

- I. At the computer where the files that you want to transfer are, open up an Internet Explorer browser and type in **ftp://odin.pdx.edu** in the Address space. Hit enter. What you will see is shown in Figure 1.

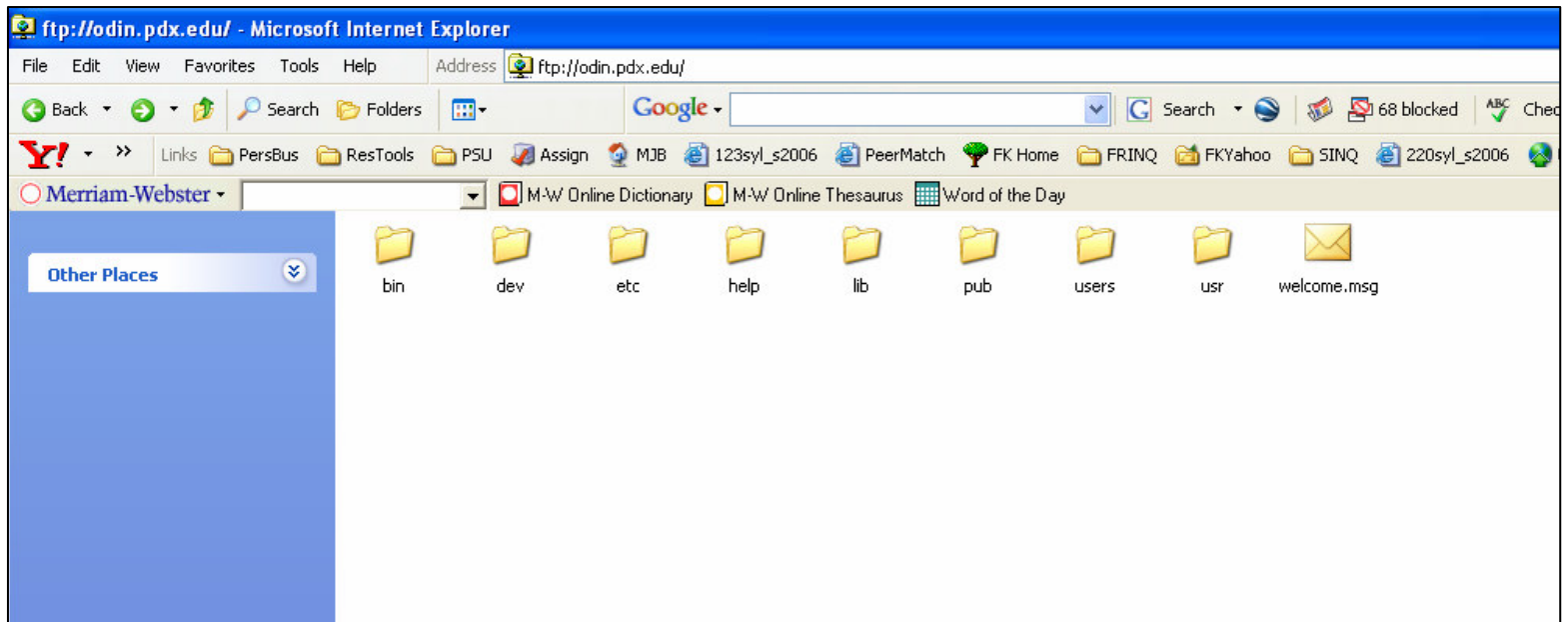


Figure 1.

- II. As shown in Figure 2, go to **File/Login As...**

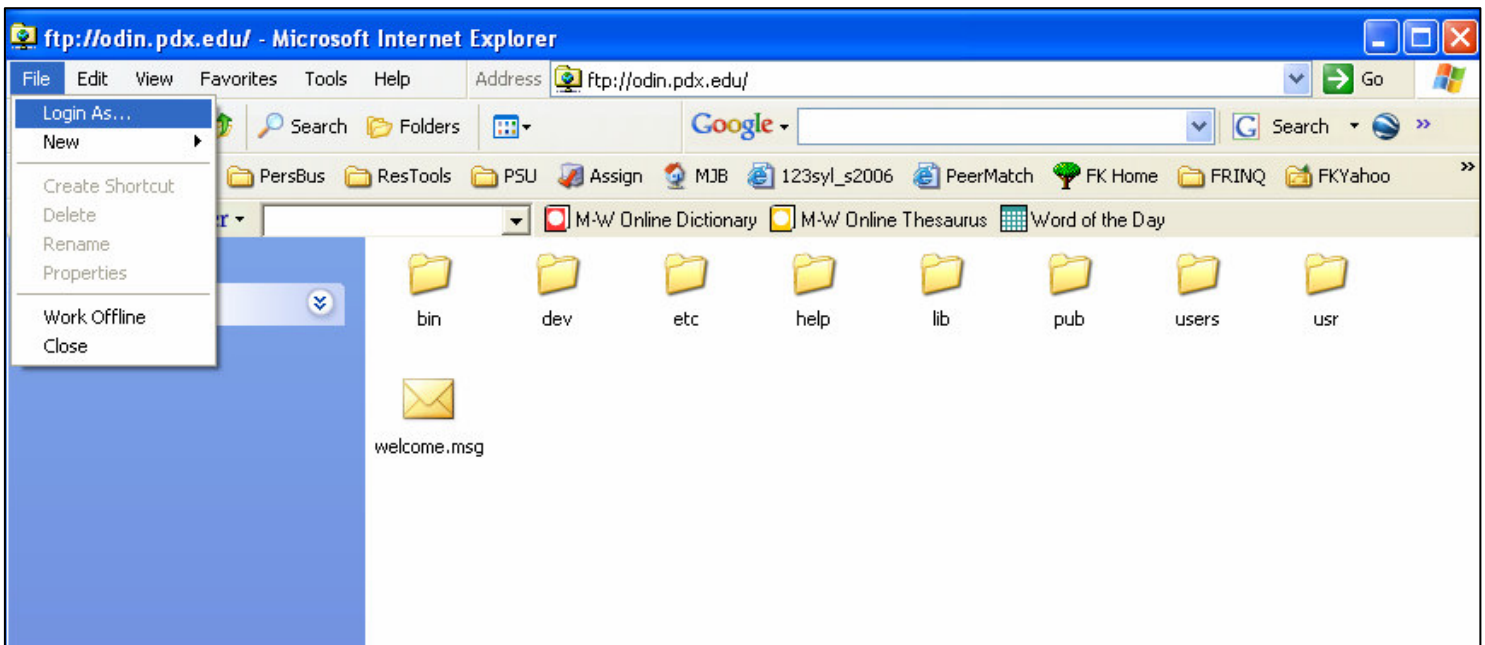


Figure 2.

- III. When the login window comes up, type in your **Odin user name** and **password**. If you are on your own computer (e.g., at home), then click on **Save Password**. Then click **Log On**. See Figure 3.

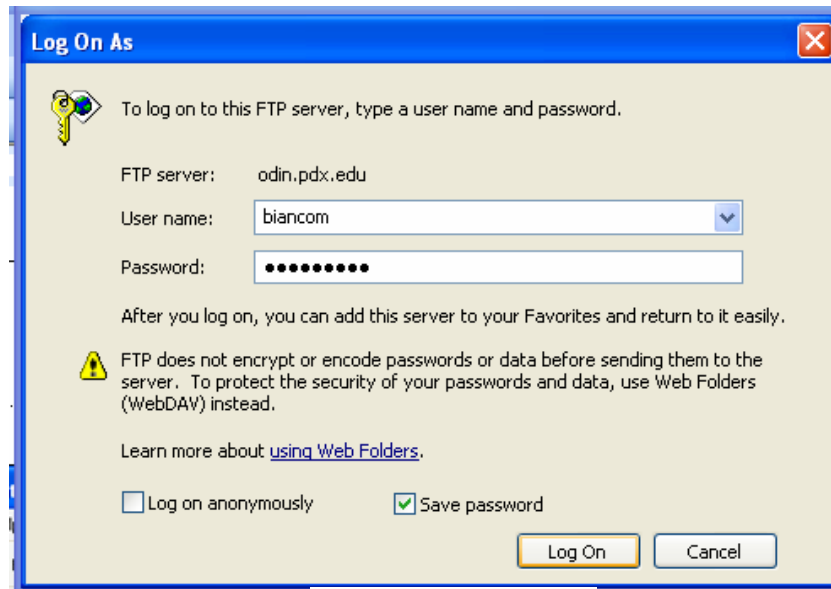


Figure 3.

- IV. Double-click on the `public_html` directory (folder) to open it (see Figure 4). This is where you put your web pages and any other files you want to be accessible from those pages, including images and documents.

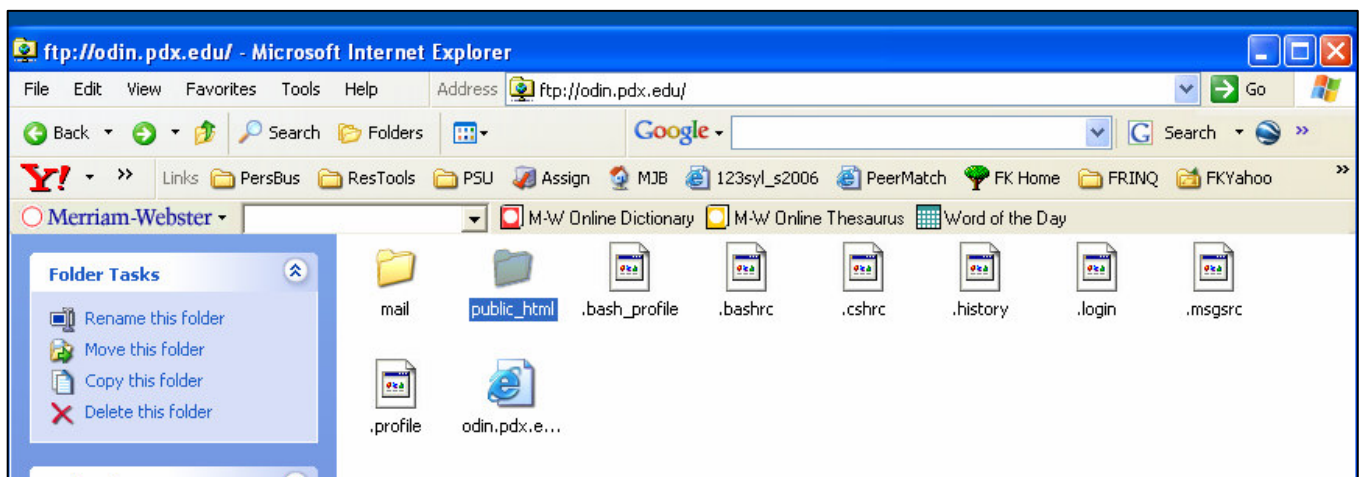


Figure 4.

V. With your public_html directory (folder) open, open the file on your computer that contains the files you want to transfer over to your web site. Figure 5 shows my desktop folder (called “Portfolios”) on the left and my Odin public_html folder on the right.

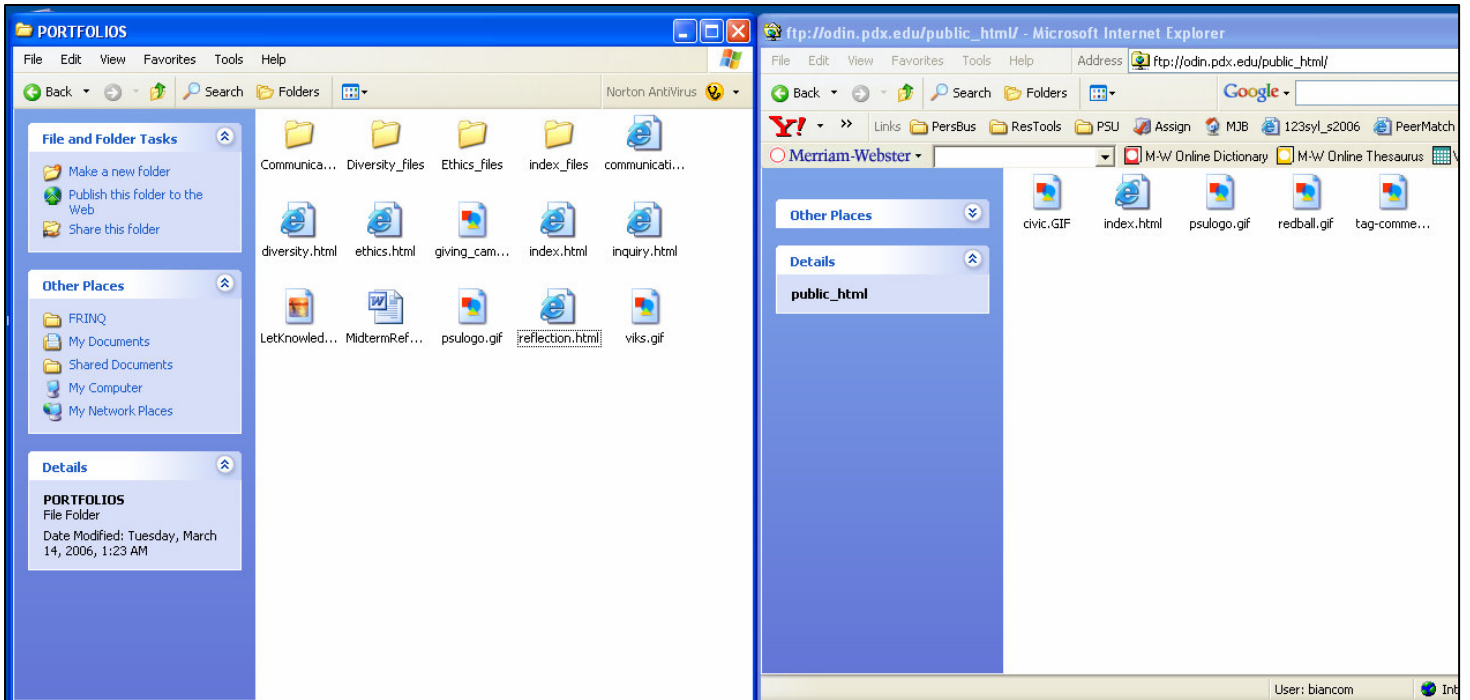
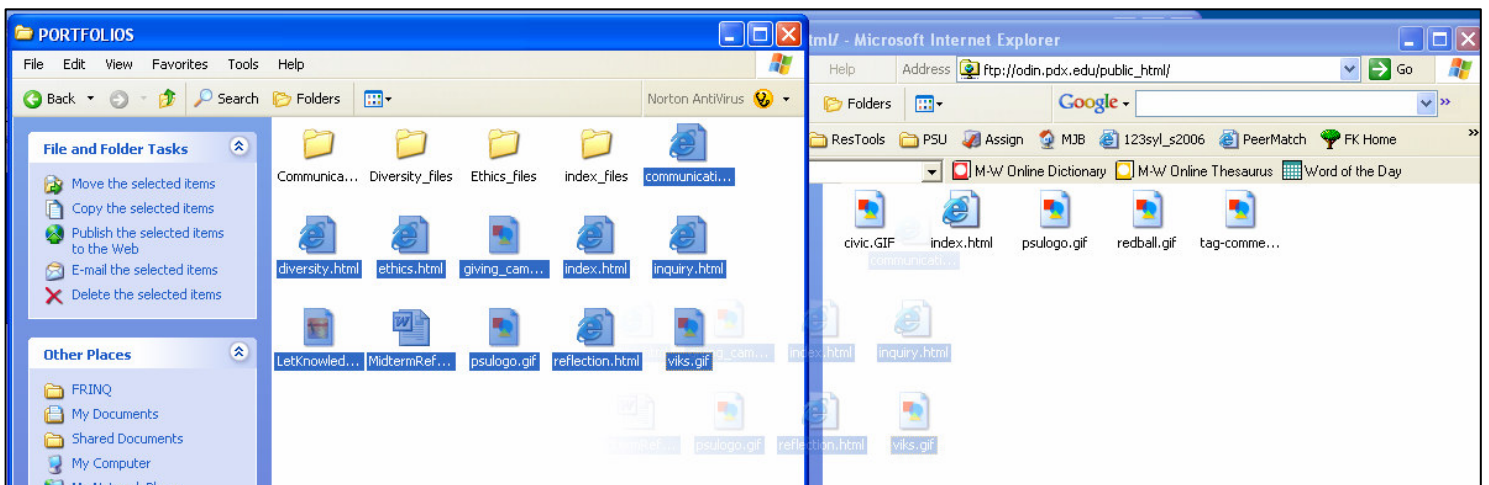


Figure 5.

VI. Now, simply select and drag the files you want from your desktop to the public_html location on Odin where your public web pages reside. If you hold down the ctrl key, you can click on multiple files to select them and then just drag them as a group over to your Odin folder. (Holding down the ctrl key instead of the shift key allows you to select files that aren't right next to one another.)



The process also works in reverse. Remember that after you ftp a file from your computer to Odin, you will want to refresh the web site you're editing in order to see the changes.