

Using WS_FTP to “Publish” Web Pages

When you “publish” a Web page, you are simply putting copies of your files on the server that hosts your Web site. To do this, you must use a set of commands that follow a set of rules referred to as “file transfer protocol (ftp). There are several programs available that allow you to ftp files. Netscape Composer (before version 6) has an ftp module built in that allows you to publish your page directly from Composer. However, since Composer is not a full-featured ftp program, there are certain unchangeable settings that conflict with KU’s firewall (software that prevents hackers from illegally gaining access to KU’s server). In order to use the proper settings, we need a more robust program that will allow us to change the settings to be in compliance with KU’s firewall. On the Mac side, perhaps the most popular and easiest to use program is called Fetch. On the Windows side, the easiest and cheapest (it’s free for educational use) ftp program is called WS_FTP LE (for “Limited Edition”). This document details how to use WS_FTP.

Getting WS_FTP

Before proceeding, check to see that WS_FTP isn’t already installed on your computer. Since it is distributed free of charge, it is often pre-installed on many Windows computers. If you find that you do not already have it, then you can download it from a number of sources, including the company that produces it. Click on the link below to go to FTPplanet.com’s Web site for downloading WS_FTP LE:

<http://www.ftpplanet.com/download.htm>

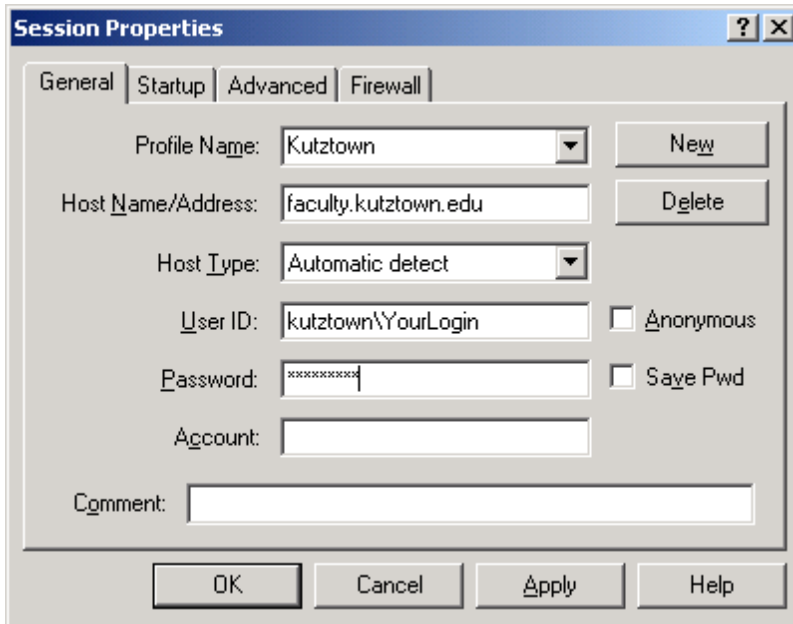
After connecting to the server using the address above, you should see this screen:



1. Click here
2. Provide your e-mail address
3. Click here

Setting Up WS_FTP

Begin by opening the program in the usual way. You should be confronted by the following screen. You can use anything you like for the **Profile Name**, since it is simply the name that your computer will use to remember the settings for the KU server.



The screenshot shows the 'Session Properties' dialog box with the 'General' tab selected. The fields are filled with the following values: Profile Name: Kutztown; Host Name/Address: faculty.kutztown.edu; Host Type: Automatic detect; User ID: kutztown\YourLogin; Password: masked with asterisks; Account: empty. There are 'New', 'Delete', 'Anonymous', and 'Save Pwd' checkboxes. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

For the **Host Name/Address**, you must use the name of the server, in this case

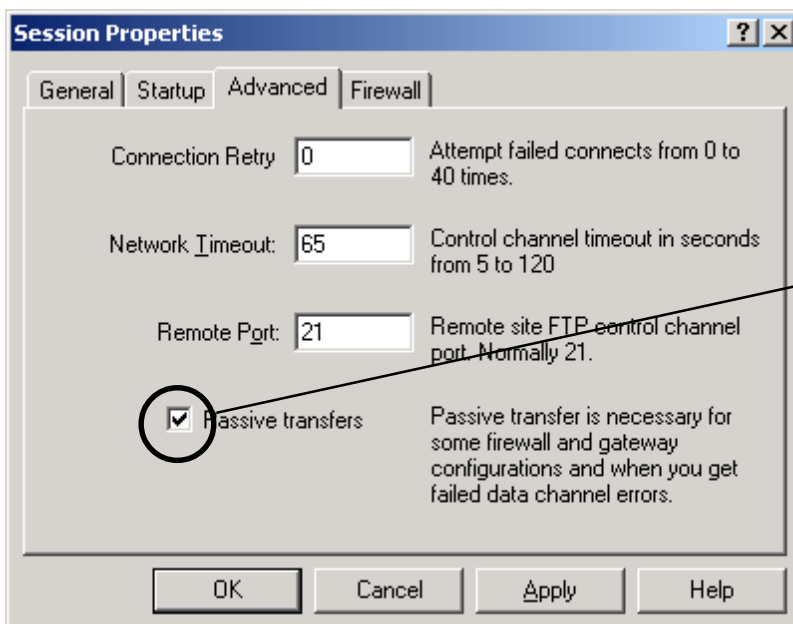
faculty.kutztown.edu

Leave **Host Type** on “Automatic detect.”

Fill in **User ID** with:

kutztown\YourLogin

where “YourLogin” is your Windows 2000 login name. Fill in **Password** with your password for Windows 2000. You might want to check the **Save Pwd** box so you don’t have to constantly type in your password (only do this at home on your own computer, however).



The screenshot shows the 'Session Properties' dialog box with the 'Advanced' tab selected. The fields are: Connection Retry: 0; Network Timeout: 65; Remote Port: 21. The 'Passive transfers' checkbox is checked and circled. There are 'OK', 'Cancel', 'Apply', and 'Help' buttons at the bottom.

Finally, click on the “Advanced” tab, and make sure the settings are the same as those shown to the left.

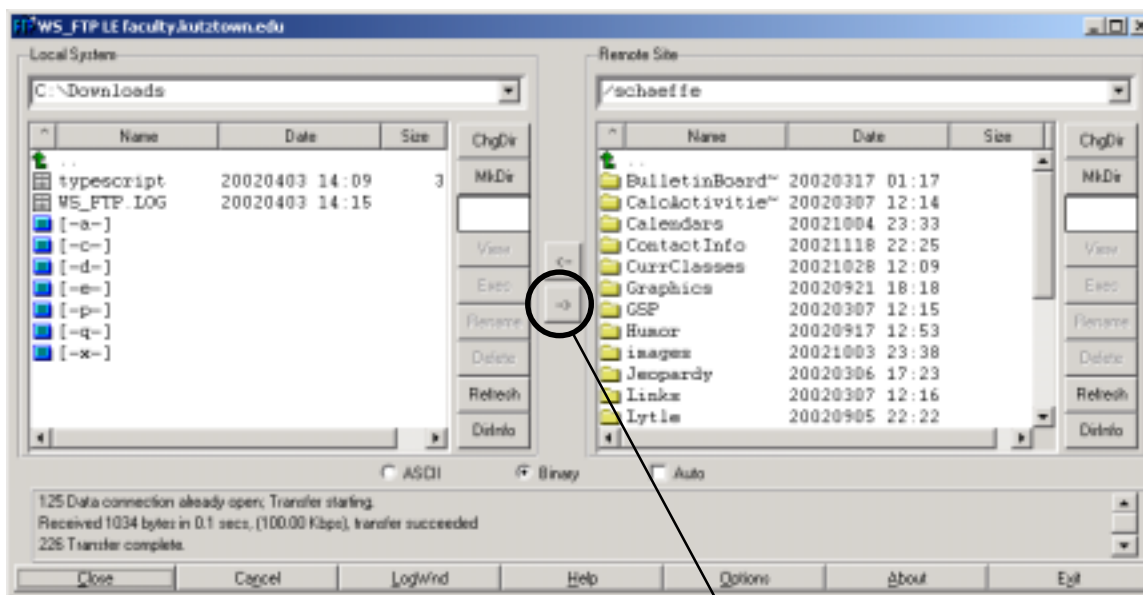
In particular, be certain that the box in front of **Passive transfers** has a checkmark in it. (This is the setting that Netscape Composer won’t let us set.)

You’re done setting up WS_FTP. Click on OK.

Using WS_FTP

After clicking on OK, WS_FTP will try to establish a connection between your computer and the KU server. Of course, you must already be online for this to happen, meaning that you have signed on to your Internet Service Provider (AOL, Prodigy, etc.), prior to launching WS_FTP. If everything is working correctly, you should soon see the following screen.

The left side of the screen shows directories and files on your computer. You will most likely have to navigate to the correct directory and folder where you saved your Web pages. The right side shows your files on the KU server.



Uploading a File

To upload a file, click on its name on the left. Then click on the arrow button between the two halves of the screen. In a few moments, your file will have been uploaded to the server. That's all there is to it!

Graphics

Unlike Netscape Composer, in WS_FTP, you must upload all your graphic files individually (a good reason to give them reasonable names so you recognize them), following the same procedure as above.

Deleting Files

After you've been doing Web pages for awhile, you may discover that there are some files on the server you no longer need. With WS_FTP you can now delete them. Simply click on the file's name on the right, and then click on the Delete button.