

Using WS_FTP

to Manage Web Pages



This document accompanies classroom instruction provided by the ITSS Instructional Program at Stanford University. While it is not intended as a stand-alone tutorial, it may be helpful for review of materials taught in the course.

Table of Contents

What is WS_FTP?	4
Getting WS_FTP	5
Starting Up WS_FTP	6
Configuring WS_FTP	8
Uploading & Downloading Your Web Pages.....	9
Uploading Web Pages:.....	9
Downloading Web Pages:	9
Uploading & Downloading Web Graphics Files	10
Uploading Web Graphics:.....	10
Downloading Web Graphics:.....	10
Other Useful Features.....	11
Moving Multiple Files.....	11
Adding Directories	11
Deleting Files	11
Troubleshooting Problems with Uploading Web Pages.....	12
Web Page Comes Up Looking Like “Elbows On the Keyboard”	12
Graphics Didn’t Work After Uploading	12
File Doesn’t Appear On List After Uploading	12
Web Pages Won’t Work After Uploading.....	13
Resources.....	14

What is WS_FTP?

WS_FTP is an application for Windows which allows the user to transfer files between one computer and another using a format called FTP. FTP stands for File Transfer Protocol. FTP is often used to move HTML documents from a personal computer to the server, such as Leland, where they will be available on the Web.. There are applications which serve the same function for Macintosh computers.



Online Resource: Visit the *Using Fetch to Manage Web Pages* (<http://www.stanford.edu/group/itss-customer/docs/fetch.html>).

Getting WS_FTP

WS_FTP LE is available to the Stanford community for free. You may download it from the Web by following the instructions below.



Note: You will need to have a SUNet ID and password in order to download this software.

1. Go to <http://pcstanford.stanford.edu/>.
2. If you aren't running PC-Leland, you'll be prompted to enter your SUNet ID and password before being shown the PC-Stanford Web page.
3. Click on the **Download Now** link.
4. Follow the instructions there for downloading a copy of WS_FTP. You should probably save the installer to the Desktop so you can find it easily.
5. Once the file is downloaded, exit Netscape.
6. On your Desktop, find the installer file. Double-click on it to run the installer.
7. WS_FTP will be installed on your computer.
8. You can then "recycle" the installer files.

Starting Up WS_FTP

1. In the **Start** menu, go into **Programs**, go into **WS_FTP LE**, and choose **WS_FTP LE**.
2. WS_FTP will bring up two windows — one on top of the other. The top window is titled **SESSION PROPERTIES**.
3. Notice the tabs at the top of the **SESSION PROPERTIES** window. Make sure **General** is selected.
4. In the **Host Name/Address** field, type in `transfer.stanford.edu`
5. In the **User ID** field, type in your SUNet id (i.e. your Leland account name)
6. In the **Password** field, type in your password.



Note: This is a hidden field so, as you type, you'll only see symbols appear on the screen. If you see letters, de-select the **Anonymous** box and try again.



Warning! For security reasons, *don't* check the **SAVE PWD** box. You'll be prompted to enter your password each time you connect to the server.

7. Click on the **STARTUP** tab.
8. Under **Initial Remote Site Folder**, type in **WWW**. Make sure they are all capital “w”s.
9. Under **Initial Local Folder**, type in the path to the directory that holds your web pages.
If you are connecting to your personal Web space, you won't need to type anything here. If you are connecting to somewhere else on campus, the path will be something like:
`/afs/ir.stanford.edu/dept/art/`
or
`/afs/ir.stanford.edu/group/itss/`
10. Click on the **Advanced** tab.

11. For **Network Timeout**, type in **120**.
Changing this option to 120 means that you will have 120 seconds of inactivity before WS_FTP disconnects you from the server.
12. Leave all the other fields alone and click on the **OK** button.
13. Enter your password again when prompted.
14. The top window will disappear, leaving the main window showing.
15. The window has two sides. On the left side, you'll see the folders and files on your hard drive. The right side will show you what is in your WWW directory on your Leland account

Configuring WS_FTP

1. Click on the **Options** button at the bottom of the window. This will bring up the **WS_FTP LE Properties** window.
2. Click on the **Advanced** tab.
Make sure the following items are selected:
 - **Show Full Folder Information . . .**
 - **AutoSave Host Configurations**
 - **Show WS_FTP Sites on Startup**
3. Click on the **Session** tab.
Make sure the following option is selected:
 - **Update Folders After Transfer**
4. Click on **OK**.

Uploading & Downloading Your Web Pages

Uploading Web Pages:

First of all, make sure you are in the correct directory on your hard drive (left hand window). You may want to create a Web Pages directory where all your HTML files are stored.

1. When you see the page you want to upload, click to select it.
2. Click on **ASCII** in the lower portion of the window.
3. Between the two sides of the window, you'll see two arrows (← and →). Click on the → arrow.
4. You should then see the name of the file you uploaded appear on the right hand side window.
Congratulations, your file is uploaded!



Note: Remember, anytime you make a change to your web page now, you'll need to re-upload the page to the web for the changes to take effect.

Downloading Web Pages:

First of all, make sure you are in the correct directory on your hard drive (left hand window).

1. When you see the page you want to upload, click to select it.
2. If it's a text file, click on **ASCII** in the lower portion of the window.
3. Between the two sides of the window, you'll see two arrows (← and →). Click on the → arrow.
4. You should then see the name of the file you uploaded appear on the right hand side window.

Uploading & Downloading Web Graphics Files

Remember that only graphics files formatted as GIF or JPEG will work on Web pages. If your graphics are not in these formats, you will need to get software that will let you convert them to GIF or JPEG before uploading them to the Web.

Uploading Web Graphics:

1. Follow the steps above in "Uploading Web Pages".
2. Rather than setting the file type to **ASCII** as instructed above, set it to **Binary**.



Warning!

Once you connect with Leland, you are interacting with the UNIX environment and it isn't as user-friendly as the Windows environment you are used to. One key difference is that WS_FTP will overwrite your files on Leland without asking you if that's what you really want to do. So, if you have an index.html file on Leland and you accidentally move up another file called index.html, it will erase the first file and replace it with the second. Because so many files are named index.html, this could be a problem. Keep backup copies of your Web pages on your computer in case you need to reload your Web pages for any reason. This also makes editing and revising your pages much easier -- they are already on your hard drive waiting for you.

Downloading Web Graphics:

Follow the steps for "Downloading Web Pages." There are no additional instructions for downloading graphics.

***Go to:** "Downloading Web Pages" – page 9.

Other Useful Features

Moving Multiple Files

To move multiple files from your Windows computer to the server,

1. Highlight one or more files in the left hand window and click on the → arrow. All the selected files will be uploaded to the server automatically.

Adding Directories

You can also use WS_FTP to add directories to your WWW area.

To add a directory, click on the **MkDir** button on the right hand side of the window.

1. A small dialog box will prompt you to type in the name of the new directory. Key in the name without spaces or punctuation.
2. The new directory will appear on the file list with a folder icon.



Note: Any directories that you add in this way, within your main WWW directory, will be automatically configured correctly to allow them to serve up Web pages.

Deleting Files

1. Select the file(s) you want to delete,
2. Click on the **Delete** button.
3. You'll be prompted to confirm that you wish to delete the file.

Troubleshooting Problems with Uploading Web Pages

Web Page Comes Up Looking Like “Elbows On the Keyboard”

When you go to your URL, you see something that looks like

“<ï à;± áAOQBZAHUALQCeCEJpcmNoT2FrAAAAAAAAAAAAAAAAAAAAAB01hY0xpem”

instead of your Web page. This occurs when the original file was created in a word processor such as Microsoft Word. Go back into the word processor and save that file again as a TEXT ONLY document. Then you can upload it in the TEXT format.

Graphics Didn't Work After Uploading

If the graphics are not in the JPEG or GIF format, they will not work on the Web. You may need to use a file conversion program to change the format of the file so that it can be used as a Web graphic.

File Doesn't Appear On List After Uploading

If, after uploading, the file doesn't appear in the server window, you may need to click on the **Refresh** button. This should also force WS_FTP to update the date the file was uploaded to the server. If that doesn't work, make sure that you haven't lost your connection to the server.

WS_FTP will automatically close your connection after a few minutes of inactivity. This is to save computer resources and there is no way to turn off this feature.

1. Click on the **Close** button.
2. Then click on the same button again. The name of the button will have changed to **Connect**.
3. The **Session Properties** window will come up again prompting you to type in your User ID and password.
4. Be sure to click on **ADVANCED** tab and set **Network Timeout** out to 120.
5. Once you've reestablished the connection, upload your file again.

Web Pages Won't Work After Uploading

If you can't view your Web pages after uploading them, check to make sure that:

1. You pointed your browser to the correct URL (Web page address).
Usually: <http://www.stanford.edu/people/yourSUNetID/>.
2. You have a WWW directory in your Leland directory.
3. You have put the Web files within that directory.
4. You have the permissions set correctly for your Leland account and WWW directory.



Online Resource: Visit the *Publishing Web Pages at Stanford*
(http://www.stanford.edu/group/itss-crc/pubs/pub_web.html).

Resources

- PC-Stanford Home Page
(<http://pcstanford.stanford.edu/>)
- Using Fetch to Manage Web Pages
(<http://www.stanford.edu/group/itss-customer/docs/fetch.html>)
- Publishing Web Pages at Stanford
(http://www.stanford.edu/group/itss-crc/pubs/pub_Web.html)