Welcome to TechTips episode eighteen. Today I'd like to talk about using Internet Explorer to move files between your home computer and a remote computer. I'm Walter Gajewski from the California State University, Long Beach.

Lately, there seems to be more interest in moving files out to a remote computer. These files are usually web pages, podcasts, audio or video files, digital photographs, and MS Word or PDF text documents.

It used to be the case that, to do this, a person needed a FTP (File Transfer Protocol) program. On a PC, WS_FTP is a popular FTP program. Mac users have several FTP programs to choose from, the most popular being "Fetch."

Robust web page authoring programs, like Dreamweaver from Adobe, have an FTP function built right in.

But things have changed for the better now that Internet Explorer can be used as an FTP application.

Let's take a look at how we might use Internet Explorer (version 7) to move files from your home computer out to your web account on the web server of the California State University, Long Beach. Many students, faculty and staff members don't realize they have a web account but if you have a CSULB email account, you also have a CSULB web account.

So, here's how to move a file out to your account.

Usually, when you are typing a web address at the top of the Internet Explorer web browser, it would start with http:// and that would be followed immediately with the address of the web page you'd like see.

However, if you are interested in placing files out on the CSULB web server, you want to use the FTP capabilities of Internet Explorer and so you would start out by typing ftp://.

After that, you have to supply the name of the University's FTP server, which is ftp.csulb.edu.

So – the entire entry should read ftp://ftp.csulb.edu.

Hit the ENTER key to continue.

Now, near the top of the Internet Explorer window, click the menu choice called PAGE. A sub-menu will appear. Slide down and choose "Open FTP site in Windows Explorer."

You will be asked for a user ID and password. Your user ID is the same as the first part of your CSULB email account. For example, jsmith27.

Your password for the CSULB FTP server is the same as your CSULB email password.

Once you've entered ID and password, you will see files and folders that exist in your campus account. Double click on the folder called htdocs (h t d o c s).

Now you should be viewing the files and folders that make up your personal web page. If you never created a web page, the htdocs folder exists as an empty folder.

Now you can click on the FOLDERS menu at the top of the htdocs window. This will make your entire file and folder system visible, just to the left of the contents of the htdocs folder.
You'll see folders that exist on the hard drive of your computer as well as files that exist in your

account on the campus web server.

You can drag and drop files back and forth as if all these folders were on the same computer. This is an easy way to make a digital photograph or MS Word document available to the whole world.

Drag the photo JPEG file or Word file from a folder on your hard drive into the htdocs folder of your campus account. Once the file is copied to your htdocs folder, you can view it from any computer connected to the Internet, no password required.

Let's suppose that my CSULB email account is jsmith27 and I just copied a file called readme.doc into my htdocs folder.

I can now use a web browser to view this document from anywhere in the world by entering this address: http://www.csulb.edu/~jsmith27/readme.doc

To see what this address looks like, see the PDF text file transcript that accompanies this episode.

Similarly, I could drag a digital photo JPEG file into the htdocs folder to make it visible to anybody in the world using a web browser.

That's it for today's TechTips. As usual, feel free to contact me at g a j e w s k i at csulb dot e d u. Thanks for listening.