

Managing Files on Remote Servers using FTP

File Transfer Protocol (FTP) is a method of transferring files of any type between 2 computers usually a local standalone computer and a remote system. There is no need for disks - files may be transferred to and from any computer (pc or mac).

All that is needed is:

1. An account on a remote site
2. FTP software on the local computer
3. An internet connection

STEP 1: Remote Site Accounts

BGC students are entitled to a 10 MB account on a server at Bard College (a remote site). The server account must be configured (a one time only affair) using telnet software.

STEP 2: FTP Software

Using FTP software you connect to the remote site and sign in with a username and password to get access to your space. You may then transfer files between the 2 computers.

All public access computers in the BGC library and VMR department have WS_FTP installed. Bard College has free software downloads for WS_FTP (for pc's) and Fetch (for Macs)

Downloading and Installing FTP software on your computer

1. Ensure you have an internet connection.
2. Open **Internet Explorer** and go to the inside.bard website:
<http://inside.bard.edu>
3. Select **Computing** and then select **Software Downloads**.
4. Scroll down to the **FTP Clients** section.
5. From the dropdown menu, select **Win_FTP** if you have a pc or select **Fetch** for Macintosh if you have a Mac.
6. Click on **download file**.
7. At the prompt, enter your **Bard userid** and **password**.
8. The software will then be downloaded on to your computer. To install it just doubleclick on the icon that appears on your desktop and follow the prompts.

Connecting to the remote site

1. Open the FTP software.
 2. In the **Host name** field enter bard.edu
 3. Enter your Bard **userid** and **password** and press the **Connect** button.
- NOTE: when using this software on BGC computers make sure the "Save password" option is disabled.

STEP 3: Uploading and Downloading files

A screen will appear with a view of the directory of the Local System (your computer) on the lefthand side and a view of the directory of your personal section of the Remote Site (a server at Bard College) on the other side.

Uploading a file from your computer to the remote site

1. Create a new folder for your ftp files on the remote site.
2. On the **Remote Site side** of the screen click on the **MkDir** button and type "**FTP uploads**" then press **OK**.
3. Open this new folder by doubleclicking on it. The remote site is now ready to receive files in this new folder.
4. On the **Local System side** of the screen locate a file on your computer that you would like to upload.
5. You can use either the **little green arrow** at the top of the Local System list to move up the directory tree one level at a time or click on the **ChgDir button** and enter the exact path to the folder that contains the file you want to upload.

For example: to locate a file that is saved to your desktop:

Click on ChgDir and enter: C:\Windows\Desktop

6. Highlight the file in the Local System side you would like to upload and press the **->** button in the middle of the screen. The file name will appear on the Remote Site side once uploading is complete.

NOTE: this procedure does not move the file but places a copy of the file on the remote site.

7. Close the connection to the remote site by clicking on the **Close** button.

Uploading time depends on the size of the file and the type of internet connection. Small files of a few KB may be transferred almost instantly but files that are a MB or more may take much longer, particularly using a dial-up connection.

Downloading a file from the remote site to your computer

1. Connect to the remote site by selecting the **Connect** button.
2. To create a new folder on your desktop for downloaded files click on **ChgDir** on the **Local System** side, enter "**C:\Windows\Desktop**" and press **OK**. Select **MkDir** and type "**FTP downloads**". Open this folder.
3. Locate the file you just uploaded in the **FTP uploads** folder on the **Remote Site** and highlight it.
4. Ensure the path at the top of the **Local System** side is where you want the file to go.
5. Click on the **<-** button in the middle of the screen to download the file from the remote site to your computer. The file name will appear on the Local System side once downloading is complete.

STEP 4: Maintaining your remote site account

BGC students have a limited (10MB) amount of space on the remote server. Depending on the size (see attached [File Size Guidelines](#) chart) and amount of files you upload to your account this space may fill up quickly.

Checking the size of a file to be uploaded

1. Open [Windows Explorer](#).
2. From the menu at the top select [View](#) then [Details](#).
3. Locate the file you wish to upload and note the size of the file.

Deleting files from the remote site

1. Make sure you have successfully downloaded the file to your local computer and/or you no longer need the file.
2. Highlight the file in the [FTP uploads folder](#) on the [Remote Site](#) side.
3. Press the [Delete](#) button on the [Remote Site](#) side.

Uploading, Downloading and Deleting more than one file at a time

To move or delete a consecutive list of files:

1. Highlight the file name at the [top](#) of the list.
2. Holding down the [shift key](#), click on the last file name in the list.
3. Now the entire list will be highlighted.
4. Press the [->](#) or [<-](#) buttons in the middle of the screen to upload or download the files or press the [Delete](#) button.

To move or delete multiple files that are not in a consecutive list:

1. Holding down the [Ctrl key](#), click on each of the file names you wish to transfer or delete.
2. Now only these files will be highlighted.
3. Press the [->](#) or [<-](#) buttons in the middle of the screen to upload or download the files or press the [Delete](#) button.