



## **USAGE GUIDE**

### **FILEZILLA FTP CLIENT**

*Filezilla allows you to transfer files from one computer to another using the File Transfer Protocol (FTP).*

*he FTP process has many practical applications, the most common being to take a website you have on your computer, and transfer ("publish") it to your allocated space on the Adam server so it's visible to the world.*

*This program is very easy to use, however the process can seem strange if you have not used FTP software before. We have created this guide as a reference to help you with the process – you might like to print it for your records, but please consider the environment before doing so.*

## Introduction to FTP

FTP stands for File Transfer Protocol and is the most widely-accepted method of reliably transferring a file or a group of files from one computer to any other computer on the Internet. This process is often used:

- by graphic artists and architects to send large drawings to a printing company
- to transfer a nightly backup of your business data to an external location (eg second office or home)
- to allow your staff or customers to have password-protected access to certain data from anywhere
- to transfer a copy of your website to the web server at your Internet provider

As you can see the FTP process has many practical applications. The process we are concerned with in this guide is of taking a website you have on your computer and transferring (“publishing”) it to your allocated space on the Adam web server. Once this is done your pages will be visible on the Internet, assuming you’ve designed them properly of course!

There are literally hundreds of different FTP programs written by different vendors. They each have their own look and feel but essentially they all do the same job – transferring files from one computer to another, easily and quickly.

We recommend you start with FileZilla, which is extremely simple and free to use. More information and download available at <http://www.filezilla-project.org>. If you begin to use FTP more frequently you might find a commercial product offers you more features but certainly FileZilla is adequate for most business users.

Once you have downloaded and installed FileZilla (from <http://www.filezilla-project.org> – contact your computer professional if you require assistance with installation of FileZilla), start the FileZilla program and make sure you have your Adam Internet FTP settings handy.

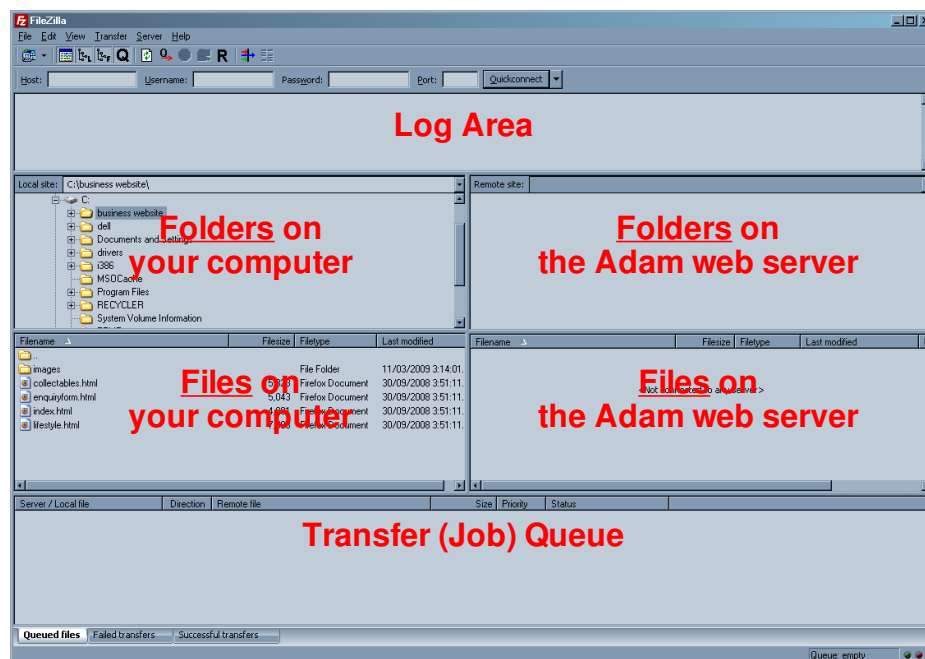
## The Filezilla screen

The first thing we should do is take a look at the overall Filezilla screen to illustrate what is actually being presented to us – there’s a LOT of information on the screen and it can all seem complicated if you’re not sure what each area does.

**Log Area** - provides a log (history) of everything that is happening between your computer and the Adam web server. If you have the need for technical support, you’ll need to be able to provide the logs to your tech.

**Files and Folders** - you will see that this area is split down the middle. The left side shows the files and folders on your computer. The right side shows the files and folders within your space on the Adam web server.

**Transfer (Job) Queue** – shows the progress of your file transfers. This is helpful when transferring a large file, or a large group of files, so you can have some idea as to the overall progress.

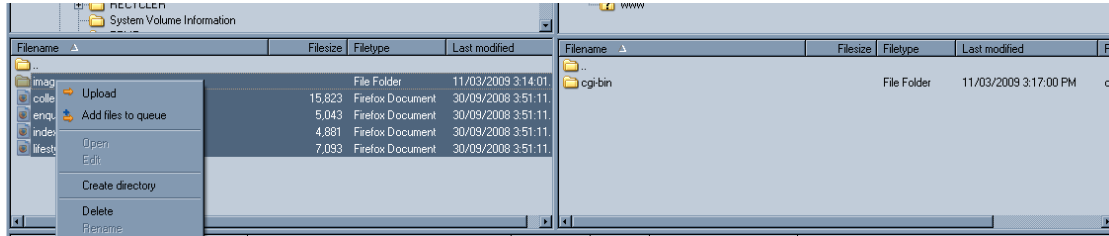




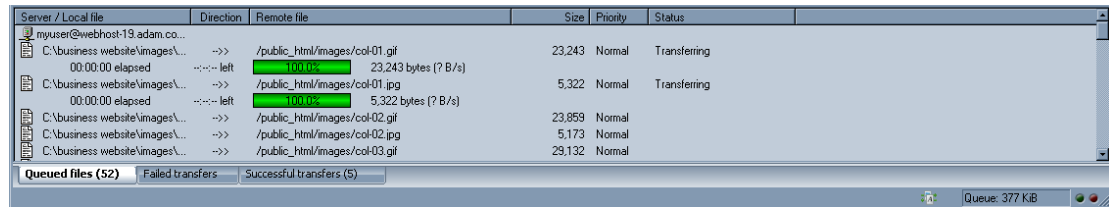
## Transferring Files

Now that you're connected and looking at your correct base directory, it's time to what we came here for - to transfer a copy of your website from your computer to the Adam web server!

To do this, simply select the relevant files and folders (probably all of them!) on the left side of your screen. Click one of these files with your right mouse button and click "UPLOAD" from the popup menu that appears.



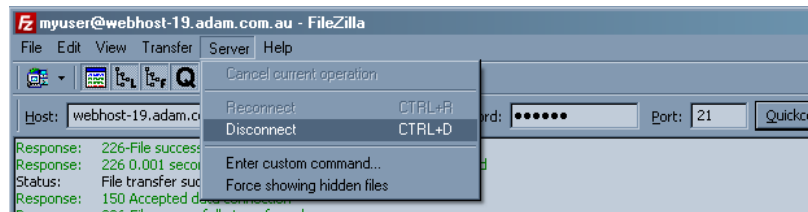
You will remember right at the start of this guide, we introduced the Transfer/Job Queue, which displays the progress as the files are transferred. When you click UPLOAD, you should see the Transfer/Job Queue change to show you the status and an estimated time remaining.



If you look at the bottom of the Transfer/Job Queue area, you will see three tabs. Queued files means files waiting to be processed. Files that are processed successfully will be shown in the Successful Transfers tab. If there were any problems along the way, the files with problems will be shown in the Failed Transfers tab.

If any files failed, you can just try them again one at a time, keeping your eye on the Log area for clues as to what the problem may be.

When you're finished, you should disconnect FileZilla from the Adam web server, via the "Server" menu at the top of FileZilla.



## Thank You!

Thank you for taking the time to read our guide for FileZilla.

If you have any strange error messages or if you simply cannot connect to the Adam server, please call our Business Support line on (08) 8423 4029.

Please note our free support extends only to connecting FileZilla to the Adam web server and making sure you can access your web space. Because the FileZilla software is not written or maintained by Adam Internet, we cannot offer you support regarding use of the software itself – this is the job for a computer professional or training organisation. If you wish, we can refer you to a reputable computer store that can offer some on-site training services at a very low cost (under \$100 for 1 hour).