## Using WS\_FTP to upload files to your web sevrer



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: <a href="http://www.ipswitch.com">http://www.ipswitch.com</a>

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:

WS_FTP95 LE						_   0   ×
Local System			Remote S	iystem		
C:\Program Files	s\WS_FTP	linenschangen voor Con	<b>T</b>			•
Name Name Complete.wav Connect.wav Connect.wav Connect.wav Connect.wav Connect.wav Connect.wav Connect.wav Serror.wav Serror.wav Success.wav Watsnew.txt WS_FTP.GID WS_FTP.hlp WS_FTP.ini WS_FTP95.exe	990629 961101 971218 971218 960505 970527 971218 970527 971218 970517 011212 970521 011222 970517	General Startup Advan Profile Name: Host Name/Address: Host Type: User ID: Password: Agcount: Cgmment.	ced Frewal	▼ Ne <u>w</u> Dglete ▼ □ Anonymous □ Sage Pwd	be s	Size ChgDir MkDir Visiv Exec Rename Delete Refresh Drihto
WINSOCK.DLL: Microsof WS_FTP95 LE 4.50 97.0 Connect	t wsock32.dl, ve 5.17, Copyright ® Ca <u>n</u> cel	0K r2.2, 32bit of Apr 22 1999, at 9 1992-1997 Ipswitch, Inc. LogWnd		Ioepassen Help	About	.▲ ▼ E⊻it

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:

WS_FTP95 LE ftp.bizla	and.com						- 0
Local System			R	emote System			
C:N			J	/			•
^ Name	Date	Size Chg	Dir	^ Name	Date	Size	ChgDir
32BITFAX	010323 19:12	Mki	Dir	3 0009.shtml 3 053.jpg	010223 00:00 011123 13:48	1484 ×	MkDir
aaasoftvare v~	011219 12:46			1000order.gif	011015 09:44	554	
autoresponder	010617 15:22	Vie	:W	1000plus_2.gi~	011015 14:00	122	View
autoscript BDE	011219 10:06 011222 16:19	Ex	CO	3 1000plus_head~ 3 1000plus orde~	011015 09:41 011015 09:40	1701 1080	Exco
boekpublisher~	011123 17:42	Ren	eme 🛁	1000tips.htm	011015 09:45	4661	Renam
Clipnate	010130 17:23	Del	ete E	a 100guarant.gi~	010512 00:00	591	Delete
custonized eb~ custonized ez~	011108 19:49 011121 16:52	Refr	esh E	8 2b.gif 8 2ezsteps.exe	011123 16:16 010703 14:24	4 70800	Refresh
E-ditor 2	010130 05:44		nfo	3dnaker.htn	011124 16:47	822	Dirlnfo
		C ASCII	Binary	□ Auto			
Received 28670 bytes in 2. 226-Transfer complete. 226 Quotas on: using 34.42	6 secs, (106.08 Kbps), 2 of 35.00 megabytes	transfer succeeded					
Close	Cancel	LogWnd	Help	<u>Options</u>	About	1	Exit

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



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