

# How to FTP

## (How to upload files on a web-server)



In order for a website to be visible to the world, it's files (text files, .html files, image files, etc.) have to be uploaded to a web server. A web server in simple terms is a hard drive that is read-accessible to the public. There are permissions, accounts and passwords, however, so that only administrators can log in and change, upload, update and delete files.

In order to upload files you need 4 essentials:

1. FTP manager
  2. Account name
  3. Password
  4. Server address or name
1. FTP Manager – this is a software application used to transfer (upload, download) files between your local machine and the web server. One of the most popular and secure such applications is SSH Secure Shell. It comes in two variations:
    - a. Secure Shell Client – presents the user with a command prompt (console) in UNIX. This option is recommended for advanced users only. It provides much greater power and control over the files and directories.

```
uhunix2.its.hawaii.edu - default - SSH Secure Shell
File Edit View Window Help
Quick Connect Profiles

Last login: Tue Jul 06 2004 09:35:39 -1000 from sub42-74.uhh.haw
=====
WARNING: Unauthorized access is prohibited by law in accordance with
Chapter 708, Hawaii Revised Statutes and UH Executive Policy
E2.210 (http://www.hawaii.edu/infotech/policies).

ANNOUNCEMENTS:

1/20 - Unix printer services to be discontinued.
Details at http://www.hawaii.edu/technews

1/27 - telnet and ftp services replaced by secure SSH connections.
Details at http://www.hawaii.edu/help/security/ssh

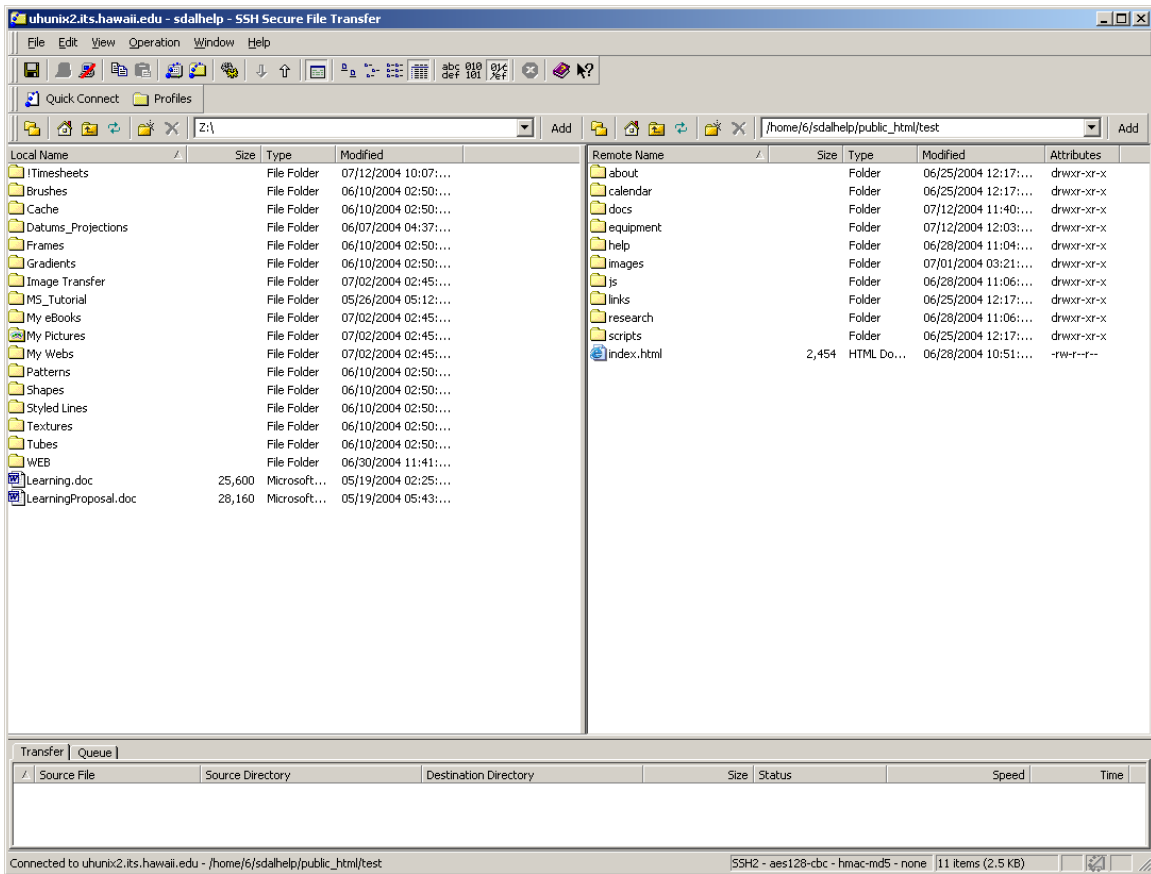
4/17 - LaserJet 5000 printer discontinued (print spools, lj5000, lj4si
lj3si, and uhlp).

=====

 2:01pm up 8 day(s), 20:28, 164 users, load average: 2.35, 2.36, 2.32

uhunix2:/home/6/sdalhelp% █
Connected to uhunix2.its.hawaii.edu SSH2 - aes128-cbc - hmac-md5 - none 80x24
```

- b. Secure File Transfer Client – an easy to use file manager that works on the drag-and-drop principle for transferring files.



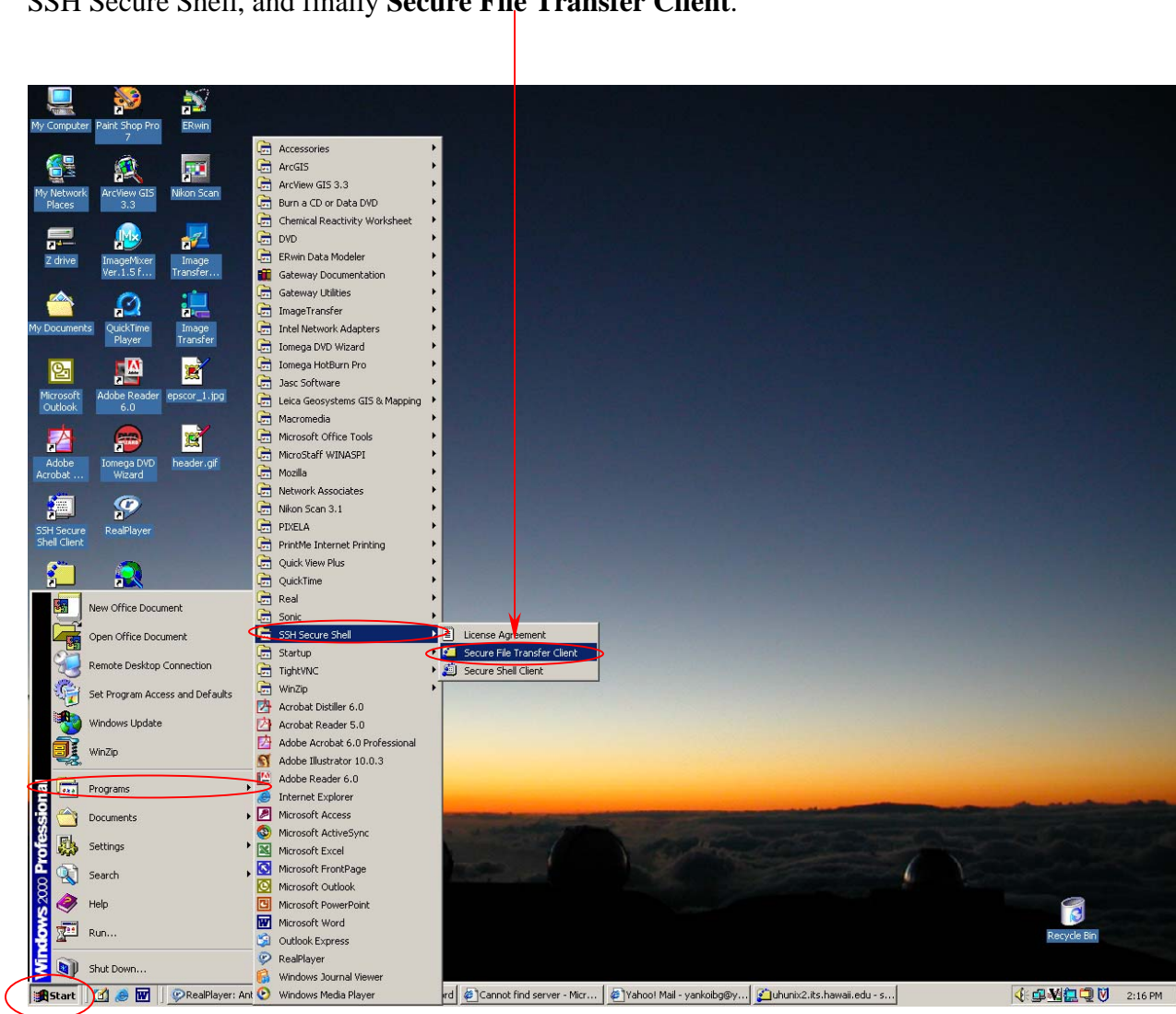
2. Account Name – this is the account that is given to you by your web site host administrator.
3. Password – also given by the web site host administrator, in pair with the account name. You can always change the password at a later time.
4. Server Address or Name – this is the web address (IP) or the name by which the particular server is identified on the Internet. You need to know this information in order to connect to the desired server. (Example: **uhunix2.its.hawaii.edu** – the University of Hawaii web server address/name)

## Using the Secure Shell File Transfer Client

In order to use the Secure Shell File Transfer Client you need to have SSH Secure Shell installed on your computer. You can download the software from

<http://www.hawaii.edu/help/software/pc/ssh.html>

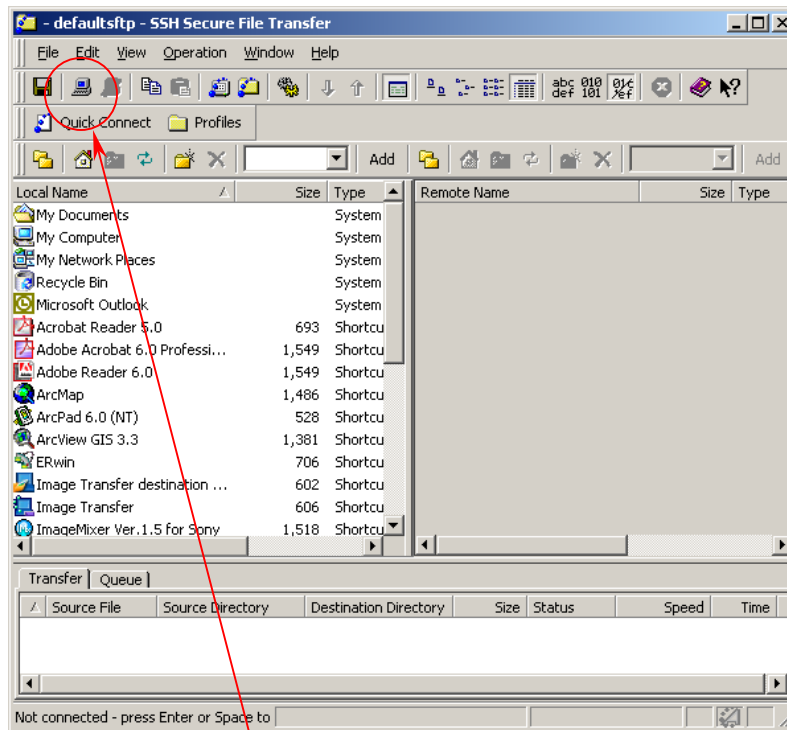
After making sure it is installed on your machine, start the Secure File Transfer Client by clicking on the Start button in the lower left corner of your screen, then select Programs, then SSH Secure Shell, and finally **Secure File Transfer Client**.



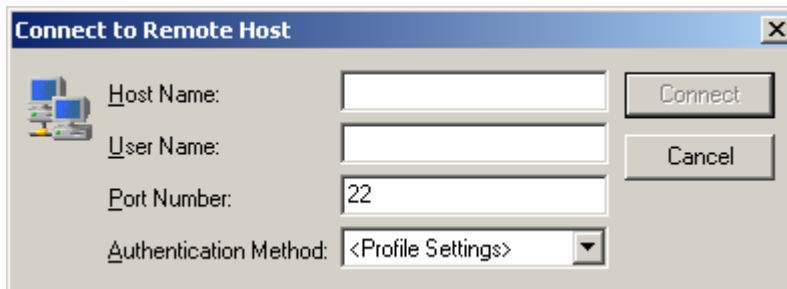
Before you try to connect to the server make sure you have all the necessary information: **account name**, **password**, and **server name/address**.

The SSH Secure File Transfer application window has 4 main parts:

1. Menus and control options – upper part of the window
2. Left window – represents the files and directories on your local machine
3. Right window – represents the files and directories on the web server (it is gray at first, since we are not connected to the server yet)
4. Lower window – this is the status window, it shows the status of all the file transfers (currently empty, since we have not transferred anything yet)

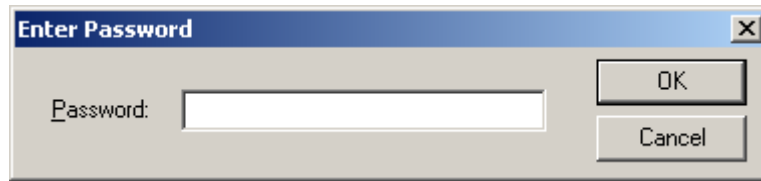


To connect to the server click the Connect icon (looking like a computer) in the top left part in the SSH window. The following window shows up:

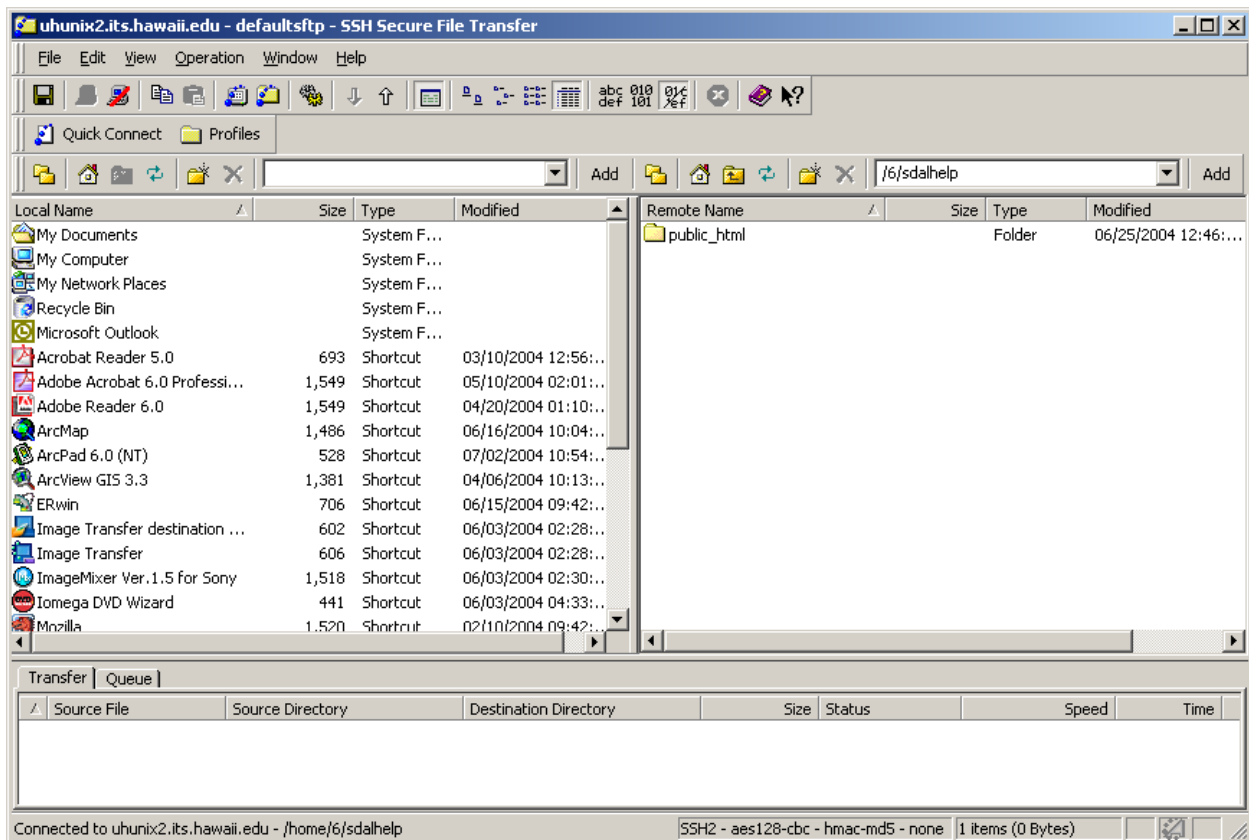


Type the server address in the **Host Name:** field, your account name in the **User Name:** field. Once you've done that, the Connect button will be enabled for you to click on it.

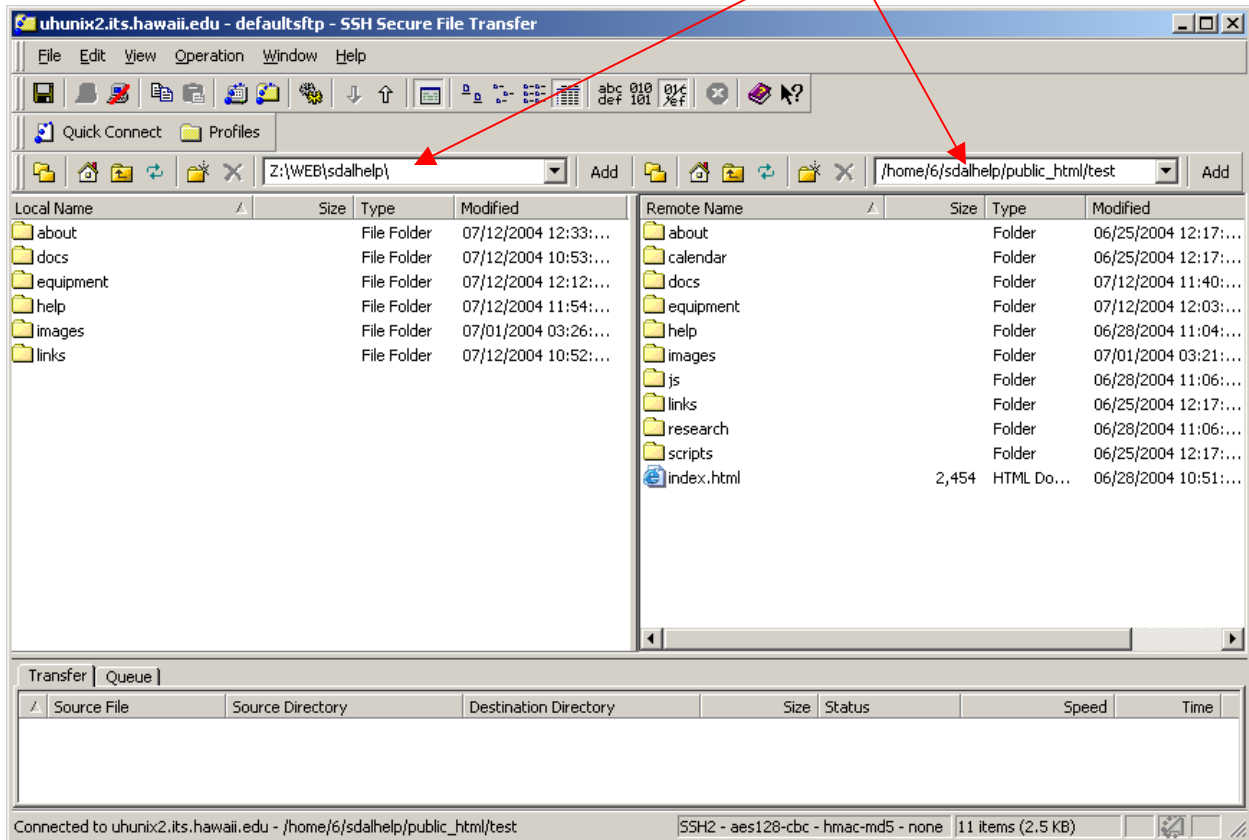
After clicking on the Connect button the application will try to connect to the server and depending on your Internet connection speed it should take a few seconds before a new window shows up, asking you to type your password:



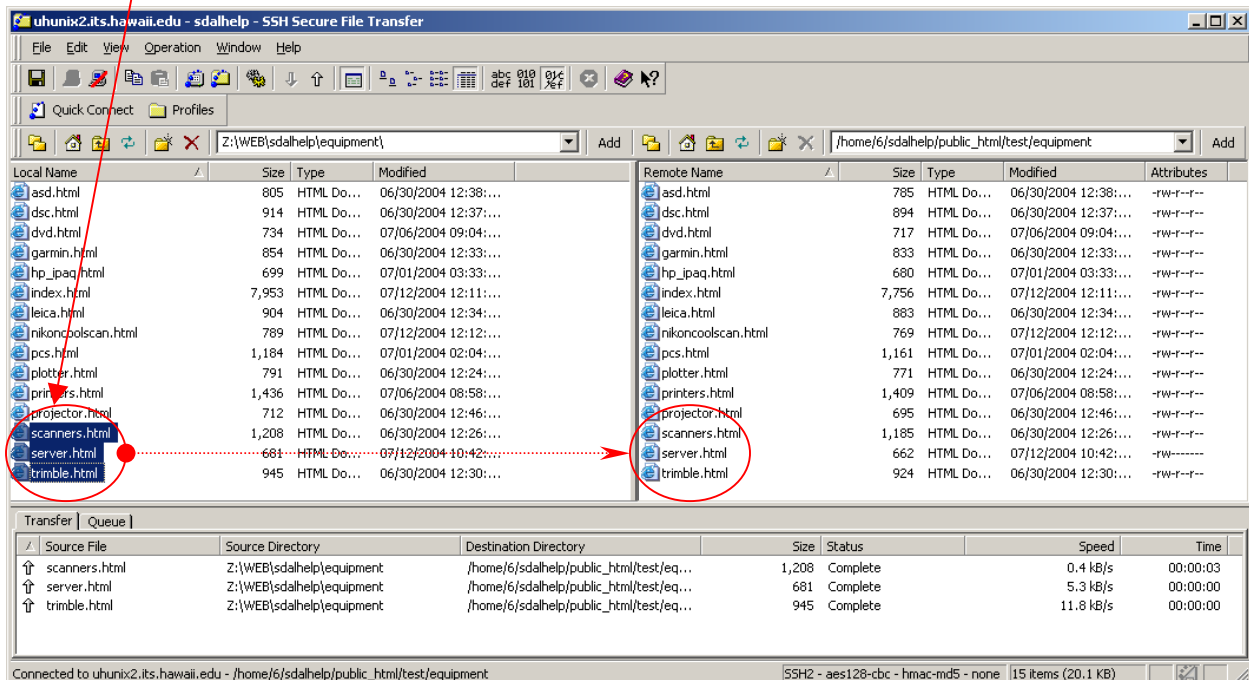
Enter the supplied password and click **OK**. After the connection to the server is established the right panel of the SSH File Transfer Client will turn white, listing the available files and directories. By default, the starting directory contains the **public\_html** directory, which in turn contains the website files.



Double click on the public\_html folder to get into it. On the left pane, navigate to the folder on the local machine containing the files for your website. The current path is displayed above each pane.



Select the files you'd like to transfer and drag them to the opposite pane (left to right for uploading files to the server, right to left for downloading files from the server to the local machine).



If there are files with the same names as the ones you are transferring a dialog will show up asking if you really want to overwrite the files. Make the appropriate selection. Once the transfer is complete the names of the transferred files along with a “Complete” status will show up in the Transfer Status Pane (lower part of the SSH window).

In order to see the uploaded files in a web browser, open the browser and navigate to the required web address. Once there, reload the page to prevent the browser displaying a cached (old) version of the file/page.

After you have completed the required file transfers, close the connection by clicking on the “Disconnect” icon in the upper left part of the SSH window. Then close the SSH Secure File Transfer Client.

