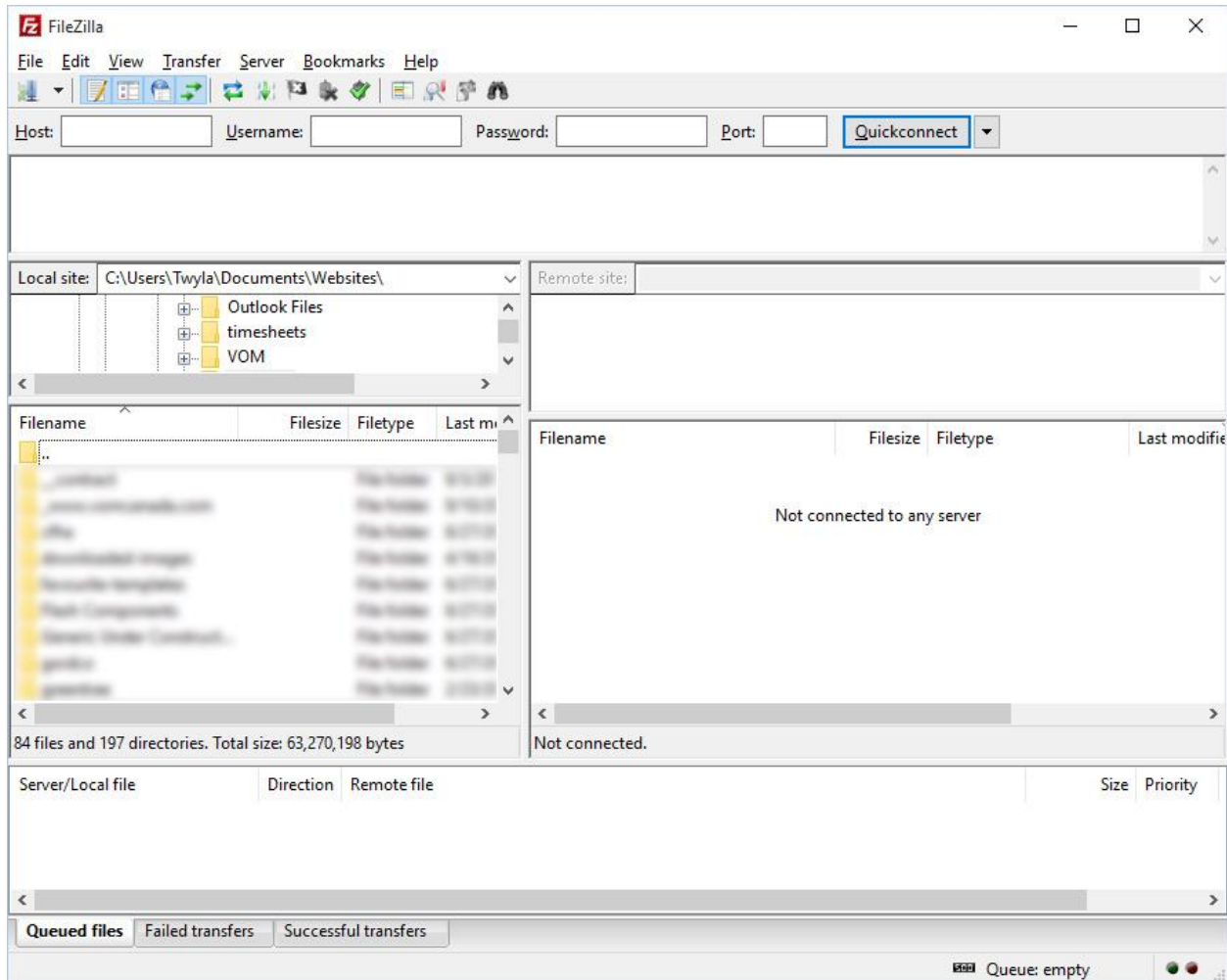


Filezilla Instructions

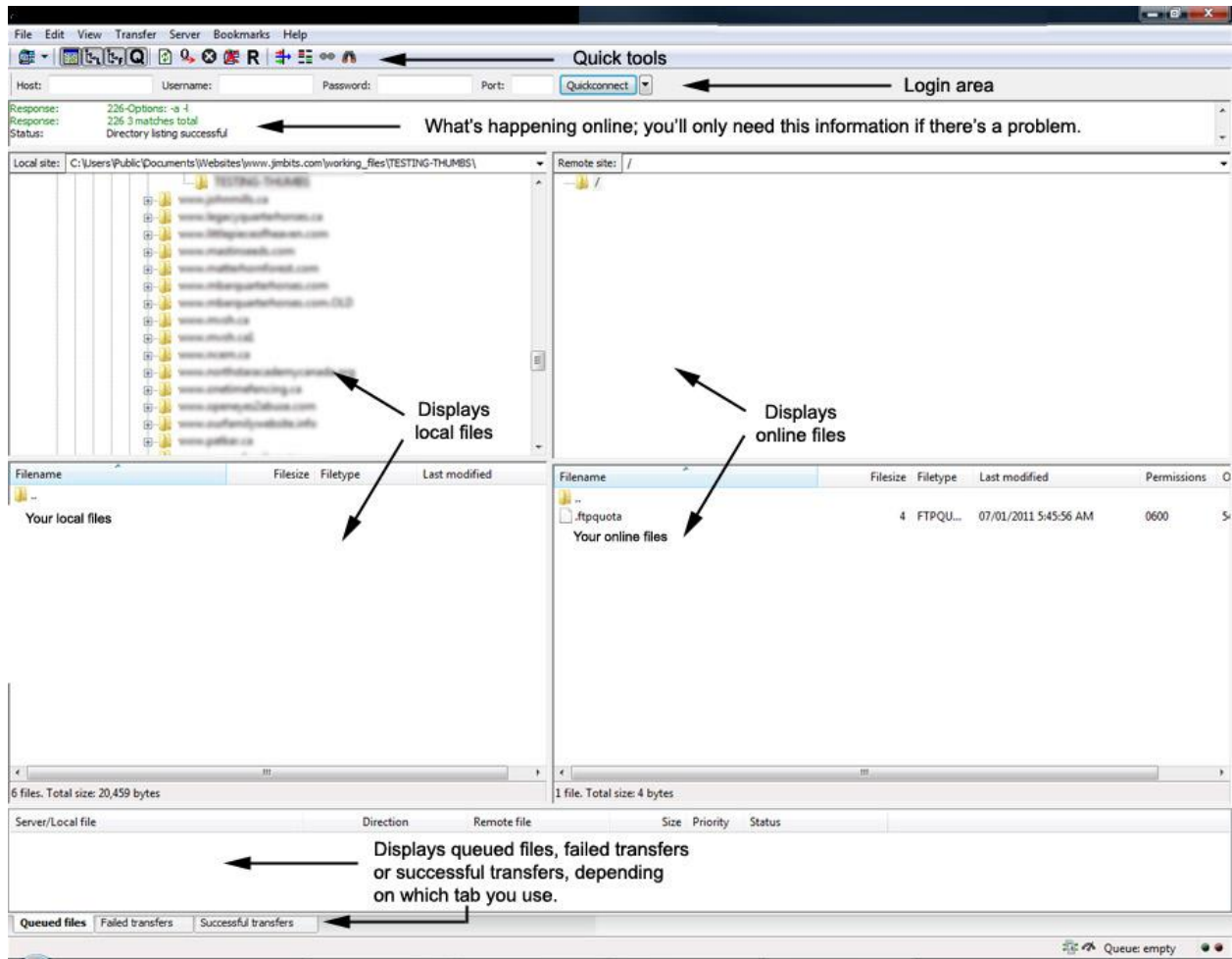
SETTING UP FILEZILLA

The Basics

Follow the installation instructions and open Filezilla. It will look something like this.

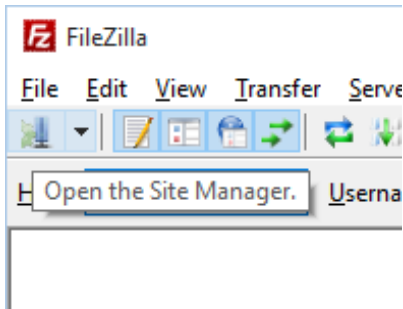


The following illustration gives you a quick overview of the items you'll be using in Filezilla.

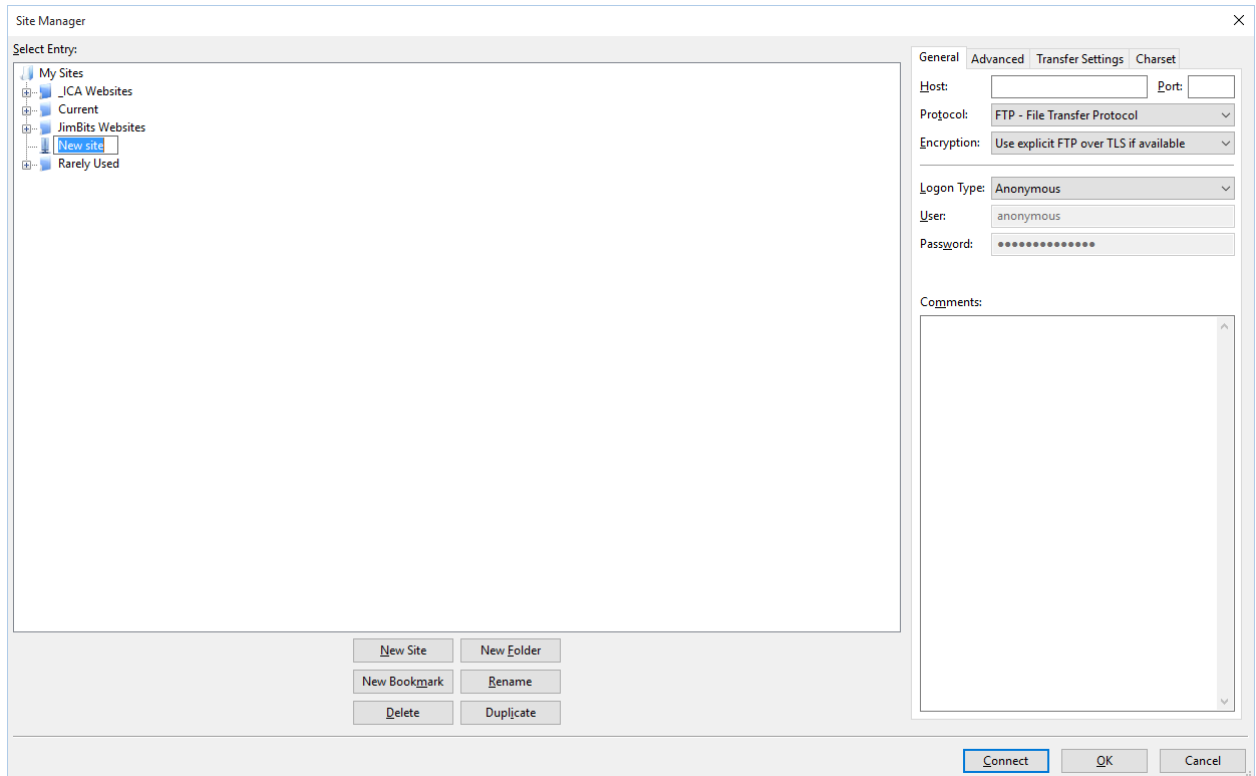


Getting set up:

1. The "Site Manager" is the first tool that you'll want to access. It's up in the top, left hand corner. When you rest your mouse over it, you'll see this:

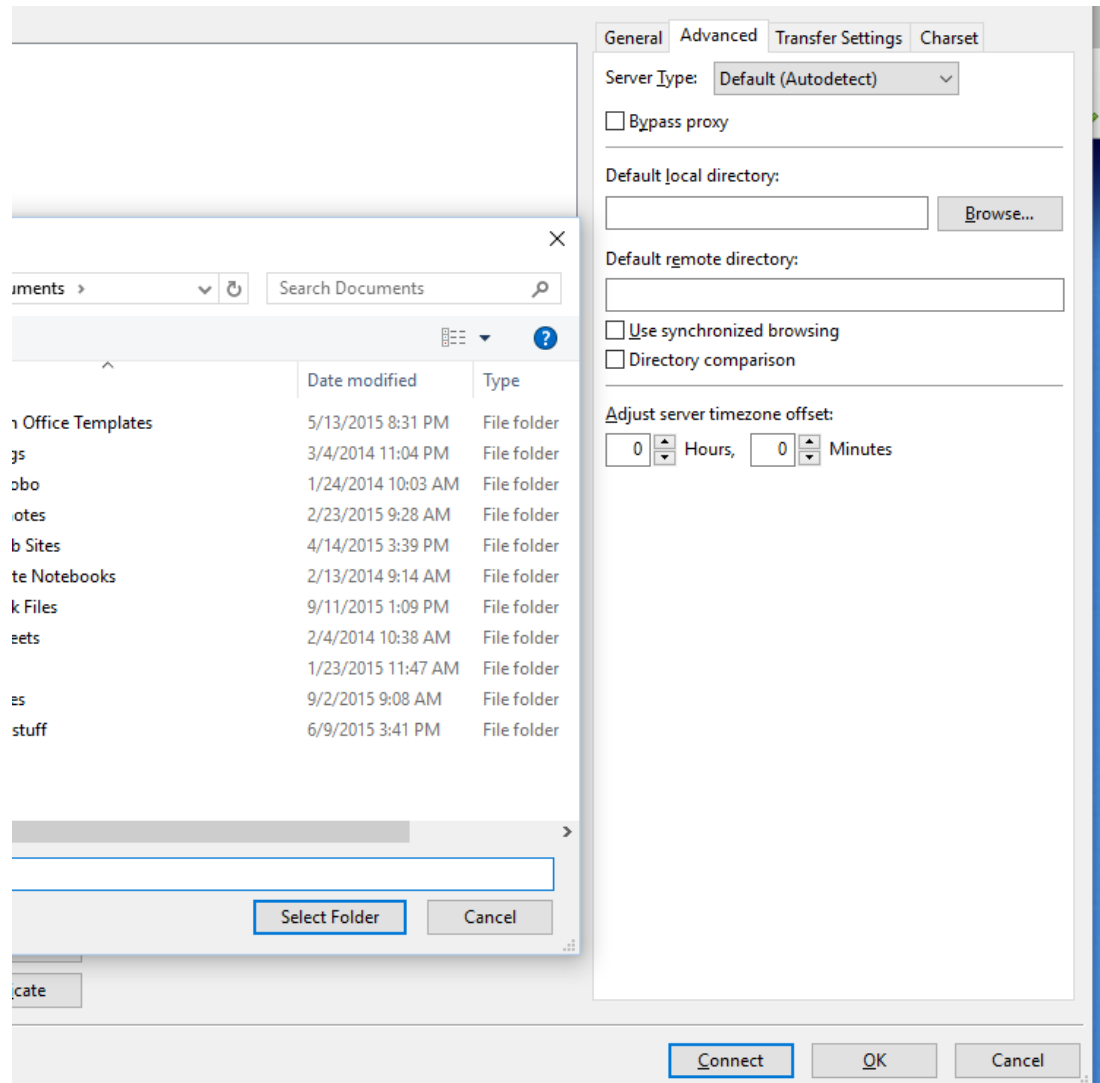


2. Click on that icon and you'll see a new window where you can enter and save your login information.



- a. Click on "New Site", located in the bottom, left group of buttons
- b. Type in the name of your site file. You can name this anything you like; it's for your own use.
- c. For "Host", type in the "Host" field that we provided
- d. Using the "Encryption" dropdown, select "Only use plain FTP"; it indicates that it's insecure, but it simply means that we haven't purchased a security certificate for your site. If you would like to discuss this in detail, please call Jim at 403-335-8800.
- e. Using the "Logon Type" dropdown, select "Normal"
- f. For "User", replace "anonymous" with the username that we provided
- g. For "Password", replace the existing password with the one that we provided.

h. Now click on the "Advanced" tab.



- i. Using the "Browse" button under "Default local directory", browse to and single click on the folder on your computer where you keep the files that you'll want to upload. Every time you log in, Filezilla will automatically locate that folder.
- j. Click "OK"
You're now ready to use Filezilla.

UPLOADING FILES

Go to the Site Manager icon in the top, left corner. Using the dropdown arrow, find the folder you just created and click on it. The left side will show your local files and the right the online files.

Highlight all of the files you wish to upload and drag them to the right. Your files are now online.

