

Transferring files to the professional home page server: PC

Faculty may have professional web pages for materials like vitae, syllabi, etc. Professional web pages are not maintained in Cascade Server (the College's Content Management System) like departmental sites. Professional web page files must be transferred to the "public_html" folder in your directory on the home page server. The instructions below explain how to do this on a Windows computer. For more information on professional home pages, see <http://www.snc.edu/techsupport/web/profpages.html>.

Professional home page server access

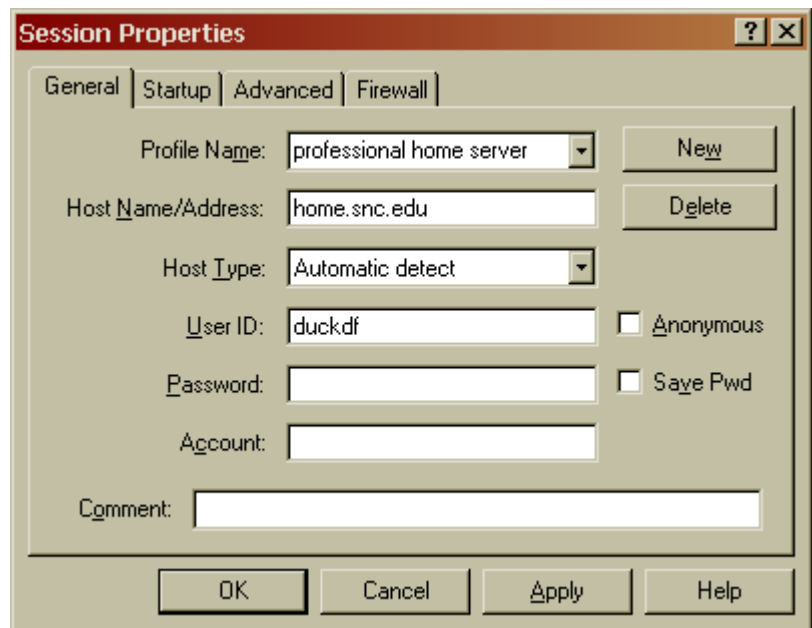
To request an account and directory on the professional home page server, send e-mail to webmaster@snc.edu. Your login ID and password are the same as your SNC network login ID and password.

WS-FTP for Windows

For Windows computers, we use a program called WS-FTP to transfer files to and from the professional home page server. If WS-FTP is not already installed on your computer, you can install it from the Network Software folder. In WS-FTP, you can set up a profile the first time you log in to the server, so that you won't have to re-enter all of the information each time. The only thing you will have to type each time will be your password.

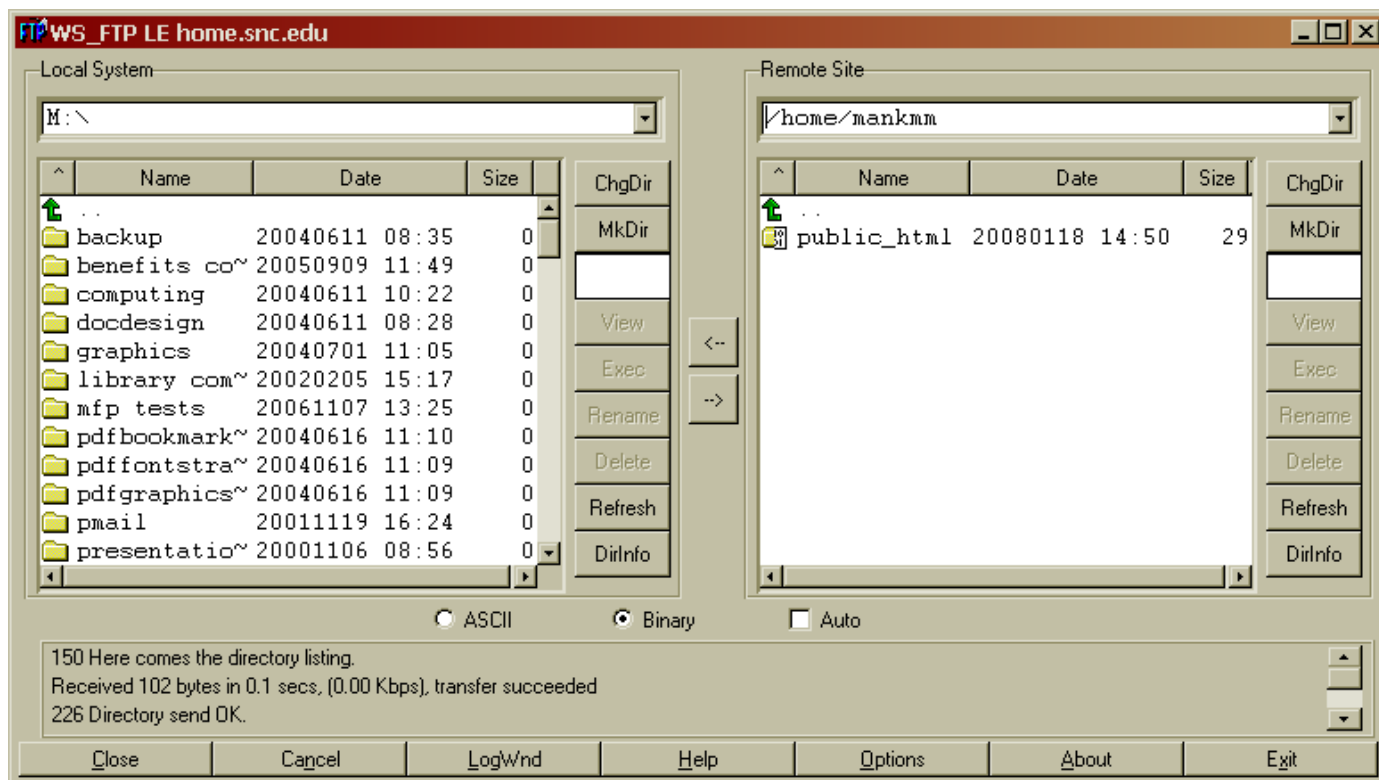
Configuring WS-FTP (first time)

1. Start WS-FTP (Start – Programs – WS_FTP – WS_FTP95 LE).
2. Click the New button to configure a new session profile (see picture, right).
3. In the "Profile Name" box, type a name for the profile, so that you can reuse it later. You can name it anything you like (e.g., "professional home server" or "my professional page").
4. In the "Host Name/Address" box, type: **home.snc.edu**
5. In the "Host Type" box, choose Automatic detect.
6. In the "User ID" box, type your 6-character SNC login ID (e.g., duckdf).
7. Leave the "Password" box blank.
8. Leave the "Account" box blank.
9. The check boxes on the right side should **not** be checked.
10. Click the Apply button. The profile is now saved for future use. You can close WS-FTP or click OK to connect.



Using WS-FTP

1. Start WS-FTP (Start – Programs – WS_FTP – WS_FTP95 LE).
2. If your profile for the professional home page server (which you created above) is not already selected, select it from the "Profile Name" menu.
3. To connect to the web server, click on the OK button.
4. When prompted, type your SNC password in the box and click OK.
5. Once connected, you should see the folders you have access to on the right side under "Remote Site" (see picture, next page). Most people will only see one folder, public_html. If no list appears on the right side, and/or you hear an "uh-oh" sound, you probably mistyped your password. Click the Connect button in the lower left corner of the window and try again.
6. The files for your professional home page go in the public_html folder, so you need to open it before transferring any files. Double-click on the public_html folder to open it.



Transferring files *to* the server

1. On the left side of the screen, under “Local System,” locate the file or folder you wish to transfer. If the file you wish to transfer is not in the current listing, scroll through the list and navigate to the correct folder. To go up a level, double-click on the green up arrow at the top of the list.
2. In the middle of the window, there are arrow buttons pointing left and right. To copy a file or folder from your computer (or network drive) to the server, click once on the file or folder on the left side to highlight it, then click on the arrow pointing to the right.
3. After transferring the file, use a web browser to view your page/site, and make sure that it looks the way you want it to. If not, modify it and transfer it again (remember to click the Reload button in your web browser in order to see the updated page).
4. When you are finished transferring files, close WS-FTP.

Transferring files *from* the server

1. On the left side of the screen, under “Local System,” navigate to the directory where you want to store the transferred file.
2. On the right side of the screen, under “Remote Site,” click once on the file or folder you wish to transfer. If the file or folder you wish to transfer is not in the current listing, scroll through the list and navigate to the correct folder. To go up a level, double-click on the green up arrow at the top of the list.
3. In the middle of the window, there are arrow buttons pointing left and right. To copy a file or folder from the server to your computer (or network drive), click once on the file or folder on the right side to highlight it, then click on the arrow pointing to the left.
4. After transferring the file, you can modify it and then transfer it back to the server.
5. When you are finished transferring files, close WS-FTP.

Assistance and questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e mail at helpdesk@snc.edu, or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.