

Instructions for Filezilla

* = Indicates actions to be preformed.

This must only be completed once on the computer you plan to be working from:

Install an FTP program if you don't already have one. We like FileZilla, and its free! To get FileZilla:

- * Go to <http://filezilla-project.org/> online.
- * Click on FileZilla Client (for all platforms) and choose the file appropriate for your computer.
- * Download and install on your computer, following any prompts it may give you.

Tah-Dah!

Using Your New Toy

Step 1: Login

- * On a computer connected to the internet, open your FTP program (FileZilla).
- * Fill in your host name, username and password.

Host name:

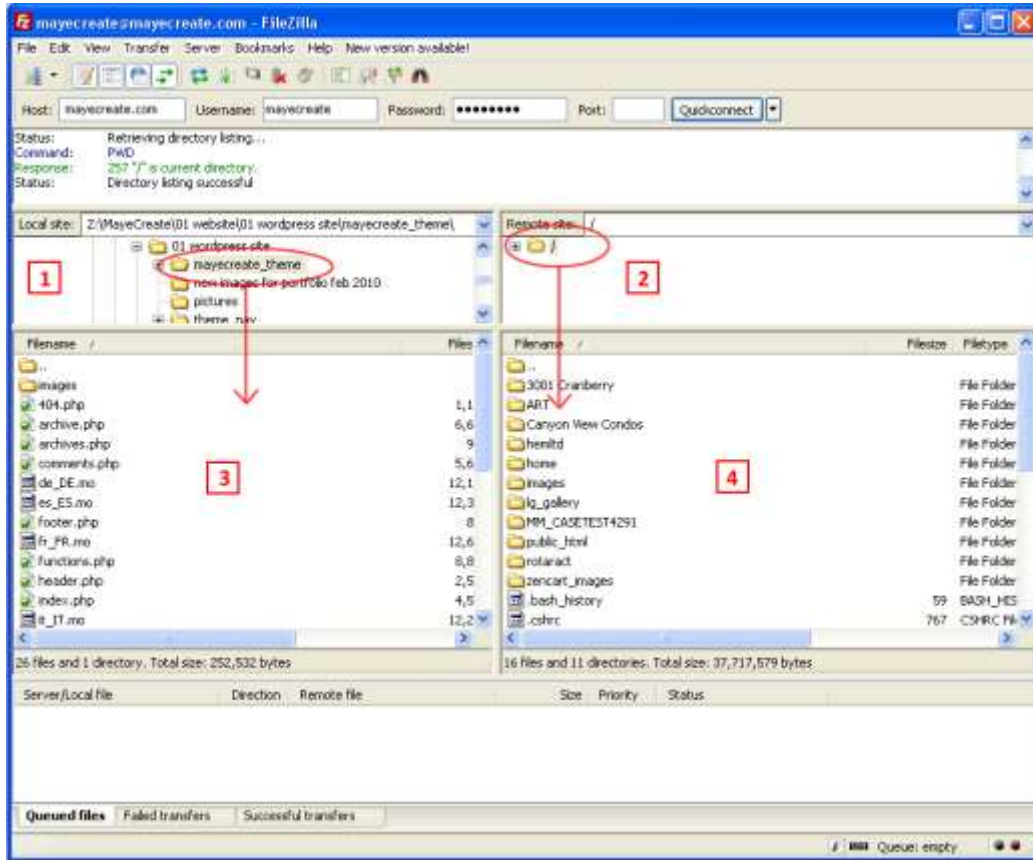
User name:

Password:

- * Click connect (button may say "Quick Connect").

You should be seeing something that looks like this:

Panes 1 and 2 will display the folder structure of your computer (1) and web space (2) in the two panes below are the files within the circled root folders for each your computer (3) and web space (4). [See image on next page.]



Step 2: Uploading, Downloading & Modify Your Files or Folders

- * **Upload** by double clicking on a file/folder located in panel 3 (your local files). You may be asked if you want to Overwrite the file on the server if it already exists. This is the same as saving over it and you cannot get it back unless you have a backup of your files! (Contact your hosting provider if you are unsure of how often they do backups.)
- * **Download** by double clicking on a file/folder located in panel 4 (the remote files/the hosting space). You may be asked if you want to Overwrite the file locally if it already exists. This is the same as saving over it and you cannot get it back unless you have a backup of your files in another location!
- * **Modify** – ask a professional to do this for you or find out what you can/should be [not] doing.

Step 3: Logout

- * **Close** the program or logout – You’re Done!