

Transferring Files to and from Your SFS Directory Using WS_FTP LE

The following instructions will guide you in the file transfer process.

1. Start the **WS_FTP LE** program. In the labs, there is a shortcut for it on the desktop and it is also located under Programs, Telnet and FTP (Click **Start**. Select **Programs**. Select **Telnet and FTP**. Select **WS_FTP LE**).
2. On the login screen (Figure 1), you will need to enter the host name of the computer that you want to copy your file to. If you are using a lab computer, select the **Demeter** profile in the **Profile** field. Its corresponding Host Name/Address (ftp.sunyit.edu) will be automatically entered. If you are using your home or office computer, you will need to enter the host name **ftp.sunyit.edu** in the Host Name/Address field.
3. Enter your SITNet ID in the User ID field and password in the password field. Use the mouse or press the <TAB> key to move to the appropriate fields. Then click on **OK** (Figure 1).

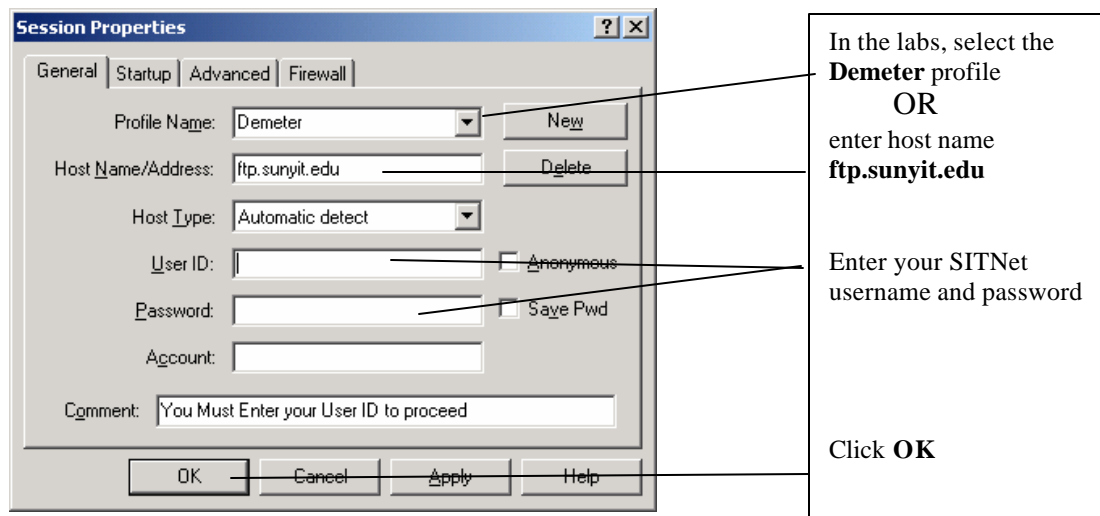


Figure 1. WS_FTP LE Login Screen

4. A split screen with two windows will appear (Figure 2.). The files on the PC local hard drive appear in the Local System window. The files in your SFS directory appear in the Remote Site window. In the computer labs, the local system opens to the C:\TEMP folder automatically.

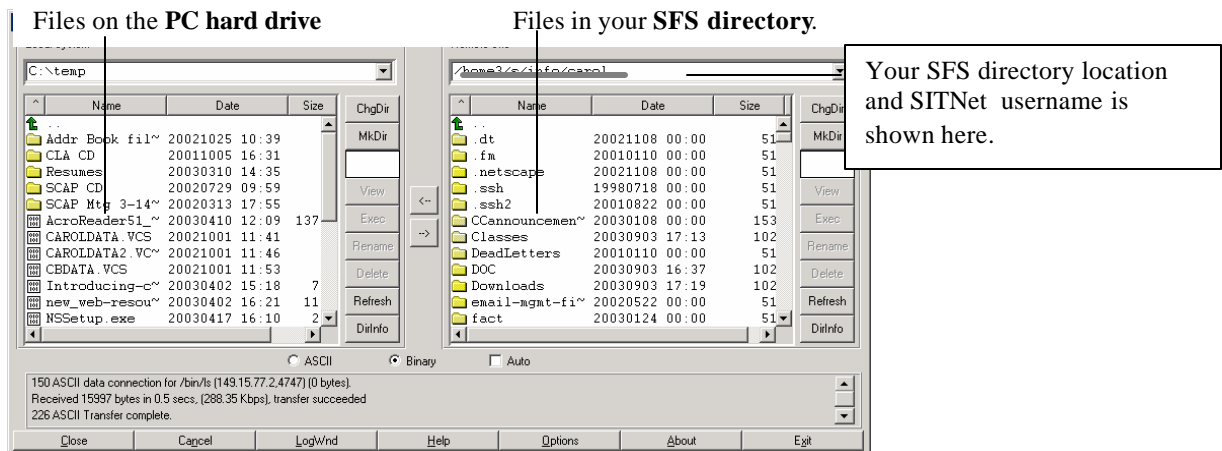
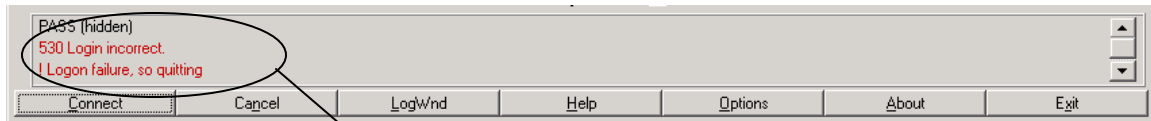


Figure 2. File Transfer Windows



Transmission Errors

Transmission errors are displayed in **red** text in this area of the screen. If you get an error, your file was **not** successfully copied (transferred). Common transmission problems result from

- ? The connection was timed out or interrupted. This is usually corrected by clicking on the Connect button and logging in again. If that does not correct the problem, exit out the program and start it up again.
 - ? There is not enough space in your SFS directory for the file you want to copy. This is corrected by freeing up space in your SFS directory. Do this by deleting unwanted e-mail messages, messages with attachment files take up a lot of space; and deleting files you do not need. Do **not** delete system files or folders (Figure 2, 3). Archive files that you want to keep but do not need to access in the near future. Do this by copying them to removable recordable media (e.g. CD, floppy disk, USB drive). Then delete them from the SFS to free up space.
6. Click on the **Exit** button when you have finished copying files.