ANANGU EDUCATION SERVICES
(Ernabella Office)

USING WS-FTP   **DATE: July 4, 2004**

1. Double click to open WS FTP

2. Enter your password for SINA administration


3. Click OK
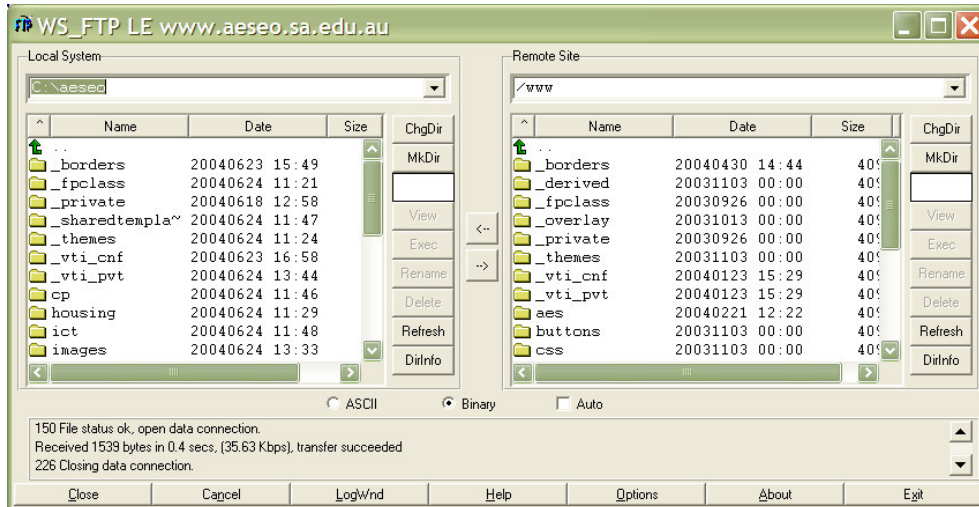
4. The WS_FTP will open in two panes. The Local System and the Remote Site. It is important to understand both.

    •   The **Local System** side will be the file location for your Front Page web folder with the folders and files contained within on your workstation or server.

    •   The **Remote site** will be the website files and folders at the remote server, where your website is posted. These are the folders and files that currently appear when someone links to your website via the internet.

5. You need to transfer any files and graphics that you have changed to the Remote Site (upload those files).

6. To upload the file(s)

    a. Locate the file you wish to upload from the Local System – (if it is in a sub folder double click to open that folder and then locate the file within it) and highlight it by single clicking on it.

    b. You need to ensure you are transferring the file across to the **same folder at the remote site** ie if your Local System file is located within the Birds folder you need to open the Birds folder (by double clicking the folder) at the Remote site in order for the file to be transferred across into the Birds folder.

    c. See below: I wish to transfer the **it.html** file across to the website. I have it highlighted ready to click the arrow to send it across. Notice the Local System path **C:\aeseo\ict** that means the **it.html** file is located in the **ict folder**
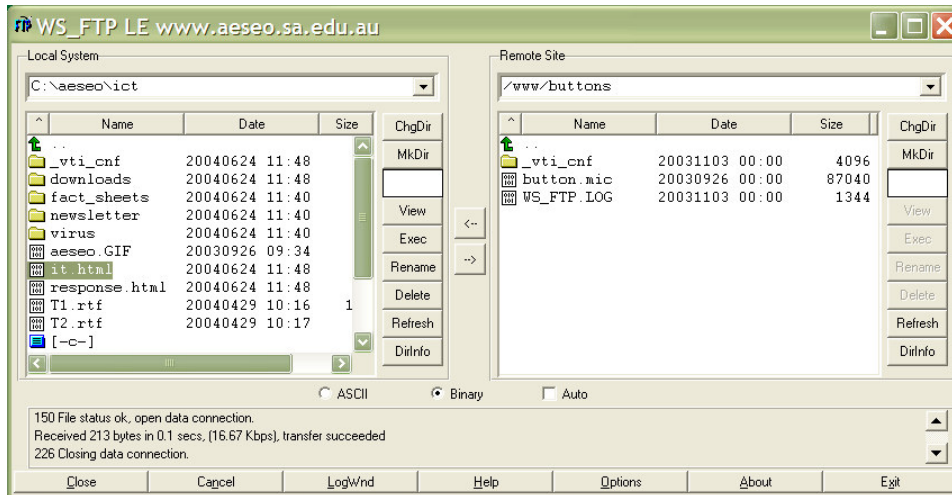
d. Notice the folder location at the Remote Site www.buttons

e.   If I transferred across now then the it.html file would be put into the buttons folder.   The result would be that the links would not work.

f. To locate the correct folder you may also need to click the green up arrow.

g. Once you have the correct folder highlighted and the correct Remote Location open – see below – click the → arrow to send the file (s) across.
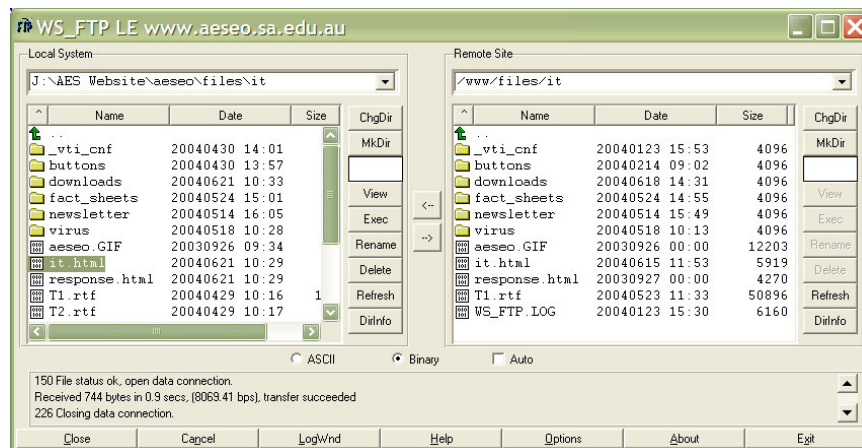
NOTE:

- You can select an entire folder to send across to the Remote Site – highlight the folder ensure you are putting in the correct area at the Remote Site and click the $\longrightarrow$ arrow

- You can select an entire web by highlighting the first file (folder) on your Local System, hold the Shift Key down and highlight the last file on your Local System and again click the $\longrightarrow$ arrow

- You can select individual files within the same folder by holding down the Control key and selecting the individual files.

- You can delete files from your Remote Site by selecting the files on the remote site of the WS-FTP and pressing the delete key.

- You can transfer files back to your workstation from the Remote site by selecting the files and clicking the back arrow to send the files back to your Local System .