

 **Compila.com**

Web Hosting Handbook Chapters

- Uploading to a from your Webspaces
- Using Microsoft Frontpage

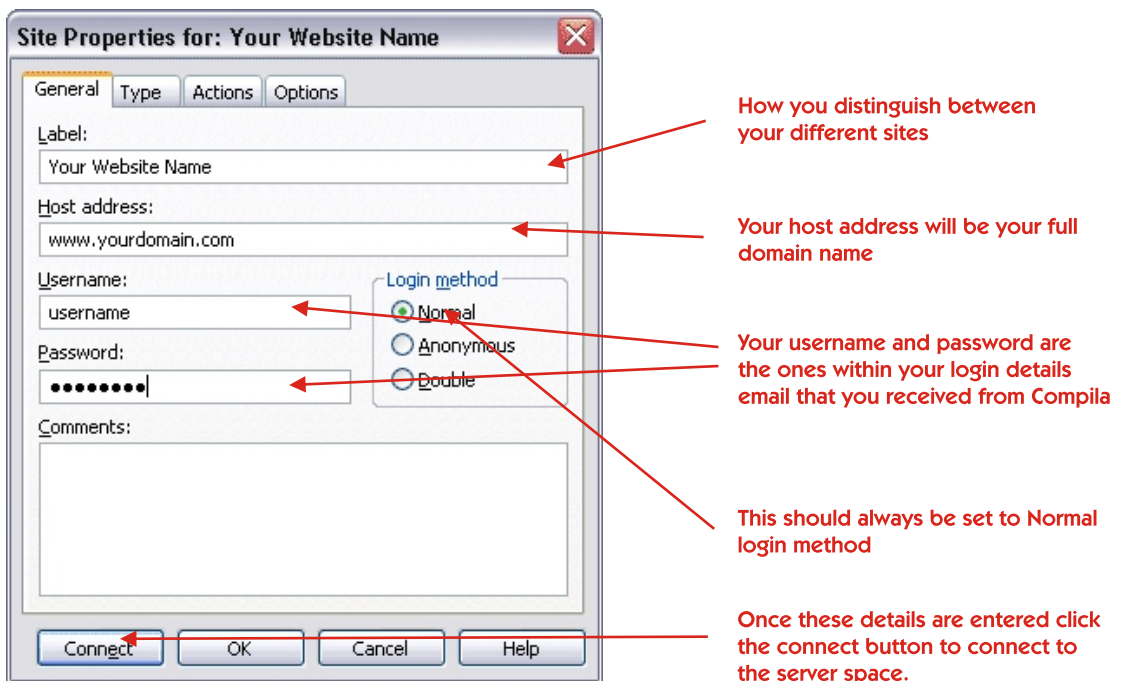
3. Uploading and downloading from your Web space

There are several ways to transfer your files to and from our servers. We have listed a few below with written instructions on how to do this and what software or URLs are needed to do this with.

- 1 FTP Software** - The most common method used to transfer files is FTP software. This is software that is installed on your computer and allows you to drag and drop files between your computer and the server. We suggest using an FTP program called Cute FTP which can be download by following this link <http://www.cuteftp.com/downloads/cuteftp.asp>.

Once you have download the software and installed it on your computer. Please run the software. Click on continue and then cancel the initial wizard. Again exit the site manger box. Now you are ready to enter the details to connect to your server. Click on file -> New -> FTP Site at the top of the screen. This will then bring up a dialogue box (fig 13)

(Fig 13)



Once all of the above details have been entered correctly, you will then be able to connect to your server space so that you can transfer your web files to and from your server.

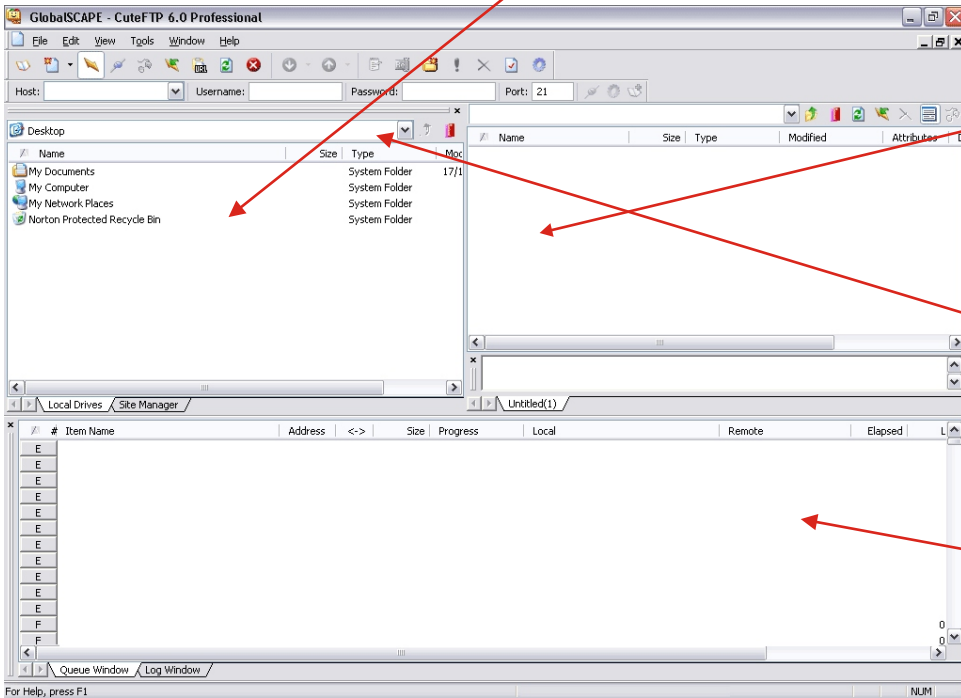
(Fig 14)

Your computer files

Your files should always be loaded into the public_html folder on the server

This area lets you navigate to your web files on your computer

This shows you which files are being either uploaded or downloaded and their progress



Once you have connected to your Web space you will be able to transfer your files. Navigate to your Web files on the left hand window. Then in the right hand window open the public_html folder. You can now drag your Web files from the left hand window into the public_html folder in the right hand side. You can check the progress of your transfers, by looking in the box below the transfer window. (Fig 14)



Please note, that all files need to be loaded into the public_html folder and that the home page needs to be called index.html (all in lower case) for the Website to work correctly.

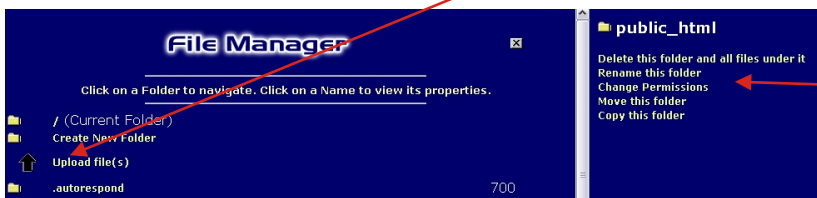


Your Control Panel - Within your control panel there is a function called “File Manager” underneath site management tools. If you click on this icon a new window will appear. On the left hand side of this window are your server files. If you click on the yellow folder next to the public_html (Fig 15) folder it will open it. You will then need to click on the link at the top next to the black arrow. Then follow the on screen instructions to upload your files. These can only be transferred one at a time.

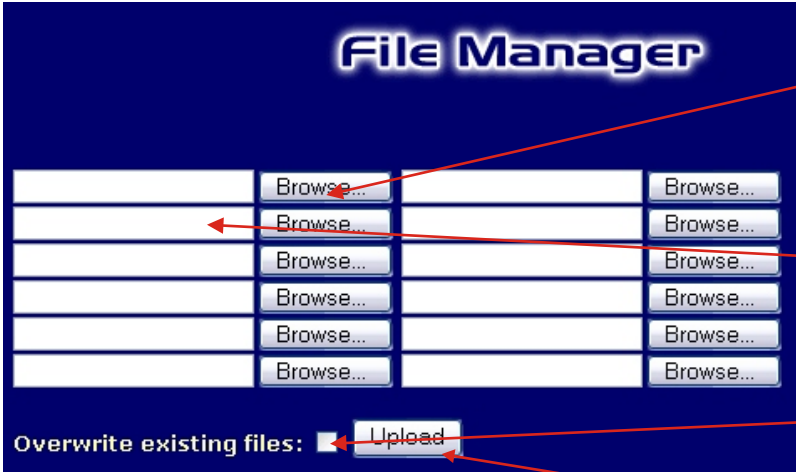
(Fig 15)

Click here to upload your files

This area performs certain functions, such as deleting and moving files



(Fig 16)



Click here to browse your computer for you Web files. Once selected click open.

This area will show the selected file once you have browsed for it on your computer

Check this box if you want to overwrite existing files that you have previously uploaded

Once you have selected the files you wish to upload, please click here to upload them.

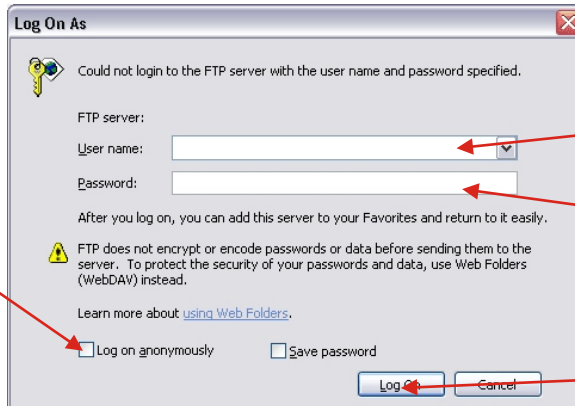
3

Internet Explorer - You can also FTP to your site via Internet Explorer. This is a very simple system which works on the same basis as if you were transferring files between one folder on your computer to another folder. To do this you will need to type the following into the address bar:

`ftp://username@yourdomainname.com`

You will then see a box appear (Fig 17) asking you to place your password in it. Once the correct information has been placed in the relevant areas, the server folders should now appear. You can now transfer files to and from your Web space by copying and pasting them into the public_html folder.

(Fig 17)



Make sure that this tick box is unchecked to login

Your username should be here

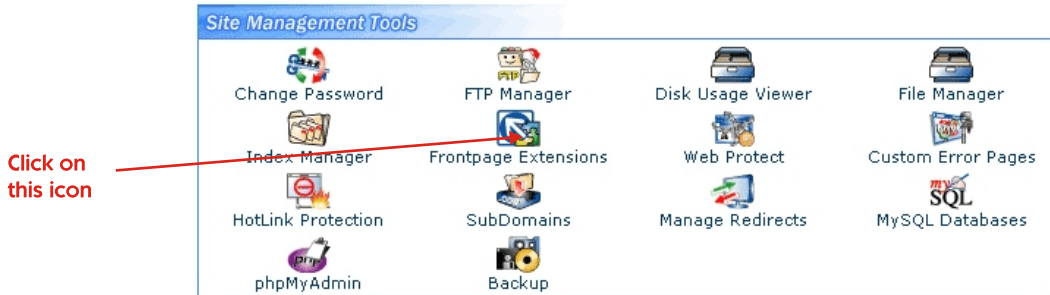
Your password should be here

Once the correct details have been entered click login

4. Using Microsoft Frontpage

If you are using Microsoft Frontpage then you will need to enable Frontpage Extensions to publish your site. As long as you have one of our Bargain plans or above, then you can enable the extensions within your cpanel. Please enter the cpanel and click on the Frontpage extensions icon (Fig 18).

(Fig 18)



Once you have done this, you will be redirected to another page. This will allow you to enable Frontpage extensions if they are not already, disable them if they are enabled, or clean up the extensions if any problems have occurred (Fig 19).

(Fig 19)

Note

Warning: It is recommended that you DO NOT install FrontPage Extensions on your account unless you intend to publish your site directly from the FrontPage application.

Uninstalling the extensions from the main domain will uninstall the extensions from all subdomains and addon domains. You must have the extensions installed on the main domain before they can be installed on any subdomains or addon domains.

Warning: Installing or Uninstalling Frontpage extensions will result in **the loss of all .htaccess files** in your web area. Any directories you have protected with WebProtect will become unprotected until you reprotect them.

Domain	Status	Install Extensions	Cleanup Old Extensions
	not installed	<input type="button" value="Install Extensions"/>	<input type="button" value="Cleanup Old Extensions"/>



Please note, that if you are using Frontpage, we suggest that you publish the site via the Frontpage publishing wizard, and not to FTP your files to the server