

Tutorial on file Transfer Protocol (FTP)

English 439/539 | Fall 2005

The following tutorial provides instructions on how to use FTP software to transfer files from your local machine to the ODU library server. You will receive instructions for using Hummingbird FTP. The principle for using WS_FTP (which can be found on or freely download onto most PCs) and Fetch (which can be found on or freely download onto most Macs) is very similar.

Getting Started

- Create a folder in your H-drive called “web.”
- Open Dreamweaver
- Create a file named “index.html” and save it in this folder.
- On this page write “<your name’s> web site” and save.

Save all of your files for your web site here. Although you can work on the files directly from the server (Dreamweaver FTP); it is good to have them saved in more than one place.

FTPing from Hummingbird

Hummingbird is the FTP program in BAL 316.

- Go to **Start→Programs→Hummingbird ConnectivityV7.0→Host Explorer→FTP**
- The program will load and a navigation window will appear
- Navigate to the “index.html” in the web folder.
- Go to **Connection→Open**; a new window will appear
- Type the following information into the corresponding fields:

```
Server:  courses.lib.odu.edu
Username:  engl439fall05
Password:  student
Initial Dir:  <first initial, full last name, no space>
(e.g., kdepew)
```

After some time, a window to the server with two boxes will appear. The left box shows you where the folder in the server is located. The right box shows you what files are in the folder.

- Click on the “index.html” file from the “web” folder.
- Drag it to the right box on the server window.

The file is now in the server folder and can be viewed at:

```
http://courses.lib.odu.edu/engl/kdepew/engl439fall05/<server folder name>
```

Files can be moved from the server to your local drive by reversing the transfer process.