

Putting files onto your WWW space via FTP

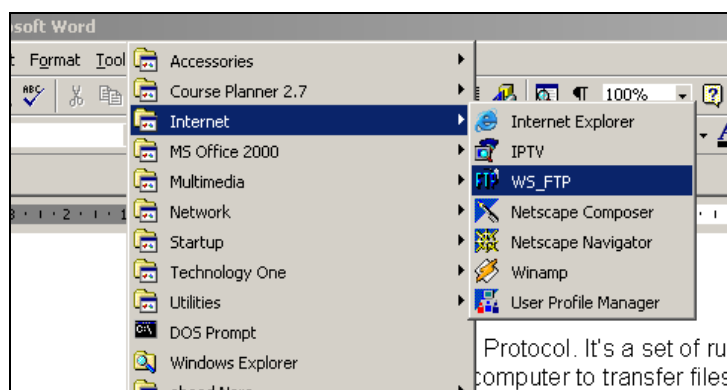
What is FTP?

FTP stands for File Transfer Protocol. It's a set of rules and instructions ('protocols') that allow your computer to transfer files to another computer. We'll be using it to put files into the web space you have just created on OPAX. We use FTP to upload and download files from the internet.

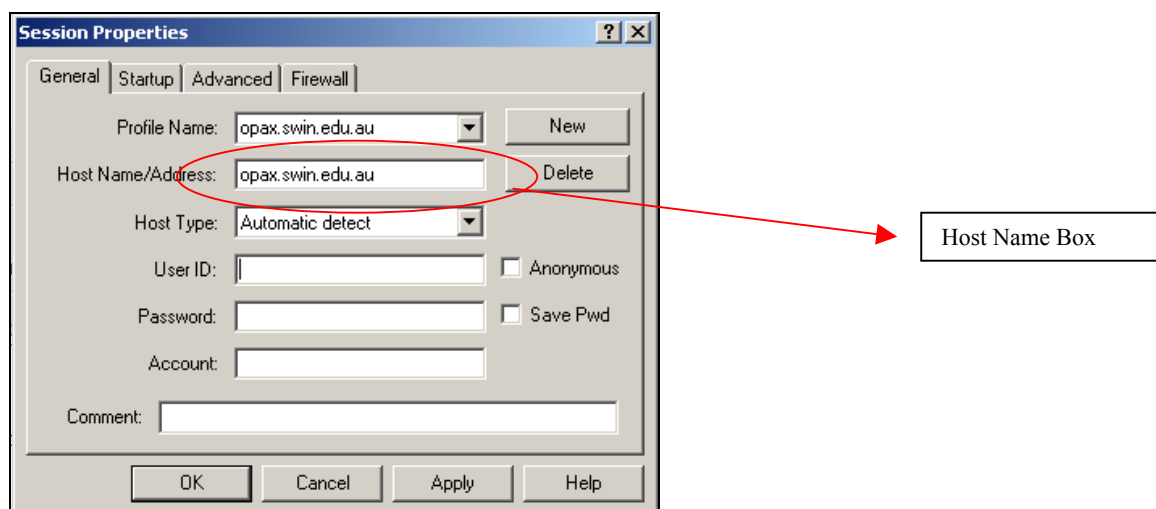
To use FTP, you need the address of a server that supports FTP and a some software (an FTP 'client') on your own computer. You will also need a password and login. The software client we'll be using is called WS_FTP.

WS_FTP

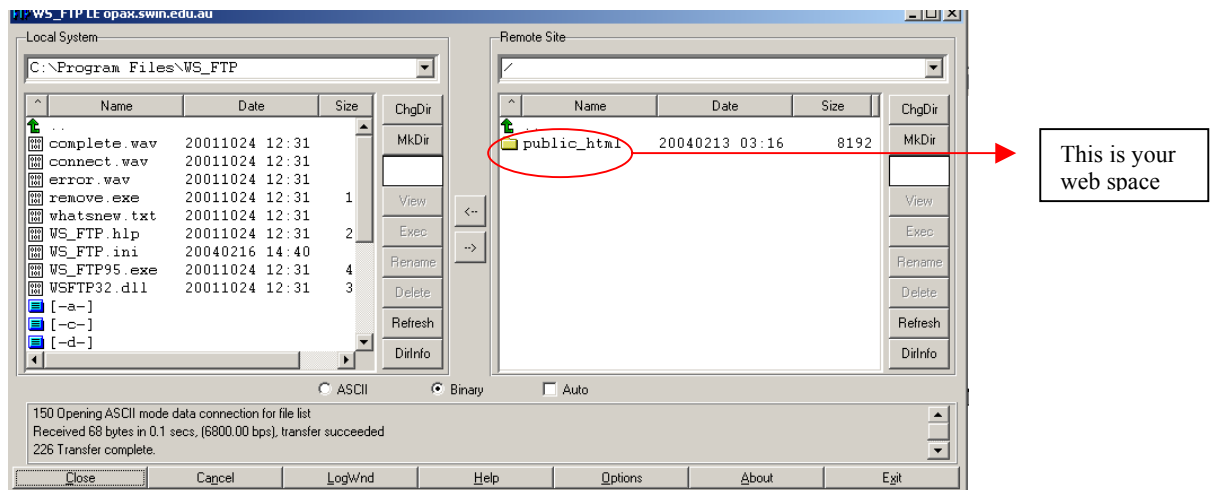
To open WS_FTP, go to Programs > Internet in your start menu.



When you first open the program, you'll get a login window. Type "opax.swin.edu.au" in the Host Name box. Your user ID and Password is your OPAX login and pin. Enter these and then click OK.

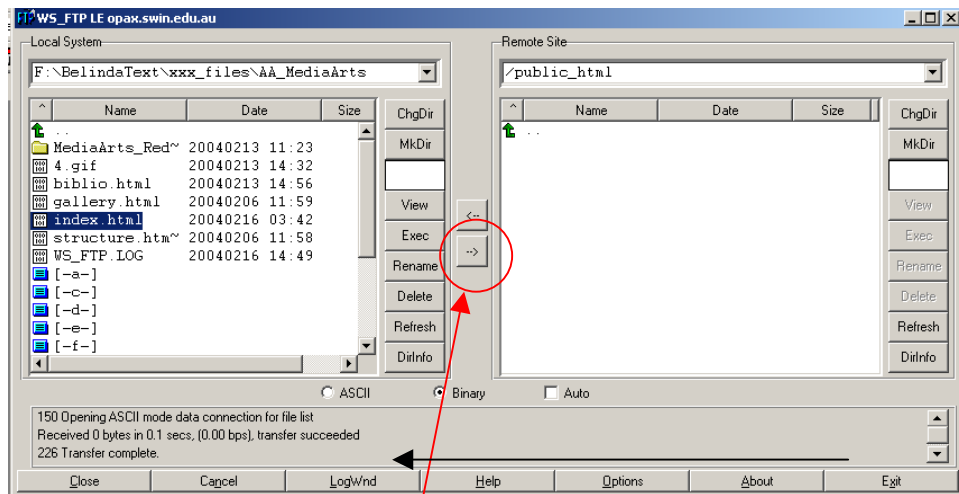


Then you'll see a window that looks like this:



The files on the **left-hand side** are the files on your hard drive at the moment. The files on the **right-hand side** are the files on your OPAX web space. You'll see a folder there called `public_html`. That's where you'll be putting your web pages.

When you find the file you want to transfer, highlight it in the white window with your mouse. When it is highlighted, double-click "public_html" on the right. There aren't any files in there yet, so it will be empty.



Now click the right-arrow button. This will move your file across into the `public_html` folder. This is how you move files onto the internet. When it appears in the right window, it is "live" – it's on the Internet. You can open Internet Explorer and go to see it on the web.

The address will be <http://opax.swinedu.au/~yournumber/filename.html>. It's easy!