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This Report is presented by:

Gary Killops

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Introduction

by Gary Killops

Transferring files to and from your computer to your web site is really not all that hard to do. The problem is that it at first seems much more complicated than it really is. This report has been put together to assist you with installing FTP software on your computer and then showing you exactly what you need to do in order to transfer files.

The main focus of this report will be to show you how to transfer files from your computer to your web site. Your web site hosting company should have provided you with a user name and password that you need to FTP to your web site. If you are not sure of your user ID and password contact your hosting company before using this guide as you will need this information to set up your FTP software.

The hosting service that I recommend is [Host4Profit](#). Uploading files to your [Host4Profit](#) account is very easy with any of the FTP programs mentioned in this report.

The first thing I suggest you do right now is print this guide. You will find it much easier to work with a printed copy while looking at your computer, following along with each step and being able to compare with what you see on your computer screen and what is on your printed copy.

Once you have your printed copy of this report in hand ... you can download a FTP software program.

There are many programs available however the most popular and the one used in this report's tutorial will be WS_FTP PRO. They also have a Lite version available (WS_FTP LE).

Version 1.0

Downloading and Installing WS_FTP PRO

Download WS_FTP Pro from:

<http://www.wsftp.com/downloads/index.html>

(WS_FTP Pro is available as a fully functional 30-day evaluation.)

Download WS_FTP LE from:

<http://www.ftplanet.com/download.htm>

(WS_FTP LE is shareware, available for free to educational users, government employees (U.S. local, state, federal and military) or to non-business home users only.)



After entering your email address and few other customer questions you will be directed to a download page.

As I type this report the current version of WS_FTP PRO is version 8.02. This version is for Windows 98/Me/NT/2000/XP/2003 users. They do still have a Windows 3.1 version available for you to download.

Save this file to a location on your computer that will be easy to remember and find. After a successful download you will need to click on this file in order to set up and install the software.

I have used as many screen captures as possible so that you will be able to see a screen that looks similar. Keep in mind that software can be updated and the screens may not look exactly the same however the basic method usually does not change.

Installing WS_FTP PRO

After you have downloaded the set up file click on it. The picture below is a screen shot of the first screen you should see on your computer.



Click on the **NEXT** button.

The Installation program will walk you through a number of steps. For most using the default settings will work best. I recommend that you use these defaults until you have worked with this software for a while and have a good understanding of what you are doing.

The default set up directory is C:\Program File\WS_FTP

Click the **NEXT** button to use this default setting.

After successfully installing the software you can begin using the FTP program. The set up will finish by asking you if you would like to launch WS_FTP PRO right now. If the box does not have a check mark in it, check it now and then click the FINISH button to launch the software.

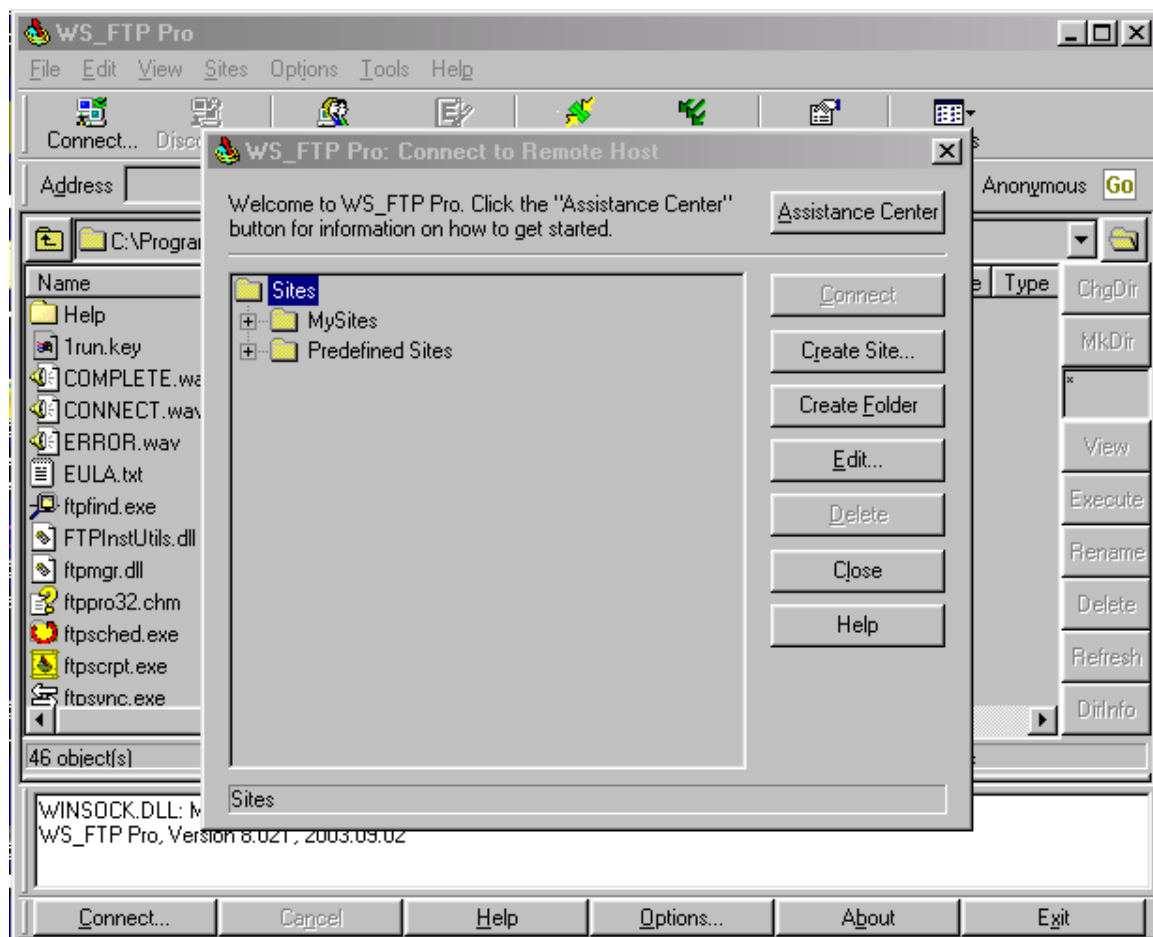
Because you are using the evaluation software before the program starts a splash screen will appear telling you how many days you have left to try the program and three buttons.

Visit our web site, Buy Now and Start Evaluation.

Click on the **Start Evaluation** button.

(after you have tried the program a few times you should consider buying the software license, it is reasonably priced and well worth it as one of the tools you will use often as a web site owner / web site master)

Setting Up Your Profile (Create Site)



Setting up a profile is also very easy. The default settings work with [Host4Profit](#) and many other web host providers.

Click on the **Create Site** Button.

You will then enter the Profile Wizard.



The screenshot shows a Windows-style dialog box titled "WS_FTP Pro Site Profile Wizard". It has a close button (X) in the top right corner. The main heading is "Profile Name". Below this, a paragraph of text reads: "In this step you choose a name for your new site profile, and decide where in the site list to save it. You may always rename it or move it later." There is a horizontal line separating the text from the input fields. The first input field is labeled "Name:" and contains the text "SFlweb". Below this is another input field labeled "Where do you want to save the new site profile?" which contains the text "MySites". To the right of this second input field is a button labeled "Browse ...". At the bottom of the dialog box, there are five buttons: "< Back", "Next >", "Finish", "Cancel", and "Help".

Because you may eventually have more than one web site each one needs to be identified with its own name. For my web site at SFlwebBuilder.com I entered the name SFlweb.

This can be any name however using the same name as the domain names just keeps things organized.

Save the site profile in the default setting called MySites

When you have entered information in both areas you are ready to move on.

Click the **Next** button

When you signed up with your hosting provider they should have sent you some information about your account.

They should have given you the name of the FTP Host Address or Remote Server Name.



Host4Profit TIP:

- Members should enter:

ftp.yourdomain.com (where yourdomain.com is replaced by the name of the domain we are hosting for you)

After entering your Host Address click the **Next** button.

When you sign up with most hosting companies they will send you a welcome email. This email usually includes important information such as your User ID and password. This information is required in order to FTP to your host. If you do not know your User ID or password contact your host provider for help.



The screenshot shows a Windows-style dialog box titled "WS_FTP Pro Site Profile Wizard". The main heading is "Login Credentials". Below the heading, there is instructional text: "Enter your User ID and Password. These would have been provided to you by your ISP or administrator. When logging in anonymously, it is customary to use your email address as the password. Very few FTP servers require the Account field. You may store your password now, later, or enter it whenever you connect." Below this text are three input fields: "User Id:", "Password:", and "Account:". To the right of these fields are three checkboxes: "Anonymous" (unchecked), "Save Password" (checked), and "Save Account" (checked). At the bottom of the dialog are five buttons: "< Back", "Next >", "Finish", "Cancel", and "Help".

Often both the User ID and password are CaSe SeNsitiVe. Make sure you enter the letters in the proper case. Check Save Password and save Account.

Host4Profit TIP:

- Your User ID and Password were emailed to you in section 1 of your Welcome Letter.

After entering your User ID and Password click the **Next** button. (most host do not require you to enter any information in the Account box)

Use the default Server Type FTP and most servers use Port 21 (default)

The screenshot shows the 'Remote Server Type' step of the 'WS_FTP Pro Site Profile Wizard'. The title bar is blue with the text 'WS_FTP Pro Site Profile Wizard' and a close button. The main area has a grey background. At the top, the text 'Remote Server Type' is bold. Below it, a paragraph reads: 'What type of server does this profile connect to? FTP Servers are the most common and the most likely choice.' A horizontal line separates this from the input fields. There are two input fields: 'Server Type:' with a dropdown menu showing 'FTP' and 'Port:' with a text box containing '21'. Below these fields, a paragraph explains: 'File Transfer Protocol. The client may optionally initiate SSL after connecting. Usually uses port 21. This is the most likely choice.' At the bottom, there are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'.

Remote Server Type

What type of server does this profile connect to? FTP Servers are the most common and the most likely choice.

Server Type:

Port:

File Transfer Protocol. The client may optionally initiate SSL after connecting. Usually uses port 21. This is the most likely choice.

< Back Next > Finish Cancel Help

Click on the **Next** Button.

Use default settings Auto detect and check Passive Mode. Click the **Next** Button

The screenshot shows the 'Host Type' step of the 'WS_FTP Pro Site Profile Wizard'. The title bar is blue with the text 'WS_FTP Pro Site Profile Wizard' and a close button. The main area has a grey background. At the top, the text 'Host Type' is bold. Below it, a paragraph reads: 'The Host Type tells WS_FTP how to interpret directory listings and pathnames etc. Select "Automatic Detect" if you don't know. "Passive" mode determines whether the server or client initiates data connections. "Passive" is more likely to work behind firewalls.' A horizontal line separates this from the input fields. There are two input fields: 'Host Type:' with a dropdown menu showing 'Automatic detect' and a checkbox labeled 'Passive Mode' which is checked. At the bottom, there are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'.

Host Type

The Host Type tells WS_FTP how to interpret directory listings and pathnames etc. Select "Automatic Detect" if you don't know. "Passive" mode determines whether the server or client initiates data connections. "Passive" is more likely to work behind firewalls.

Host Type:

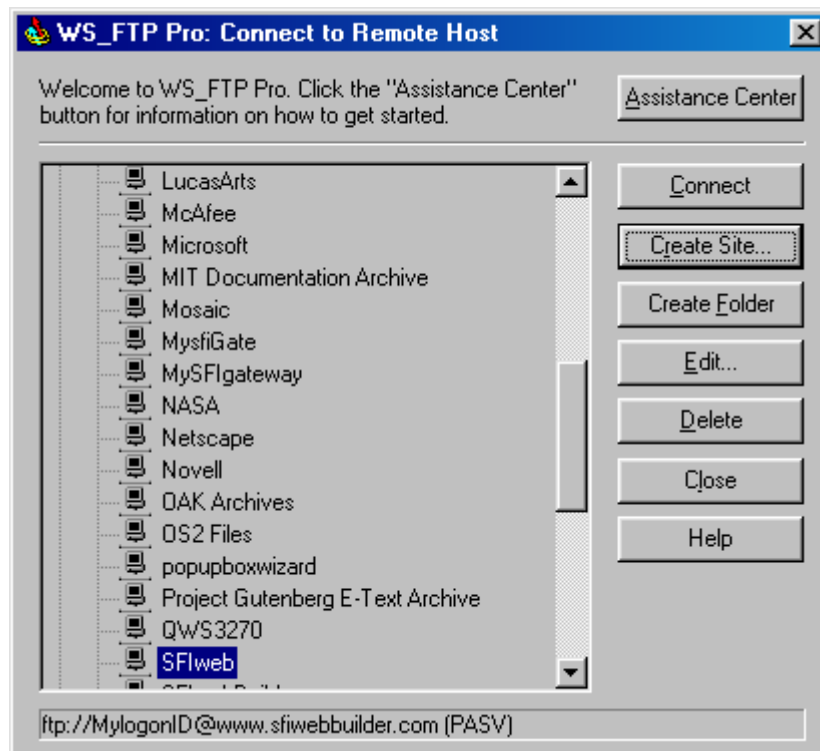
☒ Passive Mode

< Back Next > Finish Cancel Help

Connecting To Your Host

You are now ready to connect to your host and upload your HTML and graphic files. On page 6 you created a Profile Name. This profile name should now appear on your screen.

The name I entered was SFIweb so I click on this profile name to highlight it and then click on the **Connect** button.

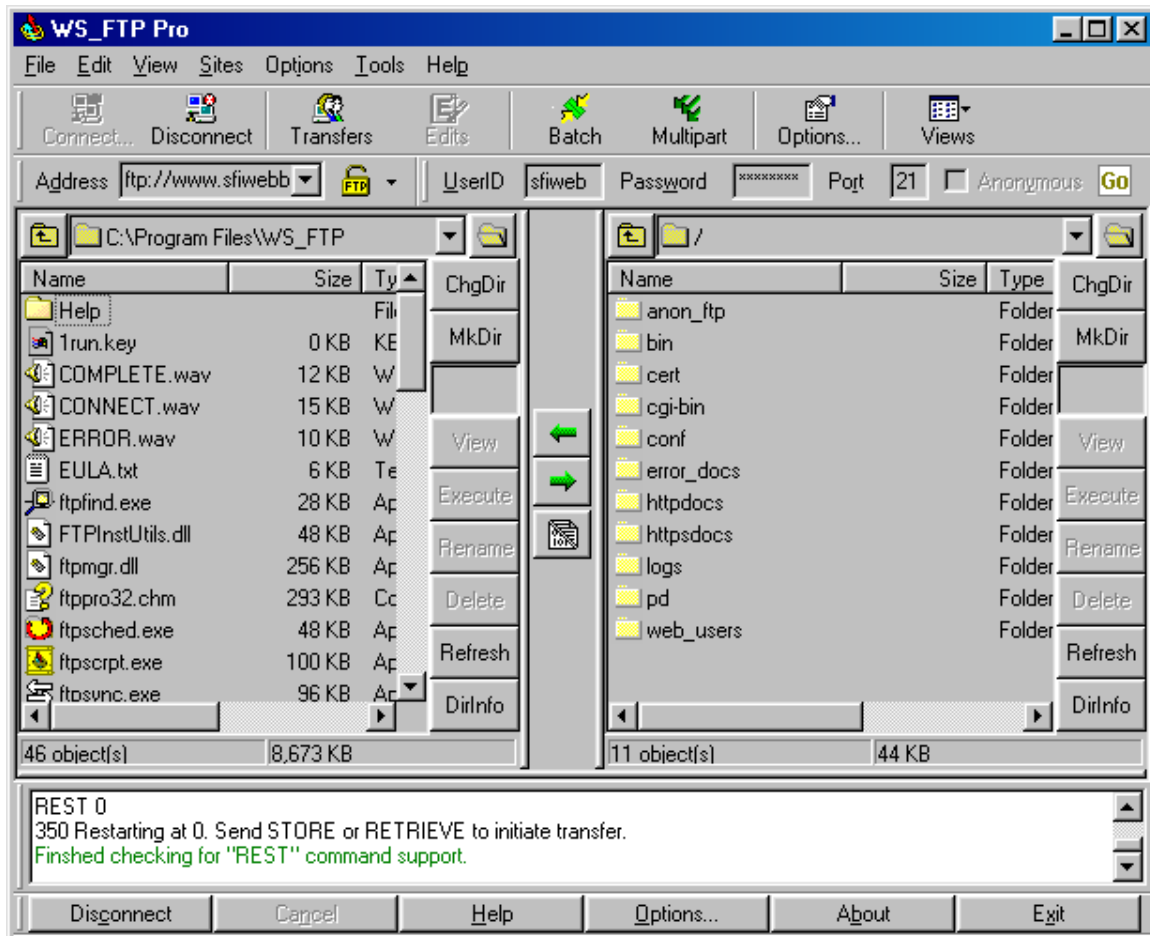


If you have entered your Host address, User ID and Password correctly WS_FTP will connect to your host and log you on.

If your log on was not successful check your User ID and Password. This is usually the cause of not being able to connect to your host.

After you have connected to your Host your screen will have two windows.

The LEFT window is a view of your computer and the RIGHT window is your remote host site.



In the middle you will find two green arrows.

If you were to select a file in the left window and then click on the green arrow pointing to the right the selected file would begin to upload to your web hot. When the upload is complete the file will appear in the right window.

That's it, you have just uploaded a file. That is EASY FTP!

But did you upload the file to the correct directory?

In the right window you will notice a few different directories or folders. You may need to contact your host to find out where your main web site files need to be uploaded to. The above example uses httpdocs so I would need to click on that folder before uploading any files.

Httpdocs is the public directory on some host where your html and graphic files are uploaded to. Once in this directory they can be viewed by the public on the Internet.

Some host use username-www instead of httpdocs.

Host4Profit TIP:

- The files for your Web site are stored in the **username**-www folder. You can typically display the contents of this folder by double-clicking on it or single-clicking and using an Open or Open Folder command in the program. Once the folder opens, you can transfer files from your computer to your Web site at will.

(where "**username**" is replaced by your actual user name as provided in Section 1 of your Welcome Letter.)

The files that you want to upload are displayed in the left window. You may need to explore your computer to find the directory where all the files you want to upload are.

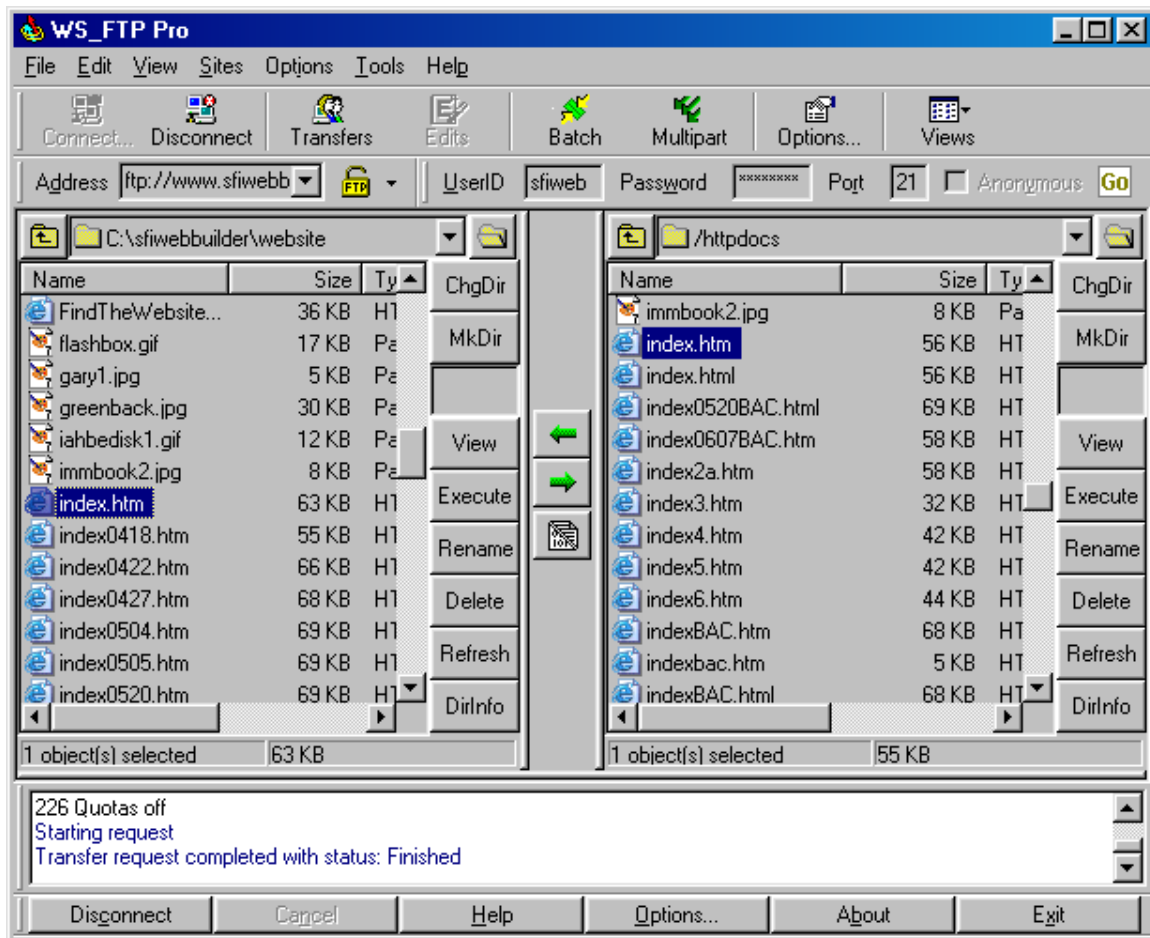
Click on the small folder image above the left file display window to move around and locate the folder or directory of your choice.

SFlwebBuilder TIP:

- If you have used SFlwebBuilder to create your web site and have followed the guide to "Saving Your Web Site" simply click to this directory now and all of the files that were created for you will appear in the left window.

Highlight all of the files in the directory and upload them to your web host.

In the example below, The file index.htm in the left window (my computer) found when I clicked on the small folder and moved around to C:\sfiwebbuilder\website. In the right window I made sure I was in the httpdocs directory and then I clicked on the green arrow pointing to the right and the transfer took place in a second.



I could actually upload all of the files in the left window at the same time by highlighting them all. Hold down the Ctrl key on your computer as you highlight more files.

That is basic FTP! You have successfully installed FTP software and uploaded files to your host.

You can download the files from your host to your computer by selecting a file in the right window and clicking the left green arrow.

Helpful WS_FTP Resources

- [WS_FTP Support Center](#) - A complete reference center for WS_FTP
- ["One Stop" WS_FTP Pro Information Center](#) - where you can find answers to your questions on everything from installation and technical issues to features of WS_FTP Pro and pricing.
- [WS_FTP Pro Interactive Transfer Tutorial](#) - Walks you through connecting, downloading, modifying, and uploading an actual file using your WS_FTP Pro.
- [WS_FTP Pro Getting Started Guide](#) for an introduction to FTP and an overview on how you use it
- [WS_FTP Pro User's Guides](#)
- [FTPplanet.com](#) is a community site dedicated to FTP with helpful articles, in-depth guidebooks, and over 500 resources rated and reviewed by users of FTP. It shows you what you can do with WS_FTP and where to find good FTP sites.

File Permissions

While file permissions may be considered a bit more advanced some knowledge of it is required if you are going to try and install most scripts on your host.

When installing scripts they will often talk about setting the file or files to 755. This is the most common permission setting for cgi-bin and Perl scripts.

If not set correctly you will often get an internal server error when trying to run these scripts.

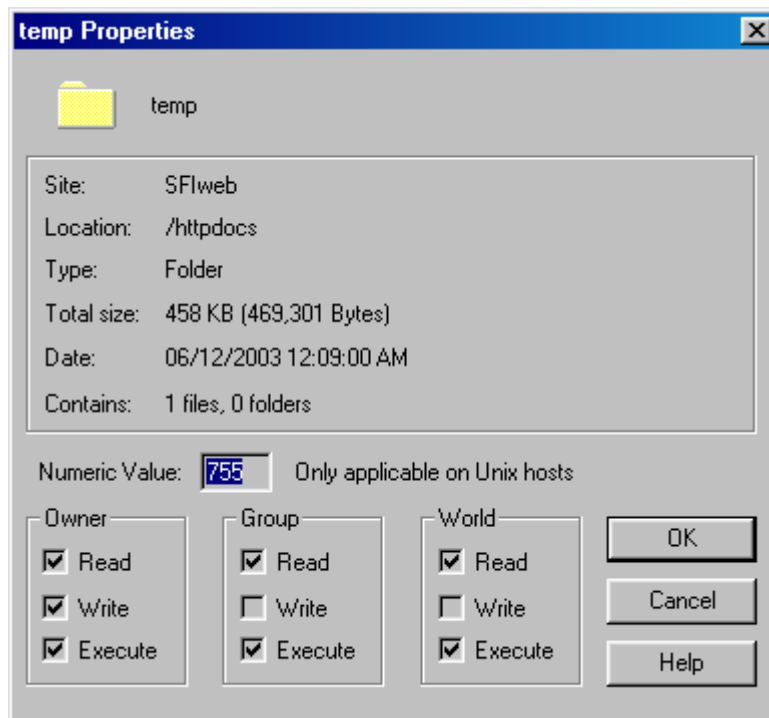
While this is by no means a complete guide to installing scripts or setting file permission WS_FTP PRO makes it very easy to set file permissions.

Just follow these five steps:

1. Log on to your web host.
2. Highlight the file or files in the right window that you want to set the permissions on.
3. Right click your mouse on the selected file(s)

4. A pop up window will appear with a few different options. Select the Properties option by clicking on it.

A screen like the one below will appear.



To set the File permission to 755 check off:

Owner: Read, Write, Execute

Group: Read, Execute

World : Read, Execute

5. And then click OK to execute the permission change.

FTP Software and Help Sites



WS_FTP LE Interactive Transfer Tutorial

<http://tutorial.ftpplanet.com/LE/>

WS_FTP PRO Interactive Transfer Tutorial

<http://tutorial.ftpplanet.com/Pro/>

- Installing WS_FTP LE
http://www.ftpplanet.com/tutorial/install_ws_ftple.htm
- Installing WS-FTP PRO
http://www.ftpplanet.com/tutorial/install_ws_ftppro.htm



FREE (Unlicensed) Personal Educational and Non-Profit Organization

30 Day Trial (Licensed) for Personal, Educational and commercial

SmartFTP

<http://www.smartftp.com/>

- Set Up and Installation:
<http://www.smartftp.com/support/howto/installation.php>
- Getting started:
<http://www.smartftp.com/support/howto/first.time.start.php>
- Connecting:
<http://www.smartftp.com/support/howto/connect.php>
- Uploading direct
<http://www.smartftp.com/support/howto/upload.direct.php>
- Uploading Global
<http://www.smartftp.com/support/howto/upload.global.php>
- Flash Movie on: CHMOD, Installing, Uploading, Downloading,
<http://www.smartftp.com/support/howto/>



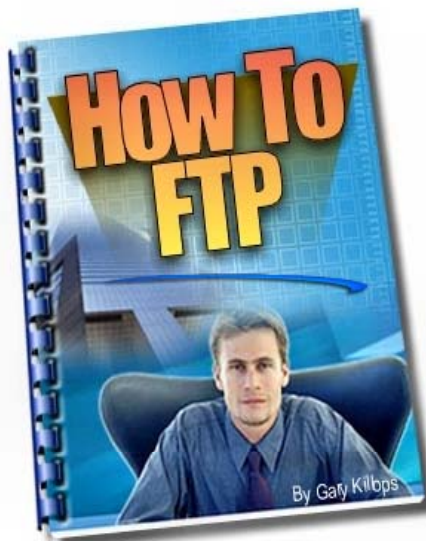
BulletProof Software has been the name for innovative Windows-based software since 1997. Software that makes the Internet and Intranets accessible and manageable. BulletProof FTP is a pair of products which allow the transfer of files across the internet. Literally FTP stands for "File Transfer Protocol" and is the standard, most reliable and efficient way to transfer files across the Internet.

<http://www.builtbp.com/>



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<http://www.globalscape.com/cuteftp/>



How To FTP

By Gary Killops

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