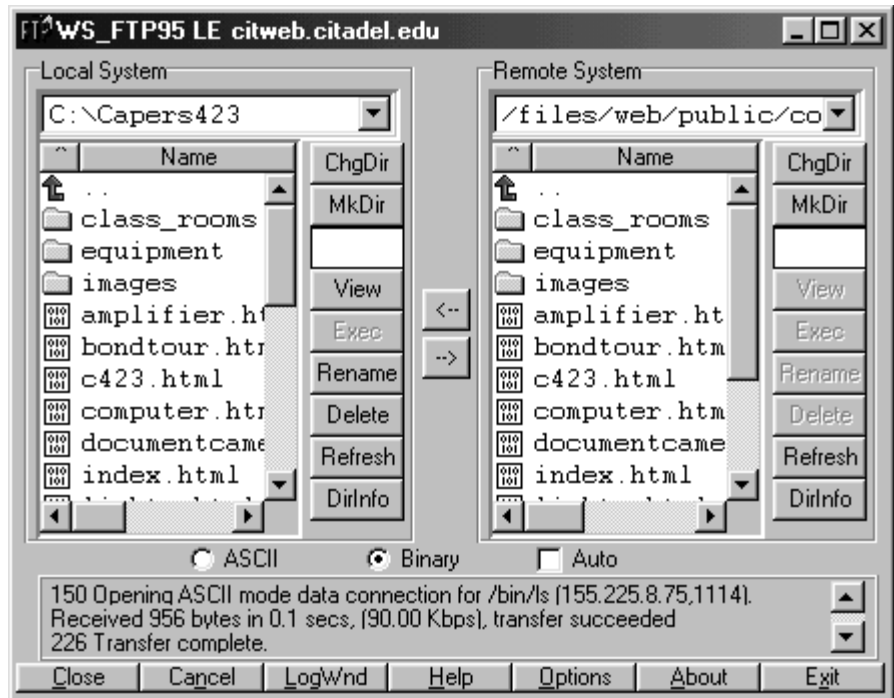
- Select the files and or directories you need to transfer.
Tip: If you are transferring multiple files, select the first file. Hold the [shift] key and select the last file. All files between the 2 selected files will be highlighted.
- Click the arrow pointing towards the Remote System to move the files over to the Remote System.



- If you are transferring directories, you will get the following prompt. Select [Yes].



- You should now see your files listed in the Remote System.



- You should also see a message saying that the Transfer succeeded and Transfer complete.

- Click the [**C**lose] button to disconnect your connection to the **Remote System**
- Click the [**E**xit] button to close the **WS_FTP** software.

