

FTP Access – Windows

Unlike Mac OSX, Microsoft Windows will natively support FTP inside the operating system without the need of a 3rd party FTP client.

To start, open “Computer” or “My Computer”. This will launch Windows Explorer and should show you a screen similar to Image 1 below.

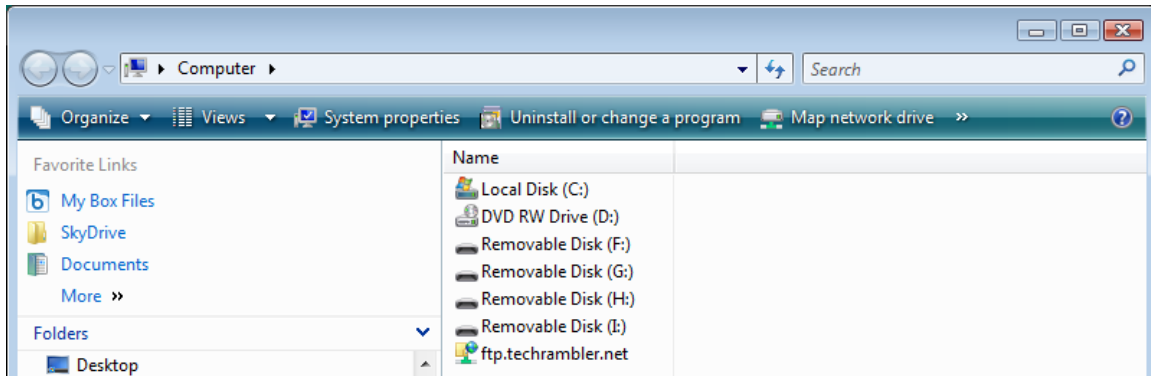


Image 1: (My) Computer

Right-click on an empty-space on the window and select “Add Network Location” on the pop-up menu.

A screen welcoming you to the Add Network Location Wizard should appear. Click “Next” to continue the setup.

You may be asked if you want to select an MSN Community or choose a specific location for this connection on a screen similar to Image 2 below:

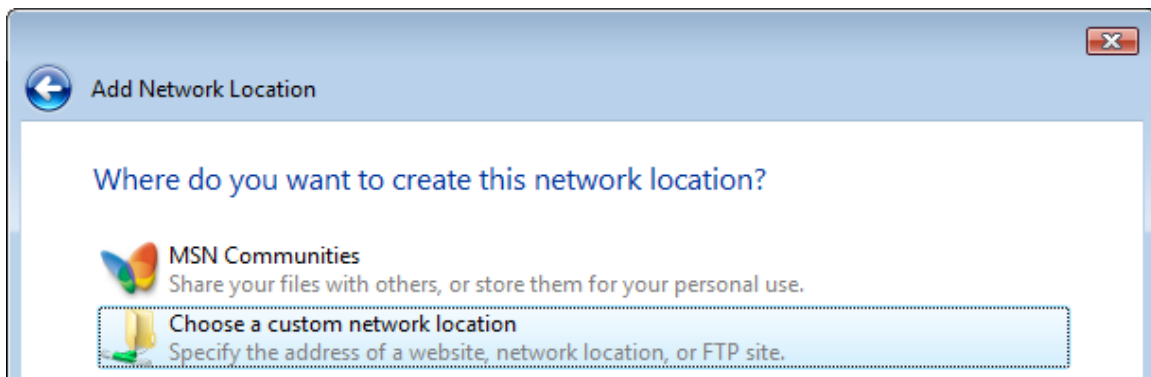


Image 2: Custom Location

Select “Choose a Custom Network Location” and then press “Next” to continue with the setup.

You will now be asked to specify the location of the server on a screen similar to Image 3 below:

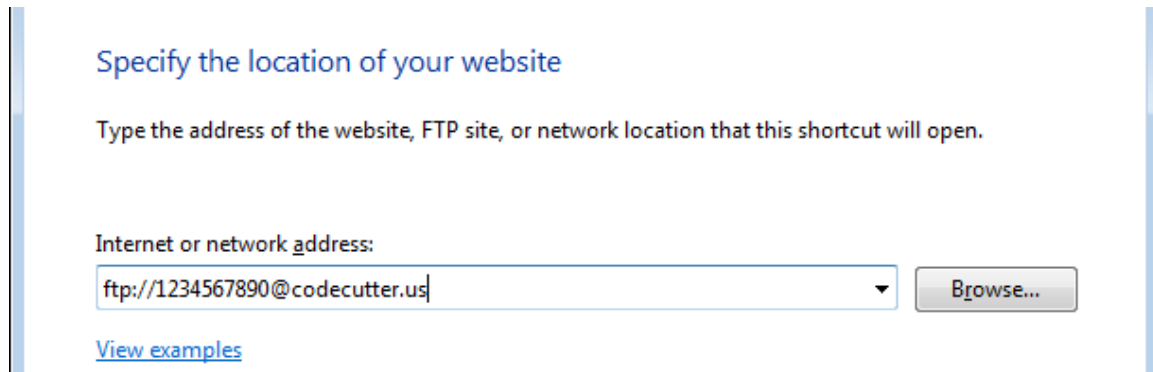


Image 3: Specify Server

Enter **ftp://userid@codecutter.us** in the field and press “Next” to continue with the setup. The userid will be your course number and your full last name. Example: course name = DSN3083, last name = smith / userid = 3083smith

On the next screen, you will be asked to give this connection a name. Give it a name that is meaningful to you. This name will appear below the icon on “(My) Computer” when the setup is complete. Press “Next” to continue with the setup.

The next screen is a confirmation screen. Make sure that the checkbox next to “Open this network location when I click Finish” is checked. Press “Finish” to continue with the setup.

There should be a brief pause while your computer communicates with the FTP server. Following this pause, a screen similar to the one in Image 4 below should appear:

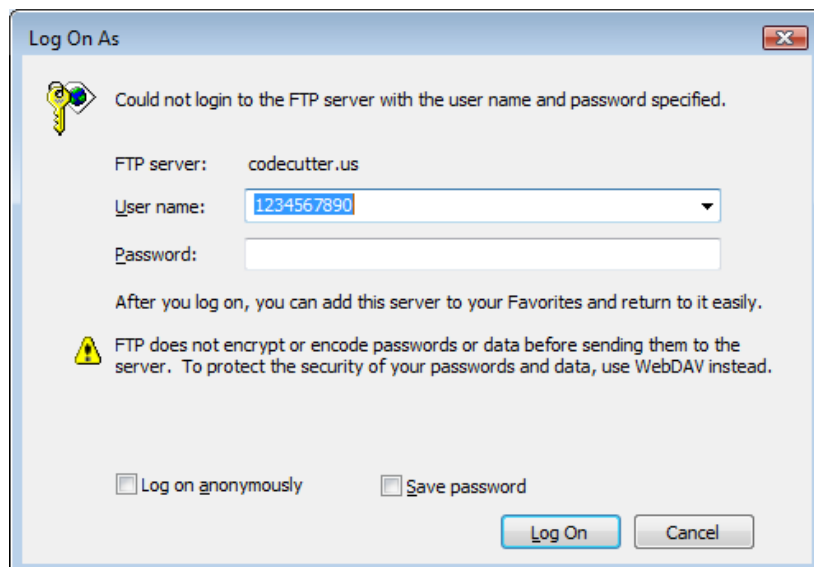


Image 4: Login Credentials Default

For the username, enter **userid@codecutter.us** (as outlined on the previous page). Enter your student id number as the password. Make sure that “Log on anonymously” is unchecked and that “Save password” is checked.

Your screen should look similar to Image 5 below:

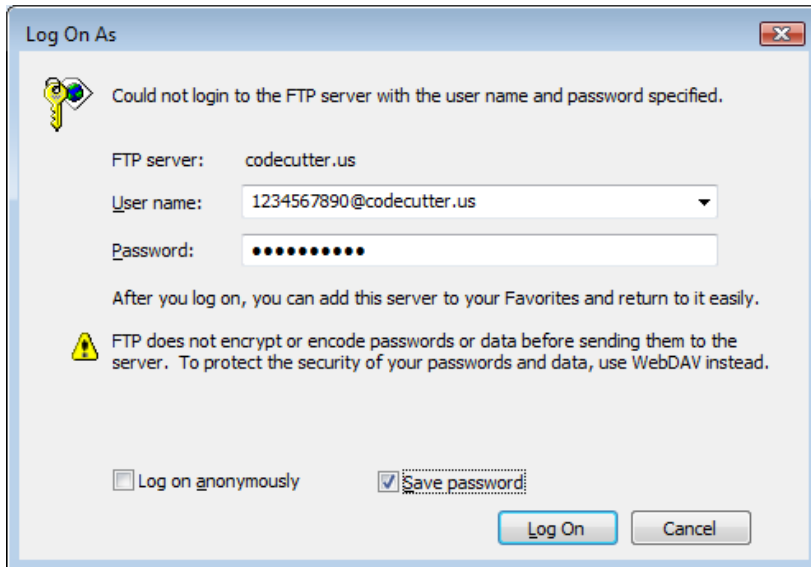


Image 5: Login Credentials

After a brief pause, a screen similar to the following should appear showing you the contents of the FTP directory on the server.

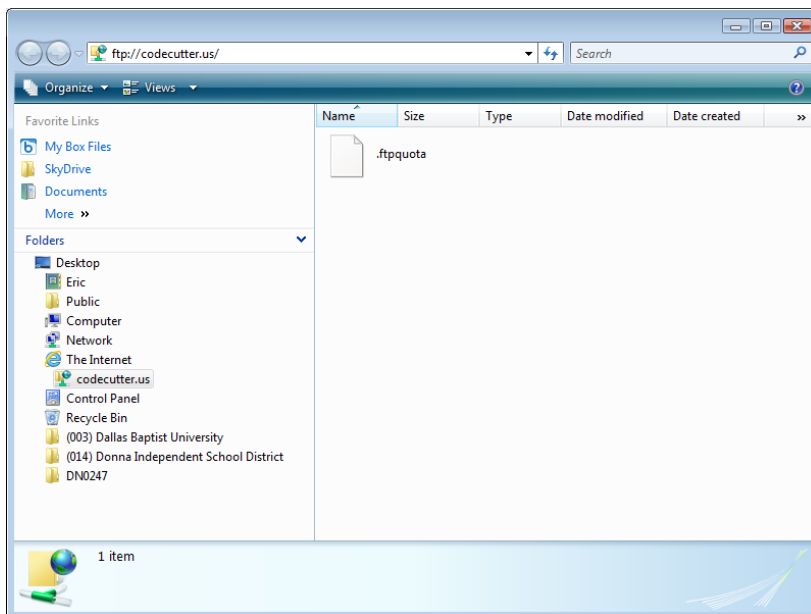


Image 6: FTP Directory

You will now use this like a “normal” directory in Windows. Just drag your files and folders into the window and they will be uploaded to the server.

Obviously, you must have a connection to the Internet to utilize this system.

Accessing Your Files

To access your files, navigate to <http://ai-dallas.codecutter.us/> -> *Select Your Class from the “Artist Uploads” pull-down menu in the navigation and then click on the link for your account.*

You can either add or remove files from the web server via FTP and any FTP client. Please consult the back section of the Week 1 handout for a list of other FTP clients.