

Using FileZilla to Upload Your Site

Getting, Installing, and Using FileZilla to Upload Your Web Site

This article briefly describes what an FTP client is and how to get, install, and use FileZilla to upload your Web site to your hosting account.

FileZilla is a free, fast, and reliable FTP client for Windows. You use an FTP client to transfer your Web site from your local computer to your hosting account. This transfer is often referred to as “uploading.”

Getting FileZilla

FileZilla is open source software that you can download for free at <http://filezilla.sourceforge.net/>. Select the download link on the left side of the page.

1. From the list of packages on the download page, select the latest package that ends in “setup.exe.” For example, “Download FileZilla_x_x_x_setup.exe.”
2. Download FileZilla to your Desktop.

Installing FileZilla

Once you download FileZilla, you must install it on your computer to upload your Web site with it.

To Install FileZilla

1. Double-click the FileZilla setup icon on your Desktop, and agree to run the file.
2. Click **I Agree**.
3. Select whether you want to make this software available to all users or just yourself (to install it for all users requires Administrator privileges on the computer), and then click **Next**.
4. Select the components you want to install and, click **Next**.

5. Enter the destination folder for your FileZilla installation, and click **Next**.
6. Select the Start menu folder where you would to create the program's shortcuts, and then click **Install**.

Setup installs FileZilla onto your computer. Once it finishes installing FileZilla, you will see a message indicating that FileZilla has been installed. Click **Finish**.

Getting Your FTP Settings

You will need your FTP settings on hand to use FileZilla or any FTP client to upload your Web site. This is the FTP information you will need to use FileZilla:

FTP User Name. This is the user name for your hosting account.

FTP Password. This is your password for your hosting account.

Web Site URL/Host. <http://www.coolexample.com>

FTP Site URL. <ftp://www.coolexample.com>

Start Directory. Leave the box blank or enter a single forward slash (/).

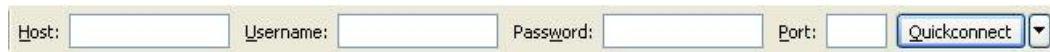
If you are missing any of this information, you can log in to your Account Manager to find your user name, password, and URL.

Using FileZilla

Once you install FileZilla and get your FTP settings, you're ready to connect to your Web server and start using FileZilla to upload your Web site.

To Connect to Your Web Server

1. In the FileZilla Quick Connect bar at the top of the page, enter your Web site URL in the **Host** field. For example, www.coolexample.com.
2. Enter your FTP user name and password (you can leave the **Port** field blank).
3. Click **Quickconnect**.



The image shows the FileZilla Quick Connect bar. It contains four input fields: Host, Username, Password, and Port. To the right of the Port field is a button labeled 'Quickconnect' with a small downward arrow icon.

While FileZilla connects to your Web server, a number of messages display in the message log.

Once you've successfully connected to your server, the folder structure of your server displays in the **Remote Site** pane in FileZilla.

To Transfer Your Web Site

1. In the **Local Site** pane, navigate to the location of your Web site.
2. Select the files you want to upload to your Web site. You can select multiple files by holding down the **Ctrl** key and clicking on the files you want.
3. Drag the files you want to transfer from the **Local Site** pane to the **Remote Site** pane.
4. FileZilla automatically transfers your files to your Web site.

When you are finished uploading your files, close FileZilla and check your Web site in your favorite browser to make sure that your files uploaded correctly.