

Filezilla FTP Utility

The Filezilla FTP utility is a user-friendly *File Transfer Protocol* utility that allows convenient management of website tasks. Easily configured, Filezilla's quick-connect feature simplifies and speeds website maintenance.

With Filezilla you can easily:

- Upload files to a website
- Download files from a website
- Perform online editing of website files

To use this tutorial you must:

- Have installed Filezilla on your computer
- Have an internet connection
- Be able to navigate computer directories

To configure Filezilla, you need the following information:

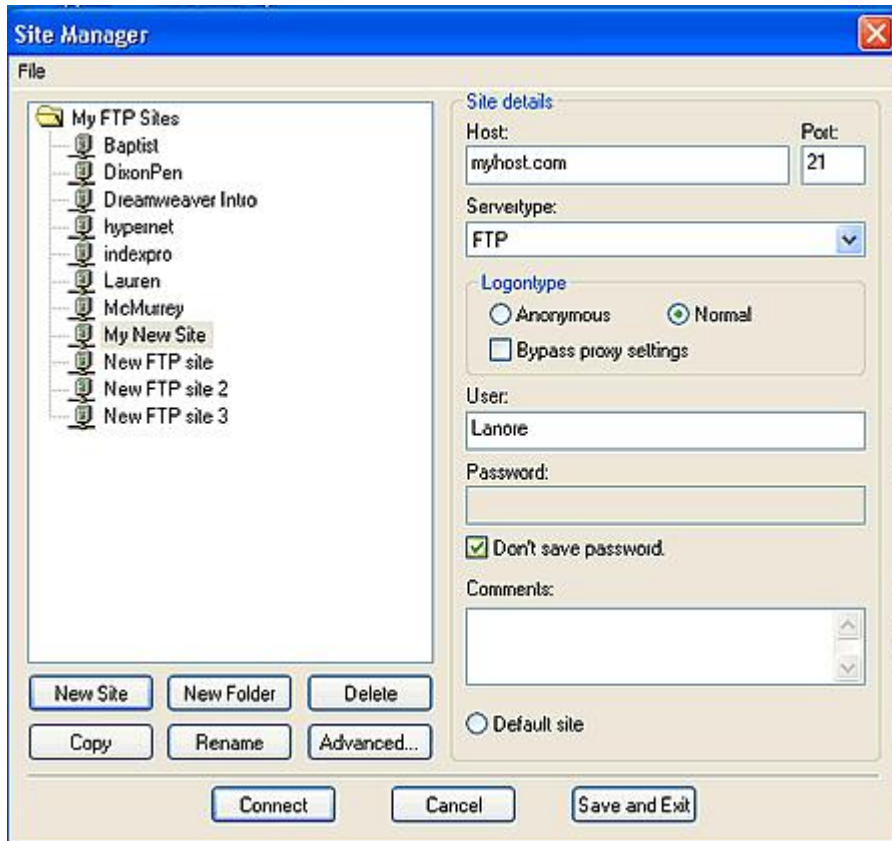
- Host name
- User name
- User password
- Port you use to connect to internet

Note: You may need to confirm this information with your hosting service.

Configuring Filezilla

To configure Filezilla:

1. From Filezilla's file menu, select Site Manager.
2. Click on New Site in the lower left corner of the Site Manager. In the file directory on the left a new file appears, with the name highlighted.



Site Manager

3. Type a name for this connection. Press Enter.
4. In the Site Details section on the right, type in the host name.
5. Type in the port your computer uses to connect to the internet--this is usually port 21.
6. Server type should be set to FTP.
7. Type in your user name and password.
8. Click Save and Exit at the bottom right of the dialogue box.

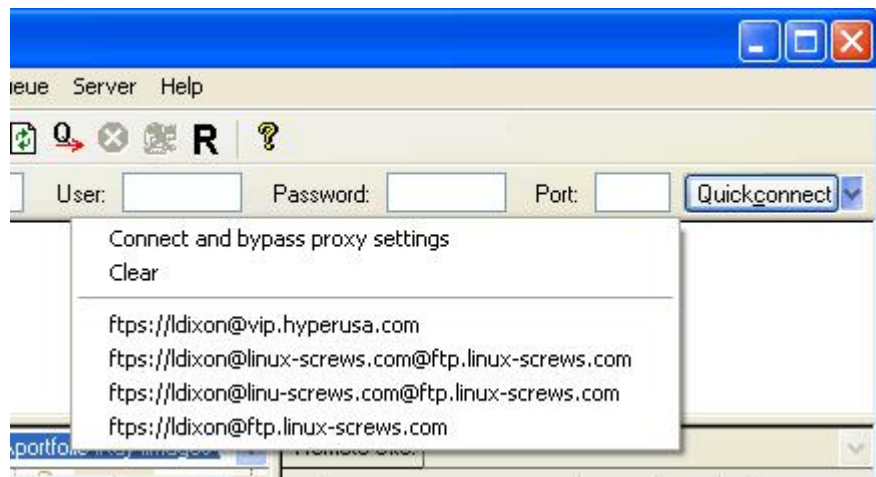
Connecting to the Host (server)

Before you can connect to the host, Filezilla must be configured. For more information see “Configuring Filezilla”.

Note: Sometimes a firewall will prevent communication with the server. If you have trouble connecting to the host or seeing any files on the server, disable firewalls until you have finished uploading your files.

To connect to the host:

1. Connect to the internet with your usual method.
2. Open Filezilla.
3. Select the Quick Connect button near the top right of the tool bar.
4. From the pull down menu, select the host you want to connect to.



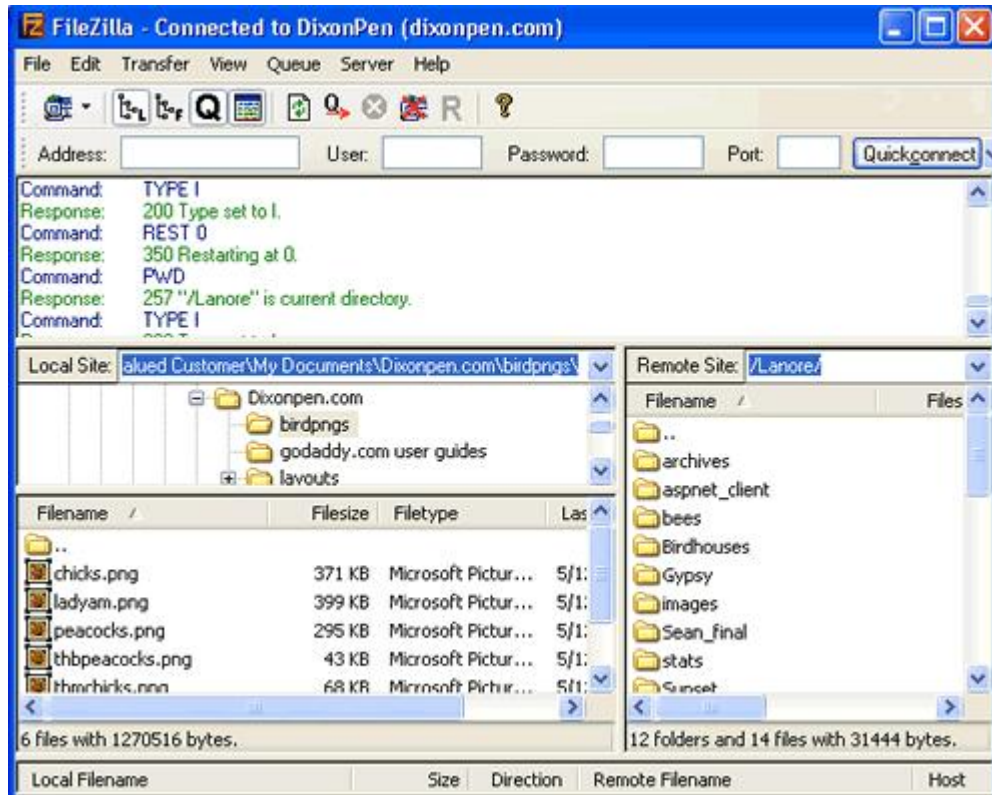
Quick Connect Menu

Once Filezilla has successfully connected to the host you can upload, download, and edit files while online.

Uploading Files

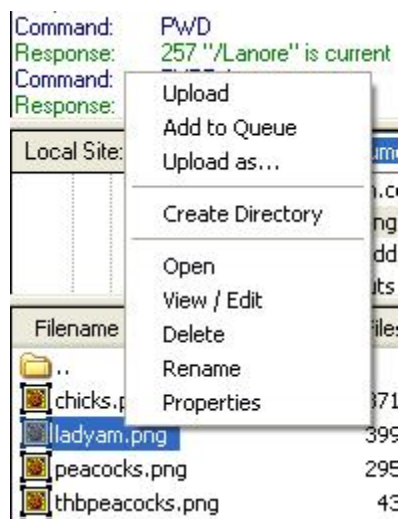
To upload files:

1. In the Remote Site section, click on the down arrow.
2. Select the directory where you want to upload your files. For a website this will be the \www\ or the public_html directory.
3. In the Local Site tree in the center left, navigate to the directory of the file you want to upload.
4. Click once on a directory to open it.



Local and Remote Directories

5. In the area just below the Local Site tree, doubleclick folders to open them. Right-click the file you want to upload.

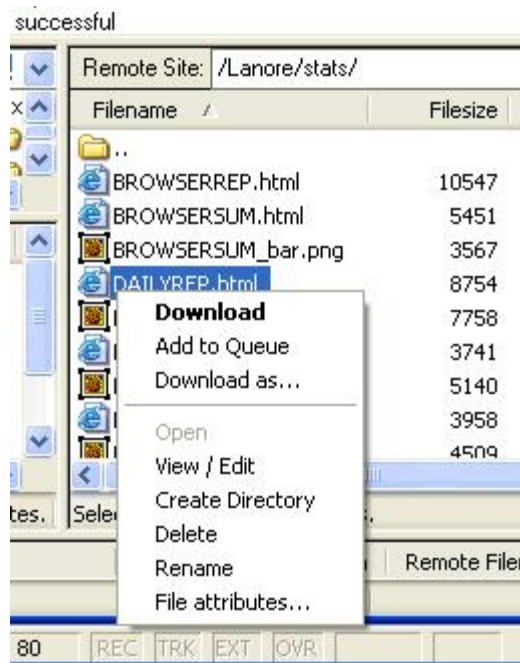


6. Select Upload. The file is uploaded to the remote site file list.

Downloading Files

To download files:

1. In the Remote Site area, click on the down arrow to select the directory of the files you want to download.
2. In the Remote Site list of files, click on the file you want to download.
3. Right-click the file you want to download.



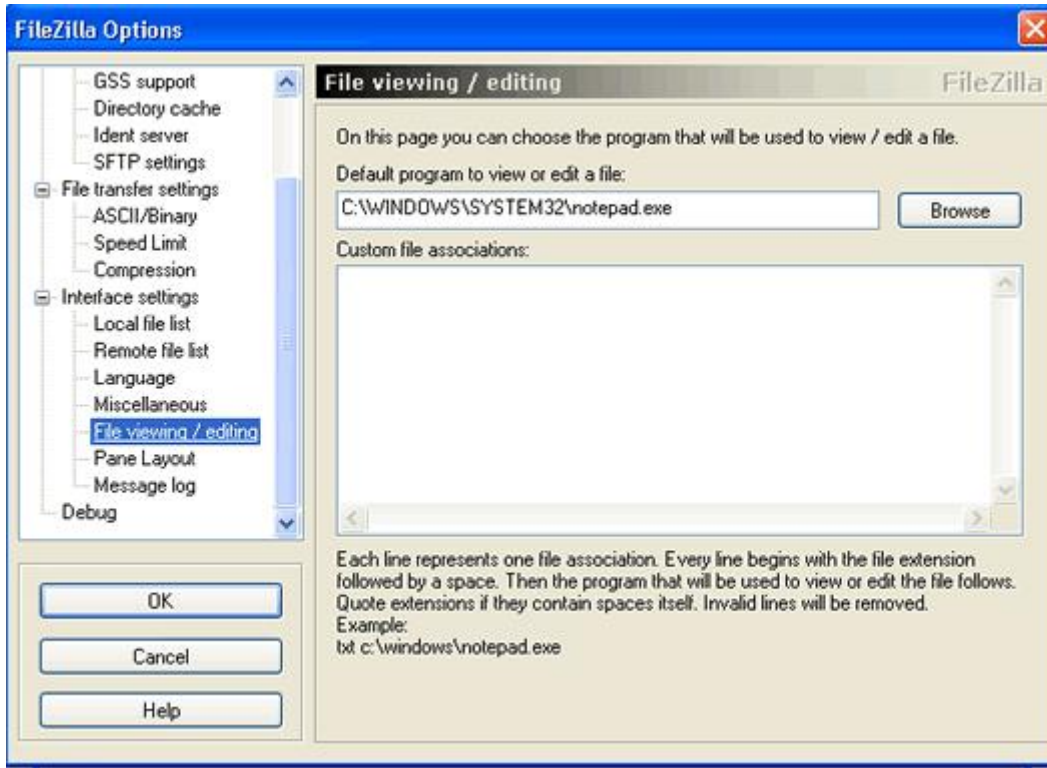
Download Menu

4. Click Download. The file now appears in the Local Site list.

Assigning a Default Editor

To assign a default editor:

1. From the Edit menu, select Settings. The Filezilla Options dialog box opens.



Filezilla Options dialog box

2. From the menu on the left, select Interface Settings.
3. Under Interface Settings, click on File Viewing/Editing.
4. On the right type in the path to the editing program you prefer or click the browse button to locate the program.
5. Click OK.

Editing Files Online

Before you edit files in Filezilla, you must assign a default editor. For more information see “Assigning a Default Editor” on page 6.

To edit files online:

1. From the Remote Site list, select the file you want to edit.
2. Right-click the file. Select View/Edit. The editor opens your document.



3. After a brief delay your editor will open the page you selected. Edit your document.
4. Save the document in the editor by selecting Save fFrom the File menu.
5. Close the editor. A warning box opens asking if you want to upload the modified file. Click Yes. The edited file is uploaded to the server.