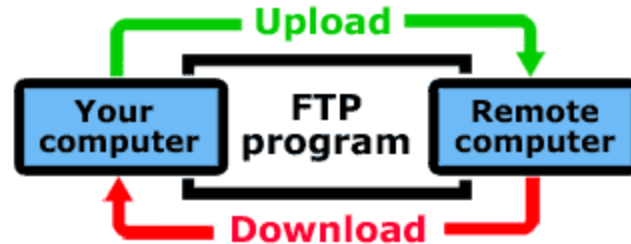


Filezilla overview

How FTP works



- Files can be downloaded or uploaded to the internet
- Unlike web browsers, the raw file is transferred – no rendering occurs.
- FTP is a method for copying files between computers, just like copying a file from your “My Documents” to a thumb drive.

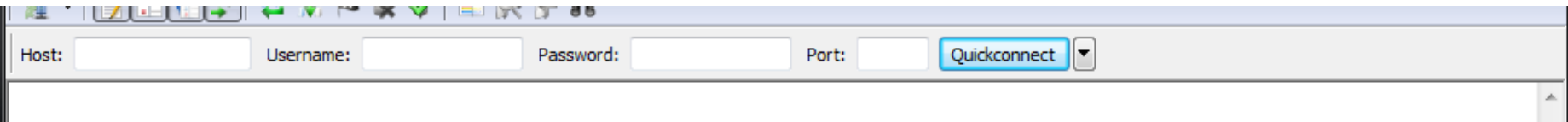
The important parts to FTP

- HOST
 - the remote computer (server) your connecting to
- Username
- Password
- Some hosts use a different port but it's rare, and they would (or should) tell you this upfront.

Two Methods for connecting in FileZilla

Quick connect

The Quick Connect bar should appear at the top of the program



Simply fill in the required connection settings and click the “Quickconnect” button.
If you’re unsure of the port, just leave it blank.

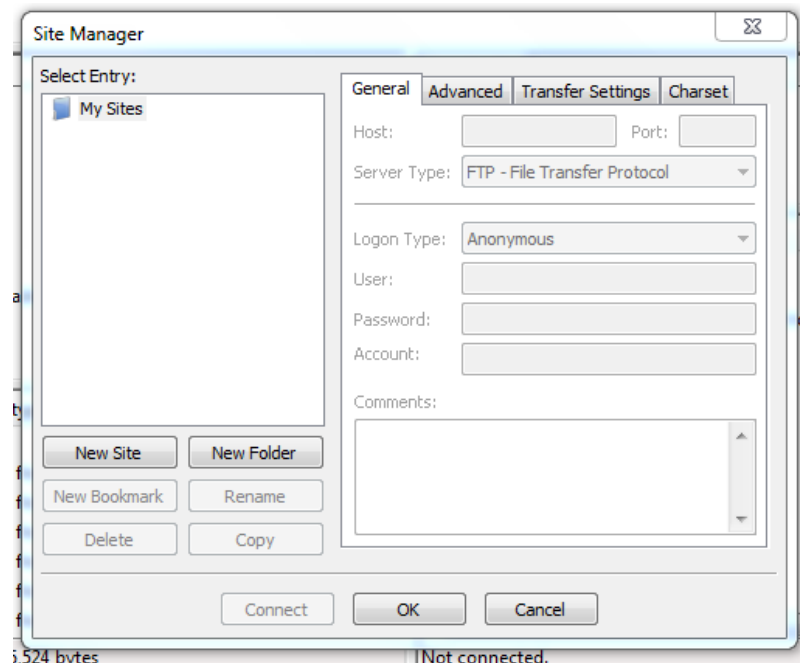
This is a good method for a sever you only need to connect to once, or maybe a handful of times. The program does not save these settings and you have to fill it in every time you wish to connect.

Site Manager

This Method stores the connection settings for future use.

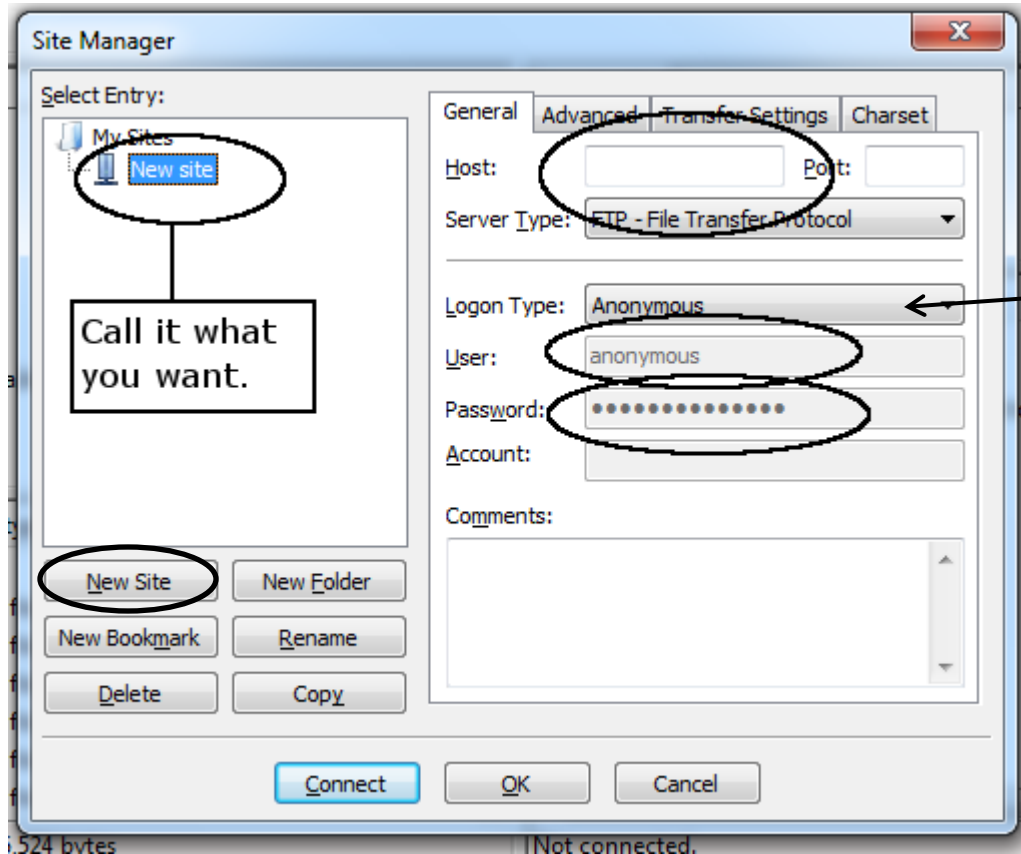
To start, click: File, then Site manager.

This will open the Site Manager.



Adding a site to the manager

Click on “New Site” to begin.



Fill in your server connection information then click “OK”

Adding a site to the manager

The newly created site should now appear in the dropdown list.

To connect to it. Simply click on the arrow  and select it from the list.

Uploading and Downloading Files

Once you're connected you'll notice the application has many panes.

The screenshot displays a file manager interface with four main panes, each highlighted with a red oval and a red label:

- Commands:** A terminal window at the top left showing the following text:

```
Command: PASV
Response: 227 Entering Passive Mode (174,120,252,82,13,10)
Command: MLSD
Response: 150 Accepted data connection
Response: 226-Options: -a -l
Response: 226 25 matches total
Status: Directory listing successful
```
- Local Folder Structure:** A tree view on the left showing the local file system structure, including Desktop, My Documents, Computer, C:, \$Recycle.Bin, and \$WINDOWS.BT.
- Remote Folder Structure:** A tree view on the right showing the remote file system structure, including access-logs, cpmove.mysql, etc, mail, public_ftp, public_html, tmp, www, .bash_history, .bash_logout, and .bash_profile.
- Local Files:** A table at the bottom left listing local files and folders with columns for Filename, Filesize, Filetype, and Last modified. The table shows various system folders like .gimp-2.6, .thumbnails, AppData, Application Data, Contacts, Cookies, Desktop, Documents, Downloads, Favorites, and Links.
- Remote Files:** A table at the bottom right listing remote files and folders with columns for Filename, Filesize, Filetype, and Last modified. The table shows folders like access-logs, cpmove.mysql, etc, mail, public_ftp, public_html, tmp, www, and files like .bash_history, .bash_logout, and .bash_profile.

At the bottom of the interface, it indicates "Selected 1 directory." and "11 files and 12 directories. Total size: 12,190 bytes".

Uploading and Downloading Files

- The “Commands” pane tells you all communications between your computer and the server. This is where you’ll see error messages, and see that files are transporting correctly.

Uploading and Downloading Files

- On the left side is the “Local Folder Structure” and the “Local Files”
 - These are the files on your computer.
 - Browse to the Location of the files you want to upload (or where you want to download) using the “Local Folder Structure” pane.
 - The files you wish to upload will appear in the “Local Files” Pane.
 - Example: say you created a folder named mysite on Drive E (a thumb drive) which contains the files for your website. Browse to “e:/mysite” in the “Local Folder Structure” Pane. Now you will see all of your html files (index.html, etc.) in the “Local Files” pane.

Uploading and Downloading Files

- On the right side is the “Remote Folder Structure” and the “Remote Files”
 - These are the files on the host computer (the web server in most cases).
 - You use these panes the exact same way as the local panes - browse to the location you wish to upload to (usually the www folder) or download from.

Uploading and Downloading Files

- Now that the locations (both local and remote) are properly set, just double click on the file you wish to copy (either direction) and you'll see the commands being run inside the command pane.
- Double clicking a file in the left pane will upload it to the server. Double clicking a file in the right pane will download it from the server.
- That's all there is.

Other tips and tricks

- You can select more than one file by either holding the “ctrl” key while single clicking on the files you wish to copy or by dragging a selection box around the selected files.
- You can right click on a file (or folder) and select the “upload” or “download” options as appose to double clicking. This works well when more than one file is selected (double clicking only does one file at a time).
- You can also drag files from one pane to the other. Often the visual cue of moving the file from the left side to the right side helps a user understand what’s happening. This also works well for when more than one file are selected