

# Introduction to WS-FTP

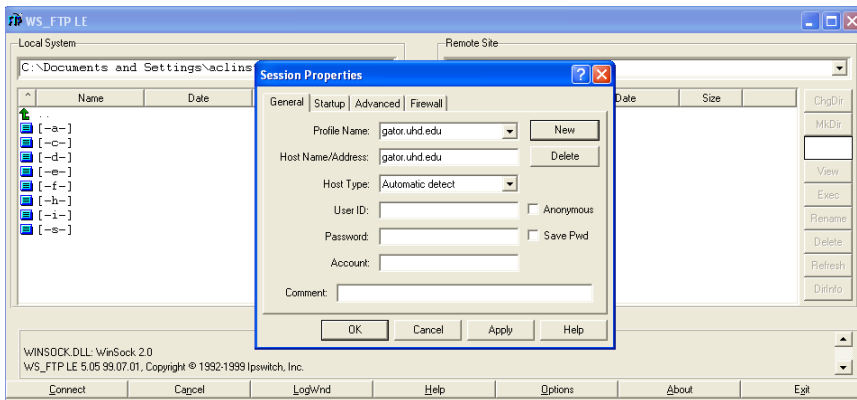
## How to access WS\_FTP LE.



1. **Click** the Start button located on the lower left corner of the screen.
2. **Select** All Programs > WS\_FTP LE

## How to Logon to your Gator account.

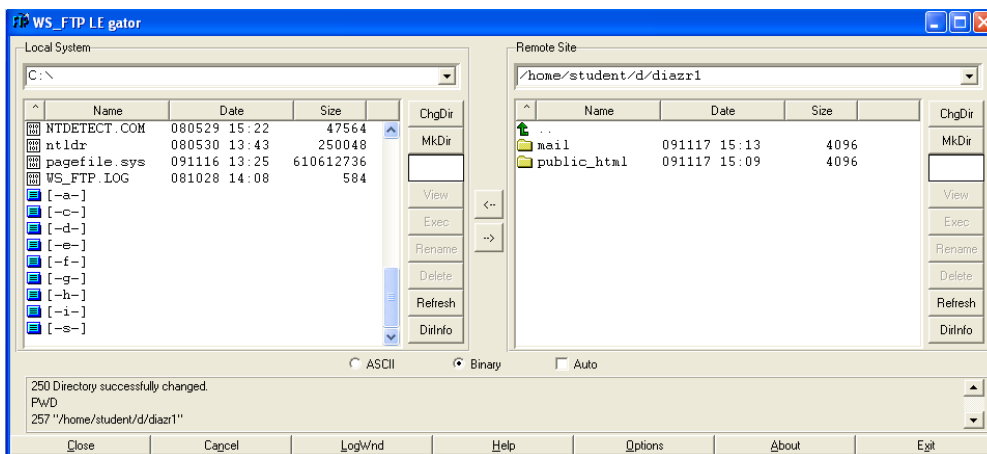
1. **Click** on the *New* button.  
**Enter** gator.uhd.edu in the Profile Name field and the Host Name/Address field.




2. **Enter** your UHD user name in the User ID field.  
**Note:** Verify that “Anonymous” and “Save Pwd” are **NOT** checked.
3. **Enter** your UHD password in the Password field and click the *OK* button to connect to the University of Houston –Downtown’s Linux server.

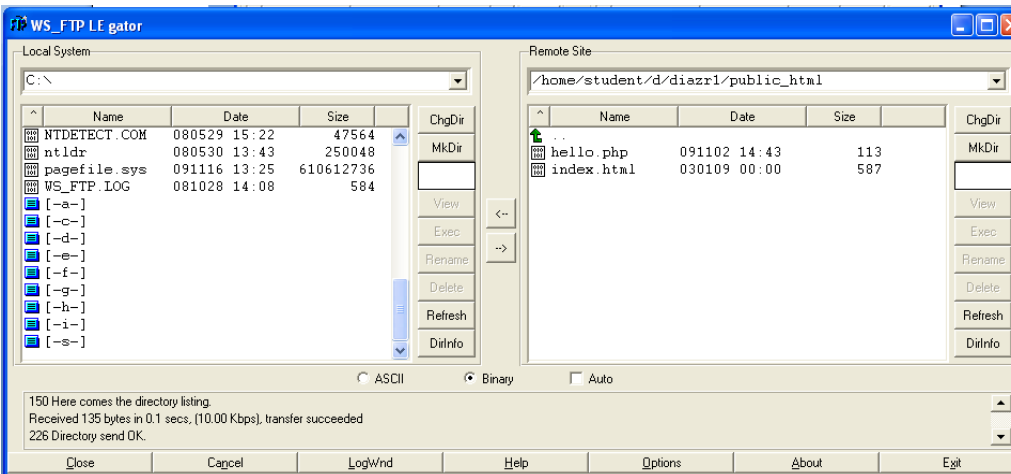
## How to copy files from your local drive to your personal web page at UHD.

1. WS\_FTP LE has two windows, Local System and Remote Site



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2. First, **locate** the **Local Systems** window and select the drive letter and folder on your PC that contains the file(s) you want to transfer.  
**Note: Double click** on **[-c-]** if your local C:\ drive contains the files you want to transfer (use the scrollbars if necessary). You move up the directory structure on either window by double-clicking on the green up arrow, and down by double-clicking on the appropriate folder.
3. Change the **Remote Site** path to the "public\_html" folder by double clicking on the  public\_html icon. Your WS\_FTP LE gator.uhd.edu session should now display `/home/student/d/username/public_html` in the **Remote Site** window, as shown in the image below.



**Important!!!** If the public\_html folder is not displayed follow the steps outlined in pages 9 – 11 of the document titled *Accessing and Sharing Your Linux Share Account*.

**Note:** You may create new directories on either your **Local System** or **Remote Site** by clicking on the "**MkDir**" button and then enter the naming the new directory. Folder names are case sensitive. *Folder\_Names* should NOT contain spaces. Use dashes or underlines instead.

4. **Select Auto** before copying or transferring files from the Local System to the Remote Site.
5. **Select** the file or files you want to transfer by clicking once on the file.
6. To access the files you put on your personal web page at UHD, **open** a browser and **enter** the *URL* to your folder on the server.