



Introduction to FTP

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Introduction to FTP

There are several ways depending on your computer system, that you can transfer files to your hosting account directory. The process by which files are transferred to the web server is called "FTP" (File Transfer Protocol). You have unlimited access via FTP 24 hours a day. As such, you can create and maintain your web pages on your own computer and upload files to your web site at your leisure.

Online services which offer an Internet gateway, such as AOL, CompuServe, and Prodigy may have a built-in FTP interface. If you have a PPP Internet account, you need an FTP program. Visit <http://www.wsftp.com> to download the newest version of WS_FTP for the PC, one of the most popular FTP programs on the web.

For the Macintosh, a program called "Fetch" can be used.

Your home directory

Your html files, and or the files you want to make accessible to the World Wide Web must be uploaded to your account. When you first FTP into your account, you'll be taken to your "Home" directory. Don't confuse this with your "web directory." The home directory is "not" accessible to the World Wide Web; it's a private directory where critical system files reside. **DO NOT delete files that have been created by the system.**

Your public_html and www directory (where web accessible files are placed)

These are the two directories, where files you want accessed from the web must be placed. Open the folder "public_html" , which is your "web accessible directory." The folder named "www" is actually a shortcut to public_html, (both of them take you to your web directory). Upload the files you want accessible to your visitors and feel free to make the appropriate sub-directories you'll require.

Instructions are below for connecting to your FTP account using different programs, the simplest being using Internet Explorer (next page).

Using Browser FTP - Internet Explorer and Netscape

Internet Explorer

1. Open Internet Explorer
2. Type this in where you would normally type in a URL making sure that you use your information in place of the username, password, and domain name:
ftp://username:password@ftp.yourdomain.com
3. Click on the "www" link. That is where your files need to be so that they can be accessible from the web.
4. If you want to upload something, just drag the files from your Windows explorer window into your browser window.

Netscape

1. Open Netscape
2. Type this in where you would normally type in a URL making sure that you use your information in place of the username, password, and domain name:
ftp://username@ftp.yourdomain.com
3. It will then ask you for your password and you will need to type it into the box there.
4. Click on the "www" link. That is where your files need to be so that they can be accessible from the web.
5. If you want to upload something, just drag the files from your Windows explorer window into your browser window.

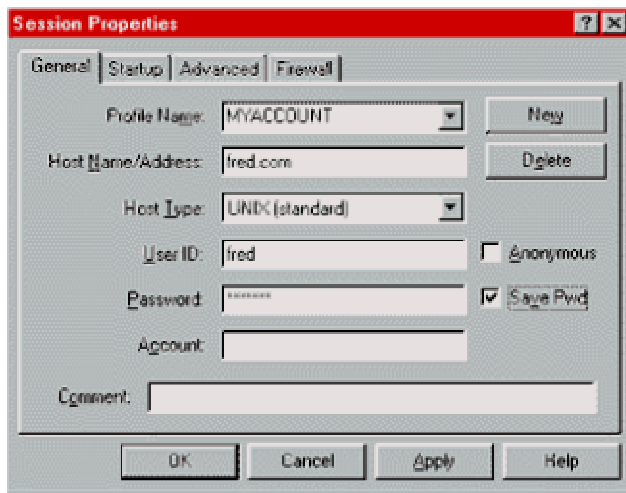
Using WS_FTP (PC)

Step 1

The following information is contained within your welcome email and is needed to connect you to your web site via FTP:

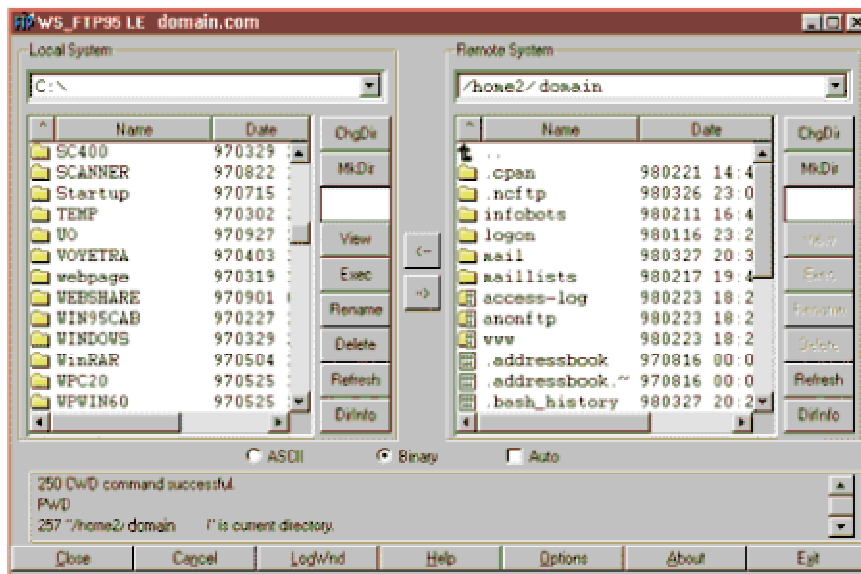
- Username
- Password

Each time you run WS_FTP the Session Profile window will be displayed. A profile contains the information needed to connect to your web site. Creating a profile now will eliminate the need for you to configure the software each time you wish to connect to the web server via FTP. To create a profile, click the "New" button and enter a generic profile name at the top of the Session Profile window, such as "My Web site." Next, enter your Host Name/Address (ftp.yourdomain.com), Username (yourdoma), and Password for your web site as illustrated below.



Step 2

Next you need to click "OK" to continue. This will connect you to the web server, where you will connect directly to the root ("home") directory of your account. WS_FTP will display a split screen where files on the left-hand side are within your own computer. You will see several folders on the right-hand side such as www, etc and mail which are landmarks suggesting a successful connection to your web site, as illustrated below.



Step 3

You need to double click on www to get to your web directory. This is where all your files will be downloaded, and/or you will create sub-directories. The only system directory that you may need to use is cgi-bin; this directory is reserved for custom scripts. To make your home page load automatically, name the HTML document "index.html" in lowercase and upload it to the www directory of your account overwriting the default one if necessary. To upload a file or files, simply highlight the file(s) on the left and click the right arrow button (->) in the center of the window. Be sure to upload HTML documents and scripts in ASCII mode and images in Binary mode. To transfer a file to a subdirectory, double-click the appropriate subdirectory to open it before transferring the desired file(s). To create a new directory, click on the Mkdir button when you are inside the www directory or subdirectory.

As soon as a file is uploaded to the web server, it is available for all to see. If, after uploading a file, you are still unable to see the updated file via your browser, try hitting the "Refresh" or "Reload" button. If that fails, you need to clear both disk and browser cache. This function can be found by selecting Options > Network Preferences in Netscape. Remember that you must first be connected to the Internet through your local Internet service provider in order to connect to the web server.

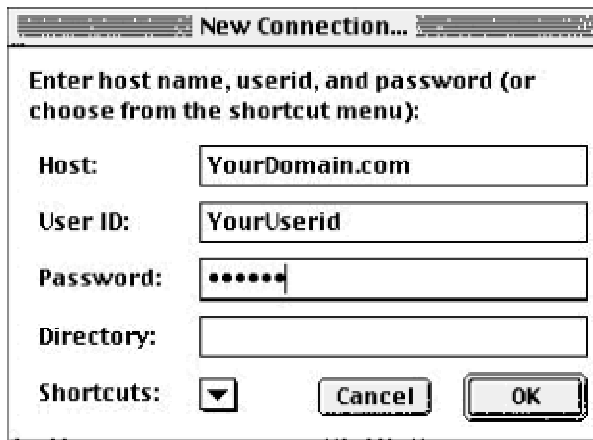
Using Fetch (Mac)

Step 1

The following information is contained within your welcome email and is needed to connect you to your web site via FTP:

- Username
- Password
- FTP Hostname

Each time you run Fetch, the New Connection window will be displayed. A profile contains the information needed to connect to your web site. Creating a profile now will eliminate the need for you to configure the software each time you wish to connect to the web server via FTP. To create a new profile, select "New Connection..." from the File menu. Next, enter the Host (ftp.yourdomain.com), Username (yourdoma), and password for your web site as illustrated below.

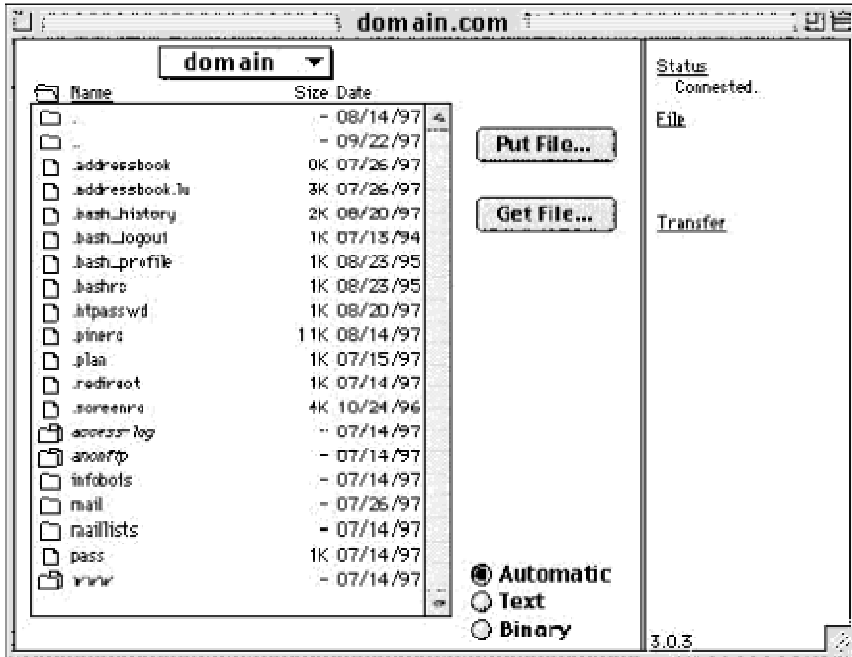


The image shows a screenshot of the "New Connection..." dialog box in the Fetch application. The dialog box has a title bar with the text "New Connection...". Below the title bar, there is a prompt: "Enter host name, userid, and password (or choose from the shortcut menu):". The dialog box contains several input fields and buttons:

- Host:** A text field containing "YourDomain.com".
- User ID:** A text field containing "YourUserid".
- Password:** A text field containing six dots, indicating a masked password.
- Directory:** An empty text field.
- Shortcuts:** A dropdown menu with a downward-pointing arrow.
- Buttons:** "Cancel" and "OK" buttons are located at the bottom right of the dialog box.

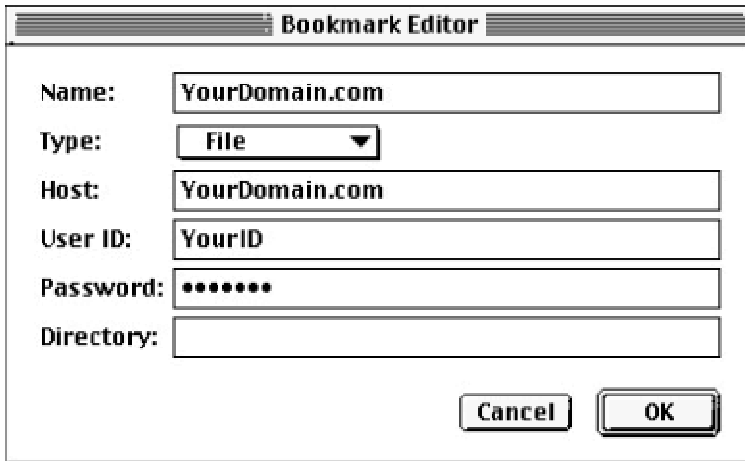
Step 2

Don't worry about the Directory option right now. When you have your Host, Username, and Password entered, click on the OK button. The next window which will pop up will look virtually the same as below, except that yourdomain will be in the pop-up window.



Step 3

Bookmarking the Connection - You should take the time, now that you have established your connection, to make it easier for you to get here next time. Under the Customize menu, select New Shortcut. A window will pop up called Bookmark Editor, as below. It will already have your name, Host, and Username filled in. Under Type, choose File from the pop-up menu. If you would like Fetch to remember your password so you won't have to type it in each time, type in your password in the Password field. Now, under the same Customize menu, choose Preferences, and under the General tab, make sure the connection you just entered is selected as the default shortcut. Next time you open up Fetch, your shortcut will be opened automatically and all you'll have to do is click the OK button!

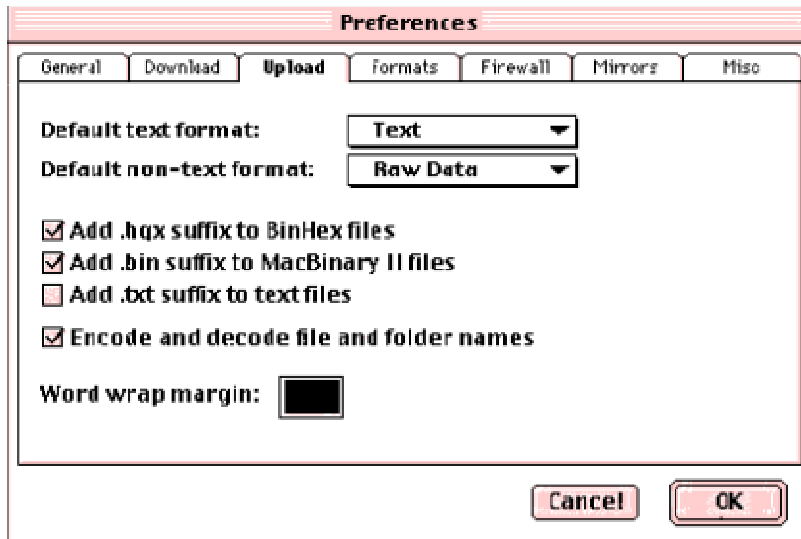


Step 4

How to Transfer Files - Refer again to the sample window above. You need to double-click on www to get to your web directory. This is where all your files will be downloaded, and/or you will create sub-directories. The only system directory that you may need to use is cgi-bin;

this directory is reserved for custom scripts. To make your home page load automatically, name the HTML document "index.html" in lowercase and upload it to the www directory of your account. To upload a file or files, simply drag them from your hard drive onto the Fetch window when you are in the appropriate directory or subdirectory. Be sure to upload HTML documents and scripts in Text mode and images in BINARY mode. Or to make life easier, click on the Automatic button as shown in the sample window above, and Fetch will decide the proper format. To transfer a file to a subdirectory, double-click the appropriate subdirectory to open it before transferring the desired file(s).

To ensure that the Automatic selection works properly, make sure the selections under the Upload tab in the Preferences window looks the same as below.



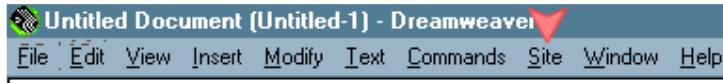
Step 5

As soon as a file is uploaded to the web server, it is available for all to see. If, after uploading a file, you are still unable to see the updated file via your browser, you need to hit the Reload button in the icon button bar. Remember that you must first be connected to the Internet through your local Internet service provider in order to connect to the web server.

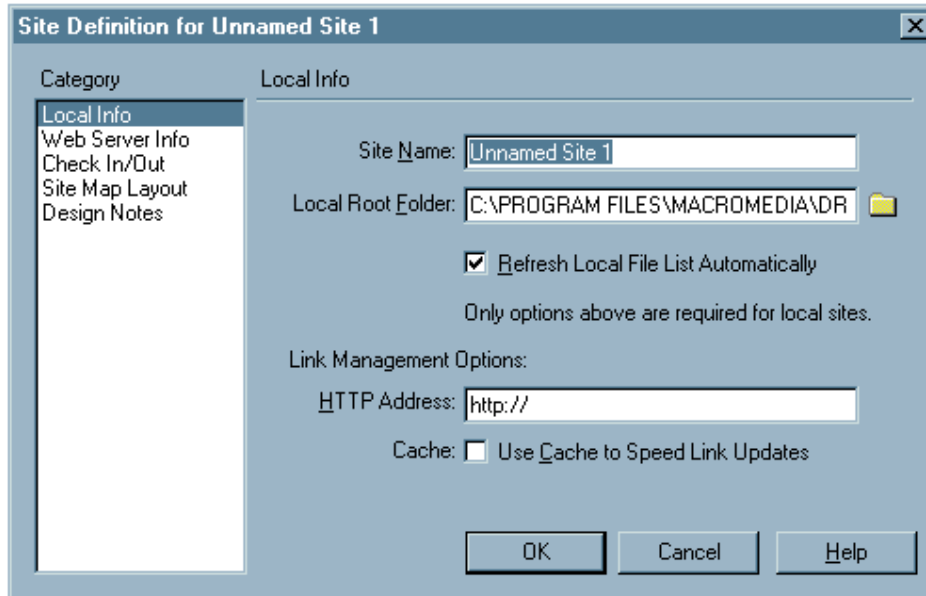
Using Dreamweaver

Step 1

Choose from the top menu "Site" and choose "New Site".

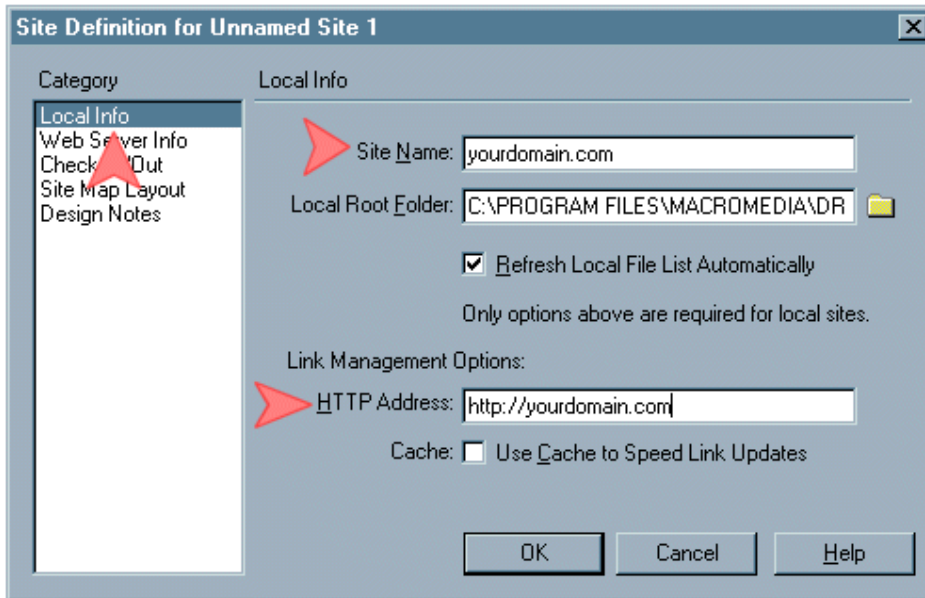


This is the resulting window:



Step 2

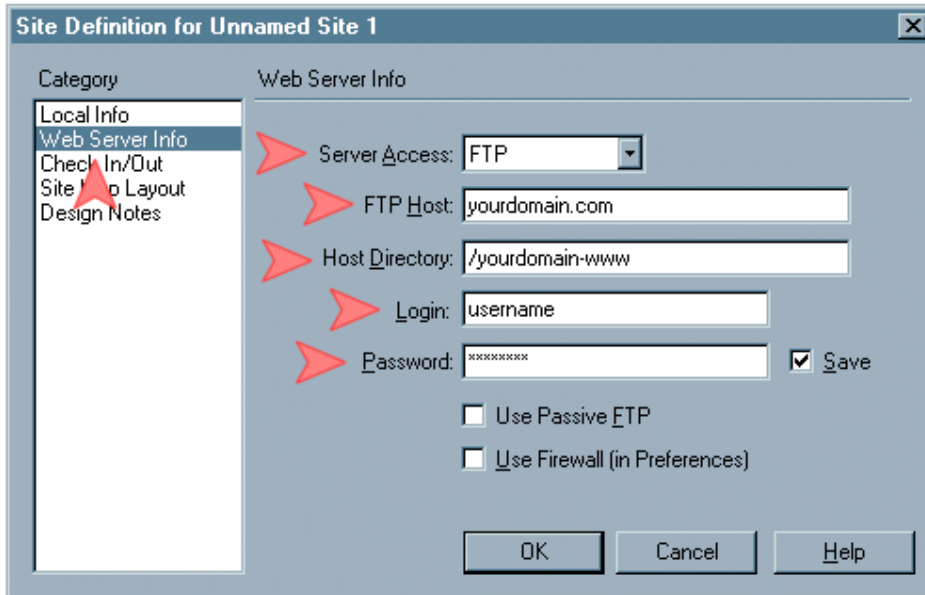
Make sure that local Info is highlighted (by clicking once on it) over on the left side and fill in your information on the right. Just put in whatever helps you remember what it is in "Site Name" and then put in your URL in the HTTP Address area.



Step 3

Next, click on "Web Server Info" over on the left side once and you will see the below screen (at first without the extra boxes). Choose FTP from the drop down menu and more boxes will show up for you to fill in.

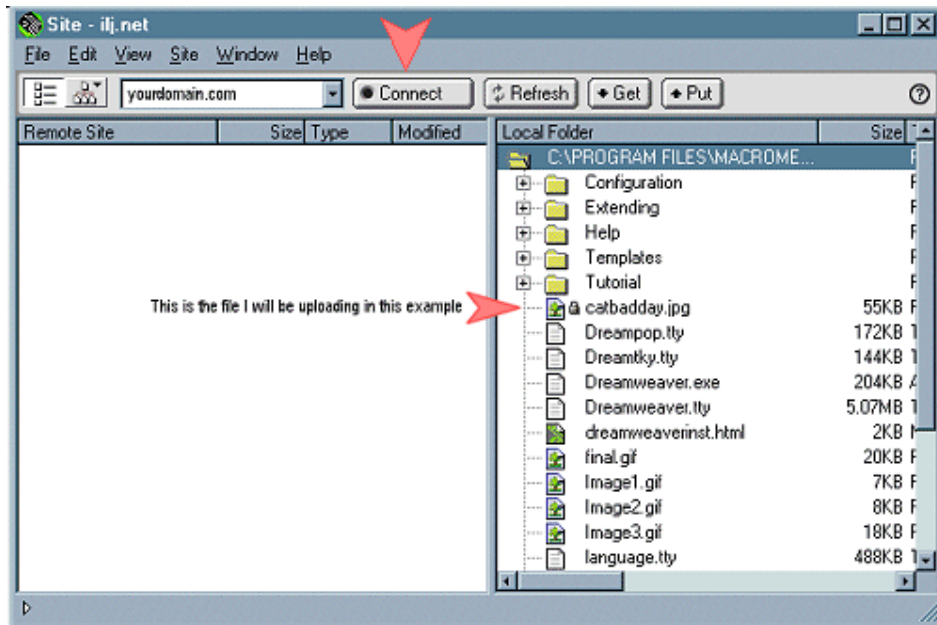
Fill them in with the appropriate information by replacing where it says "yourdomain" with your domain information. Where it says "Host Directory", you put "yourdomain-www" and make sure you don't put your domain extension on there. For instance, if your domain is "test.com", put "test-www" in the host directory blank. (notice the missing .com) The username will need to be in lower case or it will not work.



Step 4

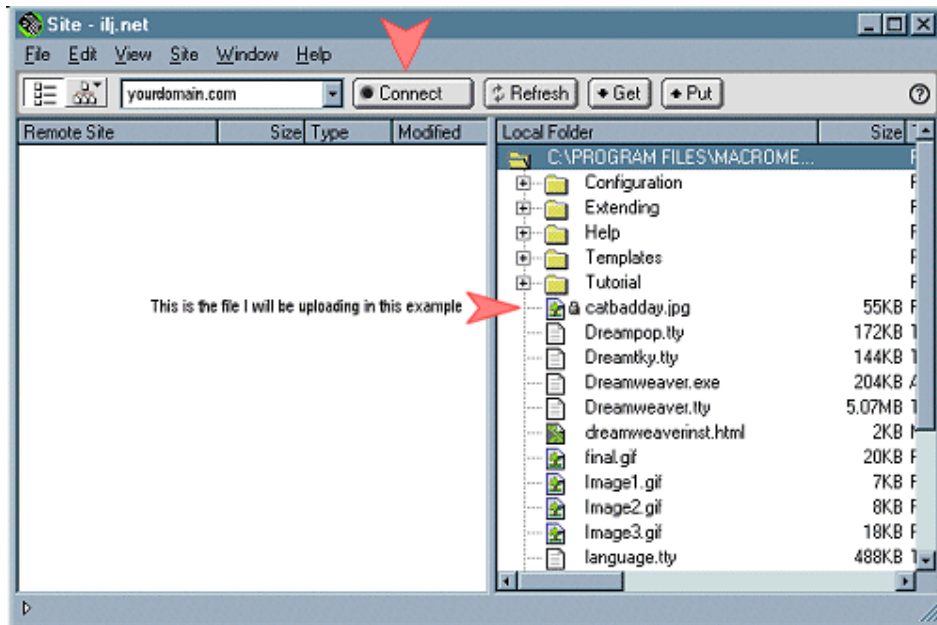
Click ok and then you will see the screen below. Click the connect button to connect to the

server.



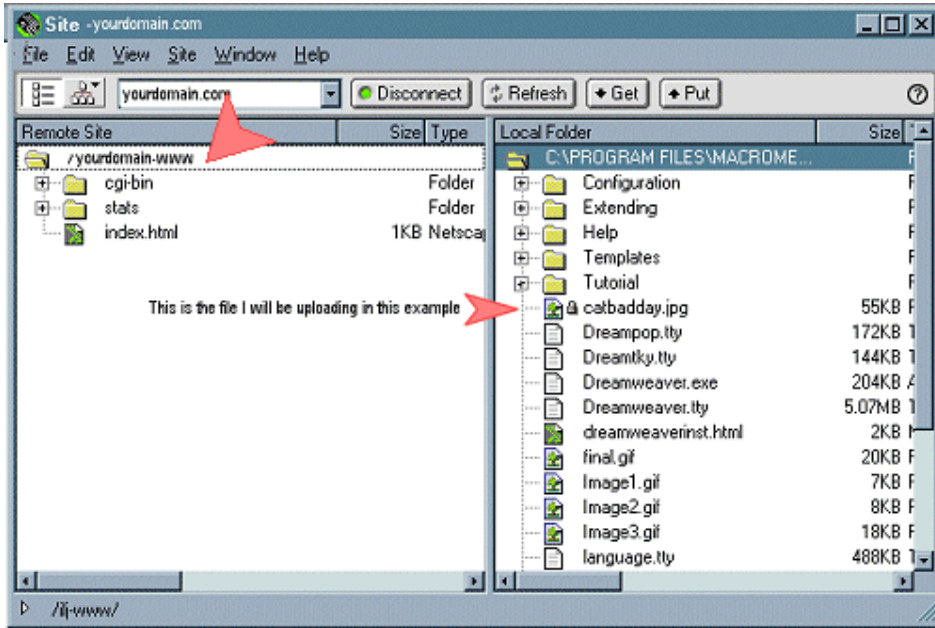
Step 5

It will then connect to the server and you will see your files on the server listed on the left side and the files on your computer on the right side.



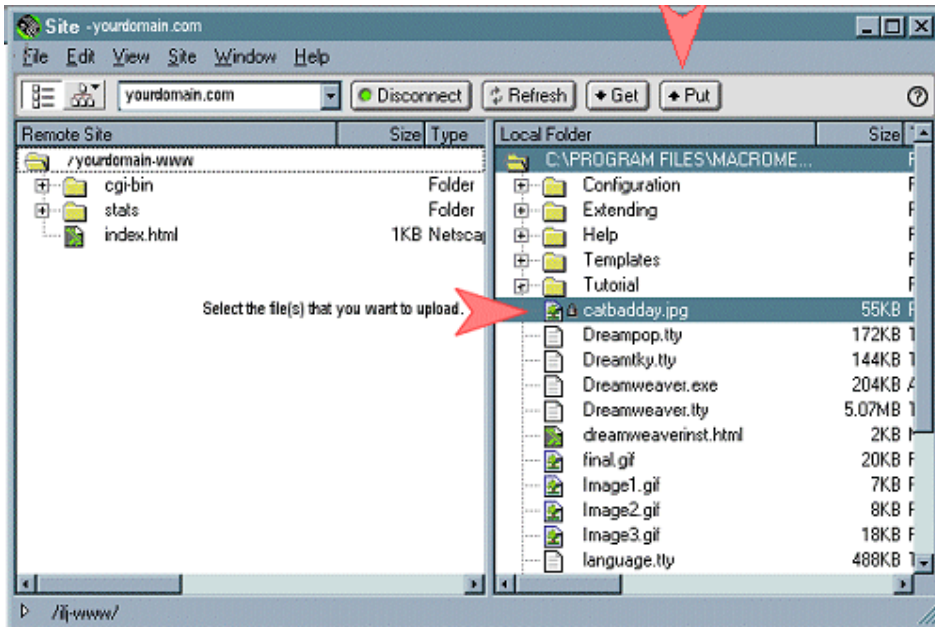
Step 6

Select the file (or multiple files by clicking the topmost file and holding down your shift key and selecting the bottom most file on the list) so that they are highlighted and click the "Put" button.



Step 7

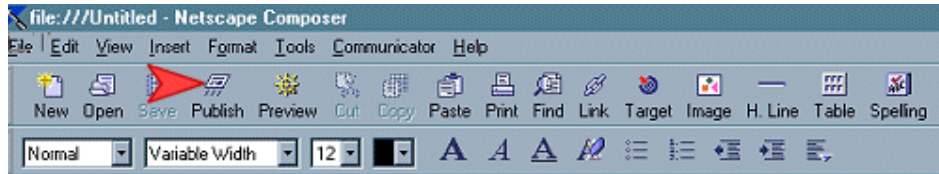
Your files will then transfer a copy from your computer to the server and you will be able to access them on the web by putting in <http://www.yourdomain.com/filename.html>



Using Netscape Composer

Step 1

Once you have a page in Netscape's composer, you can upload it, and all relevant pages to your server with the "Publish" function. When in Netscape Composer, click 'Publish' (Located in one of the top bars of Composer).



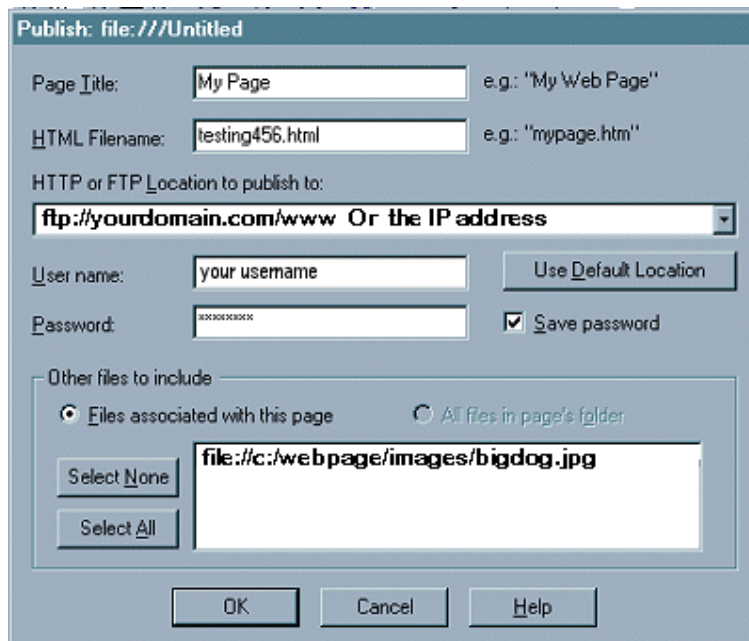
Step 2

HTTP or FTP Location to publish to: <ftp://www.yourdomain.com/www>.

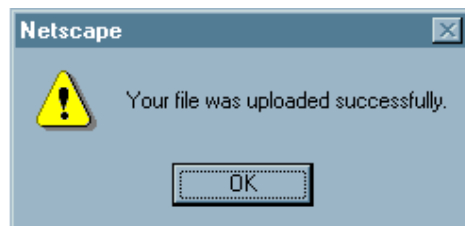
User name: Your USERNAME.

Password: YOUR PASSWORD.

Other files to include: Select which files you would like to upload along with the page. If you are not sure which files are used for the page, select: "Files associated with this page". Next, click 'OK'.



Your site has now been uploaded.



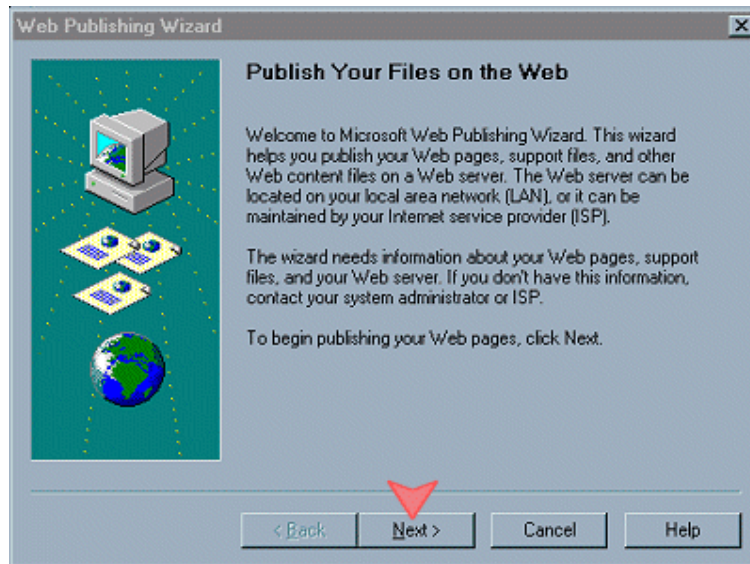
Note

If you wish to place the file in a sub-directory you must first create that directory with the file manager. Then the location would be <ftp://yourdomain.com/www/subdirectory>.

Microsoft Web Publishing Wizard

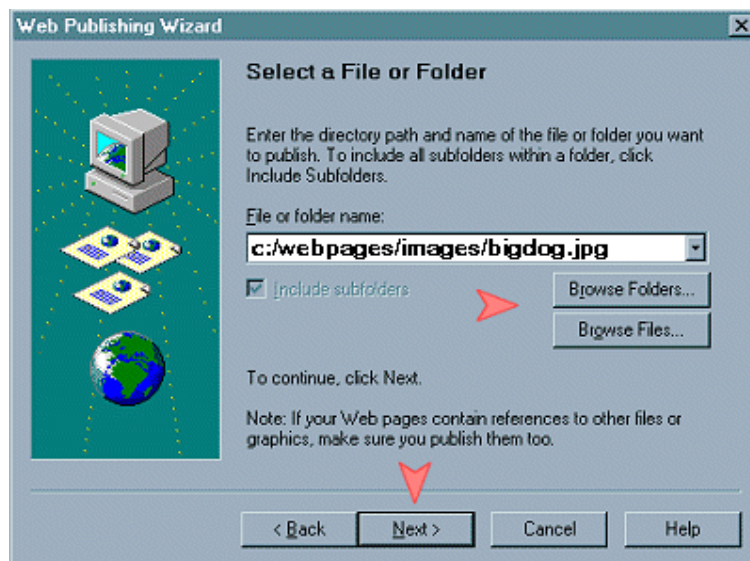
Step 1

1st screen: Publish your files to the web. Click next.



Step 2

2nd screen: Select a file or folder. Browse to select the files or folder you want to upload. Click next.



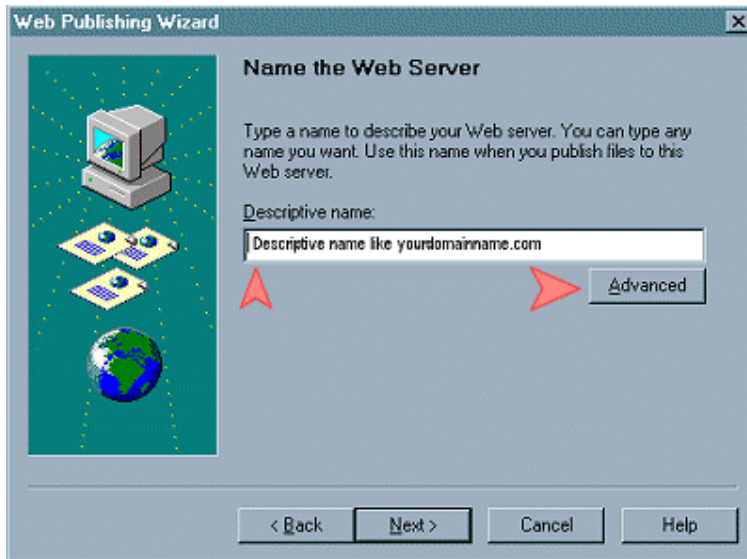
Step 3

If this is the first time you have published (or are not able to publish and need to re-set it up), click "new"

NOTE: If you have published successfully before (where your files show up on the web like

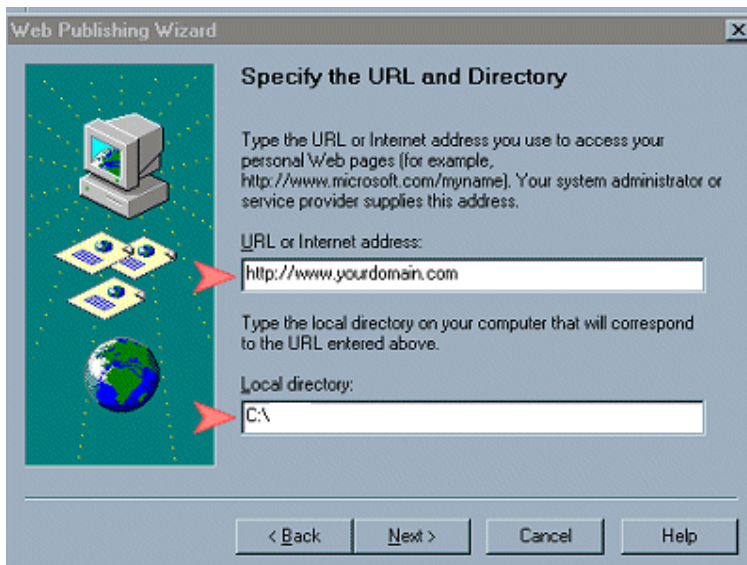
they are supposed to), just choose your web server from the drop down list and click next and then finish.

Next screen: Name the web server - Name it something like yourdomain.com or just something to help you distinguish between this site and another one if you upload to more than one web site. Click next



Step 4

Specify the URL and Directory. Type in your domain name with the http:// in the front. ie. <http://yourdomain.com> and the local directory should already be set from before.



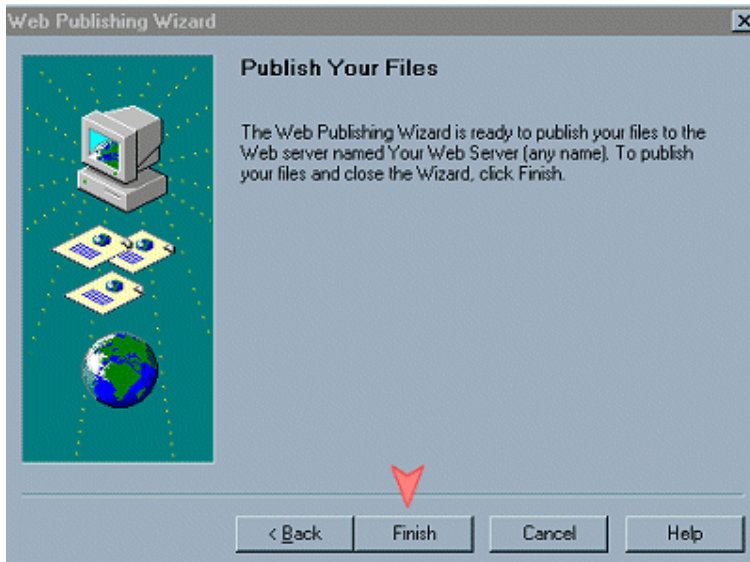
Step 5

After you click next, it will search for your domain and a little window will pop up asking for your username and password (these can be found in your welcome email). After you type those in click "ok".



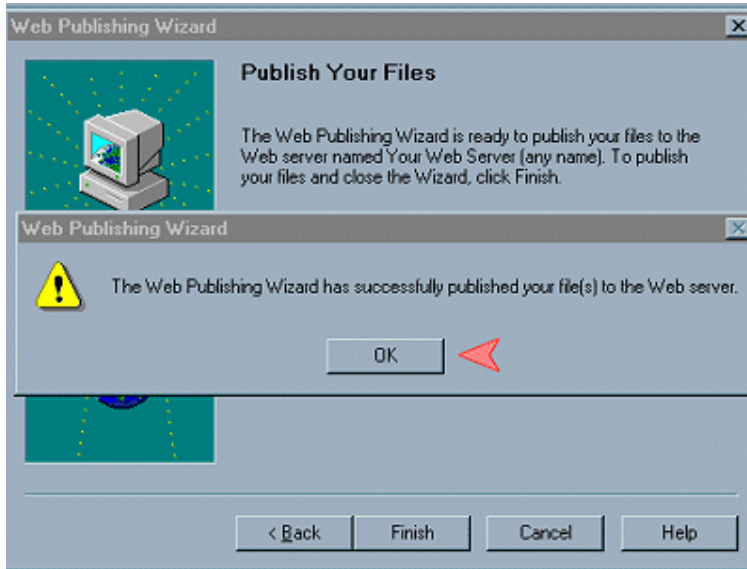
Step 6

If it accepts your username and password, you will see the "Publish your Files" screen. Just click "Finish" and it will upload your files to the web.



Step 7

After it has successfully published your files, you will see this screen, then click ok.



Step 8

After you successfully publish the first time, the next time you want to publish, all you have to do is bring up the Web Publishing Wizard and choose the web server you just set up from the drop down list (it will normally be already selected) and click "Next". Then you will see that last screen where you just click "Finish" and it will upload your files.

