

FTP Tutorial – Summary / Notes

USING AN FTP CLIENT

FTP stands for File Transfer Protocol. It is the standard Internet protocol for transferring files from one computer to another. FTP requires two computers, one running an FTP server (where files sit), the other running an FTP client (an application installed on your computer). There are many FTP Clients available for use – some free, some at a nominal charge, and some installed in high-end applications. Some examples:

- Fetch, for Mac (free for educational use)
- WS_FTP for PC (free for educational use)
- FileZilla (free for all users)
- Dreamweaver (FTP client built into the application)

You may use any standard FTP client to move your files from your desktop to the server. Below are instructions for using FileZilla, which is installed on all CADE labs.

FileZilla: FREE FTP CLIENT

FileZilla is a cross-platform graphical FTP, FTPS and SFTP client a lot of features, supporting Windows, Linux, Mac OS X and more. FileZilla is installed in all CADE computer labs, and you can use it at home or work as well.

If you plan to work off campus or at home, you will need to download and install the free FileZilla FTP Client application:

- Visit <https://filezilla-project.org/>
- Click on the button on the **left** that says “**Download FileZilla Client**” (see below)
 - NOTE: Do NOT download the Server
- FileZilla will detect your operating system and ask you to download the application
- You will need to install the application on your computer once it downloads



Installation Help: http://www.siteground.com/tutorials/filezilla/filezilla_installation.htm

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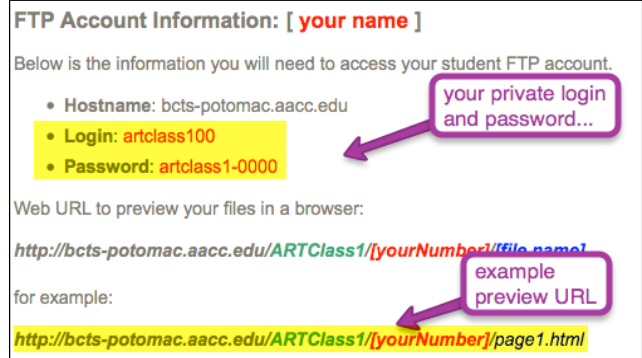
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YOUR LOGIN AND PASSWORD

Each student will have their own login and password for a private server space to store and preview your files for this class. This information will be sent to you via CANVAS mail.

Login to CANVAS, and access your CANVAS Mail. You'll find an email with your FTP information (see RIGHT). You can reference this often throughout the class - print the page and put it in a safe place.



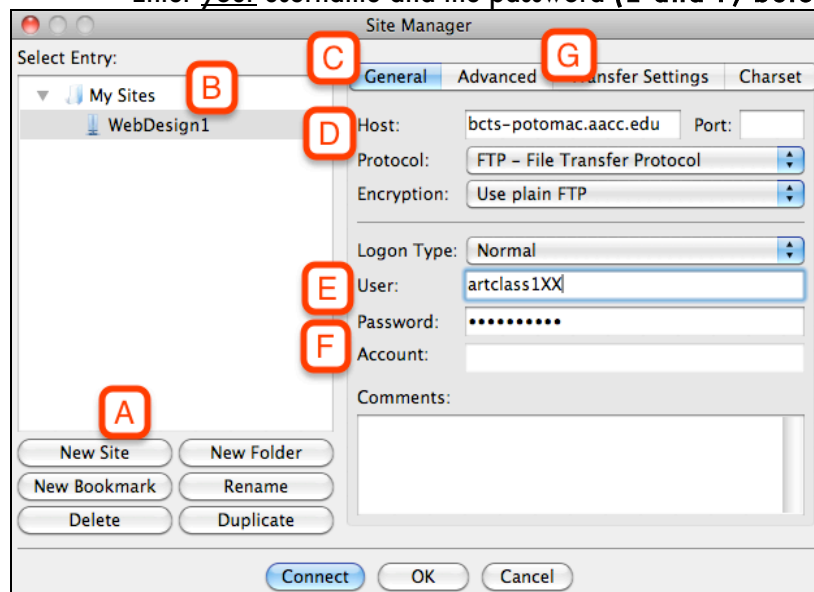
YOUR ROOT FOLDER

All work should be stored in your WebDesign1 folder – the “root” folder. This folder should reside on your harddrive or USB drive and should not be moved. All course files/folders – Lynda and weekly practice – should reside in the WebDesign1 folder.

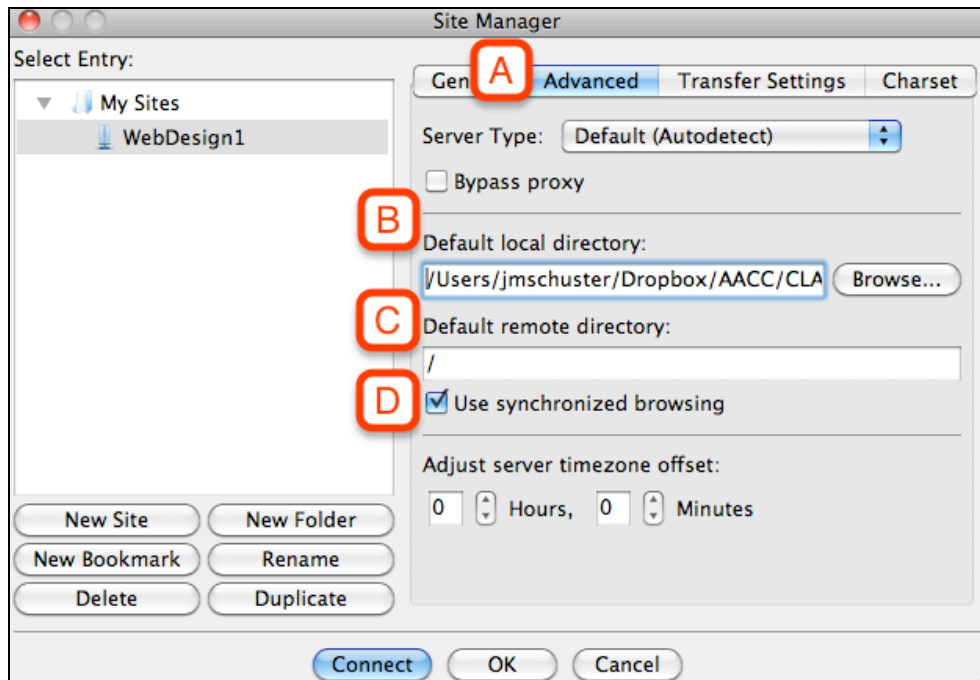
FileZilla: SETTING UP YOUR SITE

Once you have the FileZilla client downloaded and installed on your computer, you will need to setup the application to access your folder on the server. We will use the Site Manager to setup and access our FTP account and root folder:

- Access your FTP information found in your CANVAS mail
- Launch **FileZilla** AND select **File > Site Manager...** (SEE BELOW)
- Click the **NEW SITE** button in the **FileZilla Site Manger** window: (A, below)
 - Name the new site “WebDesign1” (B, below)
 - Under the **GENERAL TAB**: (C, below)
 - Enter host name **bcts-potomac.aacc.edu** (D, below)
 - Enter your username and the password (E and F, below)



- Click the **ADVANCED TAB (A, below)**:
 - Under "Default Local Directory" click the **BROWSE button (B, below)**
 - Select your WebDesign1 folder on your computer or USB drive
 - Click **Choose** or **Select** to select the WebDesign1 folder
 - Under "Default Remote Directory" type a "/" in the text box **(C, below)**
 - Check Use Synchronized Browsing **(D, below)**
 - Click **OK** to save the settings in the Site Manager

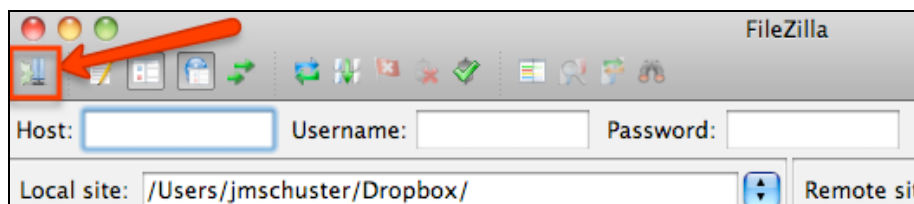


WORKING IN THE AACC LABS: If you are working in the **AACC labs**, you will need to setup your site each time you login to a computer. The AACC computers have all preferences wiped each time you logout.

WORKING OFF CAMPUS / AT HOME: Working at home, you only need to do this one time and FileZilla will remember your information!

CONNECTING TO THE SERVER

Once you setup your site in the Site Manager, you can easily access it by clicking the Site Manager button in the upper left corner of the FileZilla window:



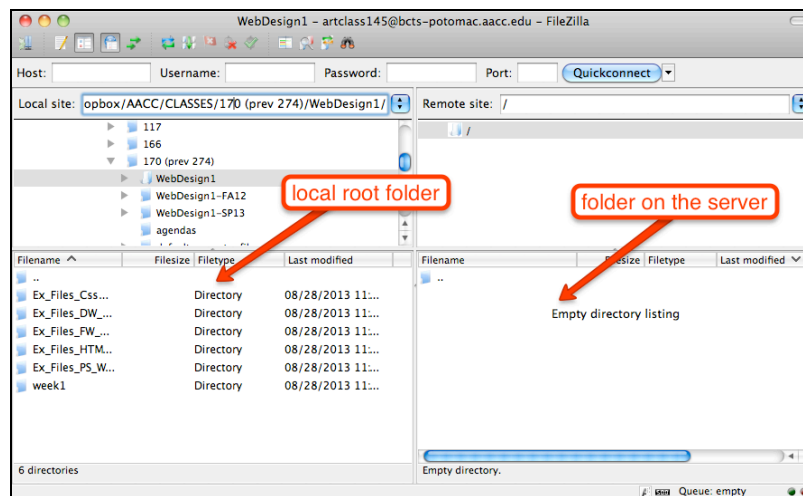
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- Click the Site Manager icon (**see ABOVE**) or select **File > Site Manager**
- Select your **WebDesign1** site in the left panel
- Click the **CONNECT** button to connect to your site

Once you are connected, you will see your local root folder (ie, your WebDesign1 folder on your computer or USB drive) and the folder on the server. (see BELOW)



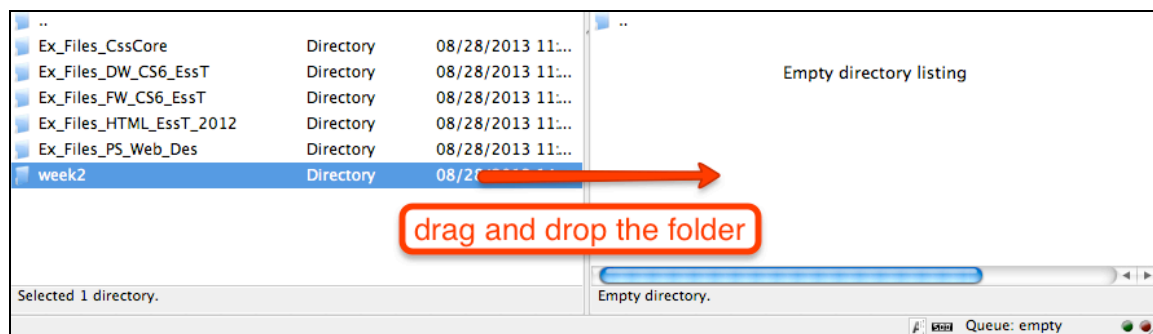
LOCAL ROOT FOLDER (left side): shows all Lynda folders, and weekly folders.
REMOTE SERVER FOLDER (right side): should be empty to start with.

PUTTING NEW FILES ON THE SERVER

Each week as you complete assignments, you will need to **PUT** your finished files on the server so that you (and anyone else) can see them in a browser.

To put **NEW** files on the server:

- If your files are in folders that are **NOT** yet on the server, then select the entire folder and move it to the **REMOTE** side:
 - Example: Select your **week2** folder on the Local Files (left) side
 - Drag and drop to the right side
 - **OR** Right-click (Ctrl-click on Mac) the week2 folder and select **Upload**
- FileZilla will copy your entire week2 folder, with banners inside it, to the server



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To update **EXISTING** files on the server with **NEW** files:

- If your files are in folders that are ALREADY showing in the REMOTE / Server side, then do the following to **update** files on the remote side:
 - **Example:** After you put your banner files on the server, you make an update to one of the PNG files and wish to upload it on the server
 - Double-click your **week2** folder on the Local Files (left) side
 - The Remote side will automatically go to the week2 folder
 - Right-click (Ctrl-click on Mac) the file on the left side, select **Upload**
- FileZilla will update only the selected file on the server



PREVIEWING FILES IN A BROWSER

Once your file is on the server, you can preview it in the browser using the Preview URL and file directory structure noted in the mail message with your FTP information.

To **preview** your file from week 1, you would do the following (check your own information in CANVAS):

<http://bcts-potomac.aacc.edu/ARTClass1/<yourNumber>/<fileORfoldername>>

For **example** – the new file above might be previewed like so:

<http://bcts-potomac.aacc.edu/ARTClass1/00/week2/banner01-yourname.png>

IMPORTANT NOTE: AACC WIRELESS CONNECTION

If you are **working on the AACC campus**, and are **using a laptop to connect wirelessly** through the standard campus wireless connection, the FTP may NOT work for you immediately unless you accept the wireless terms in a browser. **BEFORE** you FTP anything, do the following:

- Open your laptop in a wireless area on the campus
- Make sure your laptop is powered and has found the wireless connection
- Open a browser – you will see the AACC terms and conditions page
- Enter your email address and confirm you are connected
- The page should reload and show you the AACC website

Once you've done the above, you should be able to connect to the FTP server.