

# DIYplr.com

*What Your Readers Want... Step by Step*

## Uploading Files Via FTP

This document will demonstrate how to upload a file through FTP using a FireFox plugin called FireFTP (<http://fireftp.mozdev.org/>).

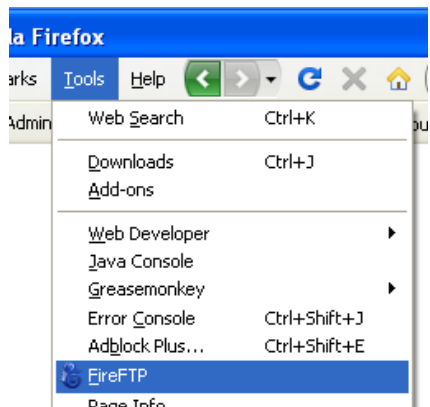
If you do not use Firefox, you can use a stand-alone program like Filezilla (<http://filezilla-project.org/download.php>) to accomplish the same thing. The steps will be similar once you open the program.

### You will need:

- To have the FTP plugin installed
- The PDF, mp3 file or whatever it is you are wanting to upload
- Your website FTP information

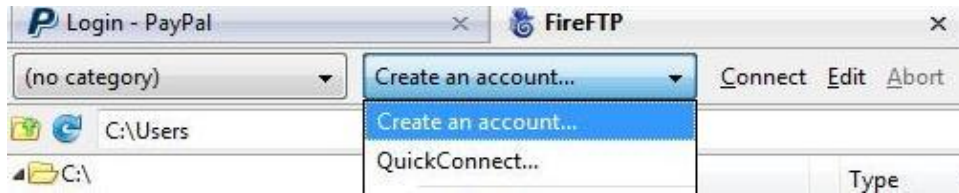
### Step 1: Open FireFTP

Open your website browser & click **Tools** → **FireFTP**. This will open a new browser tab specifically for uploading the files.



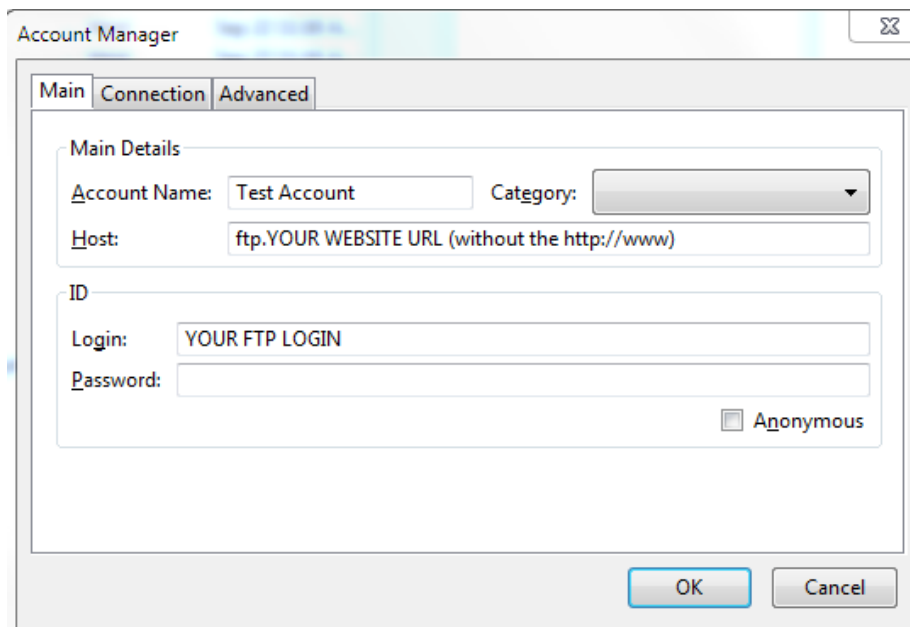
### Step 2: Create an Account

In the second dropdown box, click **Create an account**



Enter the new site information & click **OK**

- **Account Name:** Something you will recognize or use the domain name.
- **Category:** If you have multiple sites you can add categories to keep things organized.
- **Host:** Usually ftp.your-site-url or it may be a set of numbers in front of it
- **Login:** Username provided by your web host or that you chose when setting up the site
- **Password:** Password you chose when setting up the site
- **Anonymous:** Unless your web host requires it, do not check this box.



### Step 3: Access the Website Server

If you created a category select the appropriate category from the first drop down menu.

Using the second drop down menu, select the site you wish to connect to & click **Connect**

