

## FTP Instructions

Once your web site construction is complete and you have set up web hosting with Adam Internet, you will need to *upload* your web site to the server so it is visible to the Internet.

This is done using a protocol called FTP, which stands for File Transfer Protocol.

There are literally hundreds of different FTP programs, just like there are hundreds of different cars on the road – but they all do the same job. Each FTP program has its own look and feel, and probably has a few different features to some others. You will find many different FTP client programs available at <http://tucows.filearena.net>. You may download and try as many different programs as you wish.

We recommend you start with **WS-FTP Home**, which is extremely simple and has a one-month free trial period. Once you have learned how to use the software's basic functions, you will need to purchase the software (about \$60). More information is at <http://www.ipswitch.com>

Once you have downloaded and installed WS-FTP Home (from <http://www.ipswitch.com>), you should simply run the program and follow these instructions:

When you start the program, you will need to configure your Adam Internet settings. If the "Connection Wizard" does not show up by itself, click the "Connection Wizard" button on the top toolbar. You will see a screen similar to that shown here

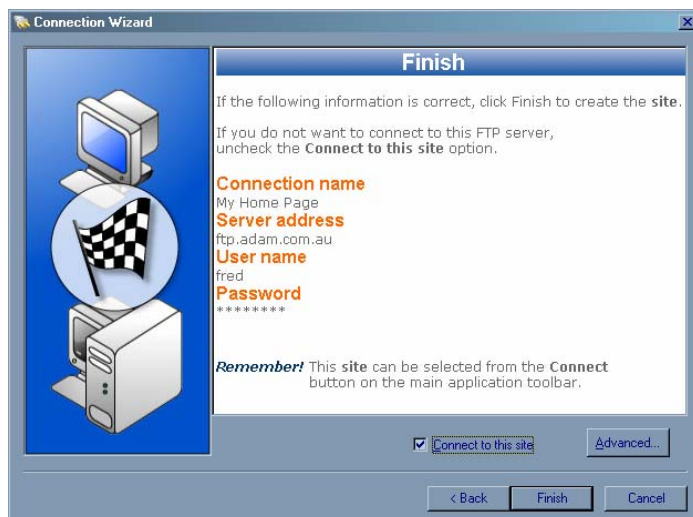
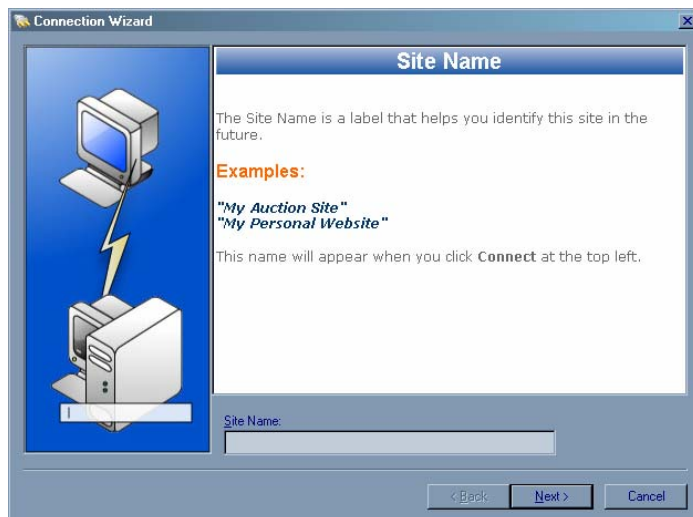
Firstly, in the "Site Name" field, type a name by which you would like to refer to your site – for example, "My Home Page" then click Next

On the second screen, in the "Server Address" field, type the name of the FTP server provided by Adam Internet. For Business clients, refer to the supplied documentation. For free personal web sites, please use <ftp.adam.com.au> and click Next

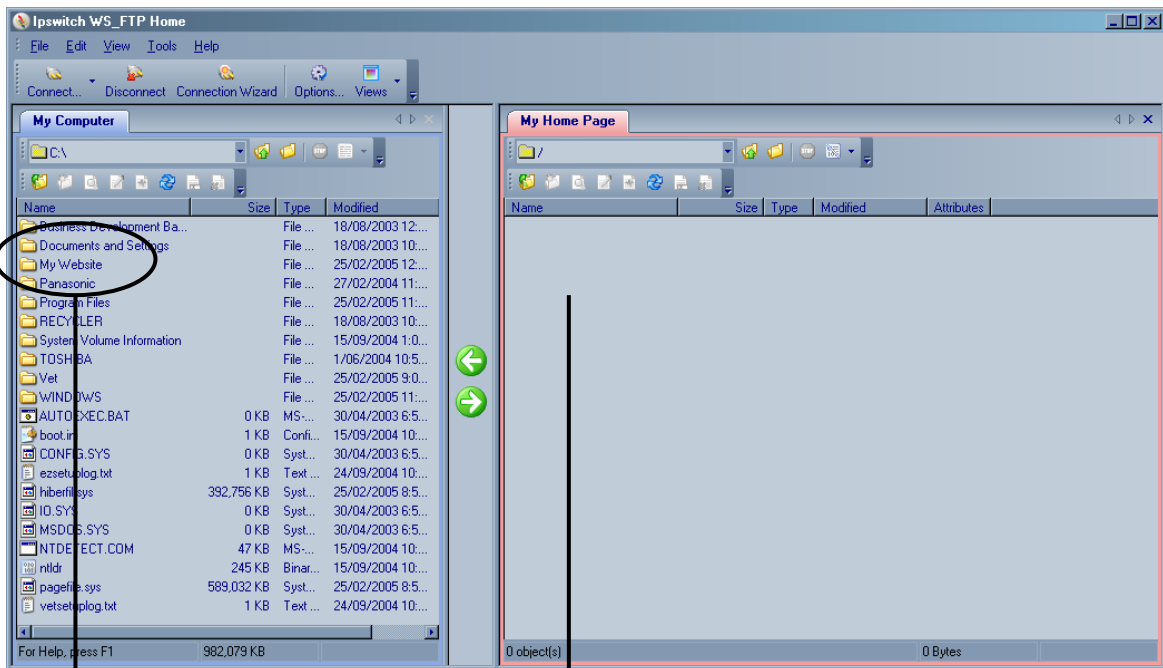
In the third screen, enter your username (for example "fred" – DO NOT include the @adam.com.au) and your password. Click Next

In the fourth screen, under "Connection Type" you should choose "FTP" and click Next

In the final screen, verify all your details have been entered correctly, make sure the "Connect to this site" box is ticked, and click Finish



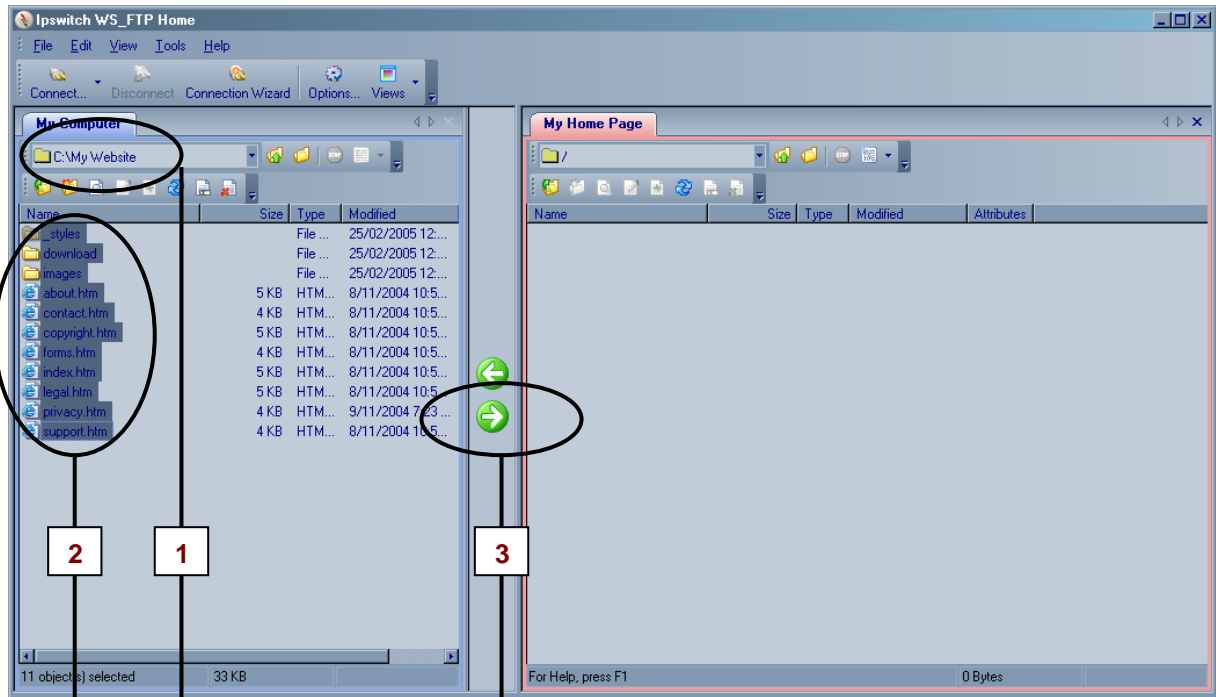
You will see now that you have the files & folders on your computer listed on the left, and the files and folders on the Adam Internet server are on the right.



On your computer, you have saved your website in the "My Website" folder. Naturally, the actual folder you have used will likely be different. Open it up.

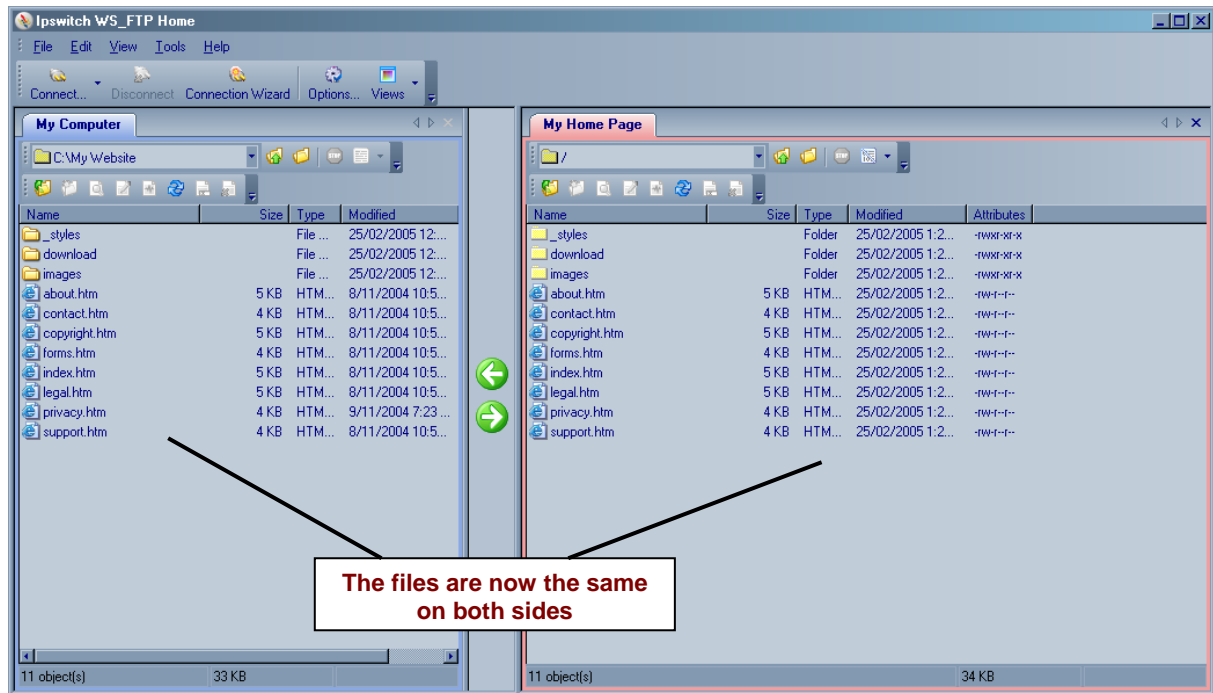
The right side is empty, as you have not yet transferred anything to the servers at Adam Internet.

The next step is to transfer all the website files from your computer to the Adam Internet server



1. You'll see that we are now in the folder that contains the website.
2. Select the files that you want to transfer to the server (probably all of them)
3. Press the green → button in the middle, to start the transfer process. If you have a Broadband (ADSL) connection, this will only take a few minutes. If you have a modem connection, then it may take some time.

You'll now see that the files on the Adam Internet Server are the same as what was on your computer. Note the files have been *copied* which means that for backup reasons, the originals remain on your computer.



You can now close this program and go take a look at your website.

For business customers → <http://www.yourdomainname.com.au/filename.htm>

For personal website customers → <http://www.adam.com.au/username/filename.htm>

**TIP:** For the first page (home page) of your website, if you call this **index.htm** then you can access your site in the same way as above in blue, but you can omit the **/filename.htm** from the end.

## Updating your website

Remember, to update your website just make whatever changes you need to using your computer, then do the FTP process again to transfer the files to the Adam Internet server. Note, you don't need to transfer ALL files again, only the ones that have changed. You can do this as often as you like without incurring any extra costs.

## If you need help

If you need assistance in using the WS-FTP Home program, the Adam Internet helpdesk staff are regrettably unable to assist. You should click the "help" section within WS-FTP Home, or contact Ipswitch (the program developers) via their website (<http://www.ipswitch.com>) as they have a lot of online tutorials available. If you still need further assistance, you might want to contact an IT Company of your choice and enquire about web tutoring. If you would like us to recommend someone that can help, call our helpdesk on 8423 4000 and we will recommend one of our agents in your local area.