

Tutorial No. 11 – Using FileZilla

FileZilla is the program we are going to be using to Upload our magazine in ZIP file format to the RAIBC server on the Internet, so that the listeners can download it.

VERY IMPORTANT

Using FileZilla means that you are going to put new files on the RAIBC computer via the Internet, it is very important that you

NEVER MODIFY OR DELETE ANY FILES YOU SEE ON THIS SERVER.

If you don't yet have FileZilla installed on your computer then you can Download and Install FileZilla 3.2.4.1_win32_setup.zip by clicking on the following link :-

http://sourceforge.net/project/showfiles.php?group_id=21558&package_id=15149&release_id=678833

Download, unzip and then run the setup program to install FileZilla on your computer

Using FileZilla to upload a file

First time of use

- 1) Double click on FileZilla to start it running
- 2) Move to the SERVER field LEFT click and type '<ftp.raibc.org.uk>'
- 3) Move to USER field, LEFT click and type the User Name that you have been given
- 4) Move to the PASSWORD field, LEFT click and type the Password you have been given
- 5) Move to the PORT field, LEFT click and type '21'
- 6) LEFT click on the CONNECT button

FileZilla will make a connection to the RAIBC Server and all of the files on the Server will be displayed on the right hand side of the screen.

Second and subsequent uses of FileZilla

- 1) LEFT click on the little BLACK ARROW next to CONNECT
- 2) LEFT click on the RAIBC user/server name

Although this makes connecting to the server very easy if you ever sell your computer or give it to someone else you should always remove FileZilla before doing so. Because the new owner only has to repeat these two steps to connect to the RAIBC server and can then do considerable damage by deleting or changing files.

Once you are connected to the Server :-

- 7) **On the left hand side of the screen (LOCAL) Double click on drive 'C'**
- 8) **Find the ZIPS folder and double click on it**

The contents of your ZIP folder will be displayed on the left hand side of the screen

- 9) **Find the file you want to transfer LEFT click on it and HOLDING the mouse button depressed drag the file to a clear area on the RIGHT HAND side of the screen and RELEASE the mouse button.**

The file transfer will begin and progress will be shown by a GREEN bar at the bottom of the screen (Transfer of large files can take a long time – up to an hour or more even with a high speed DSL connection)

- 10) **When the transfer is complete move to the RED X in the menu at the top left of the screen and LEFT click on it**

Your connection the RAIBC server is ended and you can EXIT FileZilla

73es,

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