

# FTP Instructions for Syllabi

**NOTE: To successfully transfer your files, you must make sure they're in HTML format and named in the following way:**

- Example: ENG104-01.html (NO SPACES)

ENG	104	-	01	.	html
Course Description	Course Number	Dash (-)	Section Number	Dot (.)	html

1. **Open** the FTP program on your computer.

Start -- > Programs -- > Internet Services --> FTP

If you don't have the above options, go to:

Start -- > Find --> Files or Folders -- >  
Then type in FTP and search your hard drive for it.

If you aren't able to locate the FTP program on your hard drive then you will have to use the internet to download a free version of FTP.

Once you have the FTP program use the following steps:

2. **Fill in** the FTP information to get to our syllabi website (see instructions below).

- Push "Startup" button (if there is a "startup" button)
- Fill in:
  - Profile Name: **Syllabi**
  - Host Name/Address: **www.missouriwestern.edu**
  - Host Type: **Automatic Detect**
  - User ID: **efljsyllabi**
  - Password: **get this from Vicki**
- Check "Save Password" if desired (especially if it is *your* computer and no one else regularly uses it)
- Push "Apply" button or "Save" button
- Push "OK"

3. **Double click** the **eflj** folder in the right frame.

4. **Double click** the **syllabi** folder in the right frame.

5. **Double click** the **2007** folder in the right frame.

6. **Double click** the **fall** folder in the right frame.

7. **Click** the **ChgDir** button near the right side of the left frame.

8. **Enter C:\** if your syllabus is on your computer's hard drive, then click "OK"

9. **Enter A:\** if your syllabus is on your floppy drive, then click "OK."

10. **Locate** and **click on** your HTML document (example: [test.html](#)) in the left screen. If you have images to upload, you can do them during the same FTP session.

11. **Push** the "right arrow button" to transfer your file.

12. **Look** to see if your file has appeared in the right frame. You may have to scroll if there are a lot of files.

Congratulations! You've just transferred your syllabus to the index.

Sometimes during the file transfer process, the FTP program will log you out automatically (usually when there is a lull in activity). To remedy this, simply push close then connect to reconnect. If you successfully saved the FTP settings, you should only have to press "OK" on the screen that comes up (and possibly the password). If not, refer to step 2 above.

If you are having a lot of difficulty, please contact Vicki and she will help you.

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