

Tools for Data - Web Data

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Using Internet Explorer to FTP

Internet explorer can be used in conjunction with Windows Explorer as an FTP tool to move files to and from the server and to perform basic functions such as deleting, renaming, or checking a files properties.

1. Open Internet Explorer
 - a. If your address bar is not showing, turn it on
View | Toolbars | Address (a check will appear next to “address” when on)
2. Browse to your portfolio (i.e. – http://192.107.108.56/portfolios/t/testuser_a)
3. Delete the http part of the address and replace it with “FTP”
(i.e. – ftp://192.107.108.56/portfolios/t/testuser_a)
4. login to your account (File | Login as)
5. type your username and password (make sure the save password box is not checked)
6. Click Login button
7. Open Windows Explorer
 - a. Hold down the windows key and hit “E”

If this does not work, try looking for it in any of the following locations.

- b. Top of the start menu
 - c. Start | Programs
 - d. Start | Programs | Accessories
8. Browse to the folder containing your web site
 9. Position the windows so you can access both programs

❖ **To Copy Files to the Server**

Select Files from Windows Explorer and Drag to the appropriate location in Internet Explorer

❖ **To Copy Files to your Local Machine**

Select from Internet Explorer and Drag to the appropriate location in Windows Explorer

❖ **To Create a New Folder in Either Location**

RC | New | Folder

❖ **To Rename a File or Folder in Either Location**

RC | Rename | Type the desired name

❖ **To Delete a File or Folder from Either Location**

Select File or Files | RC | Delete

❖ To Check a Files Properties (two options in either program)

1. View | details (properties of all files)
2. RC file | Properties (properties of an individual file)

❖ **To Select Multiple adjacent files For Any Action (shift click)**

Click the first file of the group | Hold down the shift Key | Click the last file of the group

❖ **To Select Multiple Non-adjacent Files for Any Action (ctrl click)**

Click the first file | hold down the ctrl key | click each other file you wish to select