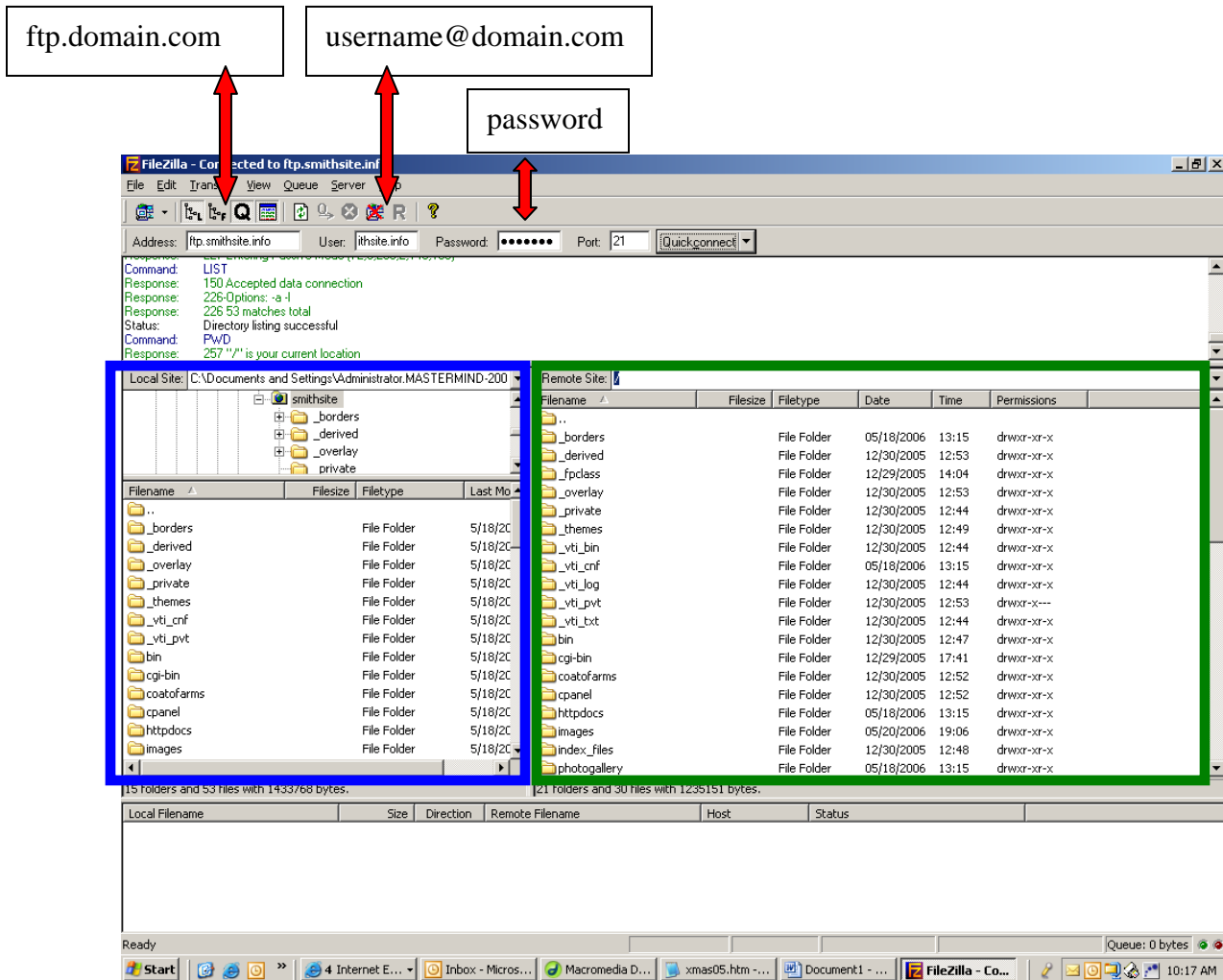


The program you downloaded called *Filezilla* will allow you to exchange files between your computer and the file server (your web site). The box I've outlined with green is a window of files that are on the server. The blue box outlines the window of files on your computer. The upper part of the blue box is where you can navigate to where you want to store the web site files on your computer (double-click on the folders to open them), while the bottom portion of that box shows what it inside the folder you have clicked open in the window above it.



You will first need to download the files from your web site so that you can work on them using the other program I had you download, NVU. To do this, simply connect to your web site by typing in the log in information I have set up for you, and illustrated below, and click the "Quickconnect" button. (The port number will fill itself in; you can leave it blank.)

Once you are connected, navigate to a folder you have created on your computer in the blue area.

For simplicity, I suggest you create a folder right on the C: drive that will contain your web site, perhaps calling it *MyWebSite*. Then you can easily find your web site files when transferring them in filezilla, or working on them in NVU.

When you have your local folder in the blue window, grab all the folders and files in the green window, starting with *_borders* and all the way to the bottom, and drag them to the folder you created on your computer in the blue area. The files will all be copied there when you let go of the mouse. Hint: you can grab all the folders and once by clicking on the first folder you want copied, and then holding your shift key while you click on the last file you want copied on the bottom. All

files and folders in-between the two files you clicked on with then be highlighted, and you can drag them all at once.

Now you are ready to make changes to your web site. Open the NVU program you installed. Then open the page you would like to work on in your web site. The file called “index.htm” is the home page of your web site. The home page needs to always be called “index.htm” (or index.html), as the browser will always look for that file first when someone types in a URL address while surfing the Internet. In other words, when someone types in <http://www.yourwebsite.com> in their browser, the actual page that is called up is the one called index.htm or index.html.

In the NVU program you can now make changes as you like. When you would like to upload the new pages to the web server for viewing on your Internet web site, go back to your *Filezilla* program, and drag the new pages from your computer to the file server. Basically, you are now moving files the opposite direction, from the window I outlines in blue to the window I outlined in green, whereas before you went from the green to the blue to copy them from the server to your computer.

That’s it! You’re on your way to becoming your own web designer! Please feel free to ask for any help as needed.

