

## Using Filezilla to upload and manage files and folders

Learn to transfer and manage files using a free file transfer protocol (FTP) utility called "Filezilla".

Step 1 - Begin by downloading and installing this freeware to your computer. Choose the appropriate download based on your machine and platform.

<http://filezilla-project.org/download.php?type=client>

Step 2 – Open up cPanel; click on the Video Tutorial icon. Scroll to the bottom until you see the section "FTP Video Tutorials".

### FTP Video Tutorials

- CuteFTP Configure
- CuteFTP Manage
- CuteFTP Settings
- CuteFTP Transfer Files
- FileZilla Configure Your Site
- FileZilla Manage Files
- FileZilla Transfer Files
- Smart FTP Configure Your Site
- Smart FTP Manage Files
- Smart FTP Transfer Files
- WS FTP Configure Your Site
- WS FTP Manage Your Files
- WS FTP Transferring Files

Step 2 – Watch the following videos to learn how to use Filezilla.

Step 3 – Configure your new install of Filezilla and connect to your Hosting Warriors website account.

Step 4 – Items on the right hand side represent folders and files in your hosting directory with us! Items listed on the left are items located on YOUR computer.

- On the right side of the application, double click on the **public\_html** folder to open it.
- Now right click anywhere in this open **public\_html folder**.
- Create a new directory (folder) – name it **Filezilla uploads** (notice that the path to this new folder should be **public\_html/Filezilla uploads...** it has been created as a folder within the public\_html folder)
- Double click the **Filezilla uploads** folder to open it.
- On the left side of the applications (your local computer), navigate to any two files you would like to upload. Select the first one. Right click it and "upload" it into the **public\_html/Filezilla uploads** folder. Do the same with the second file you wish to upload.

- You should now see copies of these two files in your **Filezilla uploads** folder. \*\*Uploading files always makes **copies** from the local computer and saves them up to the remote server. Downloading is similar in that file copies are made on the remote server, and then are saved on the local server when downloaded.
- On the right side of the application, single click on one of the two files you just uploaded into the **Filezilla uploads** folder. Right click and “delete” one of the two files.
- Now, upload three more files from your local computer into the **public\_html/Filezilla uploads** folder
- Take a screenshot of your expanded **public\_html/Filezilla uploads** folder and its contents demonstrating that you understand the basics of configuring and using Filezilla as a FTP utility.

(To view the items in your newly created **public\_html/Filezilla folder**, go to **<http://yourdomain.com/Filezilla folder>** in your web browser.)