

## QVT FTP

### **Starting QVT FTP:**

- Double-click QVT-Term.
- A screen will be displayed. Click Apps (menu bar at the top of the screen).
- A menu underneath Apps will be displayed. Click FTP Client.

### **Connecting to the Server:**

- Double-click QVT Term.
- Apps → FTP
- File→ Open
- Host – vanity.ncat.edu
- username – username of the department's account
- password – password of the department's account
- Click OK .
- If the system asks "Do you want to update this entry?" Click No.
- Left side of the screen (local) – the files on your PC, floppy, flash drive, CD-ROM, etc.
- Right side of the screen (remote) – files on the web server
- Now you are ready to download or upload files.

### **Making Your Files Visible (Local Side):**

- Locate the two dots on the local side.
- Double-click the two dots until you see the C prompt (C:\).
- Double-click Documents and Settings.
- Double-click the username that you used to log into the computer (visitor).
- Double-click Desktop.
- Double-click the name of the folder that you created earlier. You should now see your files.

### **Making Your Files Visible (Remote Side):**

- Double-click public\_html.

### **Uploading Files:**

- *On the local side...*
  - Select the file that you wish to copy to the web server.
  - Drag the file over to the other side of the window (to the remote side).
  - The FTP Box will pop up and you will see the file that you selected. \* Be sure that you select the appropriate transfer mode: binary or text. Click START.
  - You will see a message indicating that your file is being transferred. Once the file has been transferred, click Close.

### **Downloading Files:**

- *On the remote side...*
  - Select the file that you wish to copy to your computer.
  - Drag the file over to the other side of the window (to the local side).
  - The FTP Box will pop up and you will see the file that you selected. \* Be sure that you select the appropriate transfer mode: binary or text. Click START.
  - You will see a message indicating that your file is being transferred. Once the file has been transferred, click Close.

\* Binary files (.jpg, .gif, .pdf, .avi, .mov, etc.) must be transferred as binary (click the "binary" radio button).

\*Text files (.html, .htm, .cgi, .php, .java, etc.) must be transferred as text (click the "text" radio button).