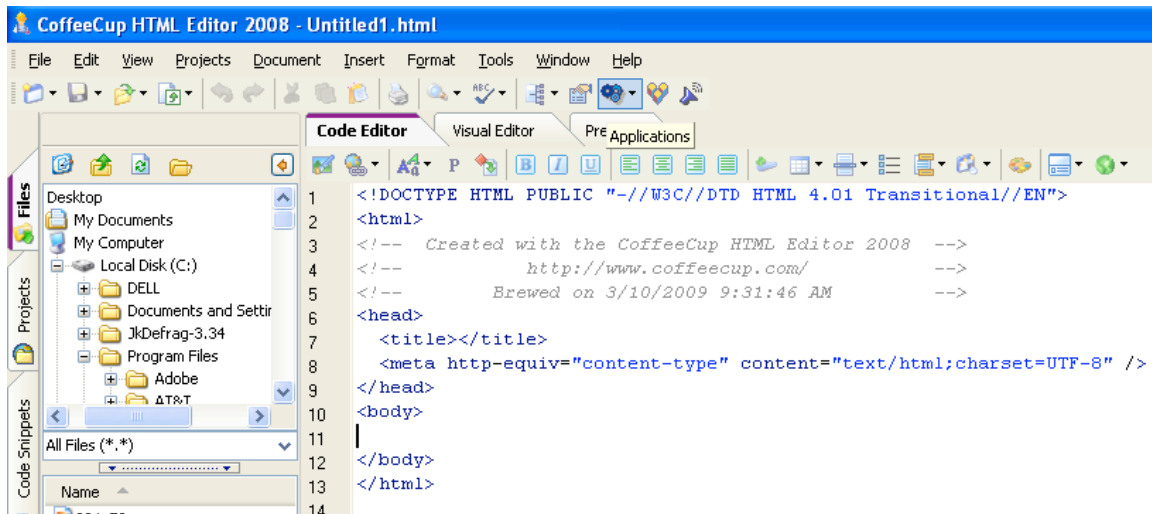


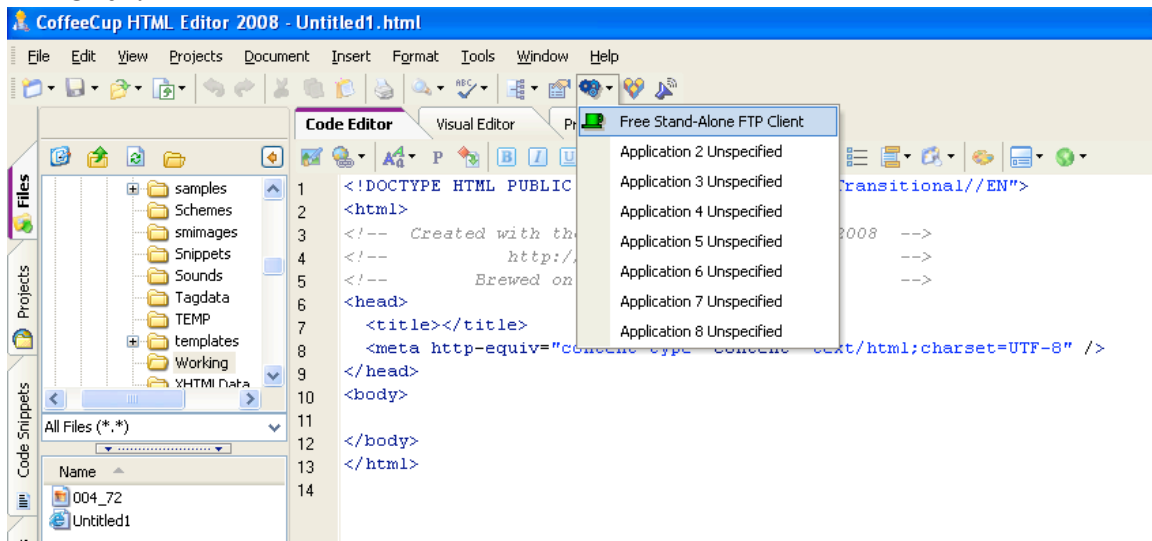
Uploading to the HOSTING SERVER

To move your files from your local (the computer you built the site and make corrections on) to the hosting server requires the use of a FTP (File Transfer Protocol) Tool.

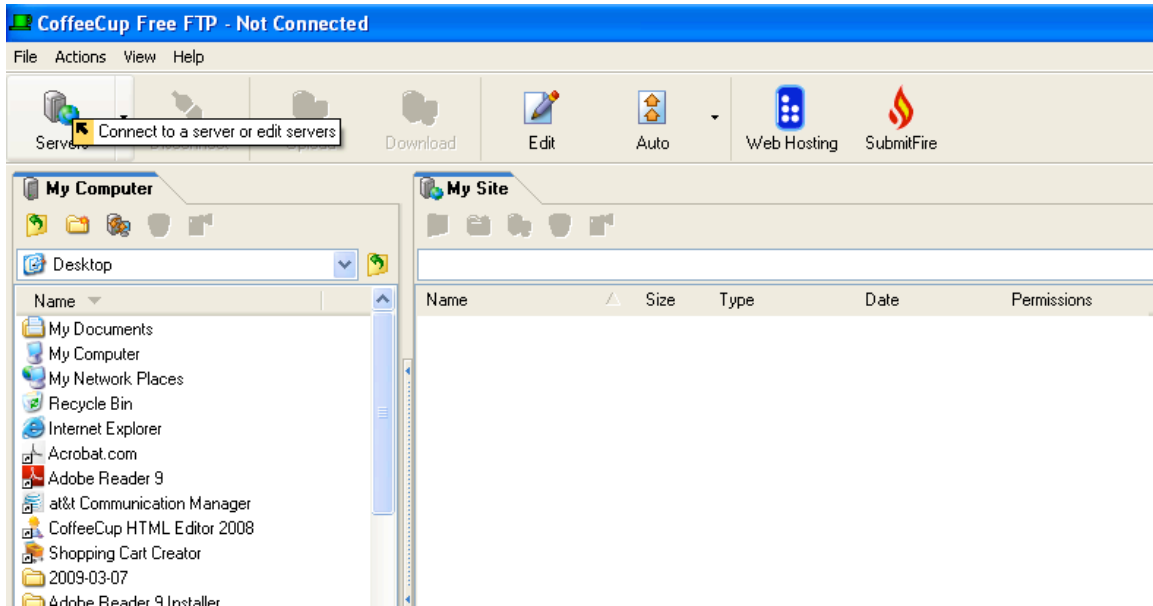
Coffee Cup's HTML Editor has a free one. Look at the Coffee Cup tool bar, towards the right you will see an icon that looks like cogs (a cluster of toothed wheels)



When you mouse over it will say applications. Click on it. Click on the Free Stand Alone FTP Client

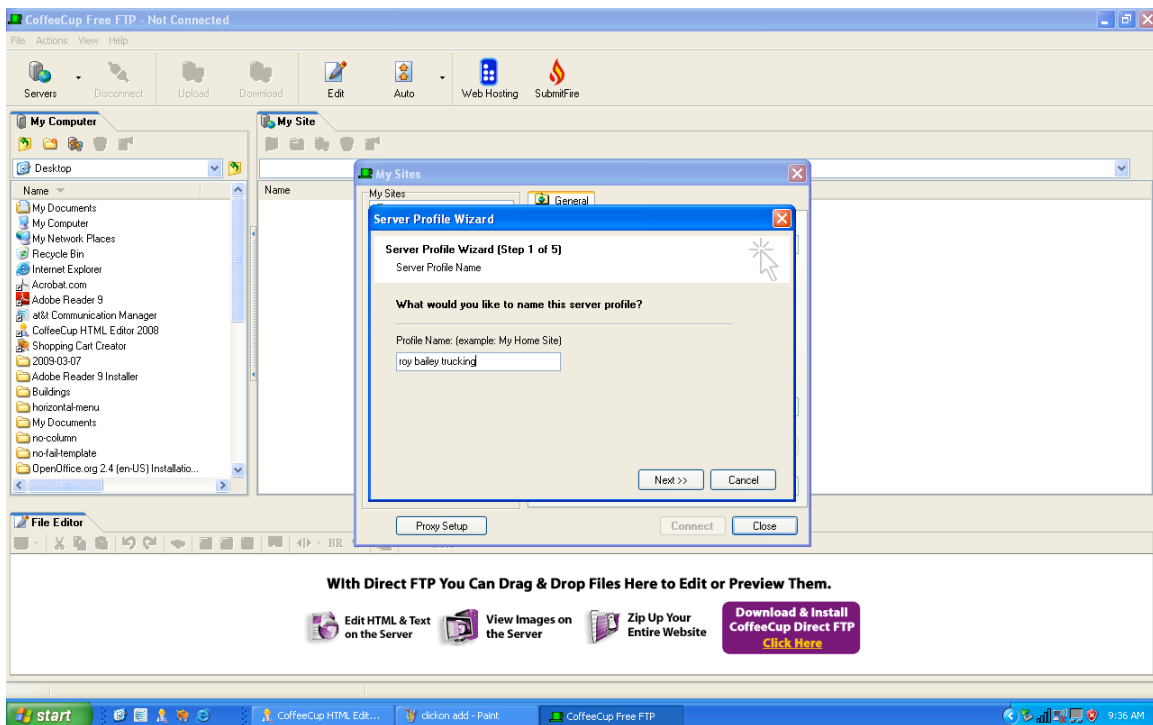


This will open up a window to add a hosting server to the FTP Tool. Once this step is done you will not have to do it again. Click on the server icon in the top left corner.

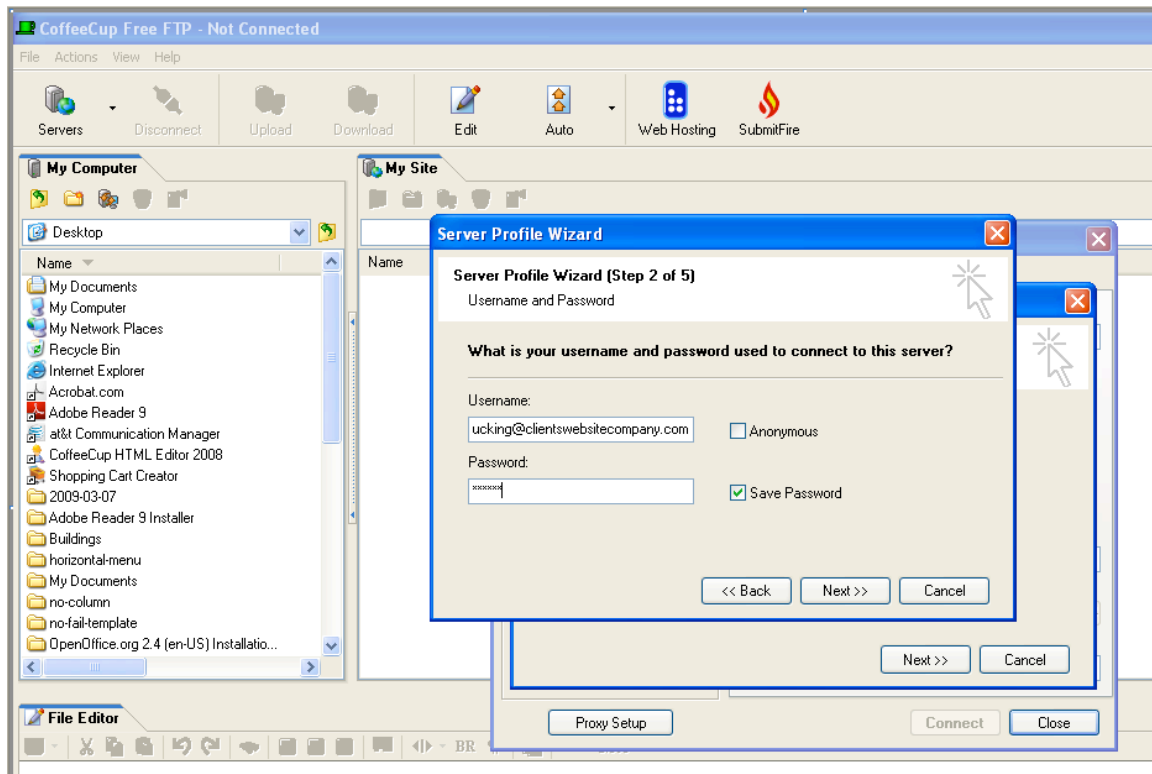


This will open the wizard to set up the server.

STEP 1 - Profile Name I use the name of the website that I am working on.



Step 2 - Username and Password.



Clients who host through Clients website Company have the username formatted the same.

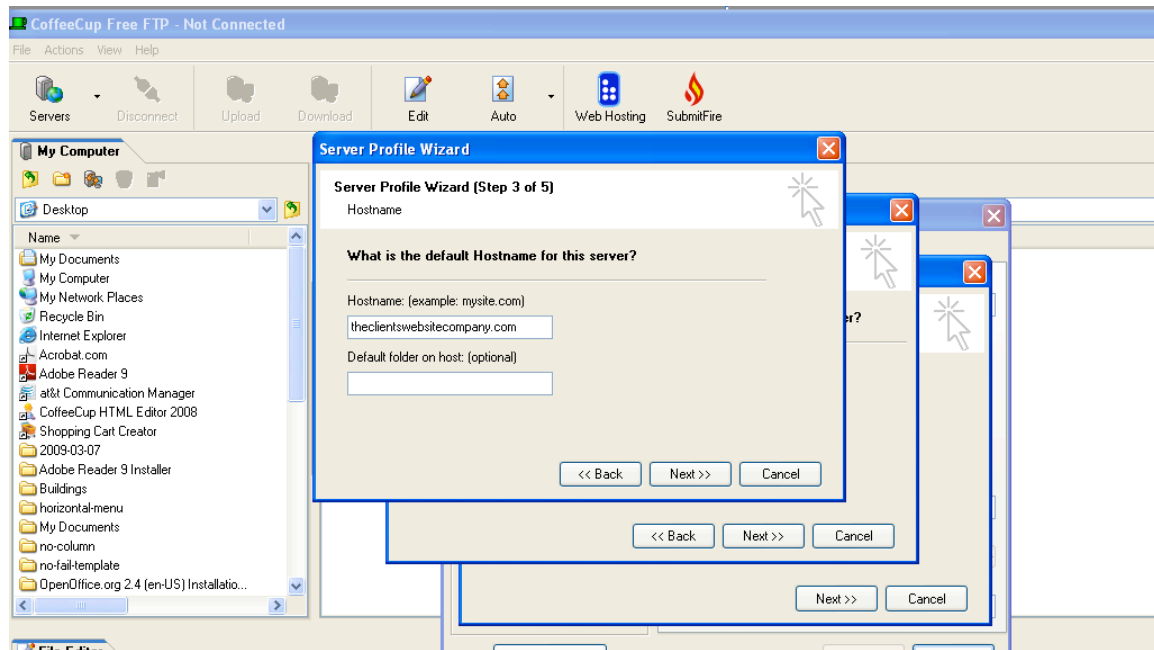
thenameofthesite@clientswebsitecompany.com

The Password is what ever they had requested.

Once the username and password is entered, Click on NEXT

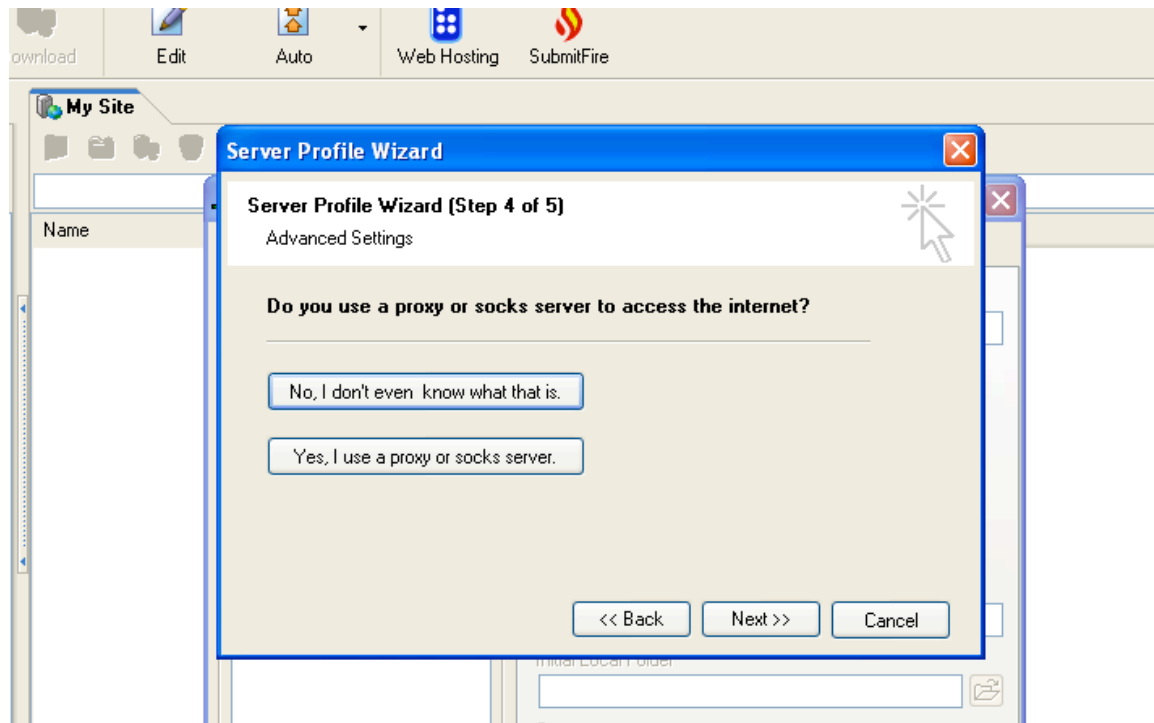
STEP 3 - Host Name

This varies from hosting company to hosting company. Our clients will enter: theclientswebsitecompany.com



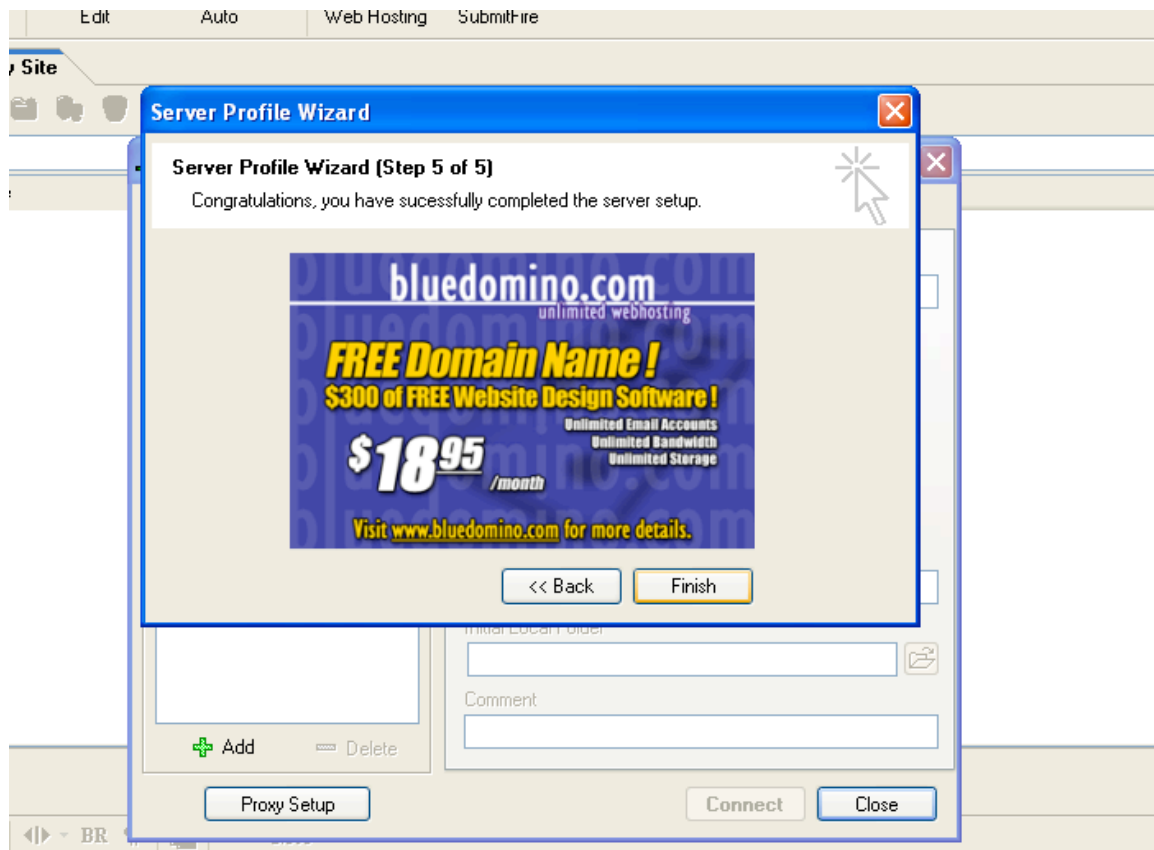
The Default Folder on Host is optional. Some hosting companies will specify a folder usually public_html or www. Our clients leave it blank.

STEP 4 -Proxy Leave it blank, and click next



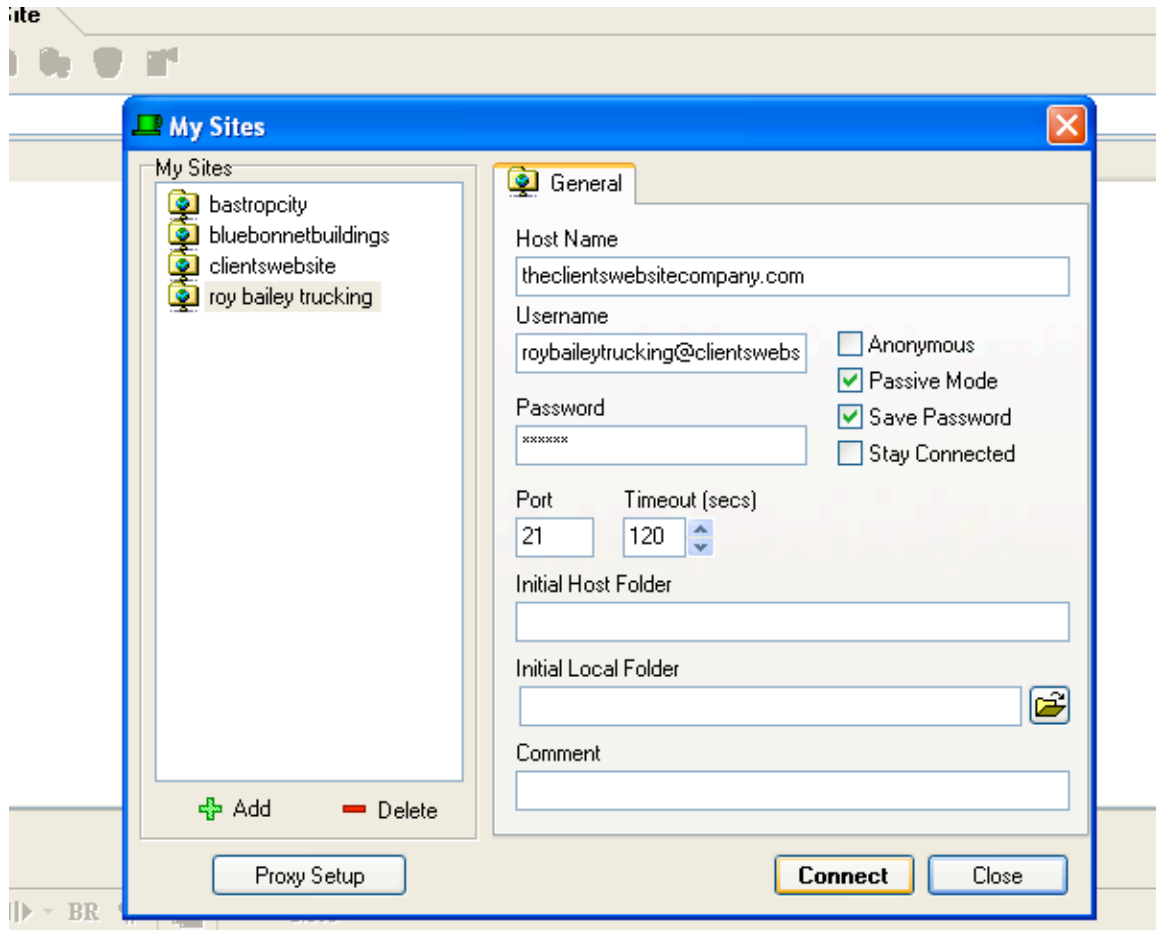
STEP 5 - Finish

Click Finish



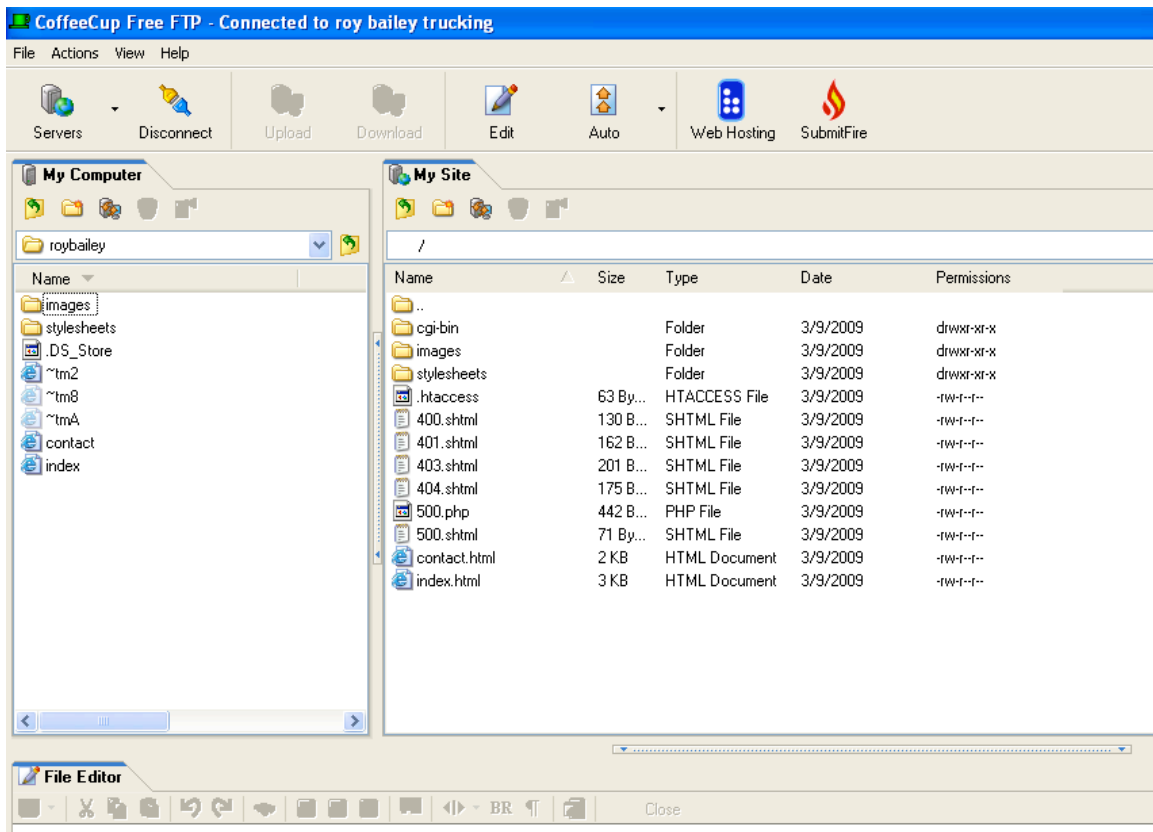
You will not go through this process again unless you set up a different website with a different domain name.

Once the server profile has been done. Any time you need to access the hosting server you will click on the cog wheels, then click on the server icon. When you do a window like the one below will open. Highlight the site you want to connect to and click connect in the lower right hand corner.

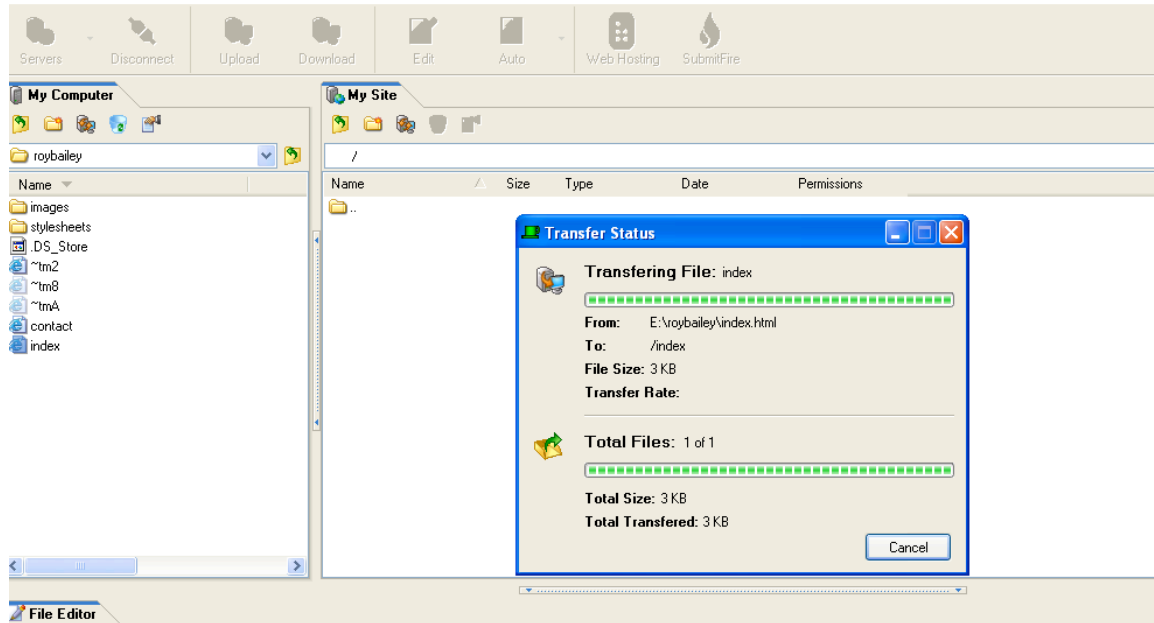


When you click connect, a window will open showing both 'local' (your computer) and 'my sites' (hosting server)

in the local side, locate your web site folder.



To upload a file to the server, highlight the file and drag it across to the same file on the other side. If you did it correctly you will see a window showing the file is being transferred. If you are transferring a file that is inside a folder, double click on the folder on the server to open it, then drag from the local side to the server side.



If you have any problem, please don't hesitate to call me at 512-968-6065