Connecting with Internet Explorer using the FTP Protocol

I suspect that the FTP support built into IE is one of its least-used features, but it is available to you when you need it. All you have to do is tell IE that you want to use FTP when you connect to a particular Internet address. You do that by using "ftp:" in the address bar instead of "http:" as shown in the image below:

| Address | ftp://ftp.westmarkind.com | Go |

Use "ftp:" in the URL to tell IE you want to connect using the FTP protocol.

You can enter **ftp://ftp.westmarkind.com**, as I have done above.

No matter what address you use, the goal is to get IE to connect with a particular location on the Internet known as an "FTP site." The purpose of an FTP site is to give you the ability to transfer files from a folder on your personal computer (the *local* machine) to a folder on the Westmark FTP server (or vice-versa).

If you enter the address of our FTP site correctly into your IE address bar, IE displays a login dialog:
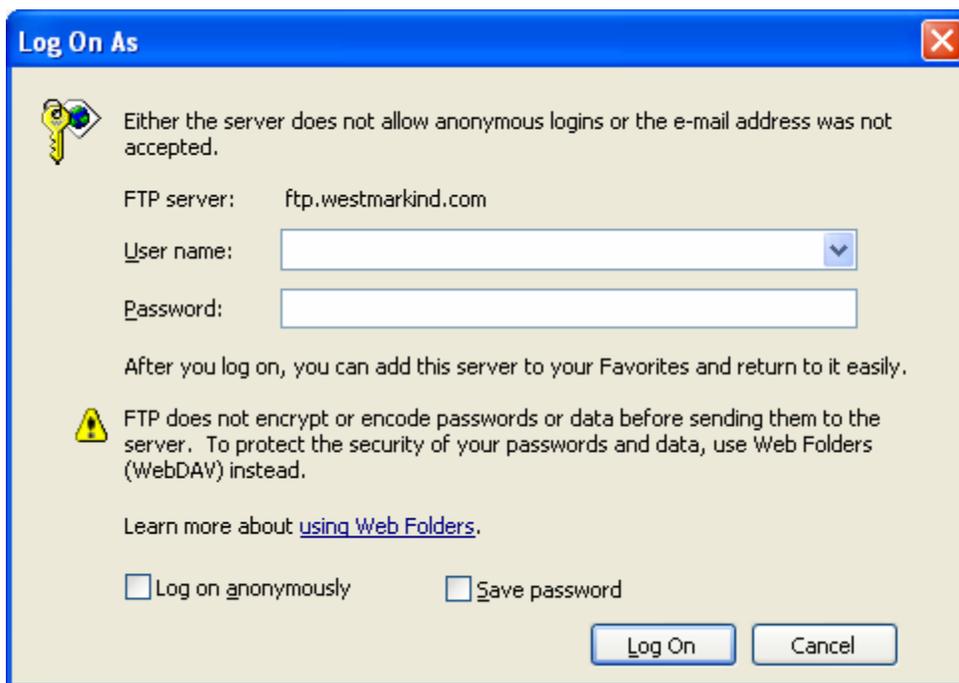
Image #1: *Logging on to an FTP site.*

For you to complete the connection, you must supply the user name and password that we have assigned to you.

DO NOT USE "Log on anonymously" or "Save password"

After you successfully log in, IE shows you a file list that looks a lot like a file list you'd see in Windows Explorer:
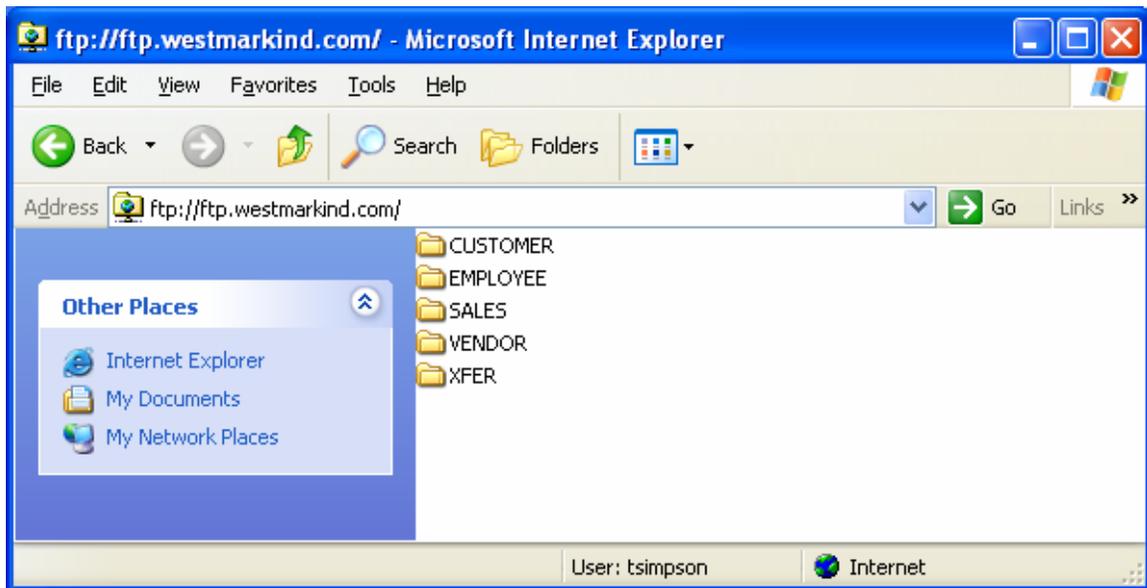
Image #2: *IE displays a standard file list once you successfully log on to the FTP site.*

You can change the display to show details or other views just as you can when you view the files on your own computer.

Westmark controls the server folders you can access through our FTP site.

Transferring Files

Transferring server files to and from your computer is just as easy as copying files around on your hard drive. All you have to do is copy and paste or click and drag with your mouse. As soon as you transfer a file using FTP, that file is "live" on our site.

Most users seem the most comfortable with the click and drag approach to copying files, so that's what I explain here. If you prefer to use the right-click popup menu to copy and paste, you are welcome to do that instead. Or if you are a keyboard shortcut hound like I am, you can just use Ctrl-C to copy and Ctrl-V to paste. The choice is yours. The bottom line is to remember that you can move files around just like you could any other files on your computer.

To transfer files using drag-and-drop, first open up Windows Explorer and navigate to the location on your hard drive where you want to put the files. You can go to your desktop and double-click the My Computer icon or find Windows Explorer in your Start menu (usually at Programs, Accessories, Windows Explorer) to get started.

Resize and reposition the Windows Explorer window and your FTP window until they are side by side, like this:
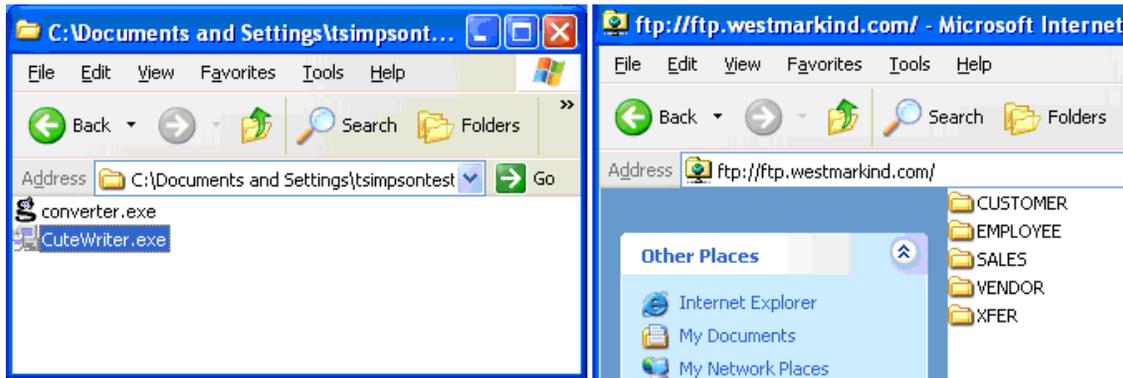
Image #3: *Position your FTP window and a Windows Explorer window side-by-side to do a drag-and-drop copy of your files.*

Although you can't really see my cursor in the image, you can see the faded file icon I'm dragging over to my FTP window from my desktop folder.

Copying files the other direction works the same way. Just drag the file from your FTP window to the FTP window .