



HOW TO USE FTP

WHAT IS FTP?

- FTP stands for "File Transfer Protocol" and it is used to transmit data across the internet.

WHAT YOU NEED:

AN FTP PROGRAM

- If you are using a Macintosh you can use FTP programs like **Fetch** or **Transmit**. If you are on a PC you may use **CuteFTP**, but there are many free programs available for either platform.

You can find and download FTP software from the web if you do not already have an FTP client.

THE ADDRESS OF THE FTP SERVER

- The server address to access your space at school is: "**ftp.ecuad.ca**"

Do **NOT** add "www" to the beginning of the address and do not type the quotation marks.

LOGIN AND PASSWORD

- These are the **same** as the ones used to connect to your **ECUAD space or email account**.

INITIAL FOLDER (AKA DIRECTORY OR PATH)

* Please note: These paths are **case-sensitive**

- To connect to your private server space leave path blank.
- To connect to the **Instructor Folders on Public** type:
`/home/students/Public/Instructor/`
- To connect to the **Instructor Dropbox** folders type:
`/home/students/Dropboxes/`
- You should not need a port number.

TROUBLE CONNECTING:

- **Check the Passive FTP setting**
If it's off, turn it on or vice versa. This setting often depends on how firewalls are set up.
- **Double check your typing**
Connection problems often occur because of typing errors.

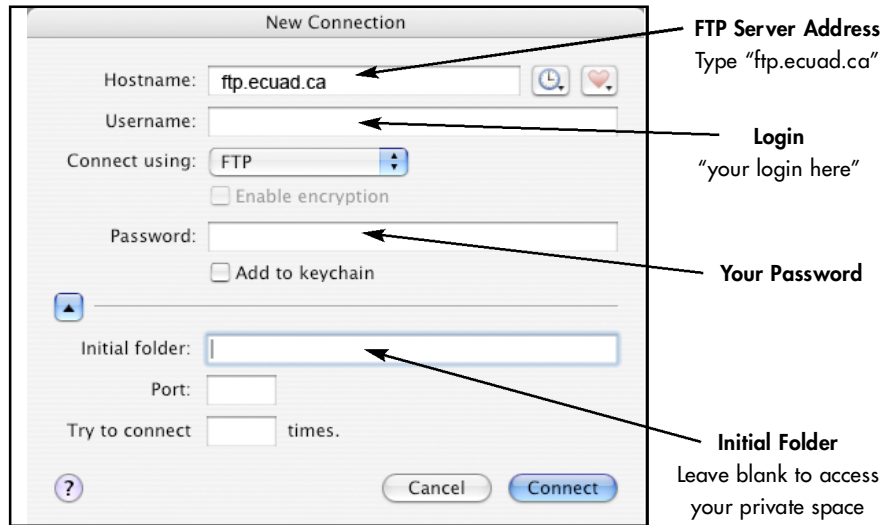
IMPORTANT:

- **Be careful with your space**
When you connect to your space using FTP, you are accessing it as if you were at the school. It is not a duplicate space.

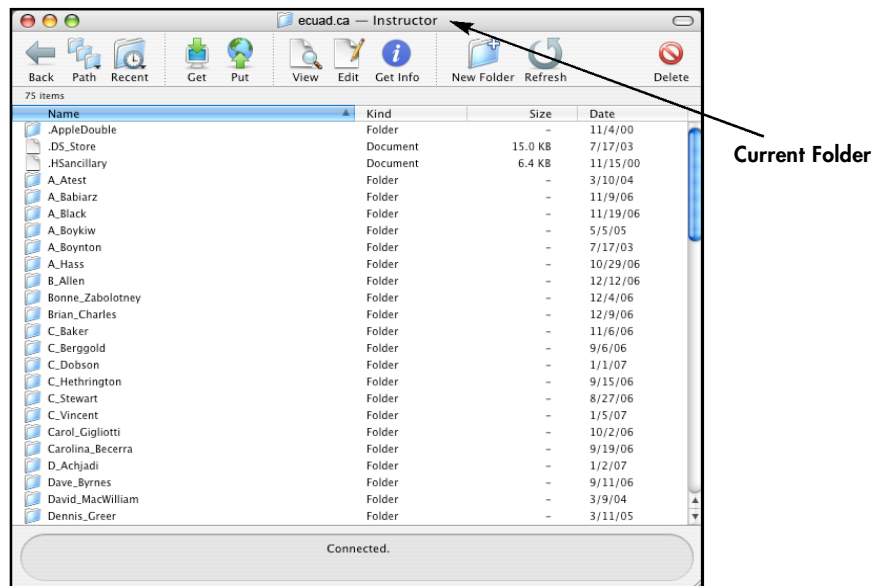
Any data lost or corrupted during the FTP session will be lost or corrupted for good so make backups if you have any irreplaceable files.

Note: These are example images from an FTP program called **Fetch**. Other FTP programs will have similar features but may behave differently.

Connecting



Connected



USING THE PROGRAM:

- **This will depend on the specific FTP program**
Regardless of what program you use, transferring files either involves dragging files from the local hard drive to the remote file list, or using an upload/download button (in Fetch these are labeled Put and Get) to move data.

WHERE'S THE SOFTWARE?

Mac: www.fetchsoftworks.com

www.panic.com/transmit

PC: www.CuteFTP.com

Both: FireFTP (Add-on for Firefox)

<https://addons.mozilla.org/firefox>