

## Accessing your Personal Web Directory with FTP software

Before you begin, please make sure that:

- You are connected to the Internet.

You will also need the following account details, supplied to you by FunnelWeb Internet:

- Your UserName
- Your Password

### Let's start...

#### Introduction

This documentation is designed to demonstrate how you might go about utilising your web directory using FTP for hosting a personal web page.

We assume that you are reasonably familiar with downloading and installing software from the Internet via a web browser. The instructions below are written for Windows 95/98 or NT, but will apply for the most part to Mac and Windows 3.x users also.

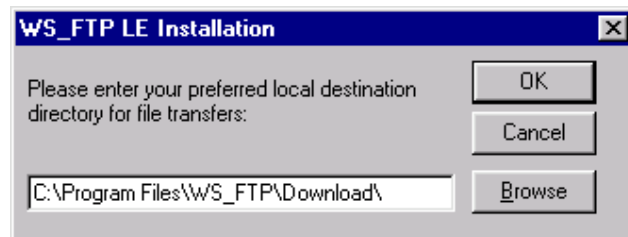
There are many examples of FTP software, but one of the most commonly used is WS\_FTP by Ipswitch.

We have chosen to base this documentation around Ipswitch's WS\_FTP LE product, as it is a free for home users using it for non-commercial purposes. You may choose to use different FTP software. The steps below will still apply, but you will have to make adjustments for your software.

### 1. Source your FTP software:

You can download WS\_FTP from [http://www.ipswitch.com/downloads/ws\\_ftp\\_LE.html](http://www.ipswitch.com/downloads/ws_ftp_LE.html), but the file is not compressed and may take a while to download. Alternatively, you could source the software from websites, which are set-up to distribute Shareware and Freeware like WS\_FTP. Tucows is such a site and can be located at <http://www.tucows.com>. Many of these files, including WS\_FTP LE are zipped, so you will need some decompression utility like Winzip to decompress them before you can install them.

### 2. Install your FTP software:



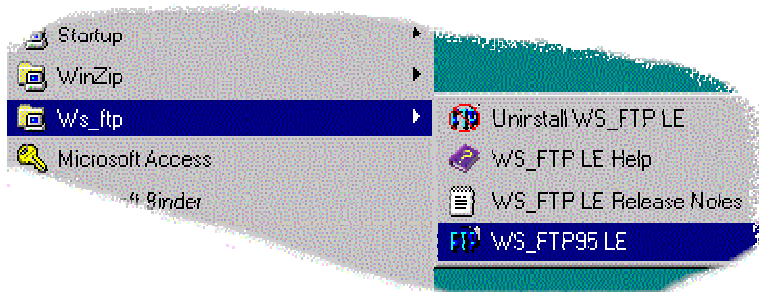
After you have downloaded and decompressed your FTP software, you will need to install the software. During this process, you may be asked a couple of questions by the install program. WS\_FTP's install program, among other things, asks where you want files downloaded from the Internet to be placed on your hard drive.

### 3. Connect to FunnelWeb:

In order for you to upload your web pages, you will of course, need to be connected to FunnelWeb Internet. Some FTP software may require that you restart your machine before using the software. If this is the case, be sure to do so before connecting to FunnelWeb and moving on to the next step.

#### 4. Start your FTP software:

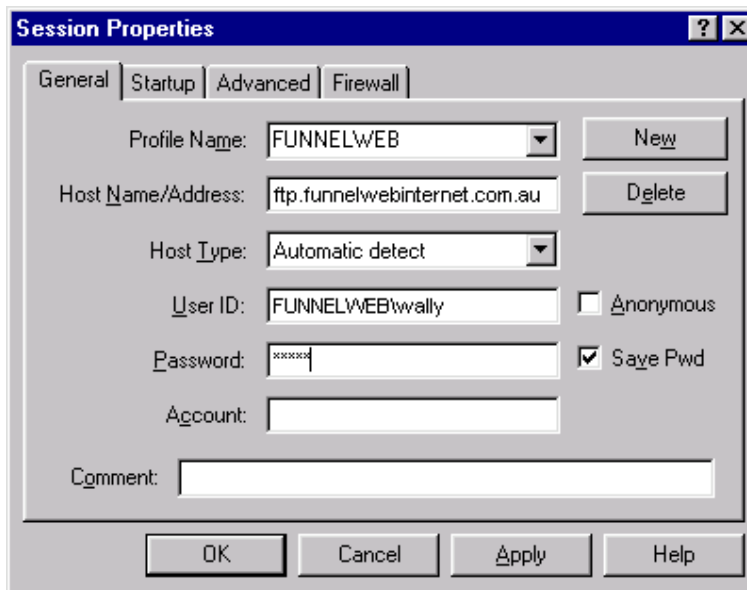
After you have completed the installation of your software, you may have an icon for the new software on your desktop, or under your program menu, or both. With WS\_FTP, the icon should appear under your programs menu, as shown below.



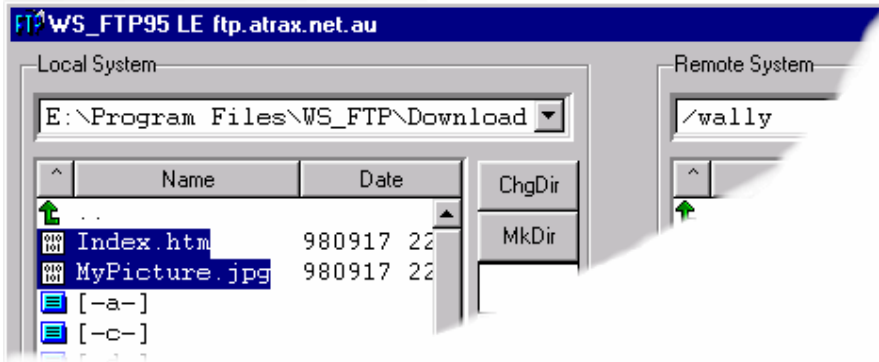
Start your FTP software by clicking on the Icon.

#### 5. Configure your FTP software to connect to your web space:

With WS\_FTP the window below will appear whenever you open it. All FTP software will require the name of the server you are FTPing to, a username and password. These settings can be saved as profiles in some software such as WS\_FTP. We suggest you set up a profile for FunnelWeb, as you will probably go through the update process for your web page a number of times over the course of time. To do this in WS\_FTP, click the New button, and fill in the settings below as shown, substituting your FunnelWeb Username and Password for the ones shown below.

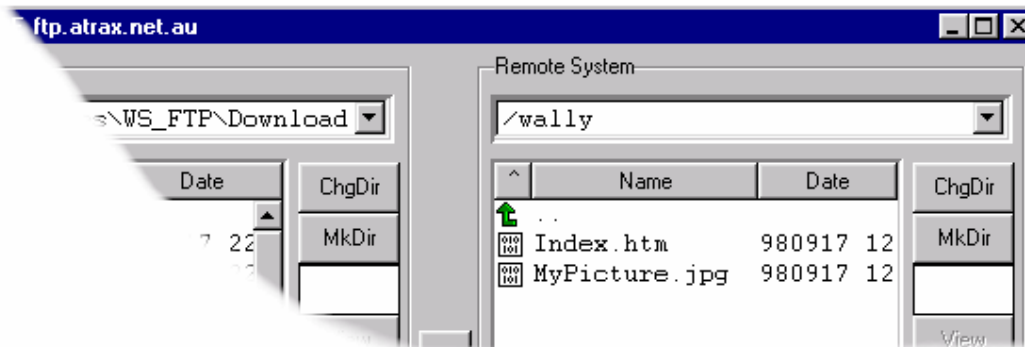


Click the Apply button, and then the OK Button. If you are connected to the Internet, you should see a screen similar to the one below. The right side of the window represents the server space allocated to you on FunnelWeb Internet's network for a web page, and is labelled 'Remote System'. The left side represents the folder on your hard drive that you specified during installation as the place where files should be downloaded to, and is labelled 'Local System'.



## 6. Upload your web page files

In the Local System, navigate to the directory or folder on your hard drive where your web pages are kept. Highlight the files you wish to upload under the Local System. Click the button in between Local and Remote Systems, which points to the right, and the files will upload to your Remote. Clicking the button that points to the left will download files from your web directory to your computers hard drive. The window should now look something like this:



At this point, your web page is available for all to see on the Internet. If the topmost page of your website is called Index.htm, as in the above example, the web page is accessible via the Internet via the following address or URL:

<http://www.funnelwebinternet.com.au/userdir/wally/>

Of course, you should substitute your username for 'wally' in the above. If your top page is Index.htm, it will also be automatically listed on our client pages web page.

If your top page is not called index.htm, you will need to add that filename to the aforementioned URL. For example, if your top page is called home.html the URL will be:

<http://www.funnelwebinternet.com.au/userdir/wally/home.html>

If you have difficulty using WS\_FTP, remember that you can press the Help button at the bottom of the main WS\_FTP screen and refer to the on-line help.