

Intermediate: Defining Your FTP Site (MS Internet Explorer)

All Hillingdon Libraries PCs are used by the public and documents and settings that you have saved on them are only lost once the PC is rebooted.

To ensure that other users cannot modify your website, please ensure to **delete** your site details and files, and any FTP settings from the PC's hard drive before you log off.



Defining Your FTP Site Using MS Internet Explorer

1. Open **MS Internet Explorer** (Library Services Tab on the Launcher pad).
2. In the **Address Bar**, type **ftp://** followed by the details of your ftp host (e.g. *ftp.mywebsite.co.uk*).

Address

3. Click on the **Go** button on the Address toolbar. The **Log On As** dialogue box will appear.

4. Enter your **username**.

5. Enter your **password**.

6. Leave the **Save password** tick box blank. This will ensure that other users will not be able to modify your website without your password.

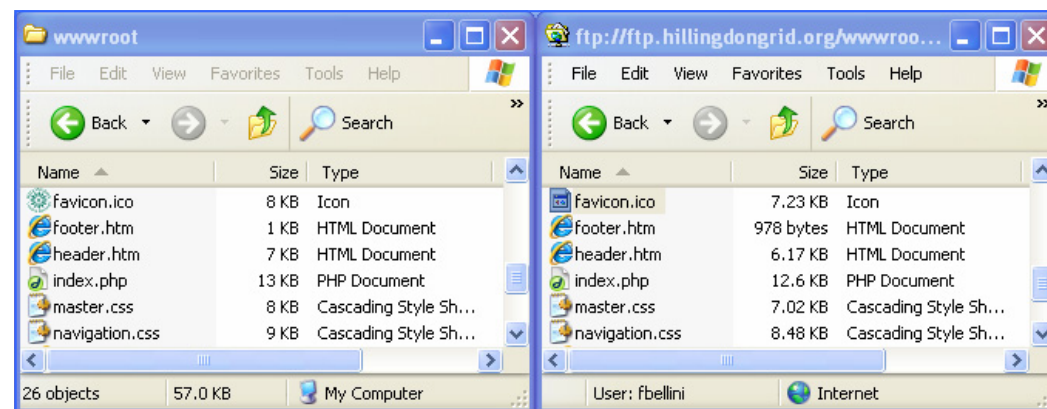
7. Click on the **Log On** button.

8. The files and folders stored on your remote server will be displayed by the Windows Explorer. You can work with files and folders on your FTP server just like you can with any other file on the computer: you can view, download, upload, rename, and delete files and folders.

Name	Size	Type
images		Folder
favicon.ico	8 KB	Icon
footer.htm	1 KB	HTML Document
header.htm	7 KB	HTML Document
index.php	13 KB	PHP Document

Downloading, Modifying and Uploading Files

1. After you have logged into your FTP server, resize the **MS Internet Explorer** window to cover about half of the screen.
2. Use the **Windows Explorer** to locate the folder or device that contains your **local site** (the files and folders you work on before uploading them to your remote server).
3. Resize the **Windows Explorer** window to cover the other half of the screen. Your local site and your remote site should be visible side-by-side.



- To **download** a file:
 1. Drag it from the **remote site** window.
 2. Drop it to the **local site** window.
 3. If necessary allow a previous version of the local file to be overwritten.
- Make changes to the files on your local site by using any of the available web editors (Alleycode, Dreamweaver, Notepad, NVU).
- To **upload** a file:
 1. Drag it from the **local site** window.
 2. Drop it to the **remote site** window.
 3. If necessary allow the previous version of the file on the remote server to be overwritten.