

This Step-by-Step explains the procedures for using the Core FTP.

This Step-by-Step assumes that the user has already created the web pages and installed Core FTP. Note: Core FTP can be downloaded free of charge from <http://www.coreftp.com/download.html>

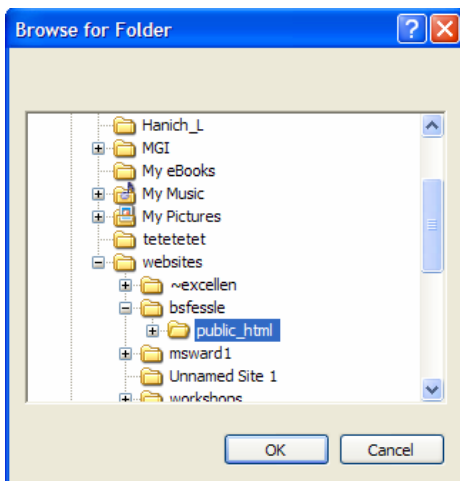
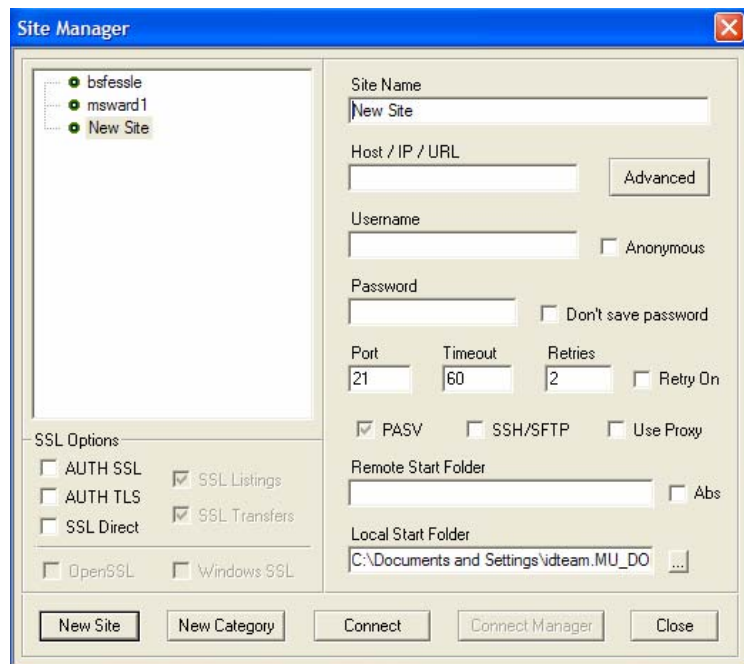
1.) Open Core FTP.
- A window titled "Site Manager" will open.

2.) Enter an appropriate name for your site in the text field labeled "Site Name"

3.) For Host/IP/URL type the following:
marauder.millersville.edu

4.) Enter your My Ville username and password. Check the box labeled "Don't save password"
Note: for security purposes never save password.

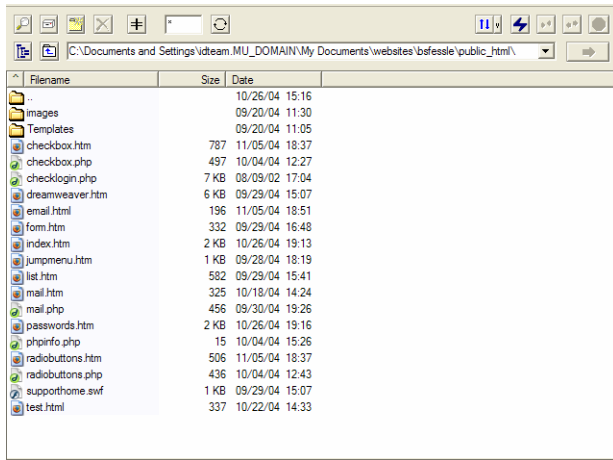
5.) For the area labeled "Local Start Folder" click on the button next it. In the new window navigate to your local root folder and select the folder named "public_html"



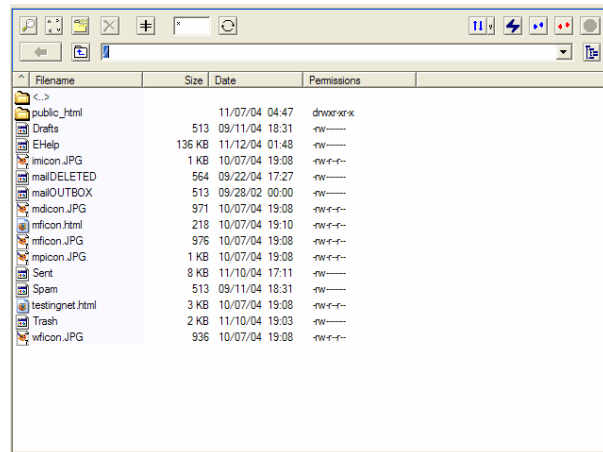
6.) Click "Ok"
7.) Click "Connect"

Note: Steps 1-7 will only need to be done the first time you use Core FTP

8.) In Core FTP you will see two windows. The left window shows your local files stored on your computer. The right window shows your remote files that are stored on the web server.



Local (root) Folder



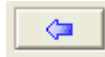
Remote Folder (public_html)

9.) To put files from the Local Folder to the Remote Folder select the file or files you wish to put by clicking on them. Note: to select multiple files at one time hold down the Ctrl key and click the files.

10.) Once the files are selected click the "Upload" button.



11.) To download files from your Remote Folder to your Local Folder select the files you wish to copy and click the "Download" button.



Note: If you do not move files for an extended period of time Core FTP disconnects from the remote server. To reconnect click the "Reconnect" button.

