

To change a file:

1. Connect to your website using your FTP Program.
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 your FTP Program
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 your FTP Program and login on, 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 your FTP Program.
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 hosting and web service. 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 its 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 your site to any other location, or other folder with any other information in it, may cause Vista to change web paths in your files.

-The newest versions of software are requiring all file paths to be case sensitive. In some cases, when files are uploaded, file extensions (such as .jpg) are capitalized (to become .JPG). This may cause links and pictures to appear broken. Please make sure to check your files after they are uploaded to make sure this didn't happen. If it does, you will need to go through your pages and change all your file extensions to match the way they are on your server space.

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