

## CORE FTP – File Transfer Protocol

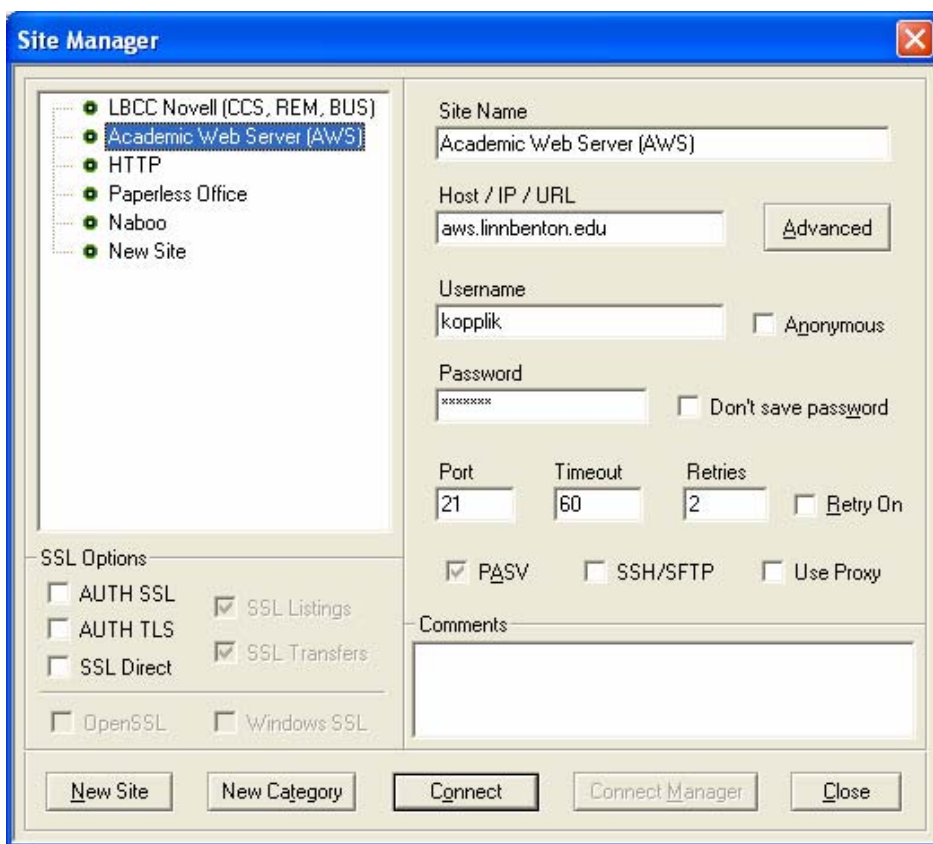
### Setting up the FTP program on your computer:

- Start FTP program by clicking Core.exe
- For “Host / IP / URL” enter “aws.linnbenton.edu”

### Logging in:

- Enter your “Username”
- Enter your “Password”
- Click “Connect”

If you need to get the Site Manager window open once logged in just click the Site Manager button located either under the File menu or just above the dropdown Directories list on the right side column (remote server).



### Using CORE FTP

Once logged in, the column on the left shows files on your computer.

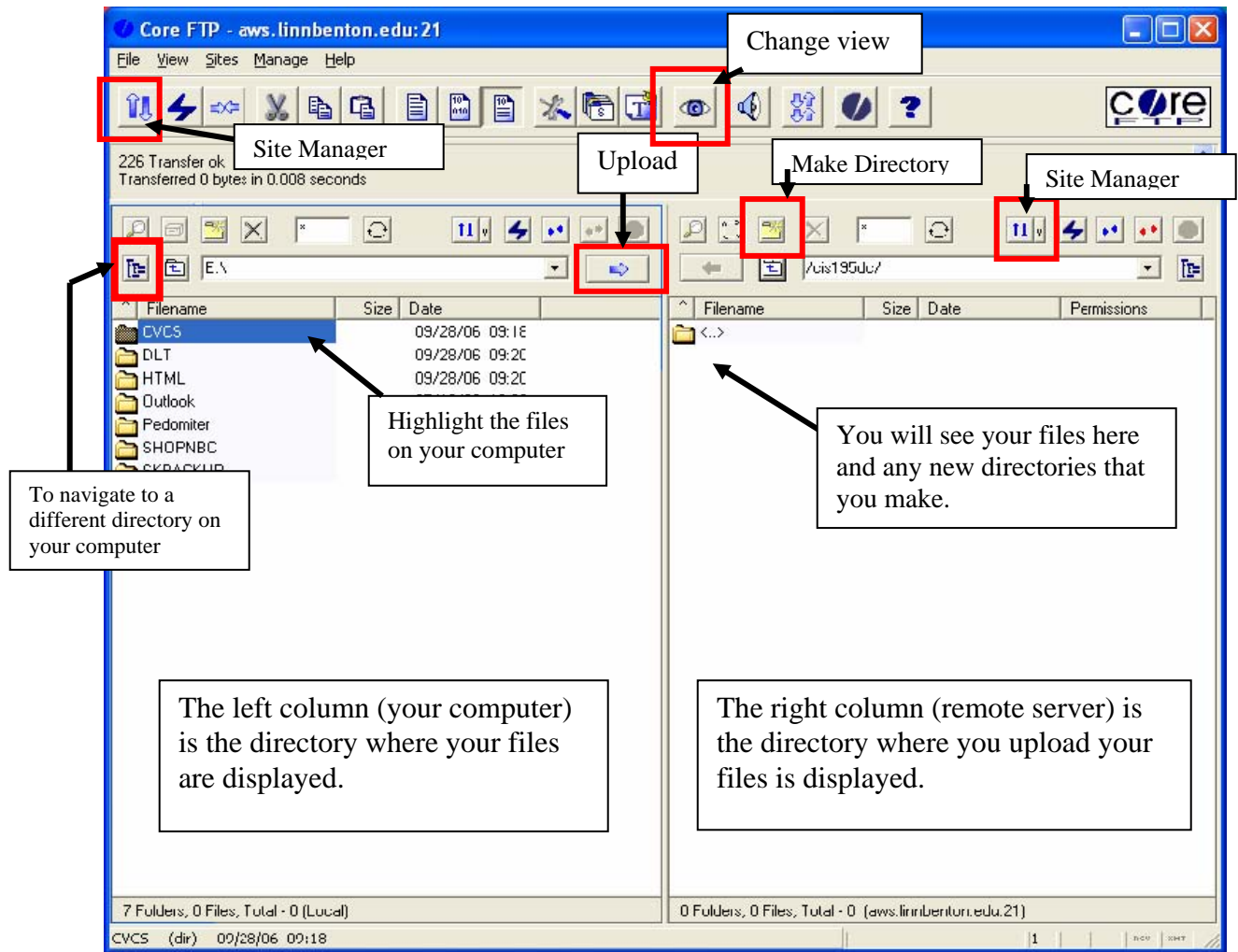
You may have to navigate to where the files you want to upload are stored (for example if you have files on a USB key). You can navigate by clicking the directory tree at the left of the dropdown Directories list.

The column to the right (remote server) is the directory where the files you upload are displayed.

***Before you upload and overwrite existing files, you may want to rename the older files in case there is a***

*problem during transfer. We suggest making a backup file of the old file and renaming it “name of old file\_old” – to do this, highlight the filename on the right column and click “rename”.*

Use the cursor to highlight the files on your computer (left column) that you wish to upload. Click the Upload (right pointing) arrow, that is right of the dropdown Directories list, moves the file from your local computer to the right column (remote server). Your files are now available online. If you wish to see the transfer and the transfer window is not open like this window then click the Change view (Eye) button towards the top of the window. To place your transferred files into a folder click the Make Directory (resembles the new folder button in MS Word) button.



When you are ready to disconnect Just click File (from Main Menu) and then Disconnect.