

BEGIN:

Have ITE-375 paper with account information in hand
Establish Internet connection.

Step 1: Install WS_FTP7Beta1.exe (file attached to e-mail)

*Just accept a typical install with the defaults

*Just click on **OK** and/or **Next** until the install is completed.

Step 2: Double-click the icon labeled: WS_FTP Pro



Step 3: WS_FTP Pro opens with 2 pop-up boxes, one on top of the other.



The top pop-up box is labeled:
Connection

Step 4: Fill in the blanks and click-on:
Connect



Your personal info from your ITE-375 paper goes here:

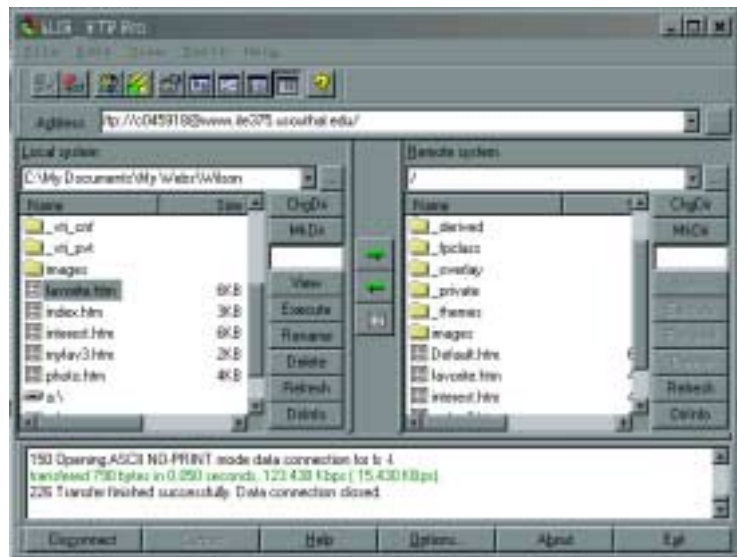
UserID=Username
Password=Password
Account=Web Name

The connection will automatically be made.

Step 5: The Connection pop-up box will disappear.
The Explorer window will remain open.
The right hand side of the Explorer will populate with your Web that is on the Server at school.

Under
**Local
system:**

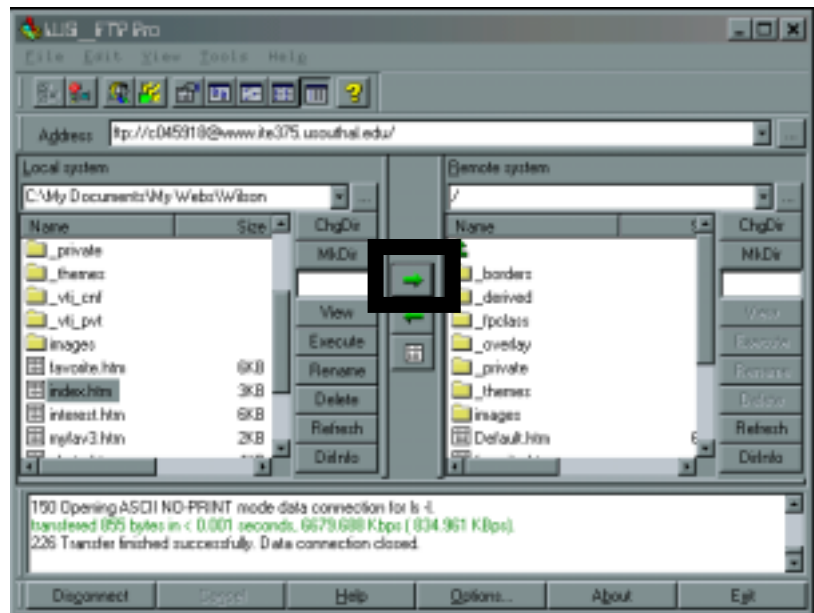
Locate your
web on your
hard drive.



Step 6: Click-on the file you
want to upload.

Then click-on the
GREEN ARROW
that points to the
right.

Do this until all files
are uploaded.



Step 7: Click-on **Disconnect** button.