

Connecting to the Portfolio server Using WS_FTP95

To begin the WS_FTP software program:

1. Choose START button in lower, left corner of monitor screen.
2. Choose PROGRAMS Folder
3. Choose Ws_ftp Folder
4. Highlight WS_FTP95LE Program to begin the WS-FTP software.
5. When the WS-FTP program runs, the first window viewable will be "Session Profile." Fill out the following information:

Profile Name: (Select a name for this profile)

Host Name: port.inst.cl.uh.edu

Host Type: automatic detect

User ID: pclab\ [your NT user ID here]

Password: This is "p" + your student id number (For example: p0123456)

Remote Host: /portfolio/ [your NT user ID here]

Local PC: drive and folder on your computer where you store your files. In our example we use d:\data to store our files.

6. Click Save button.

7. Click OK button.

Here is how I filled out this information for this example.

Profile Name: INST Port

Host Name: port.inst.cl.uh.edu

Host Type: automatic detect

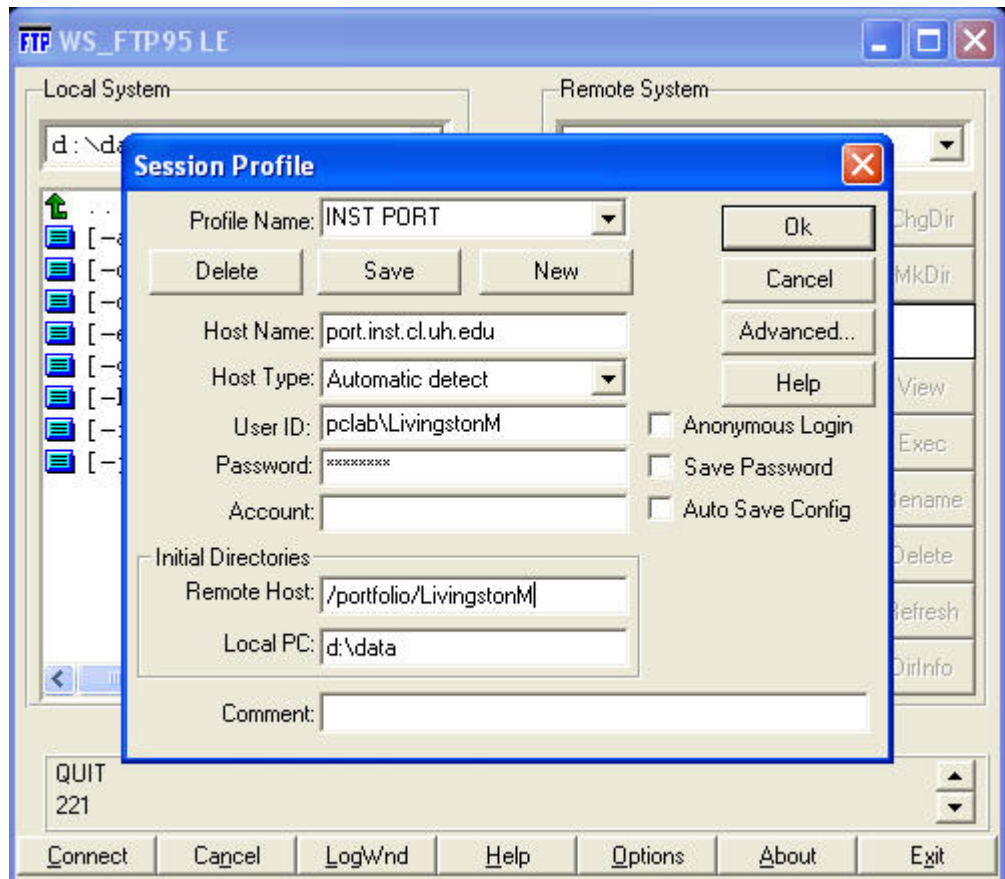
User ID: pclab\ LivingstonM

Password: p0123456

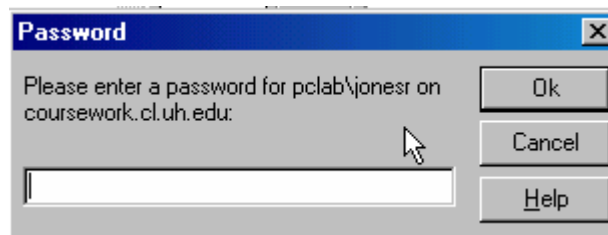
Remote Host: /portfolio/LivingstonM

Local PC: d:\data

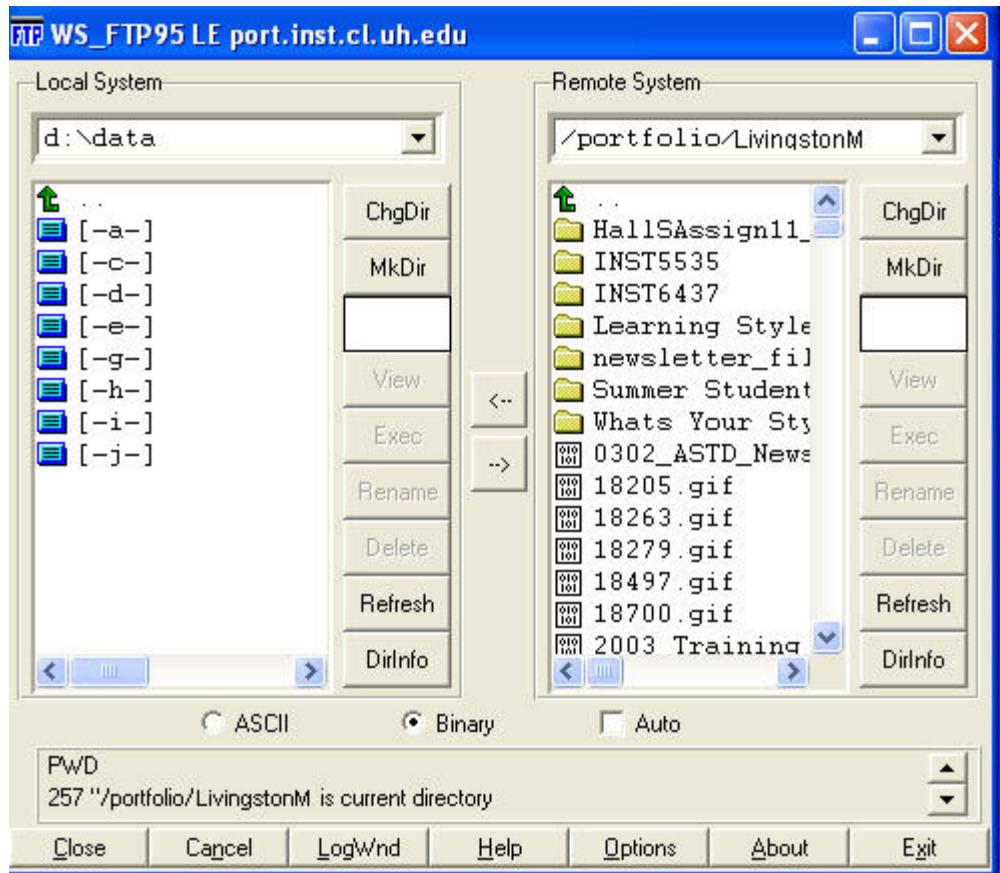
Also see example screen shot below:



After the profile has been created, it may be used to connect to the Web site. When the profile is used, the FTP process will prompt the user for his or her password. If the password is properly entered, the user will be granted access to his or her personal directory.



Once connected the WSFTP program screen will have two sections side by side. One section displays files and folders on your hard drive (Local System) and the other section shows files and folders on the server (Remote System). See the screen shot below.



Files may be transferred to the Web site by selecting documents from the local system and using the right arrow to move the documents to the remote host. Conversely, files may be transferred from the Web site by selecting documents from the remote system and using the left arrow to move the documents to the local host.

Note: Be sure to select "ASCII" for html files and "Binary" for pictures, movies, and sound files or select "Auto" to allow the FTP program to determine the transmission method. See example below.

