

Using Windows FTP client (in command prompt)

1. In Windows Explorer/My Computer, create or identify a folder to contain transferred files. If you create a folder, keep the name short and simple – no upper case, spaces or non-alphanumeric characters. If you are unfamiliar with using the command prompt, create this folder at the C:\ level

2. Go to *start-run*, at 'Open' type **cmd** and select *ok*

3. A black box appears. The cursor will be flashing in the box after a string similar to C:\> or C:\folder name\>. Move cursor to this box and left mouse click.

In the box, navigate to the folder to contain transferred files. If you are unfamiliar with using **cd** in the command prompt,

type **c:** <enter>

type **cd c:\foldername** <enter> (where foldername is the name of the folder created/identified in Step 1)

4. Connect to the FTP server

type **ftp wegener.uoa.abdn.ac.uk** <enter>

type **userid** <enter>

type **password** <enter>

You should now see 'ftp>' on left.

type **pwd** <enter>, the current directory (another name for folder) will be displayed.

This will be the same name as the userid used to login

type **ls** <enter>, a list of available folders will be displayed.

5. Transfer the data

type **cd** <enter> to change to the correct folder ed **cd jbloggs** <enter>

type **pwd** <enter> to check you are in the correct folder,

To copy files from this folder to your pc (ie download files),

type **ls** <enter> to list all available files

type **get file1** <enter> to download the file called file1

To copy files to this folder from your PC (ie upload files)

Type **put file2** <enter> where file2 is the file you want to upload

Type **ls** <enter> to list all files in this folder. Check that yours is there

Do this (the put and get commands) as many times as you need

If you have a lot of files with similar names eg all starting file1, file2, file3, file4, you can use **mput** and **mget** and a wildcard ie **mput file*** or **mget file***

If your download/upload is unsuccessful, check that the file name is correct before calling for help. Note that case is sensitive.

6. When you have finished

type **quit** <enter>

Close black box

If you have downloaded, you should see the file in the folder that you created/specified