

## Using FTP Transfer Processes

**What is FTP?** The acronym FTP stands for File Transfer Protocol. Simply put, FTP allows a user to move files easily from one computer to another via the internet. Other transfer protocols you probably use on a daily basis include HTTP which transfers website pages from a server to a browser for display. Another protocol, SMTP, transfers email for viewing via programs such as gmail or Outlook.

**How do I transfer files?** Before you can use FTP to transfer files to or from your computer, you'll need to set up an FTP client tool in which you enter your FTP account settings. Once your tool is set up, you can transfer files similar to the way you move files around on your computer.

There are many different ftp client programs available, some for purchase and some available free to download. Use your favorite program; if you don't have your own program, one that I think works well with Windows or Mac-based computers is Filezilla. To download this tool, go to <http://filezilla-project.org/>. Download the program and run setup to begin your Filezilla FTP session.

### How do I start the FTP process using FileZilla?

To start using FileZilla with your Web Hosting account, you must open FileZilla and enter the R W Sorensen FTP account access settings. In FileZilla, you enter them at the top of the window.

#### FTP Account access settings:

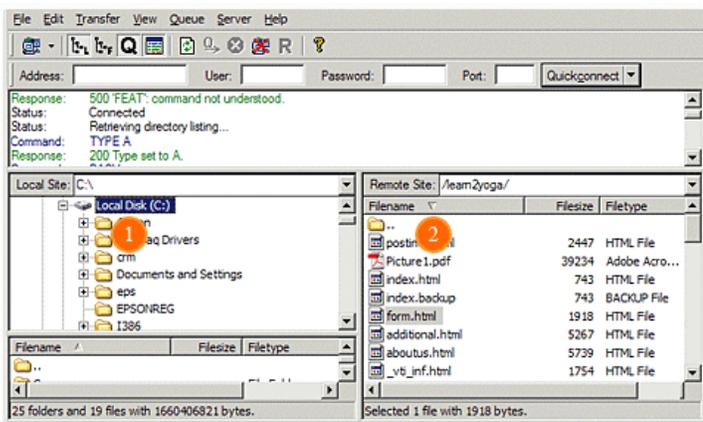
1. **Host:** ftp.rwsorensenconst.com
2. **Username:** name@rwsorensenconst.com (*replace name with name supplied by R W Sorensen*)
3. **Password:** password (*replace password with password supplied by R W Sorensen*)



The Port may be left blank. When you're finished entering your settings, connect to your account by clicking the "Quickconnect" button in the FileZilla toolbar.

Note: Please note that while your account settings remain the same no matter which tool you use, some tools might ask for those settings in different ways. Some tools will also ask for a remote directory. You can leave this field blank. (This information would instruct your tool to open the highest-level folder when it connects to your computer. The User name and password you entered does this automatically for you.)

When you successfully connect, your tool will display R W Sorensen files (*remote site*) as well as files and folders on your personal computer (*local site*).



The local site (1) and remote site (2) view in FileZilla

### **Transferring a file.**

When you transfer a file with FTP, you create a copy of that file in the destination you choose. The easiest way to transfer the file, using Filezilla and many other transfer tools, is to *drag* it.

### **Uploading files to R W Sorensen Project folder.**

To transfer a file or folder from your computer to R W Sorensen, locate your file in the *Local Site* pane of your client tool and click on it once. Now, holding down your mouse, drag the file to *Remote Site* (Sorensen file area). Let go of your mouse over the folder into which you'd like to place a copy of your file; in this case it will be the folder labeled ***Projects***.

### **Download files from R W Sorensen.**

To transfer a file or folder from the Sorensen *Projects* folder to your computer, just reverse the process! Locate the file in *Remote Site*. Click on the file once and, holding down your mouse, drag it to the pane or folder displaying your *Local Site*. Let go of your mouse over the folder into which you'd like to place a copy of the file.

Your FTP tool will usually indicate that the file transfer is taking place. When the transfer is complete, you'll see a copy of the file in the location you chose!

Sources:

[http://en.wikipedia.org/wiki/File\\_Transfer\\_Protocol](http://en.wikipedia.org/wiki/File_Transfer_Protocol)

<http://help.yahoo.com//us/yahoo/smallbusiness/webhosting/gftp/gftp-05.html>

<http://help.yahoo.com//us/yahoo/smallbusiness/webhosting/gftp/gftp-09.html>

<http://help.yahoo.com//us/yahoo/smallbusiness/webhosting/gftp/gftp-26.html>