

Filezilla is a free software download FTP Client.

You can download it at:

<http://filezilla-project.org/download.php?type=client>

If you find it on another site, or Google it, please make sure to choose the "Client" Version instead of the "Server" Or "Host" Version.

Choose the appropriate OS base and download it.

Once you have downloaded it, either click on "setup.exe" in the zip folder you just downloaded or, if the install wizard starts, follow the instructions.

After Filezilla is installed, you need to add your site information to it so it will connect.

To do that:

1. Open Filezilla
2. Go to File at the top
3. Select "Site Manager"
4. In the new box, choose "New Site"
5. In the directory tree on the left, there will be a highlighted option called "new site"; delete that name and type in your site name or URL
6. On the right, under the "general" tab and "Site Details" type in your domain name in the form "yourdomain.com" (but with no quotations)
7. Make sure the "server type" says "FTP"; if not, select it from the drop down menu
8. Select the logon type to "Normal"
9. Enter your user name (case sensitive)
10. Enter your password (again, case sensitive and the "." is part of the password)
11. Click Connect

To change a file:

1. Connect to your website using Filezilla
2. On the left side are your files as they are on your hard drive, on the right side is the files for your website.
3. If you do not have the file you wish to change on your computer, on the left side, go to the file (place) you wish to download your website file to on your computer. If you have already made changes to the file, skip to step 10.
4. On the right side, go the file you wish to change
5. Select the file you wish to change and download it to your computer by right clicking and choosing "download"
6. Close Filezilla
7. Go to where you downloaded the file, open it and make the changes.
8. After making the changes, save the file to the same place and with the same name.
9. Upload to the web by opening Filezilla, go to file, site manager, and choose your site, then click connect.
10. On the right side of the file listings, find where you want to upload your changed file to
11. On the left side, find the file on your computer
12. Double click on the file on the left, it will automatically upload. If you get a box telling you that you already have a file, and asking if you want to replace it, say "yes"
13. Wait till the transfer is finished and either upload more files or close Filezilla.
14. Go to your site and make sure the changes are there. You may have to hit refresh up to 3 times before you see the changes depending on your webservice. If the changes do not appear, then you did not upload the file, try to upload again. If the file is there, but the changes are incorrect, then you need to go back into your file on your computer, make those changes, save it, and upload it again.

### Some tips:

-I recommend that you download your whole site to it's own folder on your hard drive. That way you have all the pieces you may need. Then, even if you just change one file, you can reload the entire site from the root directory instead of hunting for that one file's location.

-I also recommend saving 2 copies of your site, one you edited, and one you downloaded. That way, if you have to reload the old version, you can. Make sure not to save the copy and the original in the same place on your hard drive.

-Always go into your editing program then open a file, choosing "open with" sometimes creates a copy of the file depending on the program.

-Always choose where to save a file instead of just hitting "save." If you do not specify where to save the file location, then some programs default and put files in their program folders, in temp folders, or "my document" folders.

-If you have switched to Vista, and have any problems, please call me. Vista doesn't always allow web paths to stay the same after you download or change files. There is no easy way to explain how to avoid or fix this if it happens, and in some cases, it can't be avoided. However, if you are using Vista, DO NOT download your web files to "My Documents" or "My Webs" without creating a subfolder for your website with a different name. Downloading it to any other location, or other folder with any other information in it may cause Vista to change web paths in your files.

Please feel free to contact me if you have any questions as well.