

To FTP your files from your P.C.:

FTP (File transfer protocol) is loaded as part of the operating system of Win95, Win 98, and NT.

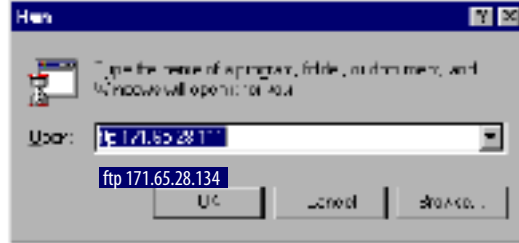
To launch FTP Click:



Choose: **Run**

Type: **ftp 171.65.28.134**

Click: **OK**



- 1) You are now in the FTP program. Type **guest** at the prompt.
User (171.65.28.134: (none)): **guest**
Successful Login [verification that appears after typing the above command]
- 2) Type **pwd** at the ftp> prompt to verify the directory.
ftp> **pwd**
"/visual art/dropoff/" is current directory
[verification that appears after typing the above command]
- 3) Make a new directory (mkdir) with a unique name.
ftp> **mkdir yourname**
"yourname" created [verification that appears after typing the above command]
- 4) Change to that directory (cd xxxxx).
ftp> **cd yourname**
command successful [verification that appears after typing the above command]
- 5) Type **pwd** to verify that you are now in that directory.
ftp> **pwd**
"/visual art/dropoff/yourname/" is current directory
[verification that appears after typing the above command]
- 6) Type **bin** to set binary transfer mode.
ftp> **bin**
Type set to I [verification that appears after typing the above command]
- 7) Type **put** then the path to the files you want to transfer.
For example if the files named **lecture.ppt** and **readme.doc** were in a folder called **slides** on your **C** drive you would type **put c:/slides/lecture.ppt** at the ftp> prompt at the next ftp> prompt type **put c:/slides/readme.doc** to transfer the other file. (You must type the put command and path for each file you wish to transfer.)
ftp> **put c:/slides/lecture.ppt**
transfer complete [verification that appears after typing the above command]
ftp> **put c:/slides/readme.doc**
transfer complete [verification that appears after typing the above command]
- 8) Type **quit**
ftp> **quit**

REMEMBER:

- use **DOS naming protocol** (8.3 naming: filename.ext)
- always include a **Read-Me** file with the following information:
your name, department, phone and/or email address, account number, order instructions (what you need and when you need it)
- **call 3-3964 to inform VAS of the transfer**

To download **WS-FTP**, a graphical FTP software, for use on any Window's PC just type **ESS** in your internet browser.
Or go to: <http://www.stanford.edu/dept/itss/ess/>

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revised 9/02