

USING FTP COMMANDER

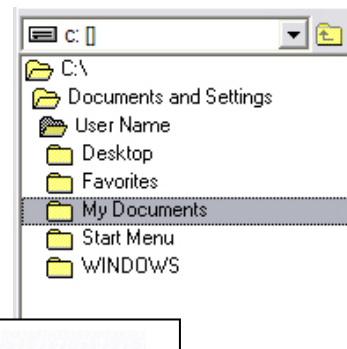
This document is designed to assist someone in uploading and updating a website using FTP Commander to transfer files.

In order to upload a file we need to know its location. For our example the PDF we plan on uploading is inside our 'My Documents' Folder on our computer. This is our local drive.

C:/Documents and Settings/User Name/My Documents/new.pdf

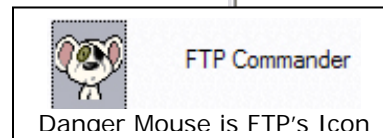
Using the free File transfer protocol (FTP) program called FTP commander we will easily be able to upload files to our website. We will need the appropriate information to log on, including a password, user name and the address.

FTP Server: yourwebdomain.com
User Name: your login name
Password: your password



FTP COMMANDER

Download the free version from <http://www.internet-soft.com/>

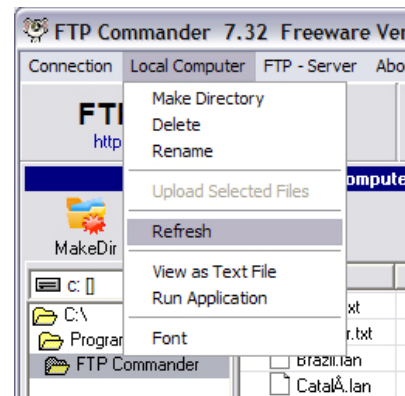


If FTP Site is already set up skip directly to step 5.

- 1.) Download, Install & run the program.
- 2.) On the server side (right) click the NEW SERVER BUTTON
- 3.) Insert your FTP Server name, User name & password.
- 4.) Click OK

To Upload files to your site.

- 5.) Double click on your new server name on the server side. This will load you sites information into the server side.
- 6.) Navigate to the folder you wish to upload into.
- 7.) On the local side (left) navigate to your files to upload.
- 8.) Select the files and click on the upload Arrow in the center of the screen. A dialog bow will appear showing you how much longer it will take.



You may need to refresh the local to see changes.