

# **Uploading Using FTP**

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# 1 What is FTP?

FTP stands for File Transfer Protocol, which is the standard Internet protocol for the transfer of files. There are many programs that use FTP to upload files to the Internet. Included in this guide are directions to using several of the most popular programs for both Macs and PCs to upload your files to directNIC's servers.

## **2 Important Tips**

### **2.1 Home Directory vs. Domain Directory**

All domains hosted by directNIC in a specific account use the same username and password when accessing the server via FTP. This is because for each account there is one Home Directory on the hosting server. Each hosted domain and virtualhost has an individual Domain Directory within the Home Directory for the account. FTP programs will log the user into the Home Directory unless you specify otherwise. When in the Home Directory, all the Domain Directories are listed and usually accessible simply by clicking on them. Whenever uploading files, make certain they are being uploaded to the Domain Directory and not the Home Directory.

### **2.2 Default Page**

The default page for your site must be named index.html or index.htm, all in lower case.

### **2.3 Firewall**

If a computer is behind a firewall, connecting via FTP may require adjusting certain settings on your FTP program. Though these settings may be found in different areas of the program, generally the way to connect via FTP from behind a firewall is to set the program to Active mode. In addition, many programs have an option to Enable Firewall Access.

## 3 Using Common FTP Programs

Step-by-step instructions with screenshots (images) are available at <http://www.directnic.com/reference/index.php>

### 3.1 CUTEFTP

Trial version can be downloaded at: <http://www.download.com/3000-2160-10000625.html>

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=cuteftp>

Choose **Site Manager** from the **File** menu. Choose which folder you would like the Site Profile to be in (possibly in the **General FTP Sites** folder) and click on the **New** button. Next fill in the following fields:

**Label:** Whatever you want to name the site profile

**FTP Host Address:** yourdomainname.com

**FTP Home Directory:** yourdomainname.com

**FTP site User Name:** Your directNIC username

**FTP site Password:** Your directNIC password

**FTP site Port Connection:** 21

Set the **Login Type** to Normal

Then click on **Connect**.

Once you are logged in, the left window is the Local Window and the right window is the Remote Window. In the Remote Window, you will be logged into the Home Directory; open up the Domain Directory to which you want to upload your site. Then, choose the files in the Local Window you want to upload and click and drag them to the Remote Window.

The next time you need to upload to that site, simply choose **Site Manager** from the **File** menu and click on the **Site Profile** and click **Connect**.

If you are behind a firewall, you may need change the settings. Choose **Settings** from the **Edit** menu. Double click on **Connection** and then click on **Firewall**. Check the **Enable Firewall Access** and **Active mode** boxes. This should allow you to upload from behind a firewall.

### 3.2 WS\_FTP

Trial version can be downloaded at: <http://www.ipswitch.com/>

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=wsftp>

## Uploading Using FTP

Upon opening WS\_FTP the **Session Properties** window will pop up. If you have entered the information prior to this session, simply choose the **Profile Name** of the site you wish to use. If you have not already entered the site you are uploading to, click the **New** button to clear the fields and then enter the following:

**Profile Name:** Enter your domain name here (yourdomainname.com)

**Host Name/Address:** Enter your domain name here (yourdomainname.com)

**Host Type:** Automatic Detection

**User ID:** Your directNIC username

**Password:** Your directNIC password

If you are located behind a firewall or gateway, you may need to alter the settings to allow for Active transfers. To do this, click on the **Advanced** tab and check the box next to **Active Transfer** or make sure the Passive FTP is turned **OFF**.

Next, click **OK** to log in.

The window on the left is the local listing and the window on the right is the remote listing. To upload files, simply highlight the files to transfer and either click and drag them from the local to the remote window or click the arrow button between the windows.

## 3.3 DREAMWEAVER

<http://macromedia.com/software/dreamweaver/>

Screenshot illustrations are available at

<http://www.directnic.com/reference/index.php?topic=dreamweaver>

When starting a new site, simply go to the **Site** pull-down menu and choose **New Site**. If resetting the FTP information on an existing site, choose **Define Sites** from the same pull-down menu and click on the site you wish to set up.

Choose **Remote Info** from the Category list and in the pull-down **Access Menu** choose **FTP**. Then fill in the following fields as such:

**FTP Host:** yourdomainname.com

**Host Directory:** yourdomainname.com

**Login:** your directNIC username

**Password:** your directNIC password

When you want to upload your site, simply choose the **Connect to Remote Host** icon (it looks like 2 wires plugged together) on the toolbar of the Site Window. Then, copy your files from the Local Folder to the Remote Site.

## Uploading Using FTP

Make sure you have the **Passive** FTP option turned off on your connection.

### 3.4 FRONTPAGE 98 & 2000

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=frontpage>

From the **File Menu** choose **Publish Web**. In the field: **Specify the location to publish you web to:**`ftp://yourdomainname.com/yourdomainname.com`

Note: You do not want to enter the www on your domain name address.

Then click **Publish**

Next fill in the fields:

**Name:** Your directNIC username

**Password:** Your directNIC password

Then click **OK**

When the site is finished uploading, simply click **Done**.

Note for uploading a site for the first time: If the default page for your web is called "index.htm" the following question will be prompted: The file index.html exists on the destination server but does not exist in the current Web. Would you like Frontpage to remove it? Click on the **Yes** button. This is because our default under construction page is called index.html and our servers look for index.html file before an index.htm file and if both are on the server our under construction page will still show for your site.

Remember that directNIC hosting servers do not support Front Page Extensions, so you will want to turn off this feature for your program when designing for your DN hosted sites.

### 3.5 CUPERTINO

<http://www.winsite.com/bin/Info?500000024059>

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=cupertino>

Using Cupertino is great if you have many different sites you want to keep login information stored for:

From the **File** menu choose **New FTP Site** or click on the small computer icon. First uncheck the **Use Anonymous Login** to open up the username and password fields. For the **Label** field, you can use whatever you want; this is simply to reference the site in Cupertino. For the other fields:

**Host Address:** yourdomainname.com

**Home Directory:** yourdomainname.com

**User ID:** Your directNIC username

### 3.3 DREAMWEAVER

## Uploading Using FTP

**Password:** Your directNIC password

**Port:** 21

**Login Directory:** yourdomainname.com

Then click **OK** to save the information.

To log in, simply double click the Site Label you want to log into in the left window. Any folders or files you have in that directory will appear in the right window.

Now at the top of the left window are your local drives. Find the folder for the files you wish to upload and double click on that. Now all the folders and files will appear in the right window. Choose the folders and files you wish to upload from the right window, and click and drag them to the Site Label in the left window to which you are uploading.

### 3.6 FTP VOYAGER

<http://www.ftpvoyager.com>

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=voyager>

Click on **Connect Icon** and the **FTP Site Profile Manager** will pop up.

Next click **New Site** and, in the fields to the right of the manager, fill in the following information:

**Name:** Use whatever you want; this is simply to reference the site in FTP Voyager

**Description:** Again, simply used as a reference in FTP Voyager you can even leave it blank

**FTP Site:** yourdomainname.com

**Default Directory:** yourdomainname.com

Make sure the **Anonymous Login** is unchecked

**User ID:** Your directNIC username

**Password:** Your directNIC password

Then click **Connect**.

Once connected, simply click and drag the files from the Local (bottom) Window to the Remote (top) Window.

**Note:** Once you have created a site in the **FTP Site Profile Manager**, the next time you want to upload to it simply click **Connect Icon** and in the manager double click on the site with which you need to connect.

## 3.7 Netscape 3.x-4.x

<http://www.netscape.com>

Using Netscape to upload is pretty simple. In the address bar type `ftp://username:Password@yourdomainname.com` This will log you into the Home Directory. From here, click on the Domain Directory to which you want to upload. Once in the Domain Directory, you can upload either by clicking and dragging the files from a folder on your computer into the Domain Directory, or by going to the **File** pull down menu and choosing **Upload File**. Choose the files you wish to upload and click on **Open**.

\* At this time there is no upload feature on Netscape 6.x

## 3.8 Internet Explorer

<http://www.microsoft.com>

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=ie>

Using Internet Explorer 7 to upload is easy. In the address bar type `ftp://yourdomainname.com` You may see an error message which says something like this: Internet Explorer cannot display the webpage.

That is OK. Find a **Page** menu and choose **Open FTP site in Windows Explorer**. Then you will be prompted to enter your username and password. Then you will see your domain directory.

Sometimes you might see an error messages which says something like: Windows cannot access this folder.

This error doesn't matter â it's just telling you that you'll need a password. Click OK.

In the **File** menu select **Login As...**

Enter your direcNIC login. This will log you into the Home Directory. Click the Folders button in the toolbar. This allows you to see your local files on the left and the FTP server files on the right. From here open the folder for the server Domain Directory to which you want to upload. You are now ready to begin transferring files. You can right-click files and select Copy to Folder, or simply drag and drop files between your local drives and the FTP server.

**Note:** You must have the Passive FTP option turned off to use this FTP connection. Here's how to de-activate this feature:

Click on **Tools**

Click on **Internet Options**

Click on **Advanced Tab**

Uncheck the "Use Passive FTP" feature.

The following instructions apply to lower version IE: In the address bar type `ftp://username:Password@yourdomainname.com` This will log you into the Home Directory. From here open the folder for the Domain Directory to which you want to upload. Once in the Domain Directory, simply click and drag the files from your computer into the Domain Directory.

## Uploading Using FTP

**Note:** You must have the Passive FTP option turned off to use this FTP connection. Here's how to de-activate this feature:

Click on **Tools**

Click on **Internet Options**

Click on **Advanced Tab**

Uncheck the "Use Passive FTP" feature.

### 3.9 FileZilla

<http://filezilla.sourceforge.net/>

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=filezilla>

Once FileZilla has started, enter the following details in the fields at the top of the program window.

**Address:** yourdomain.com

**User:** Your *directNIC* username

**Password:** Your *directNIC* password

**Port:** 21

Click **Quickconnect** to connect to your site.

From now on you will be able to select this site and other recent sites from the **Quickconnect history** drop menu.

If you have many sites and would like to add it to your **Site Manager**, you can select "**Copy connection to Site Manager**" from the "**File**" menu once connected.

Highlight **New FTP Site** and click **Rename**, and then name the connection something you will recognize, the domain name, for instance.

Click **Save** and **Exit**.

You will now be able to connect to the site at any time using the **Site Manager** drop down menu, or by clicking the site manager icon.

**NOTE: Passive mode** should be turned off by default, but if you experience problems transferring files once a connection is successful, you may want to double check its status:

1. Select Settings from the "**Edit**" menu.
2. Select **Firewall** settings from the left hand menu.
3. Find the **Passive Mode** check box in the main window. It should not have a check mark next to it, if there is, click on the box to un-check this option.
4. Click **OK**.

## 3.10 FireFTP

### FireFTP

<https://addons.mozilla.org/en-US/firefox/addon/684>

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=fireftp>

**Note:** The default homepage page (first page) for your site must be named **index.html** or **index.htm**, all in lower case.

An example domain name and user name were used through the instructions. Please substitute **your own directNIC** domain name and login information for the account used in the instructions.

### Uploading Steps:

1. Open **FireFTP** by going to the **Tools** menu in the Firefox toolbar. Choose **FireFTP** from the dropdown menu.
2. Once **FireFTP** opens, click on **Manage Accounts** left of the screen. Choose **New** from the drop down menu.
3. Enter the following information in the **Account Manager** window that pops up:

**Account Name:** The name you would like to keep this FTP profile as.

**Host:** Enter your domain name here (yourdomainname.com)

**Login:** Your *directNIC* username

**Password:** Your *directNIC* password

Click **OK** to save your information and close the pop up window.

4. When the **Account Manager** window closes, click **Connect** on the top left of the screen, next to the drop-down menu that has the Account Name you have give this account.
5. The frame on the left is the local listing and the frame on the right is the remote listing. To upload files, simply highlight the files to transfer and either click and drag them from the local to the remote frame or click the arrow button between the frames.

**Note:** Once you have created a site in FireFTP, the next time you want to upload to it simply select the site profile name from the drop down menu next to Manage Accounts and then click Connect.

## 4 MACINTOSH

### 4.1 FETCH

<http://www.fetchsoftworks.com>

Screenshot illustrations are available at <http://www.directnic.com/reference/index.php?topic=fetch>

Fill in the fields with the following information:

**Host:** yourdomainname.com

**User ID:** Your directNIC username

**Password:** Your directNIC password

**Directory:** yourdomainname.com

Then click **OK** and you're logged in.

Once you're logged in, you can upload by clicking and dragging files from the desktop or any open folders into the Fetch Window; or, using the "Put File" button.

### 4.2 ANARCHIE

After launching Anarchie choose **Get** from the File menu. In the following window fill in the following fields:

**Server:** yourdomainname.com

**Path:** yourdomainname.com

**Username:** Your directNIC username

**Password:** Your directNIC password

Then click on **List** or click **Save** first to save your settings for future use. Once you're logged in you can click and drag files from the desktop or any open folders into the Anarchie Window.

### 4.3 TRANSMIT

<http://www.panic.com/transmit/index.html>

Upon launching Transmit fill in the following fields:

**Address:** yourdomainname.com

**Username:** Your directNIC username

## Uploading Using FTP

**Password:** Your directNIC password

**Directory:** yourdomainname.com

Then click on **Connect**.

Once you have logged in, the window will be split in two; the left being the Local Window, and the right being the Remote Window. To upload your files, simply double click or click and drag the files from the Local Folder across to the Remote Folder or even click and drag files from the desktop or any open folders.