

ICTWEB403

Transfer content to a website using
commercial packages



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Getting Started

About this unit




This unit describes the skills and knowledge required to transfer content, from a remote location to a web server, using a range of commercial information and communications technology (ICT) products. The objective is the successful upload of new, or revised, information on a website.

Elements and performance criteria

Elements define the essential outcomes of a unit of competency. The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. They are also called Essential Outcomes.

Follow this link to find the essential outcomes needed to demonstrate competency in this Unit: <http://training.gov.au/Training/Details/ICTWEB403>

Icon Legends

	<p>Learning Activities</p> <p>Learning activities are the tasks and exercises that assist you in gaining a clear understanding of the content in this workbook. It is important for you to undertake these activities, as they will enhance your learning.</p> <p>Activities can be used to prepare you for assessments. Refer to the assessments before you commence so that you are aware which activities will assist you in completing your assessments.</p>
	<p>Reference</p> <p>A reference will refer you to a piece of information that will assist you with understanding the information in the Learner Guide or required text. References may be in the required text, another textbook on the internet.</p>
	<p>Self-check</p> <p>A self-check is an activity that allows you to assess your own learning progress. It is an opportunity to determine the levels of your learning and to identify areas for improvement.</p>



Topic 1 – Choose and configure file transfer protocol clients

File Transfer Protocol (FTP) is a standard network protocol used to transfer files from one host to another host over a TCP-based network, such as the Internet. It is often used to upload web pages and other documents from a personal computer to a public web-hosting server.

FTP is built on client-server architecture and uses separate control and data connections between the client and the server. This means that there are 2 separate connections active at once allowing you to send commands such as stop or pause while the data is being sent.

FTP users may authenticate themselves using a clear-text sign-in protocol, normally in the form of a username and password, but can connect anonymously if the server is configured to allow it.

The first FTP client applications were interactive command-line tools, implementing standard commands and syntax. Graphical user interfaces (GUI) have since been developed for many of the popular desktop operating systems in use today including general web design programs such as Dreamweaver and even web browsers using ftp: rather than the usual http or https connections. Other dedicated applications such as FileZilla are also popular and somewhat more versatile (no need for the larger disk space requirements of an application such as Dreamweaver. Popular content Management Systems (CMS) such as Wordpress allow for in-browser editing and file transfers also.

Review and select file transfer protocol (FTP) client based on features and functions

Once you have made your website and checked it and made sure it looks good and works, it's going to need to go somewhere so that it can be seen. How do I do it, you ask?

There are various ways to do it and many varied applications that you can get it done. Some ways are:

- 1 Using an FTP client
- 2 Using ftp as part of a web design program
- 3 Using Windows Explorer or Internet Explorer
- 4 Uploading through a web browser interface



For your assessment task you are asked to download, install and use an FTP client other than the two demonstrated in these notes. The following exercise will help you in your understanding of the different ftp tools available.

Spend a little time doing some research on [FTP and its use on the internet](#), (including the appropriate and legal use) the types of clients available and be sure you can define the following terms:

- > Host Address
- > Port
- > Login Name
- > Password
- > Initial Path
- > Protocol
- > Logon Type
- > Local Directory
- > Remote Directory
- > Active Mode
- > Passive Mode
- > Binary Mode
- > ASCII Mode
- > Auto Mode


Copyright, ethics and privacy in an ICT environment (revision)

Most students studying this course are ICT students, but some are not and therefore this section is for the students who have not previously studied ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment.

For students who have, this is a good chance for some revision on this very important area of our work.

Appropriate use of information is becoming increasingly complex in the workplace and social environments. This includes the use of social networking types of websites for work related activities which can be an effective marketing tool. In almost every networked computer environment there are policies in place on the appropriate uses of the various devices and computers that use that service.

We need to be aware of how our seemingly harmless actions can cause unintended consequences for others and ourselves. This is especially so for IT professionals and computer users in general. Managing the data that a business relies on is a responsibility that is often approached with clear and honest intentions but can quickly backfire on the IT person if managed in a casual or naive way.



LEARNING ACTIVITIES

ACTIVITY 2

Topic 2 follows with hands on practice at setting up and using an FTP application and using a GUI such as Dreamweaver to use FTP.



Topic 2 – Configuring & using an FTP client

One of the most important things when you are FTP'ing files is making sure you have a good virus scanner installed that can check all the files as they are downloaded so that you don't get a virus by accident.

In this next section you will be shown how to configure an FTP client and also will configure Dreamweaver to enable FTP download and upload.

As well as having Dreamweaver installed you will also need to download FileZilla from <http://filezilla-project.org/index.php> and install it on your computer.

In addition to the above, you will also need web space.

TAFEnow hosting environment

TAFEnow provides you with a hosting environment. Refer to the FTP Guide for the TAFEnow web server contained in the Additional Resources in the Learning and Content section of this unit.

Remote Directory: /ICAWEB403APractice/ Note: If this folder isn't on the remote site you will have to make it.

Initial Path: the location of the folder on your computer you want to upload from

If you have not already received your username and password please send an email to it.tafenow@tafensw.edu.au to request your own space on our web server.

Configuring Dreamweaver for FTP

- 1 Unzip a copy of rwmbc.zip to a folder on your computer.
- 2 Start Dreamweaver.
- 3 From the menu bar, select Site > New Site.

The Site Definition dialog box opens (Figure 1). Make sure the Site Line is selected.

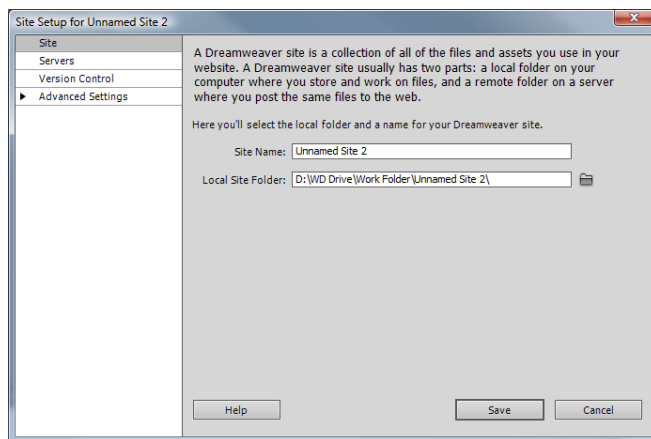


Figure 1 Site definition dialog box – SITE section

- 4 Delete the temporary name, Unnamed Site 1 & rename it to the name of the site you are creating In this case use Rock Wallaby Mountain Bike Club.

- 5 In the Local Site Folder change from the current location to the location of the folder you created in step 1. You can do this by clicking on the folder icon and navigating inside the selected folder and clicking on select.
- 6 Next click on the Servers option (Figure 2). This is where you can setup Dreamweaver to FTP your site files to the TAFEnow web hosting environment (as detailed in the FTP Guide).

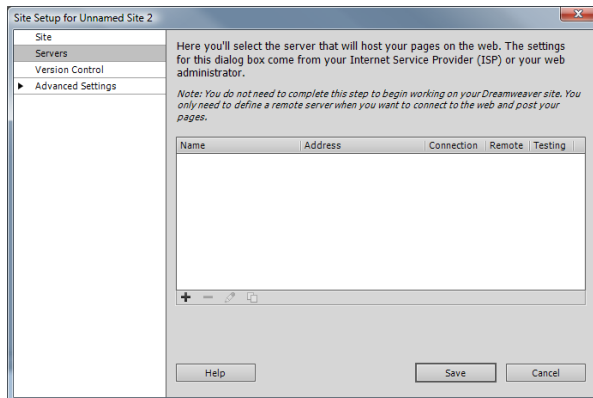



Figure 2 Site definition dialog box – SERVERS section

- 7 To configure the FTP for your site click on the  button. The ftp configuration will pop up (Figure 3).

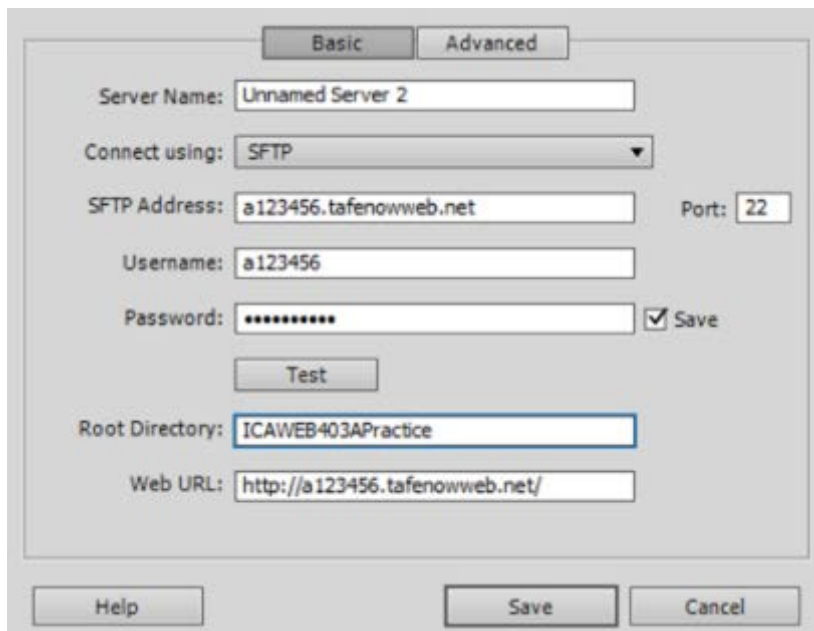


Figure 3 Site definition dialog box – setting FTP information

- 8 In the Server Name give it a name that makes sense to you like TAFE FTP Server
- 9 In the Connect using, use SFTP but there are other options
 - > SFTP - Secure FTP (SFTP) is used if your firewall configuration requires use of secure FTP. SFTP uses encryption and public keys to secure a connection to your testing server.
 - > Local/Network - Use this setting to connect to a network folder, or if you are storing files or running your testing server on your local computer.
 - > Web/DAV - Use this setting if you connect to your web server using the Web-based Distributed Authoring and Versioning (WebDAV) protocol.
 - > For this connection method, you must have a server that supports this protocol, such as Microsoft Internet Information Server (IIS) 5.0 or an appropriately configured installation of Apache web server. This is a technology that is currently being developed to facilitate the upload of files and collaboration work on Cloud servers.
 - > RDS - Use this setting if you connect to your web server using Remote Development Services (RDS). For this connection method, your remote server must be on a computer running Adobe ColdFusion.
- 10 In the FTP address type in your FTP address (i.e. a123456.tafenowweb.net). Notice that the web URL field has changed to match the ftp address.
- 11 In the Port leave as 22.
- 12 In the Username field type your user name
- 13 In the password field type your password
- 14 Click on the Test box The Test activity box will open as shown in Figure 4.

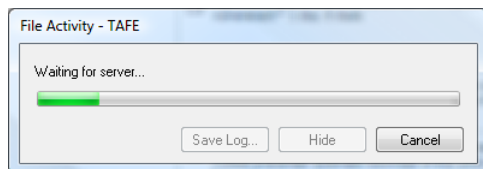


Figure 4 The Test activity box

15 Depending upon your connection and the servers connection you may have to toggle Use Passive FTP on or off in the More Options section. While Dreamweaver does the testing if it has a problem with Passive or Active connections it will let you know and ask you to turn it off.

16 In the Root Directory the change it to the Remote Directory setting.

Dreamweaver WILL NOT upload to another folder within the ftp by using the Get and Put commands. You need to be in the exact folder you want to upload to if you want to use these options.

17 In More Options leave deselect everything except Passive FTP.

18 Click save and then save again to save the connection.

You may or may not get the cache recreation dialog box appear, just click OK (see Figure 5).

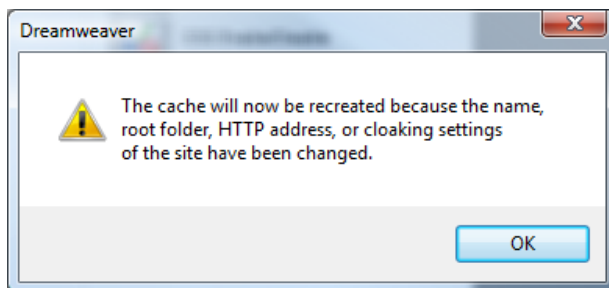


Figure 5 Refreshing the Dreamweaver cache

19 Once back at the Main Screen click on the Expand to show local and remote sites. Figure 6. The last button

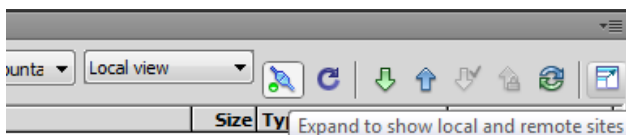


Figure 6 The local and remotes site button

Your screen will change to look like Figure 7.

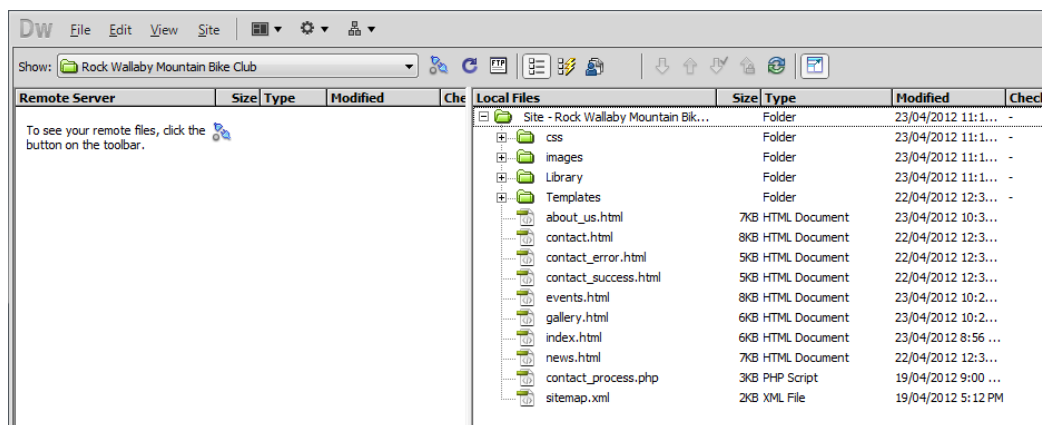


Figure 7 The new Local and Remote screen

20 On the left is the remote panel (the webserver) and the right the local (your computer) files.

21 Click on the connect button  to connect to the web server

22 The Window should now look like Figure 8 below.

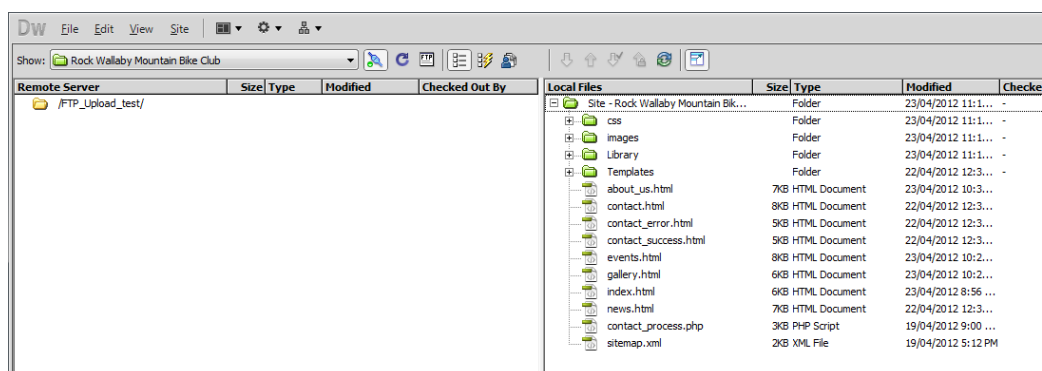


Figure 8 The local and remote screen connected to the webserver

23 In the remote window, right click and create a folder in your own name.

Basically it would help if this area would have big lights and arrows pointing to it.

It cannot be stressed enough the amount of mess that can be created when making folder names with spaces in it. Some web servers don't like it, some web browsers don't like it and trying to link to it is messy when you have to work out to put %20 in to fill in for a space. When creating folders or filenames:

- > Use natural language to name folders and files.
- > Typeset all file and folder names in lowercase.

- > Only use the lowercase characters [a-z], the numbers [0-9] and the hyphen character [-] in folder and file names.
- > Use a hyphen/dash between words. E.g. my_site.jpg
- > Use standard file extensions.
- > Use prefixes and suffixes to help identify and group related files. E.g. 0406-minutes.doc

24 Click the disconnect button

25 Double click on the show dropdown on the Rock Wallaby site to open the options.

26 Save the return to the remote/local windows

27 Reconnect to the site again. You will now be in the folder you made.

28 With Dreamweaver you can transfer files but using:

- > Put & Get: This allows you to PUT files on the server or GET files from the website as shown in Figure 9.



Figure 9 The Get and Put buttons

- > Figure 9 – The Get and Put buttons.
- > Synchronise: Synchronise is used to get the latest files onto your computer. What synchronise does is checks each file both locally and remotely and the latest file is transferred to the local site.
- > The problem with synchronise is that, if the timestamp on the website is ahead of your current time, any file that you upload may get advanced an hour and if you sync it may cause problems. Also if a webhost has done something like a backup or replaced a hard drive on a webserver and replaced the files on the new drive the time on all files may be newer than any files you had the day before.
- > Drag and Drop: You can pick up any file or folder and drop it ONTO the folder you want to put it into.

29 In the local side click on the Root folder (Figure 10) and press Put.

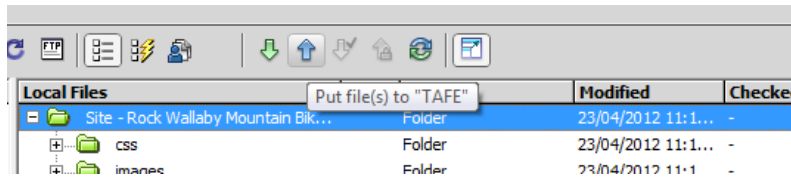


Figure 10 Putting the site

30 You will be asked if you want to put the entire site, click OK

31 The background activity dialog box appears, Figure 11

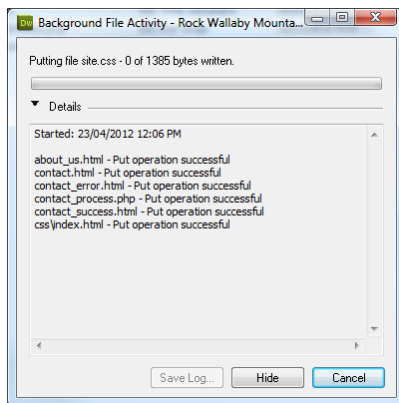


Figure 11 Background file activity dialog box

This dialog box shows all the activity on the site and shows all files that have been put successfully and unsuccessfully. If unsuccessful it will tell you the file or why it may have not gone up.

32 Once completed the file activity box closes and you will see the local and remote windows now look like Figure 12.

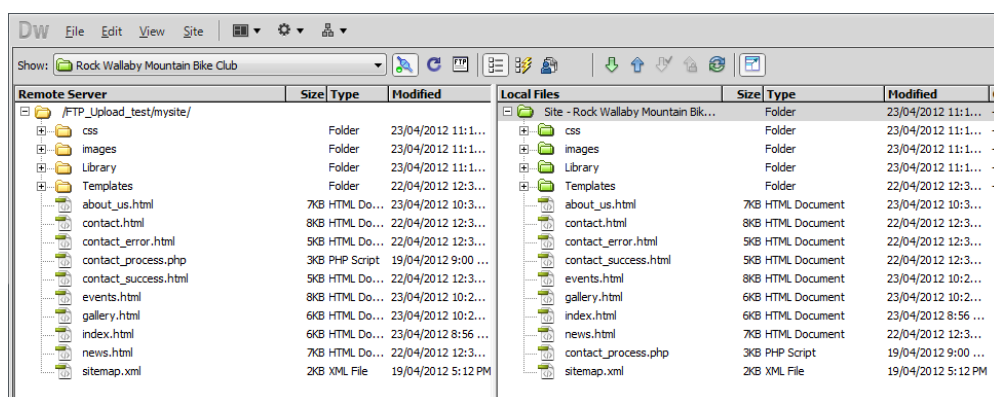
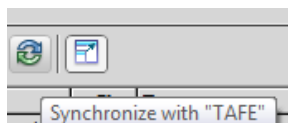


Figure 12 The local and remote site after the Put

- 33 Next select the entire local site. You can do this by pressing Ctrl +A when clicking in the remote window or click on the top folder and then hold shift and click the last file.
- 34 Press delete.
- 35 The background activity box opens again to show you what is happening.
- 36 The remote window should now be empty. Select all of the local window files.
- 37 Click and drag to the remote window.

Note: you have to drop these files DIRECTLY onto the top folder of the Remote site, or if you are putting the files into a different folder you must drop the files onto the folder.

- 38 The background dialog box opens again
- 39 Now delete the remote files again
- 40 Now click the synchronise button



- 41 The Synchronise Files dialog box opens up. Select in the Synchronise box the entire site and select Get and Put newer files.
- 42 Click Preview
- 43 The Background activity box opens showing activity
- 44 When complete the Synchronise box opens and looks like Figure 13

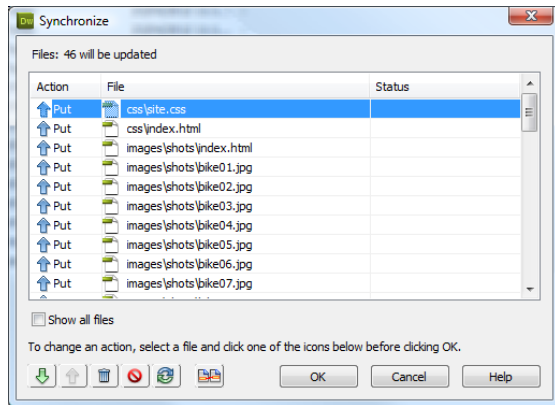


Figure 13 The Synchronise files indicating what files are going to be synchronised

45 You have a few options down the bottom that allows you to:

- > Mark a file to say you actually want the local or remote version
- > Mark a file for deletion
- > Ignore a file from being transferred
- > Mark a file to say it has already be synchronised
- > Compare the remote and local file to help you decide what file to use.

46 The Synchronisation will happen and the files uploaded.

47 Change the events.html file to events.htm on the local window.

48 Do a synchronise again just as before.

49 This time the synchronise should look like figure 14.

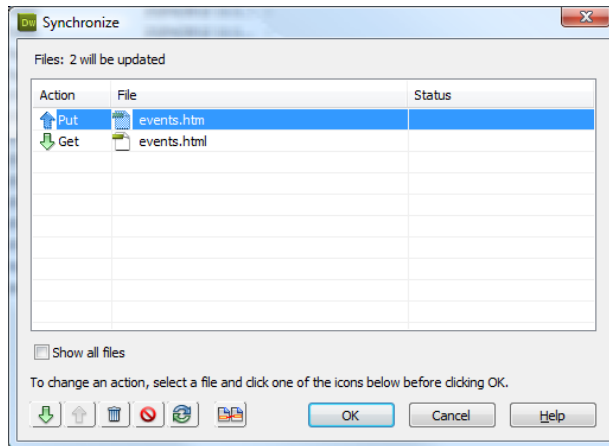


Figure 14 a Get and Put from the Synchronise

- 50 Click OK and each file will be moved to each side.
- 51 Disconnect and close back to the main workspace.

Configuring an FTP client – FileZilla

Next you will learn how to configure an FTP client, in this case FileZilla. The reason this will be used is that it is a simple to use FTP client and is available in PC, MAC and Linux versions.

Once you have installed FileZilla from the link above, run the program.

- 1 Click OK to close the welcome box if one appears.
- 2 You will see the FileZilla program window opened divided into 8 areas as shown in Figure 15.

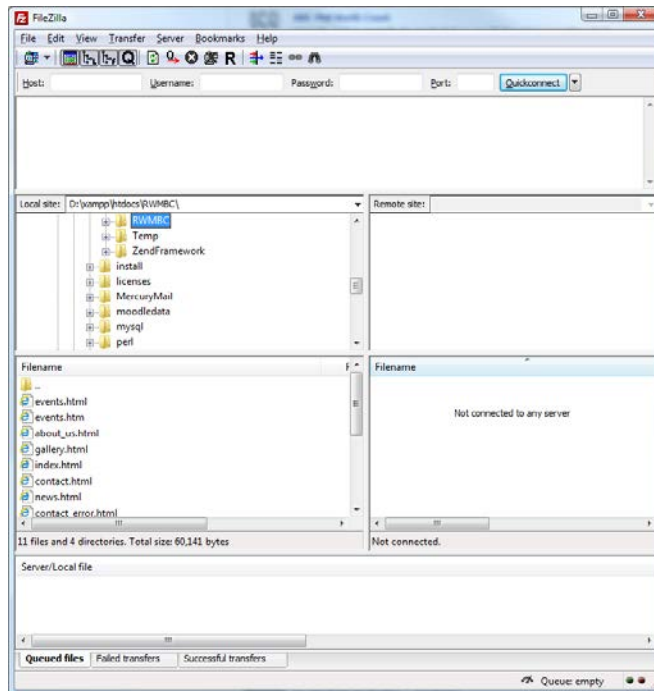


Figure 15 The FileZilla window

- 3 The internal windows are divided into 5 sections and they are:
 - > Top – the activity window, this is where all the communications traffic appears.
 - > Local site – the directory tree on the local site. Browse this like you would any file manager.
 - > Remote site – the directory tree on the remote site. Browse this like you would any file manager.
 - > Filename – for both of these sections what appears in these windows is the contents of the folder that you selected in the local or remote site section.
 - > Server/local file – this shows the current queue, failed transfer and successful transfer of files being uploaded or downloaded.
- 4 The menu bar as shown in Figure 16 has a lot of options that we will look at.

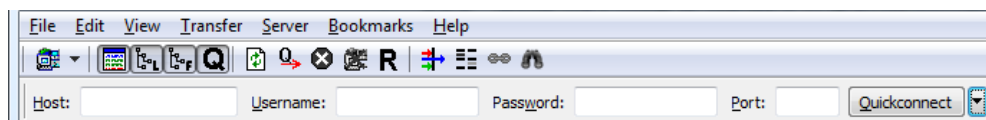


Figure 16 FileZilla menu bar

- > The 1st button is the site manager bar. Clicking the Icon you will be taken to the site manager, which is a list of the saved site profiles you have.
- > The next 4 buttons turn off various areas of the FileZilla window, like the queue and message areas.
- > The 5th icon is the refresh icon. It will refresh the files and folders on both local and remote sites so you can see the current files.
- > The 6th button is the Q with an arrow. When pressed it will start transferring the file queue.
- > The 7th button is the Red circle with an X. This cancels the current operation, but if you don't stop the queue then it only cancels the current file transfer.
- > The 8th is a weird red X icon. It disconnects you from the current webserver.
- > The 9th Icon, the R, allows you to reconnect to the last server you connected to.
- > The 10th icon allows you to filter file types that you can view, useful for hiding large PSD files that you don't want to upload. Works similar to Dreamweaver's cloaking.
- > The 11th icon is for file comparison by turning this on you can see which files are the newest on each side.
- > The 12th icon and one of the best features allows you to lock the current folders together, so when you browse one folder on your computer it changes to the same folder on the server if it exists. This is good to check that all files are in the correct place.
- > The final icon is a file search which allows you to search the webserver for a lost or missing file.

If you get lost there is a text description for any of these buttons on the bottom status bar.

- 5 The bar under the icon bar is the quick launch bar, as shown in Figure 17.

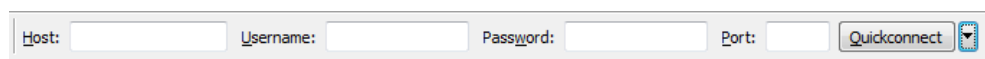


Figure 17 Thequick launch bar

- 6 The quick launch bar allows you to quickly connect to a website, usually just to upload a few files or to test a connection. If you want to use later on, save these connections into the site manager.
- 7 To use this bar you just put the relevant information into each box and press Quickconnect to connect to the site.

Connecting to a site

- 1 Click on File -> Site Manager or Ctrl +S (Figure 18)

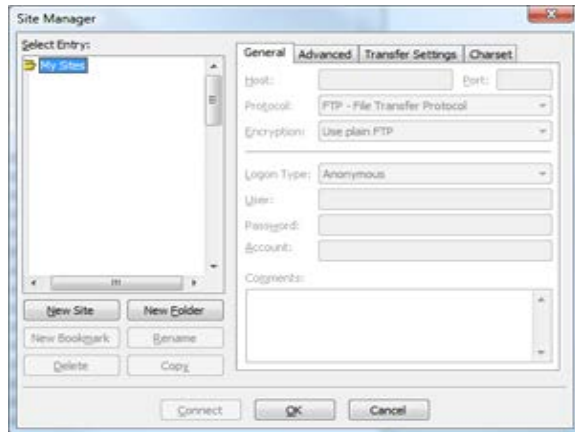


Figure 18 The site manager window

Here you can add in sites or you can make folders and categorise them into work, personal etc.

- 2 Click New Site.
- 3 Name the new site 'TAFE Webserver'.
- 4 Fill in the host information you have used in the previous Dreamweaver connection.
- 5 In port leave it blank and FileZilla will use the default port 22.
- 6 In Protocol use FTP, the SSH isn't used unless you are told to use it, however we are using SFTP in this instance.
- 7 Encryption Use plain FTP unless you are told that your server can use the options.
- 8 In login type you can use the following settings:
 - > Anonymous - some servers still allow anonymous access, the usually accepted method of anonymous login is to use anonymous as the username and your email address as the password.
 - > Normal - This is the one we will use, and is usually used for most connections. It requires a username and a password.
 - > Ask for a password – this is used when you want to protect your password all that you do is add in your username and when FileZilla tries to login it will ask you for a password.
 - > Interactive – Similar to Ask for a Password but you have to also add the username as well.

- > Account - Selecting this enables the "Account" field in the bookmark's settings. This account type is for FTP only; SFTP does not have support for it.
 - > Comment: This is for you to make a note on the connection
- 9 Select normal and fill in the User and Password fields using the connection information.
 - 10 In the advanced tab leave it at AutoDetect.
 - 11 With bypass proxy leave unchecked unless told otherwise.
 - 12 If you like to speed up the connection you can specify the location of the files for each site you work on. This is rather handy. Click browse and navigate to the folder on your computer where the files that were used for the Dreamweaver upload are located.
 - 13 For the remote directory you can specify the location of the remote folder. This is useful if the files are buried a bit deeper in the site. We won't use it here.
 - 14 You can only use synchronised browsing when the folder that you connect to and the local folder you are working from are the same. As these folders won't be the same we won't activate it.
 - 15 In transfer settings you can set it for Active, Passive or default, which is set in the preferences.
 - 16 Limit simultaneous transfers allows you to, depending on the web servers, have more than 1 connection active at 1 time allowing you to transfer quickly, sometimes, but in most cases it causes the program to overload and lockup.
 - 17 Click OK. This will save the connection.
 - 18 Click on the little arrow next to the site manager icon and a drop down list of website connections will appear, click on the TAFE Webserver line.
 - 19 FileZilla will attempt to connect to the webserver. You will see activity in the message section (Figure 19.)

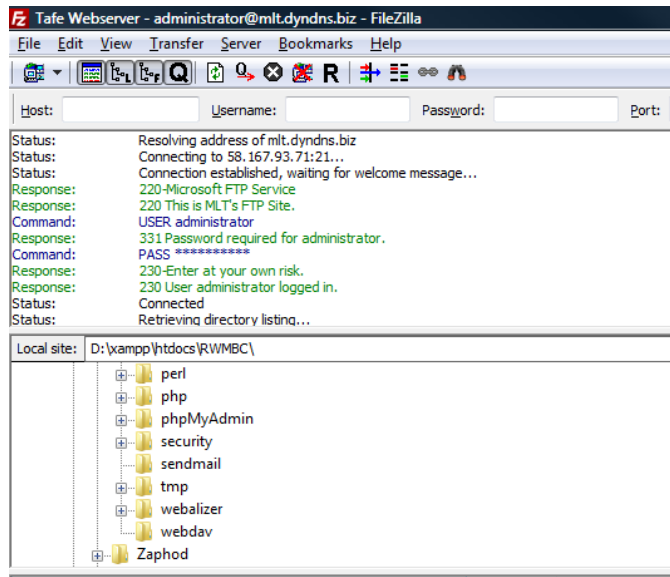


Figure 19 The Message window while connecting

You will see a lot of things happen in this window when transferring files, in the Dreamweaver connection all this was handled by the activity manager.

- 20 Once you see the remote files or folders you know you have connected.
- 21 Change remote folders to the folder you created previously
- 22 Create a subfolder called yourname_filezilla.
- 23 Double click to enter the folder.
- 24 Once inside the folder lock on to it by using Synchronize browsing.
- 25 Now click in the FTP_Upload_test folder you will get a message Figure 20. This is letting you know that the folders don't match and if you want to disable synchronised browsing.

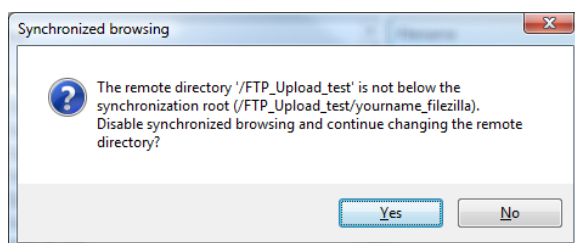


Figure 20 Disable synchronised browsing

- 26 Click No
- 27 Select all the files in the filename section. Ctrl + A or drag and select using the mouse.

28 You can then do one or two things:

- > Drag and drop the files directly to the empty remote folder – this will automatically start sending the files over to the webserver.
- > Drag and drop the files into the queue at the bottom – this will queue the files up and will show you where all the files are going. The queue won't transfer until you manually start the queue.

29 Drop the files into the transfer queue.

30 You will then see the files, the direction they are going, (uploading, sending to the webserver, or downloading, receiving from the webserver), the location and filename it will be saved as, the size, the priority. The status won't appear until you start transferring the files.

31 Priority can be useful if you wish to upload, or download as you can queue both up, sooner than you want. Just right click on the file and Select Set priority and set it to something higher than Normal.

32 On the icon bar click the Q with the arrow to transfer the files.

33 You will then see the message window start to show the transfer of files.

34 Scrolling back through the message window you will see the activity that happened during the transfer.

35 Click on events.htm in the remote server window and drop it back in the local site.

36 You will get a file already exists box popup. Figure 21.

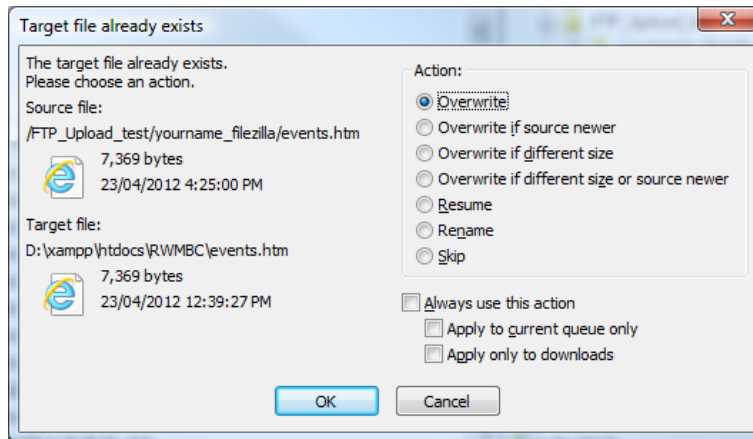


Figure 21 File exists box

- 37 This will always happen when a file exists; it will ask you what you want to do. You will be given the files size, the date created so you can compare it. In this case we will overwrite it.
- 38 You will notice the file has been updated and the time and date stamp will be changed as well.
- 39 Close FileZilla.

	SELF CHECK	CHECK 1
<p>Check your understanding, I can now:</p>		
<ul style="list-style-type: none"> > How to setup an FTP client to upload and download files > How to setup Dreamweaver to upload and download files > What the term Local and Remote means > Know what upload, download, Get and Put means > Know how to do file comparisons > Know what synchronising is > What the different types of FTP logins are > Know how to work in Dreamweaver and an FTP client site manager > Know how to upload and download files in Dreamweaver and an FTP client 		