

## Guide to FTP

FTP, or *File Transfer Protocol*, is a method of transferring files between computers, usually between a home computer and a server, which hosts a webpage.

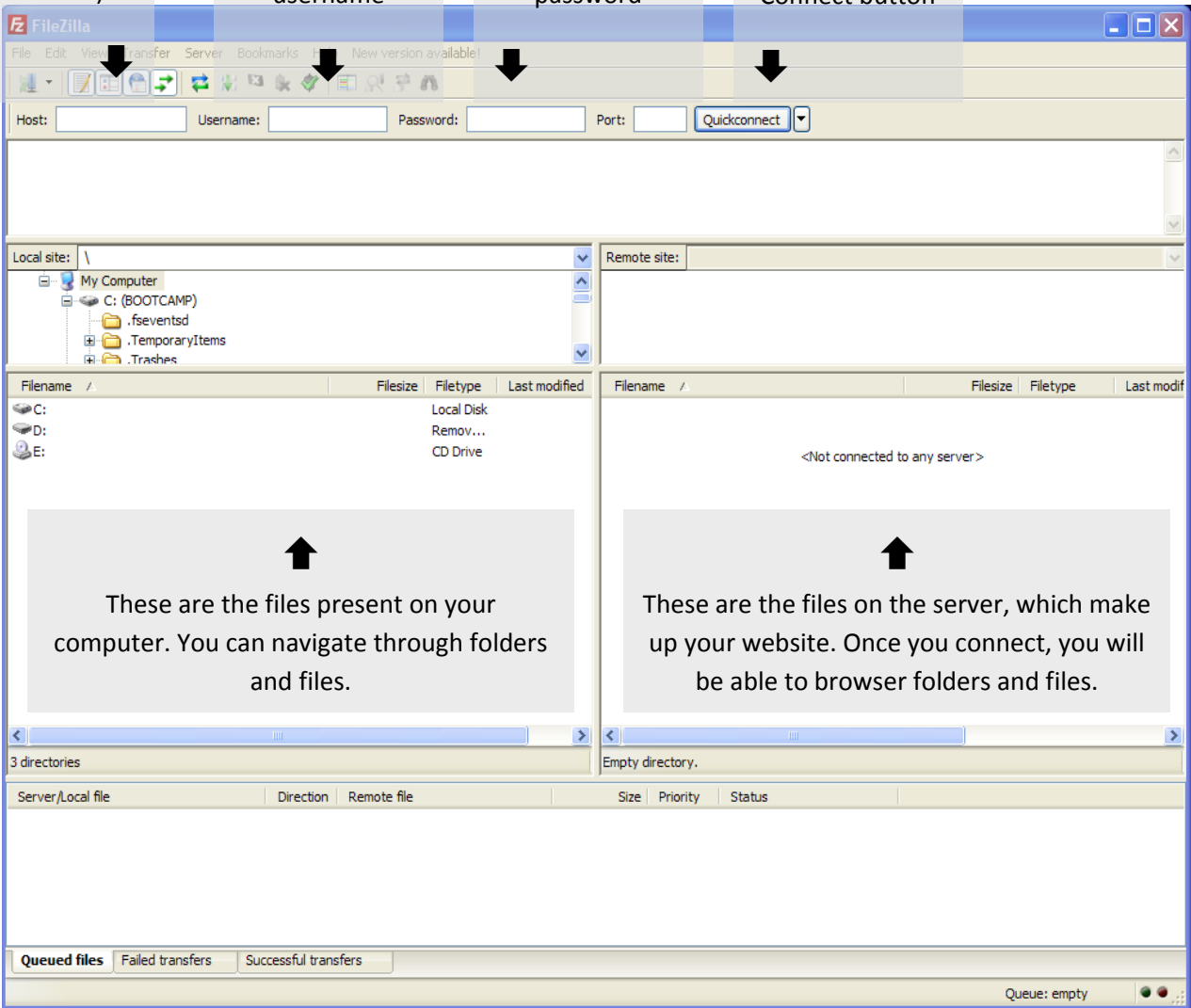
**Step 1:** Open *FileZilla*. Below you can see what the window should look like, along with labels for the different components of the window.

This is the host name, which is usually the URL of your website. (*yoursite.com*)

This is your username

This is your password

Connect button



The screenshot shows the FileZilla interface with the following components labeled:

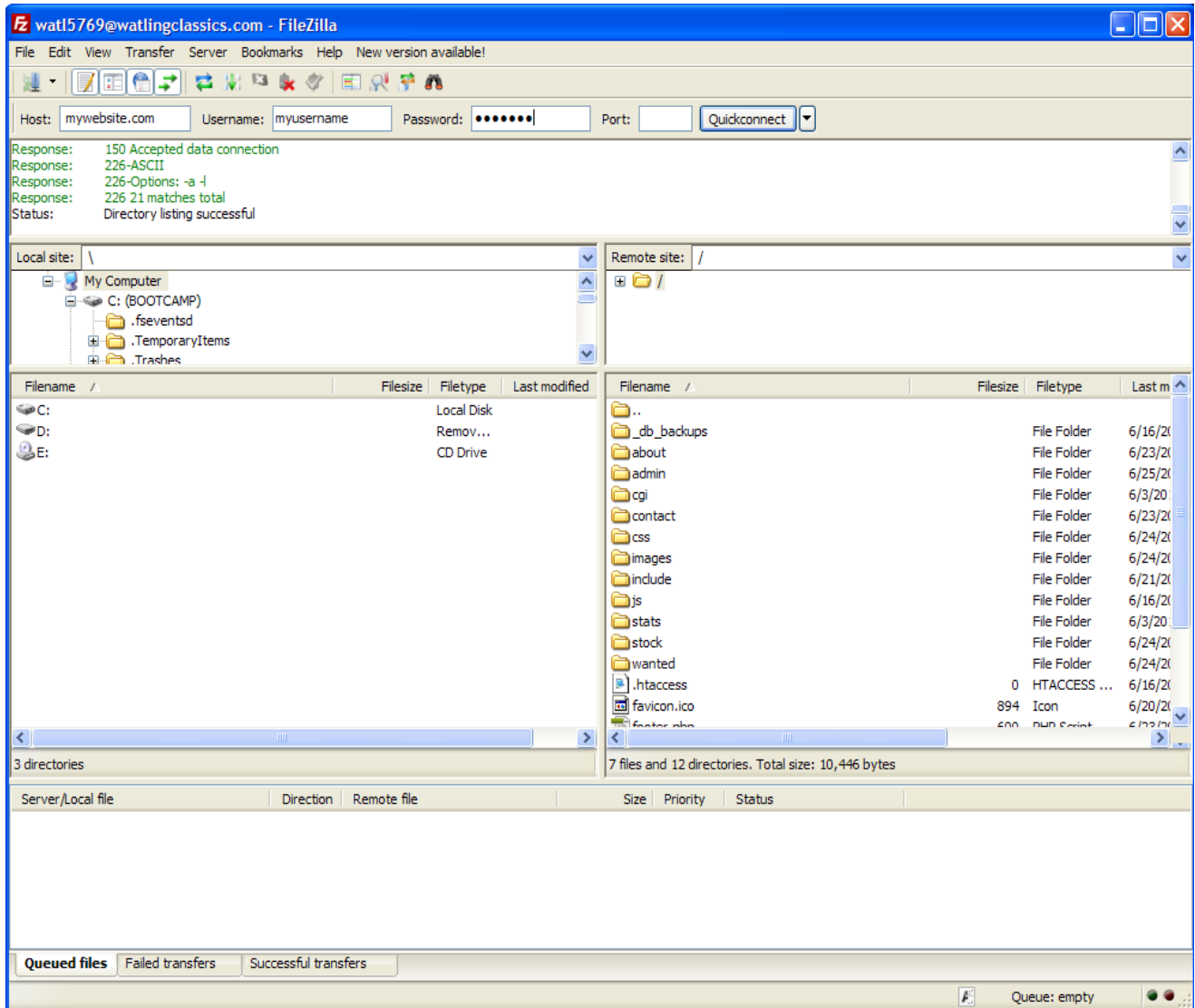
- Host:** A text input field for the server address.
- Username:** A text input field for the user name.
- Password:** A text input field for the password.
- Port:** A text input field for the port number.
- Quickconnect:** A button to initiate the connection.
- Local site:** A panel showing the local file system (C:, D:, E: drives).
- Remote site:** A panel showing the remote server's file system.
- Local file list:** A table with columns for filename, filesize, filetype, and last modified.
- Remote file list:** A table with columns for filename, filesize, filetype, and last modified.
- Queued files:** A section at the bottom for managing file transfers.

These are the files present on your computer. You can navigate through folders and files.

These are the files on the server, which make up your website. Once you connect, you will be able to browser folders and files.

At the bottom of the screen is a list of files to be sent (*Queued files*), failed transfers, and successful transfers. Both files uploaded to the server and downloaded from the server will be displayed.

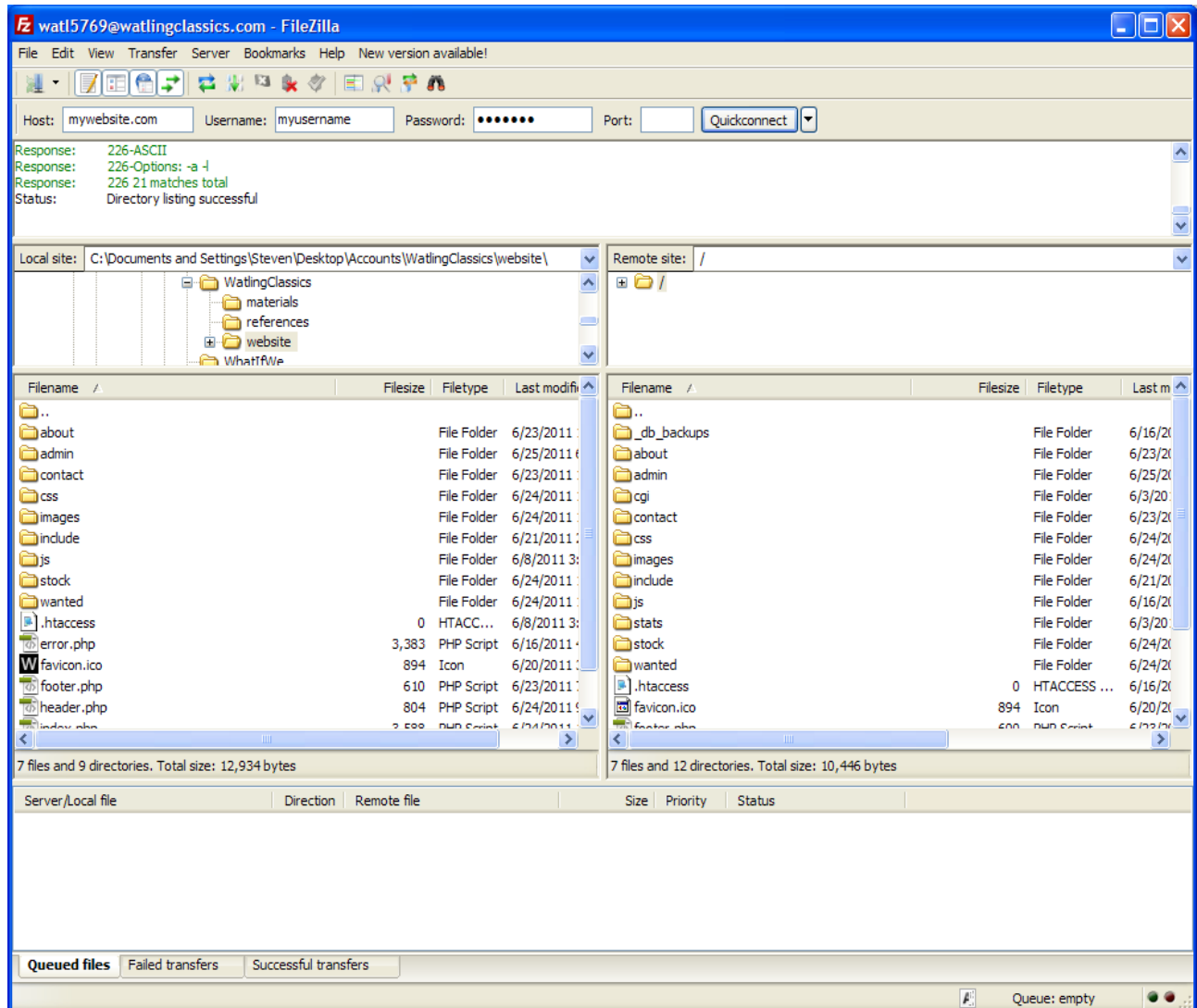
**Step 2:** Enter in your hostname (URL to your website, as in: *mywebsite.com*), your username, and password. Keep in mind that all three areas are case-sensitive. Click the *Quickconnect* button and wait for the FTP program to connect to the server.



Once you have successfully connected, in the future, you may click the dropdown to the right of *Quickconnect*, for a list of saved logins. This lets you avoid having to re-type your info every time you log on.

**Step 3:** On the right window, you will see a list of files present on the server. Use the left window to navigate to the file you wish to upload. On the right window, navigate to the directory on the server where you'd like to place your file. Double click the file on your computer (left window) to upload it to the server.

There will be a record of the upload in the very bottom section of the window. During the upload, you will see a progress bar indicating what percentage of the file has been transferred. Upon completion, the file will be listed under the "Successful Transfers" tab of this section.



**Step 4:** That's it! You've now transferred the file to the web host. You can view the file by typing the URL of your website into a browser, followed by the directory where you place the file.

For example, if you uploaded a file called *SomelImage.jpg* into a folder called *myPictures*, and your website is called *mywebsite.com*, you can view that image in a web browser by going to: **<http://www.mywebsite.com/myPictures/SomelImage.jpg>**