FTP Made Simple
A Quick Start Guide
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Usage Rights:

FTP = File Transport Protocol
i.e. It's the path of transporting your internet files up to a web server
so they can become accessible online. (Some call this live online)

FTP Program Setup Up and Usage

Note: Your FTP program may be a little different than
how I explain to use FTP here in my tutorial. However, most
features are similar and you should be able to figure out the varying
degrees of use no matter which FTP software you are using.

If you want a free FTP program that functions like paid ones,
get **File Zilla** at this link. **File Zilla** is the program I use to describe how to FTP
in this tutorial. Get it here: http://sourceforge.net/projects/filezilla

I like **File Zilla's** drag & drop features that function just like the ones
you have to pay for – but it's FREE! Once you place your mouse on a file icon
(and while holding down the left mouse pointer) you can drag files and wherever
you drop them… it makes a copy and or overwrites files.

Note: Overwriting files updates them if the file name and place on the server is
exactly the same. Overwriting is how you update previous files or webpages.

Many people seem perplexed by the process of how to FTP. So, I wrote this
quick & easy guide to help anyone that wants to learn how to do it - get started.
It's not hard at all. Ok… let's start learning how to FTP right now…

1. Open up your FTP program.

Go to:

2. File

3. Site MGR.

4. Click the New Site Button

5. Click rename button and rename your site.

6. In the host window put your website URL in without the http://www.
e.g. mysite.com

Note: Keep server type set at the default FTP setting.

7. Login type - select normal (notice the username & password windows become active)

8. Put in your username & password. This is info you should have received from your host server company.

(Do not check the box "Don't save password" if you have one)

Note: Before clicking the Connect button make sure you have navigated to you local web files through your FTP program.
For details on how to do this see the info below on local website files.

9. After navigating to your local web files click the Connect button.

Note: Sometimes you must drag the perimeters of the FTP windows
down to see the server activity or it may appear that nothing is happening when it actually is.

10. Click Save and exit to Save your FTP site settings.

Other important FTP steps to cover before you begin the above steps:

Navigating to your local Web files through your FTP program:

Using the same site username and password you use for your web host company, you must also use the same username and password for your FTP program.

This is sensitive info and when put into your FTP program, it will allow you access to your online web files up on your host server.

Important: When you FTP to your server, be sure to click-on to *open* and *upload* into a folder that says **public** or **html**. (the index.html page is assumed to be the "homepage")

These are usually the folders to upload your website that will allow your website to be viewed online. Check with your hosting company to make sure as they may use different named folders for this.

FTP navigation to find your local website files

This example is based on your web site folders being set up as:
My Documents>MyWebs>YourWebSite folder for illustration purposes only.

1. Open up your FTP program and locate your site by navigating to My Documents>MyWebs>YourWebSite folder.

2. Click to open YourWebSite folder so you can see all the folders in your site coming from your local drive on the left side of your FTP program.

Note: The Left side of the FTP program represents your Local PC files where you will be copying your website **FROM** and over **TO** the live server files. The Right Side of the FTP main window represents the live server files that will accept your files to copy up online.

Most FTP programs refer to this as Local Site and Remote Site. We'll refer to it as Left and Right so you can visually get the hang of how the flow works.

3. Now, as the right side of the FTP program becomes populated with folders and files from your online server, you will then be able to drag/copy any new or updated files over from the left to the right side of the FTP program.

All updated files can be viewed live online after copying your web files up to the server.

Note: When drag copying be sure to highlight a file and hold your mouse down on it while you drag it over from the left side to the right side of your FTP program.

Optional: To copy online web files from your Live Server back over to your Local PC, you simply drag/copy any file(s) from the Right side back to the Left side window of your FTP program.

That's it.

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Helpful Resources:

Here's an easy WYSIWYG html editor that allows you
to build websites with the ease of using a word processor.
123WysiWyg

You can watch this video to see it in action

Grab article content for your sites and even post your own articles
to get valuable link backs to your site the search engines love.
http://www.ArticleSpotlight.com