D@MAINZ

Domainz Filezilla User Guide
Version 3.0
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Contents

Introduction to FTP

FTP stands for File Transfer Protocol. It is a way for 2 computers to be able to speak to each other and transfer data such as the files and pictures which make up a website.

If your domain name is being hosted with Domainz and you are ready to set up your website, you will need to upload your web content so that people can see your website on the Internet.

The type of program used to upload this content is an FTP application that your computer to "talk" to our server.

Where to Get FileZilla

To download the FREE FileZilla FTP program go to the Domainz website at:

http://www.domainz.net.nz/downloads/filezilla.zip

There are many different FTP programs available; Domainz has chosen to provide its customers with a free program called FileZilla.

If you prefer to use a different FTP program you are welcome to do so.
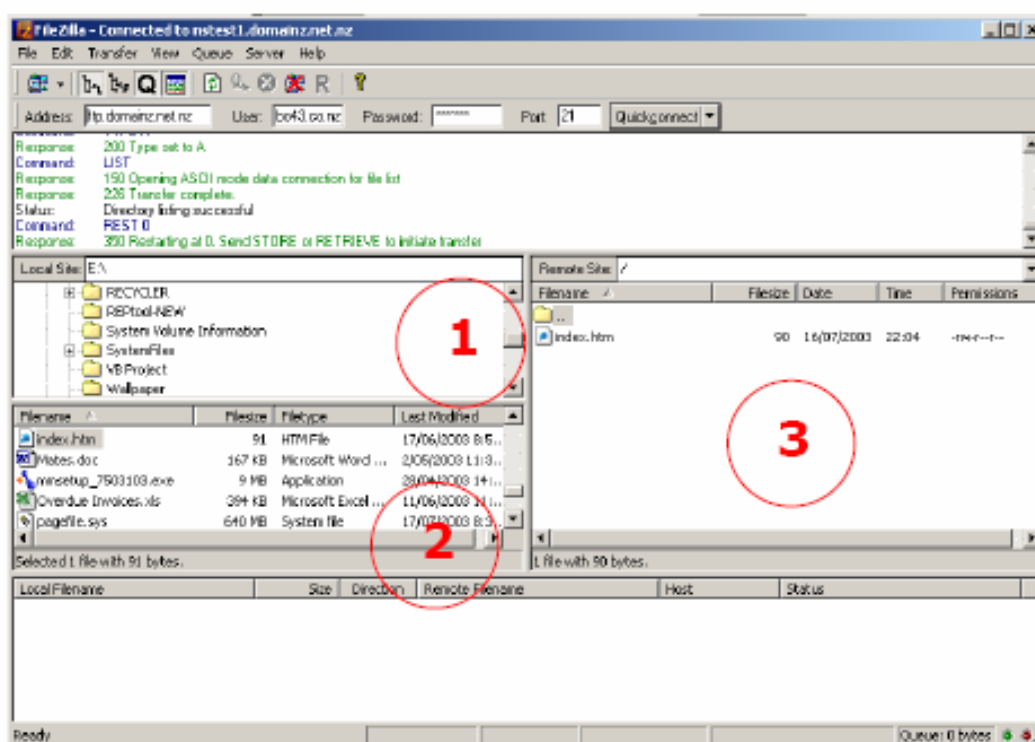
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Creating a Connection

- o **Window 1** below labelled "local site" shows the drives and folders on your computer.

- o **Window 2** on the lower left below, shows the files within the drives and folders you have selected in Window 1

Window 1, shows the folders or directories of your computer. Window 2, shows the contents of the directory you have selected in Window 1

- o **Window 3**, on the right, below, shows files that have been added to your web space.

For this particular FTP program you must name your first page (your homepage) index.html

In the 'Address' field at the top of the page enter the server name:

- o **Quick Start:** ftp.domainz.net.nz

- o **Premier Hosting:** your domain name or IP address (no www.)

In the 'User' field enter in the FTP User Name:

- o **Quick Start:** your domain name (no www.)

- o **Premier Hosting:** The Admin User ID (sent in your welcome email)

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For the Password:

- o **Quick Start:** Enter the FTP password email to you from
  4operations@domainz.net.nz

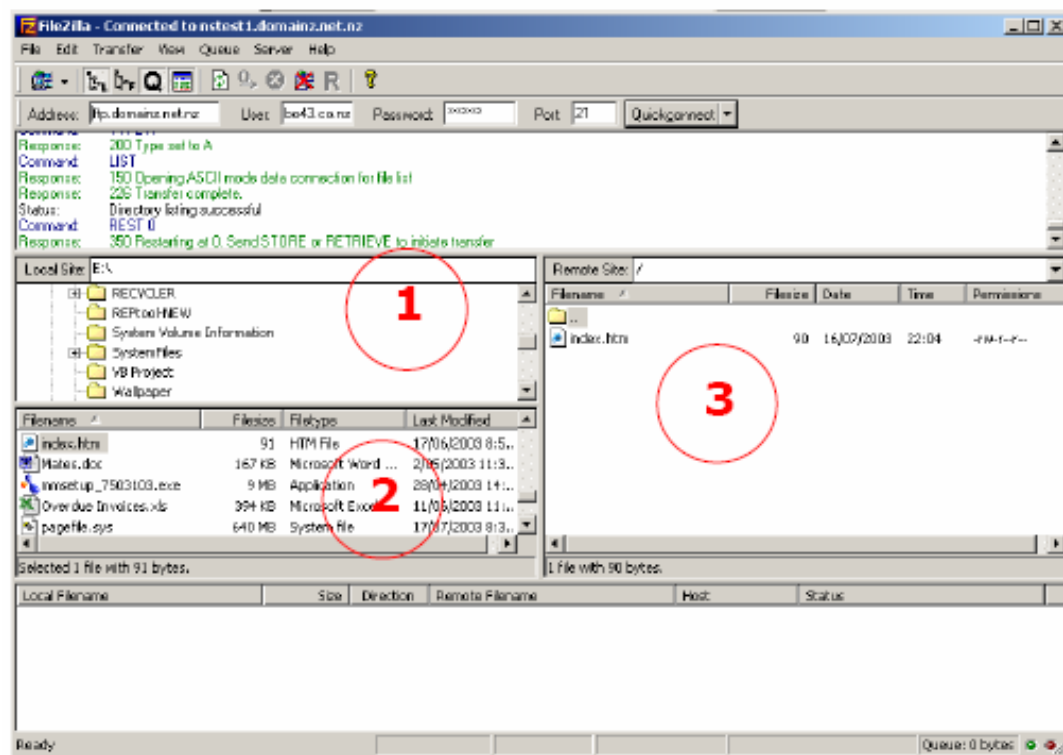- o **Premier:** enter the Master User ID password from the welcome email

In the 'Port' field enter '21' and Click the **'Quickconnect'** button.

Uploading Files

Window 2 'Double-click' on the file index.html, this will automatically start the transfer.
As soon as the file is visible in Window 3 on the right, it has been added to your web space.

For Premier plans, the directory that you upload your web files to is slightly different. In the home directory, double click on the 'www' folder. Under this folder will be the 'htdocs' folder.

Once this is opened you will see the default index.html file that creates the home page. All web files are required to be uploaded to this directory.

Once the index file has transferred all other files or folders for the website can be transferred in one easy step:

- o Simply highlight all the other files or folders in **Window 2** you want to transfer by holding down the Ctrl button on your keyboard and clicking with your left mouse button on those files or folders.

- o Right-click over the highlighted selection with your mouse

- o Click on Upload in the popup menu

Deleting Files

- o First ensure you have a copy of the file, as you will need to upload it again if you delete it by mistake.

- o Right-click on the uploaded file in Window 3 that you want to delete and select "delete" from the popup menu.

Thank you for choosing Domainz Limited

These guides are available for you to print out and keep alongside your PC, or you can save them into your Internet favourite for easy access.

For further assistance don't hesitate to contact us

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