

Accessing Your Website Via FTP

We now have in place the proper security to be able to offer FTP (File Transfer Protocol) access to your files. If you have never used FTP, you will find it leaps and bounds more efficient and convenient than the upload program that you had to use in the past. You can now upload as many files as you wish at once (perhaps your entire website), and now have the ability to create folders in which you can better organize your website.

Getting Started

You will need to contact the usna.com Webmaster to get your User ID and Password. This will be different from the one you use to log onto usna.com because our security experts are ensuring that there is no internal communication between these areas. If you have a preference for a password, please send it along - the User ID will be something descriptive to the Chapter or Class.

The Program

You will need to download an FTP program and install it on your computer. There are numerous FTP programs available to you. You can go to <http://download.cnet.com/> and enter "FTP" into their search engine to see a list of numerous possibilities. I will mention a couple you may wish to consider.

WS_FTP95

This program is free. If you note the "95" in the name of the program, you can guess that this is not the "latest and greatest" FTP program available.

By entering "ws_ftp95" into the [Google](#) search engine, you will find numerous locations that the program can be downloaded. For instance, one place is the University of Ottawa (http://www.uottawa.ca/help/ws_ftpe.html), where you will see a button for downloading, as well as instructions on the use of the program.

Cute FTP

This program can be downloaded at <http://www.cuteftp.com/>. There is a cost to this program, you should be able to try it out for 30 days before deciding whether or not it is worth the cost.

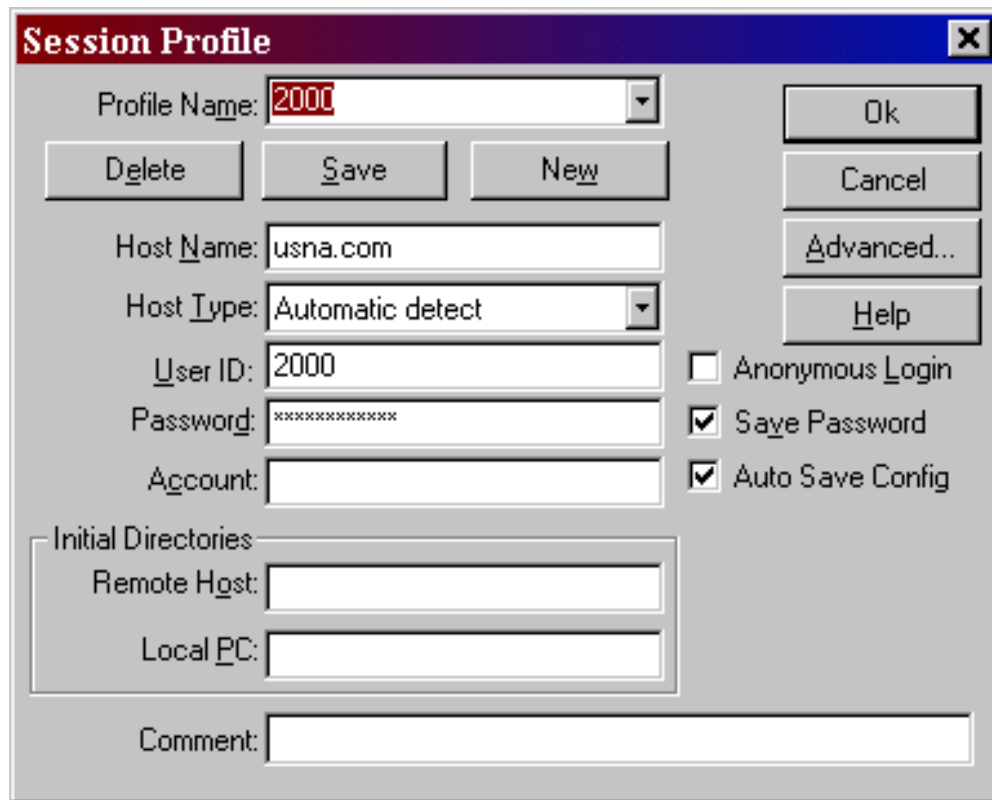
Configuring For Use

Whichever program you decide to use, you will need to set things up so that your computer and our server can talk. Once this is done, you will be able to save your settings and not think about it again. I will use WS_FTP95 in my example, but all FTP programs have similar configuration sections.

When you first run WS_FTP95, you will need to enter information into a few fields.

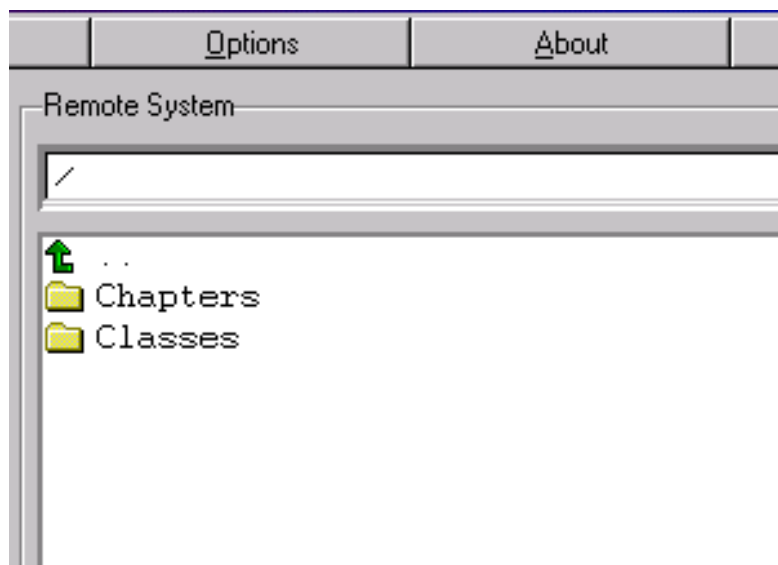
- The **Profile Name** is whatever you want it to be (if you use FTP to send files to different places, you will want to reference them through different profiles)

- The **Host Name** is *usna.com*
- The **User ID** will be provided to you, as will the **Password** - if you have more than one person administering your website, they will all use these same values
- In this case, I checked **Save Password** so that I wouldn't have to enter it each time I run the program



The 'Session Profile' dialog box is shown with the following fields and controls:

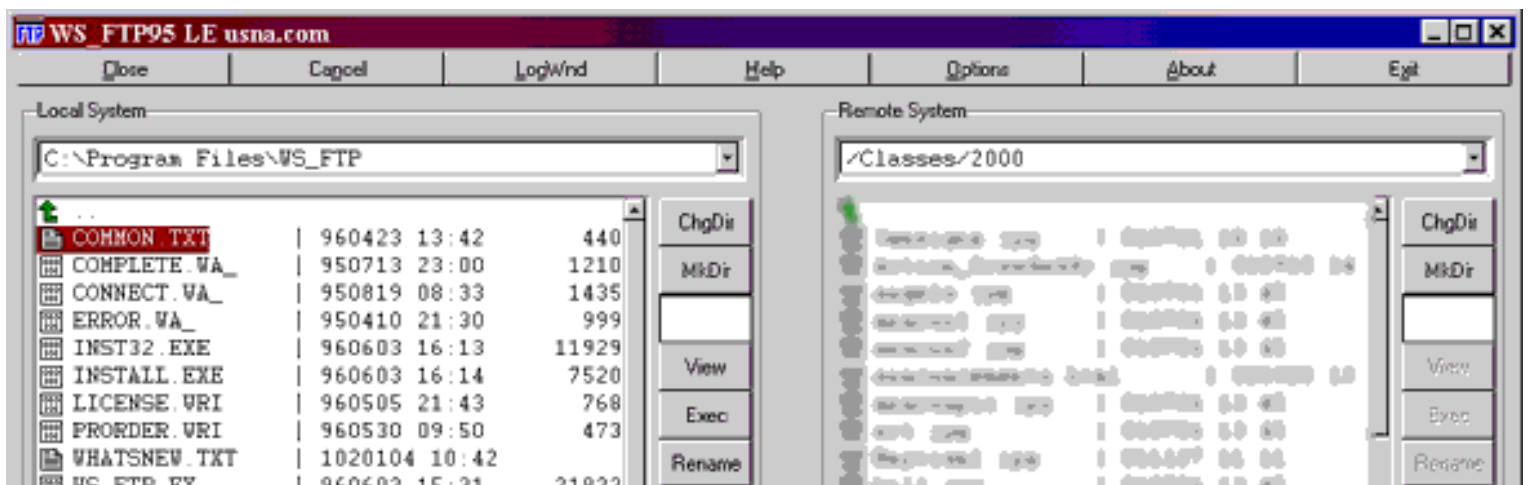
- Profile Name:** A dropdown menu with '2000' selected.
- Delete**, **Save**, and **New** buttons.
- Host Name:** Text field containing 'usna.com'.
- Host Type:** Dropdown menu with 'Automatic detect' selected.
- User ID:** Text field containing '2000'.
- Password:** Text field containing 'xxxxxxxx'.
- Account:** Empty text field.
- Initial Directories:** A group box containing:
 - Remote Host:** Empty text field.
 - Local PC:** Empty text field.
- Comment:** Empty text field.
- Buttons:** 'Ok', 'Cancel', 'Advanced...', and 'Help'.
- Checkboxes:** 'Anonymous Login' (unchecked), 'Save Password' (checked), and 'Auto Save Config' (checked).



When the OK button is clicked, your computer should contact our server and the top folders will be displayed. If your site is a Class site, double-click the Classes folder, if a Chapter site, double-click the Chapters folder (you will not have the ability to go into the wrong folder).



Now you should see all of the files on your website on the right side of the window. By default, the files on the left side will point to the location where the FTP program was installed. Navigate to where you keep the files on your website.



Now you need to select the Class (or Chapter) you want to administer. You will not have access to any Class other than the one that has been established for you.

At this point, you should have your website files on your computer showing in the left window, and the website files that the world sees through our server on the right side. With WS_FTP95 you can save these locations by clicking the **Options** button at the top and clicking the **Save Directory Names** button. From now on, all of the above will happen for you each time you connect.

Transferring Files

Transferring files is normally done by highlighting the file(s) you want to move from your computer to the server, then clicking the --> button. It's that simple.

You will want to look at the documentation for your FTP program, as you will note that this will give you the change to create folders, change folder names, and do all kinds of things that will help you better organize your website.