

Using WS-FTP

Quickly and easily transfer files and folders.

<http://www.ispswitch.com>

How do I transfer files using WS-FTP?



1. To Transfer files using WS-FTP™:
2. Download and install WS-FTP™
3. Open WS-FTP™
4. The "Session Properties" window appears.
5. Click "New"
6. Configure your FTP settings with the following: Profile Name: <turbo User ID>
 - a. Hostname/Address: turbo.kean.edu
 - b. Host Type: Automatic detect
 - c. User ID: <turbo User ID>
 - d. Password: <your password>
 - e. Account: <blank>
 - f. Comment: Very short description of Website
 - g. Leave ANONYMOUS and SAVE PASSWORD unchecked.
7. Click "Apply" then "OK"
8. Connection is successful when file log at bottom says "Session Complete".

You are now connected to "turbo.kean.edu"

RIGHT SIDE = Remote Server

LEFT SIDE = Your PC

9. On the RIGHT SIDE, double click on the "WWW" folder. This is where all of your live Website files reside.
 - a. YOU MUST BE IN THE "WWW" FOLDER TO UPDCenter for Professional DevelopmentE YOUR WEB SITE.
10. On the LEFT SIDE, navigate to the folder you created for your Website.
 - a. YOU MUST BE IN THE RIGHT FOLDER TO UPDCenter for Professional DevelopmentE YOUR WEB SITE.
11. On the LEFT SIDE, select the files you have created &/or modified.

12. Click the " -> " to UPLOAD the files to the RIGHT SIDE.
13. Open your Internet browser and navigate to your Website, ie.
www.kean.edu/~<Turbo User ID>
14. Navigate to the pages you have modified.
15. Click "Refresh" on your browser to view the new versions.