

How to Move Files To My Website Via FTP

Best Choice Web Solutions

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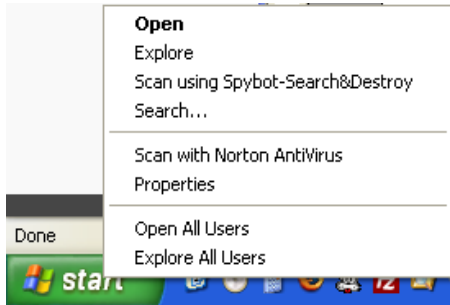
February 2, 2009

Summary:

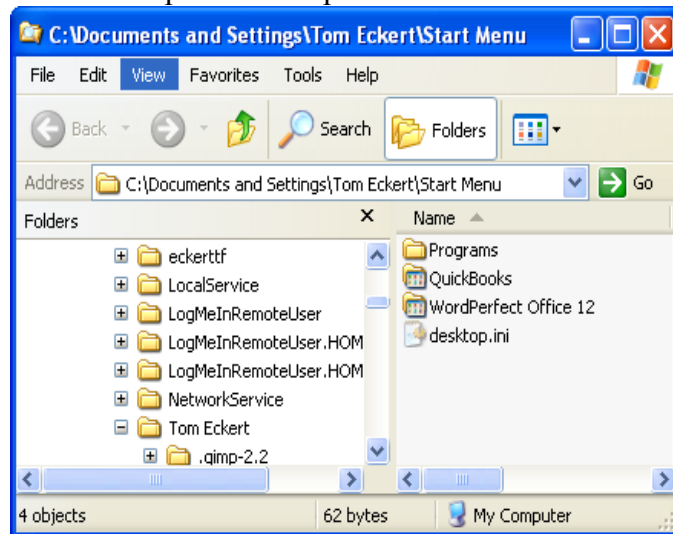
The purpose of this document is to define the process of logging into your website via FTP and moving files to and from your website. FTP stands for File Transfer Protocol. It is the protocol by which you can manage files on your web site.

Procedures:

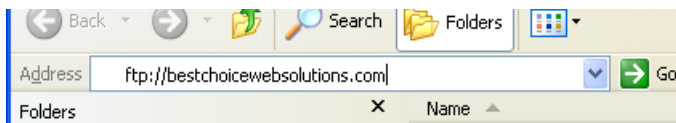
1. Open Windows Explorer by right-clicking on start then selecting 'Explore'



2. Windows Explorer will open

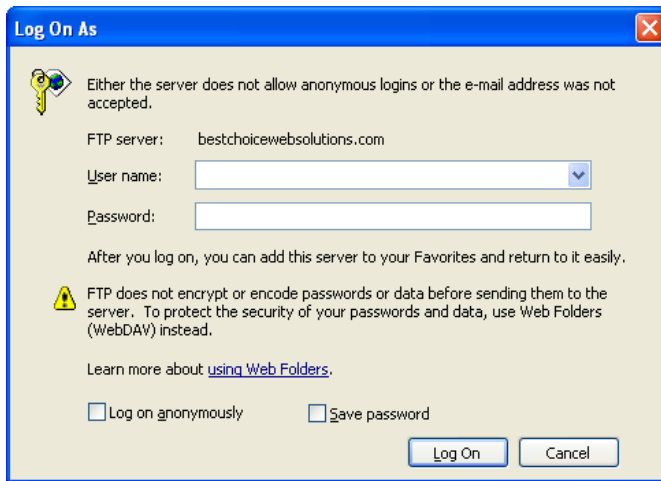


3. Type your web address into the address field preceded by 'ftp://' (e.g. <ftp://bestchoicewebsolutions.com>)

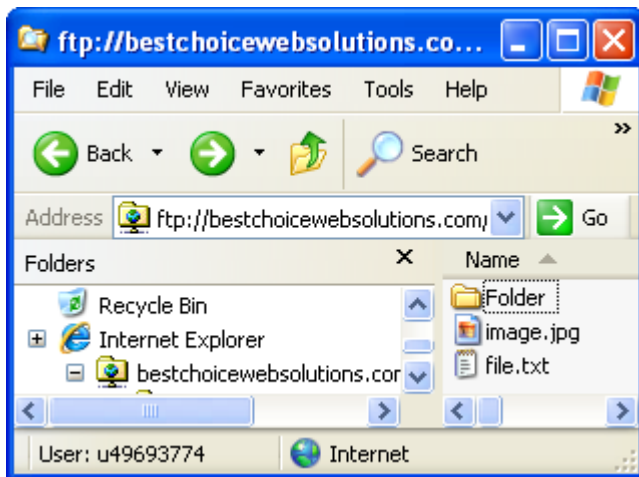


4. Click 'Go' (or press the 'Enter' button)
5. You will be presented with a login form

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6. Enter your username and password then click the 'Log On' button (This is NOT the same set of credentials used to log into Wordpress. If you do not have these credentials, contact Best Choice Web Solutions for a username and password.)



7. You can then browse your local computer files in the left-hand pane and the server files in the right-hand pane.
8. You will be able to drag files from your computer to the server (or from the server to your local computer).
9. You can also create folders and delete files from the server (or move files from one folder to another on the server).
10. To link to these files, simply link to your <domainname>/files/<filename> (e.g. if you place a document here called file.txt, and your domain name is bestchoicewebsolutions.com, you can link to this file at <http://www.bestchoicewebsolutions.com/files/file.txt>)
Note that the following relative link will also work: /files/file.txt