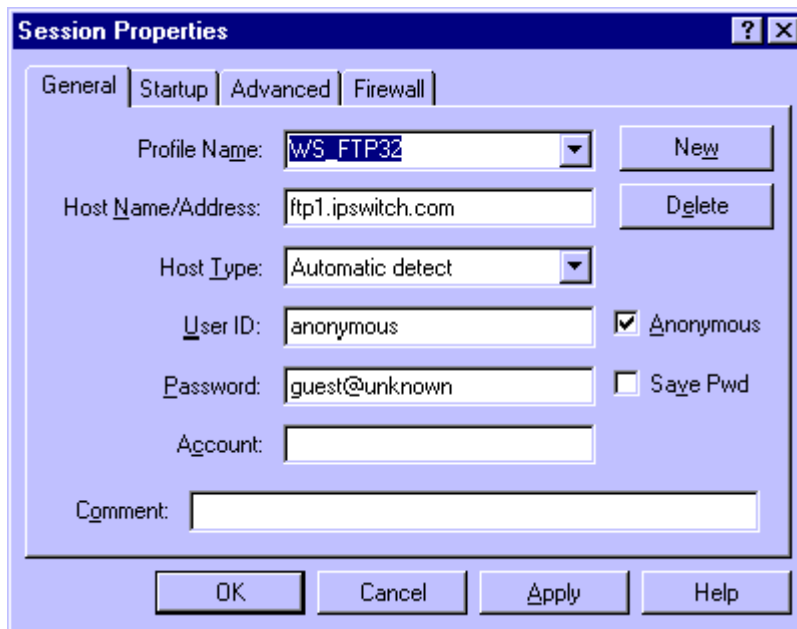


Using WS_FTP

WS-FTP is one of the most popular way's to post a web page here is some examples to make using it easier.

Before starting we recommend that you take a few minutes to go the support area on WS FTP's web site to review WS FTP and FTP basics (<http://www.ipswitch.com>). After you have installed WS FTP on your machine and have started up the program, a dialog box like the following will appear:



The dialog box allows you to create a profile of your own.

The above profile has been set up in the program as a default by the developers of WS FTP. You will need to set up a profile for your own personal page so that you can come back to it each time you want to upload new files and improvements to your site.

To create a profile for your personal page, select NEW and enter the following settings for your personal page.

Profile Name: your personal page name.

Host Name/Address: your host name would be in the format of btc-bci.com

Host Type: this should be left on Automatic Detect.

User ID: your accountname is your user name.

Anonymous check box: deselect so there is no check inside of it.

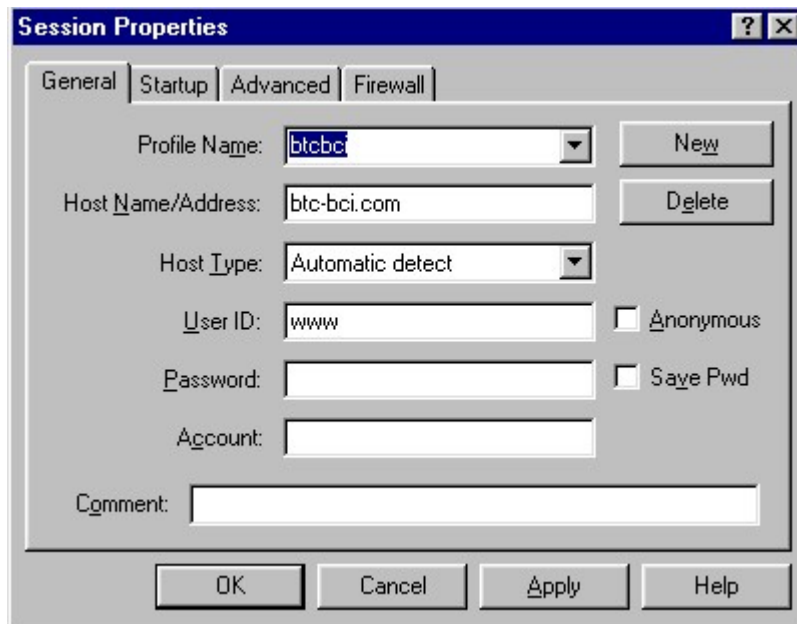
Save Pwd check box: deselect so that there is no check inside of it.

Password: is your ftp password this is the same pass word you use to log into the Internet.

Account: this field remains blank.

If you are dialing out from a stand alone computer, you will not need to change anything on the Startup, Advanced, or Firewall tabs. Otherwise contact your system administrator.

When you are finished entering your information, select APPLY to save your new settings.

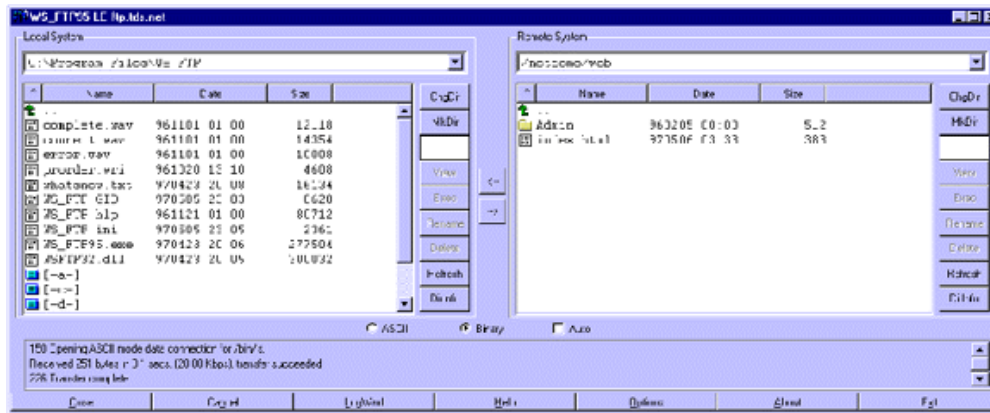


Upon connecting, you will be automatically placed into the root directory of your web space you will need to change to the html directory to add your files. (Note your root directory has files that control features of your account do not delete them).

WS FTP refers to your directory on the web server as the REMOTE SYSTEM. Your PC is referred to as the LOCAL SYSTEM.

Use the and keys to move files from your PC to the web server.

****** The rename option on the REMOTE SYSTEM will allow you to change the name of your home page file to index.html. This is a crucial step, so please refer back to the instructions under YOUR FIRST UPLOAD.******



In order to access the files on your local PC, you will need to change to the directory on your hard disk where you saved your files.

ChgDir: allows you to move between different directories.

View: this will open the file in a text editor such as notepad or wordpad.

Exec: will run an executable file.

Rename: allows you to change the names of files.

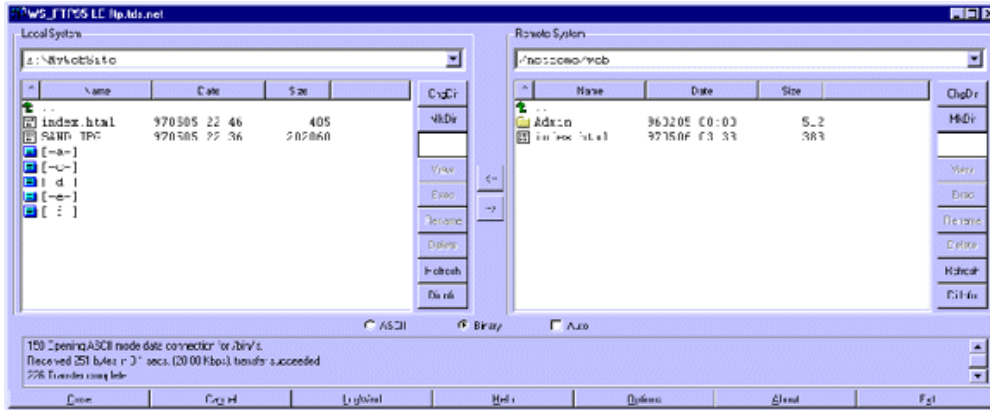
Delete: allows you to delete files.

Refresh: will load a new copy of the files in each directory.

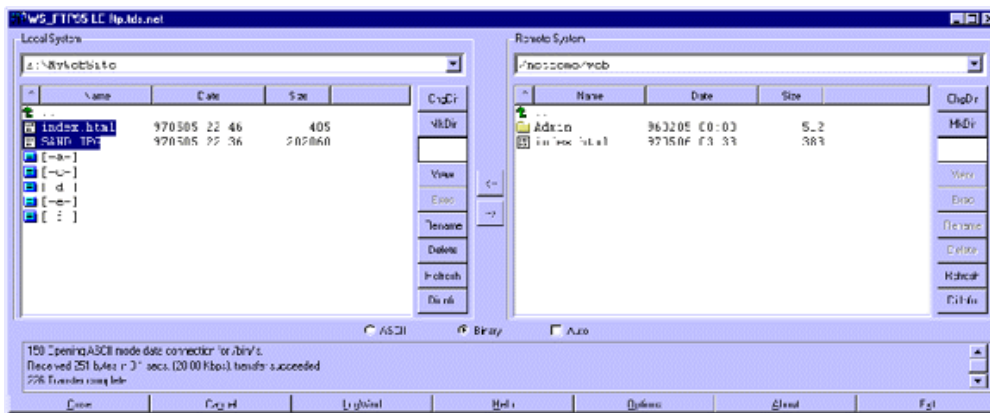
DirInfo: gives you more detail on directory and files.

ASCII Button: Check if you are uploading HTML files.

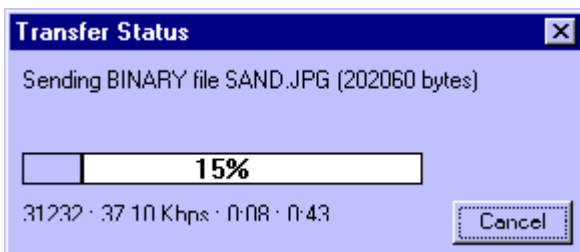
Binary Button: Check if you are uploading gif or JPEG files, or other Images



You choose the files to transfer by selecting them with the mouse.



Next, click on the button in the middle of the screen. A box similar to the following will appear on your screen while the transfer of your files is in progress.



If you run your web browser at the same time you are running WS FTP, you may flip between the two programs to view the changes and additions to your site as you make them.

Use the RELOAD or REFRESH button on your browser to see new changes.