

Using WS_FTP to upload files to your web server



This manual will show you exactly how to upload files (single web pages, files or Ebooks) to your web server.

The software used here is WS_FTP. I find it an easy tool to publish my web pages and upload my Ebooks to my web host.

WS_FTP comes as a free trial, and you can get it from here:
<http://www.ipswitch.com>

Now, you will need some information from your hosting company before you can begin uploading your Ebook to your web server.

You need your Hosting company's Name, your User ID and your Password.

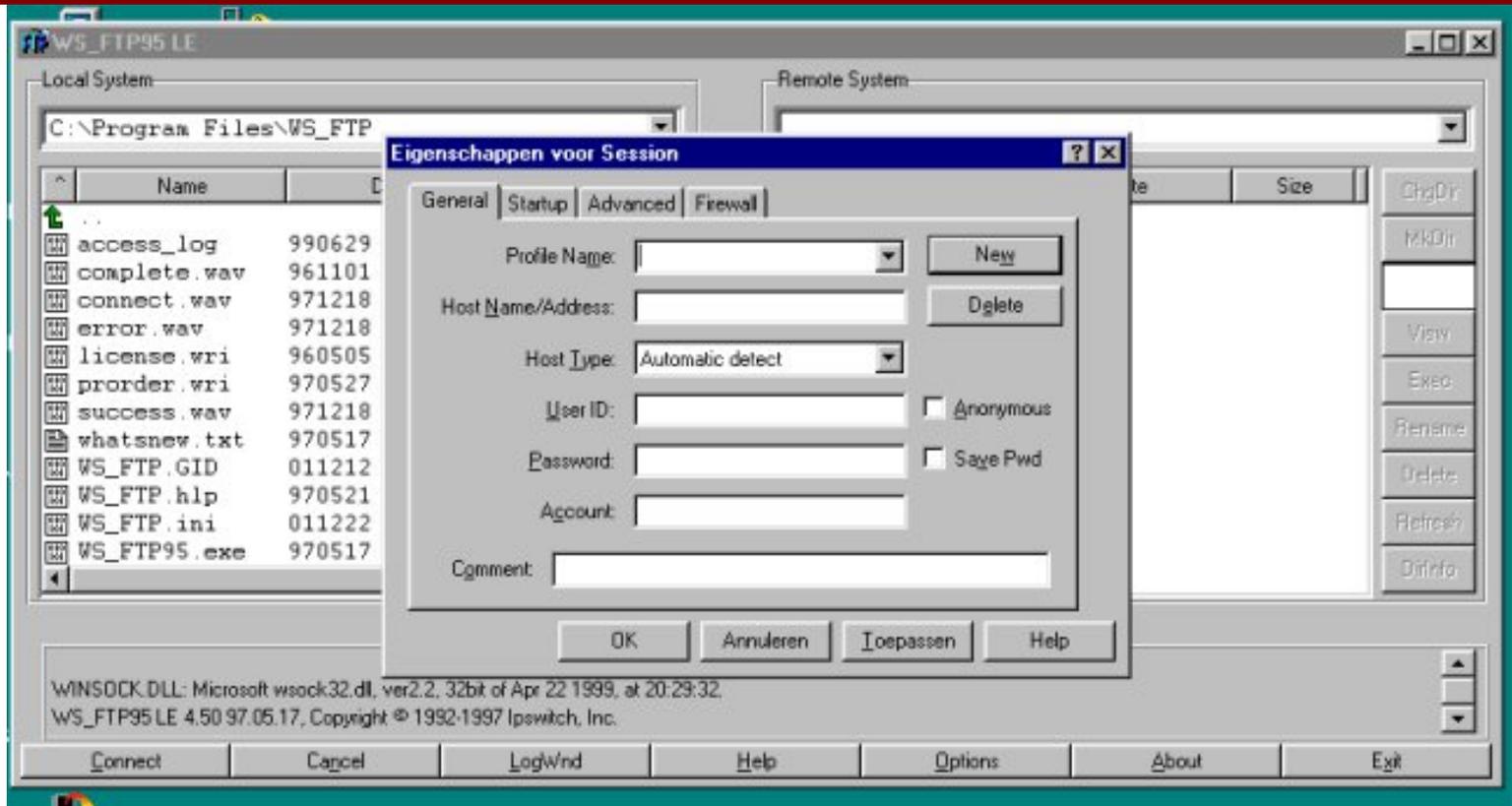
If you don't have the above information, you need to contact your hosting company.

Once you have downloaded the WS_FTP program from the web site, and installed it on your hard disk, click the Windows "Start" button:



Then, select "Programs", and then "WS_FTP".

The software will show an opening screen:



Click "New" to create a new connection profile.

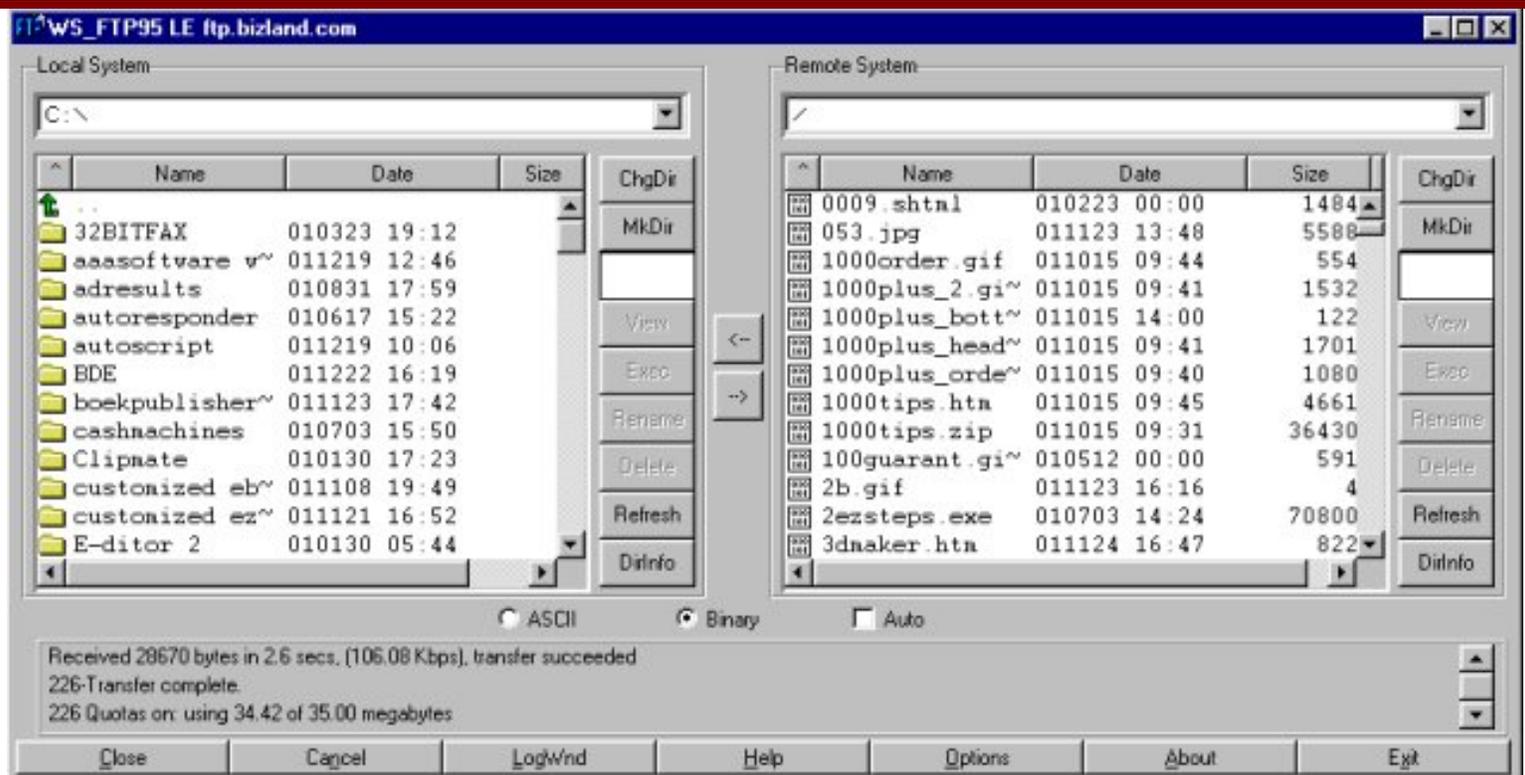
Enter a descriptive Profile Name so that you will know in the future which web server you will be accessing.

Enter the Host name of your web server (something like ftp.yourdomain.com, put in your User ID, and Password.

Leave Host Type as it is (Automatic Detect).

To save your password for future connections, check next to Save Password.

Clicking the "OK" button will allow WS_FTP to connect to your web server:



The files and folders on your hard disk are listed on the left side of the main window. The files on your web server are listed on the right side.

By default, WS_FTP looks in the folder C:\Program Files\WS_FTP\ on your computer for files that need to be transferred. If this isn't the right folder, you can change it.

Double-click the green arrow at the top of list on the left to "move up" the hierarchical structure on your computer, and then double-click on the folders you want to move down.

Click the files and folders you want to transfer on the left (your desktop PC).

To all select all files and folders, hold down the SHIFT key and click the first and last items in the list.

To select a several individual files or folders, hold down the CTRL key as you click.

To transfer your files to the web server, click the arrow pointing right. This sends a copy of the selected files to the web server and makes your pages available to the public via the Internet.

To transfer files to your desktop computer from the web server, follow the above steps but substitute right for left and left for right.

If you need to delete a file on the web server or your desktop PC, click the file and click the Delete button.

To rename a file, click Rename.

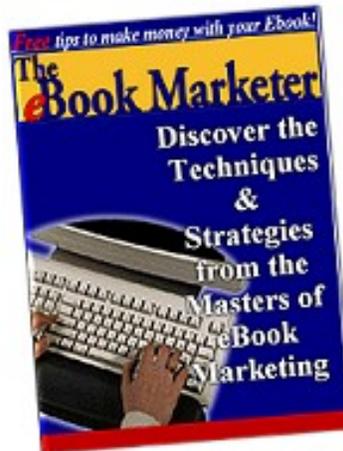
For more ways to use and customize WS_FTP, click the Help button.

After you transfer your files, make sure to check that they are

available by opening your web browser and going to your URL.

That's it!

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