

Using an FTP program to upload to Webspace

Please note: Cogeco cannot provide technical support on how to upload your webpage. There are a variety of FTP programs to choose from. In this example we use WS_FTP LE. You are free to use any FTP program you choose to upload to your webspace.

This walkthrough assumes that you have created a webpage and obtained an FTP program.

If you have not created a webpage yet, please read **Webspace Basics** in the knowledgebase

If you have not obtained an FTP program, you can find one at <http://www.tucows.com>

1. Launch your FTP program
2. Specify the following information in order to connect to your webspace.

Host Name/Address:	ftp.cogeco.ca
Host Type:	Automatic detect
User ID:	<i>your email address</i>
Password:	<i>your password</i>

Most FTP programs give you the option to save these settings so that you will not need to enter them each time you open the FTP program. To save these settings in WS_FTP, enter a name in the Profile Name field, and click apply.

Session Properties [?] [X]

General | Startup | Advanced | Firewall

Profile Name: John's Webospace [v] [New]

Host Name/Address: ftp.cogeco.ca [Delete]

Host Type: Automatic detect [v]

User ID: johndoe01@cogeco.ca Anonymous

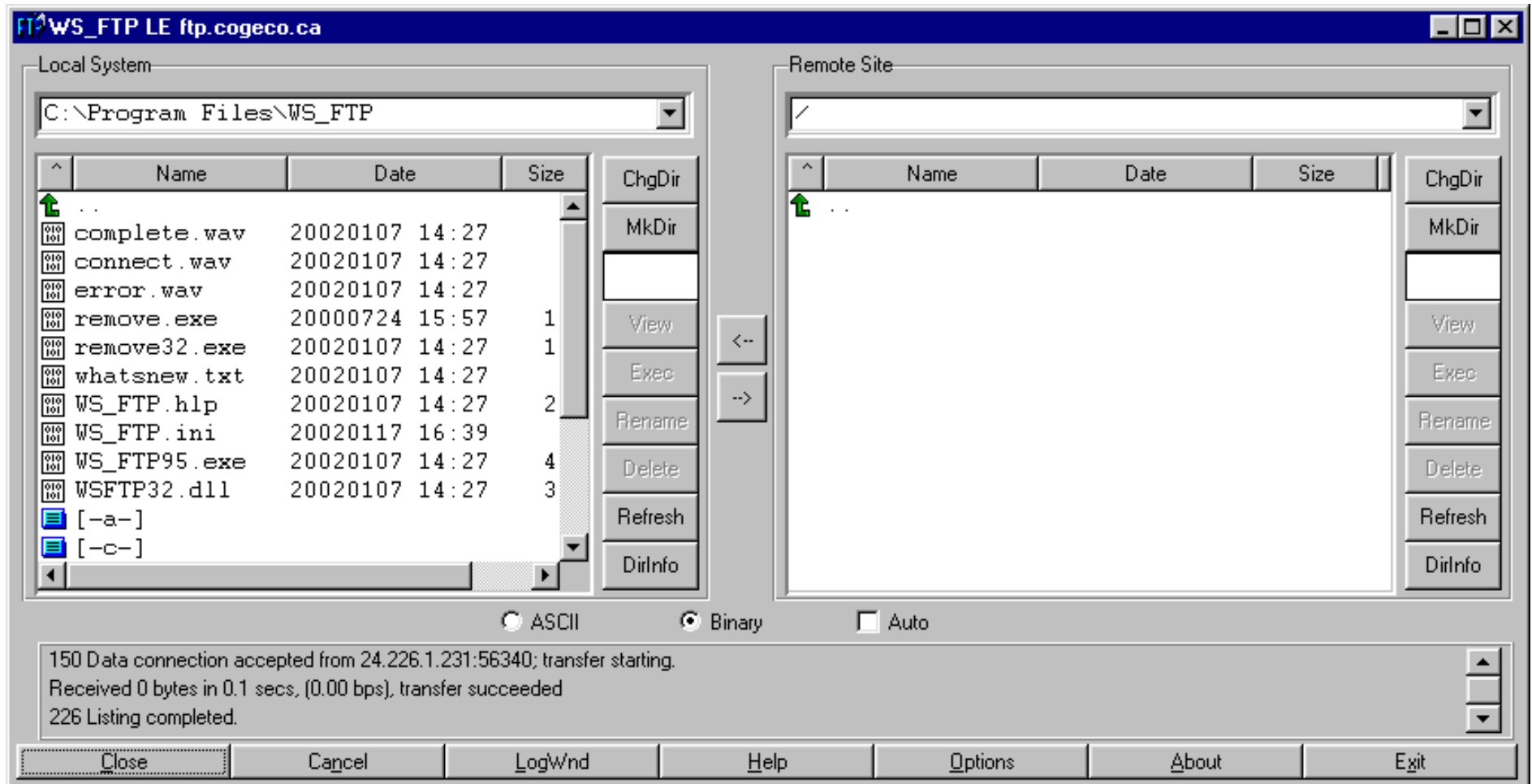
Password: ***** Save Pwd

Account: []

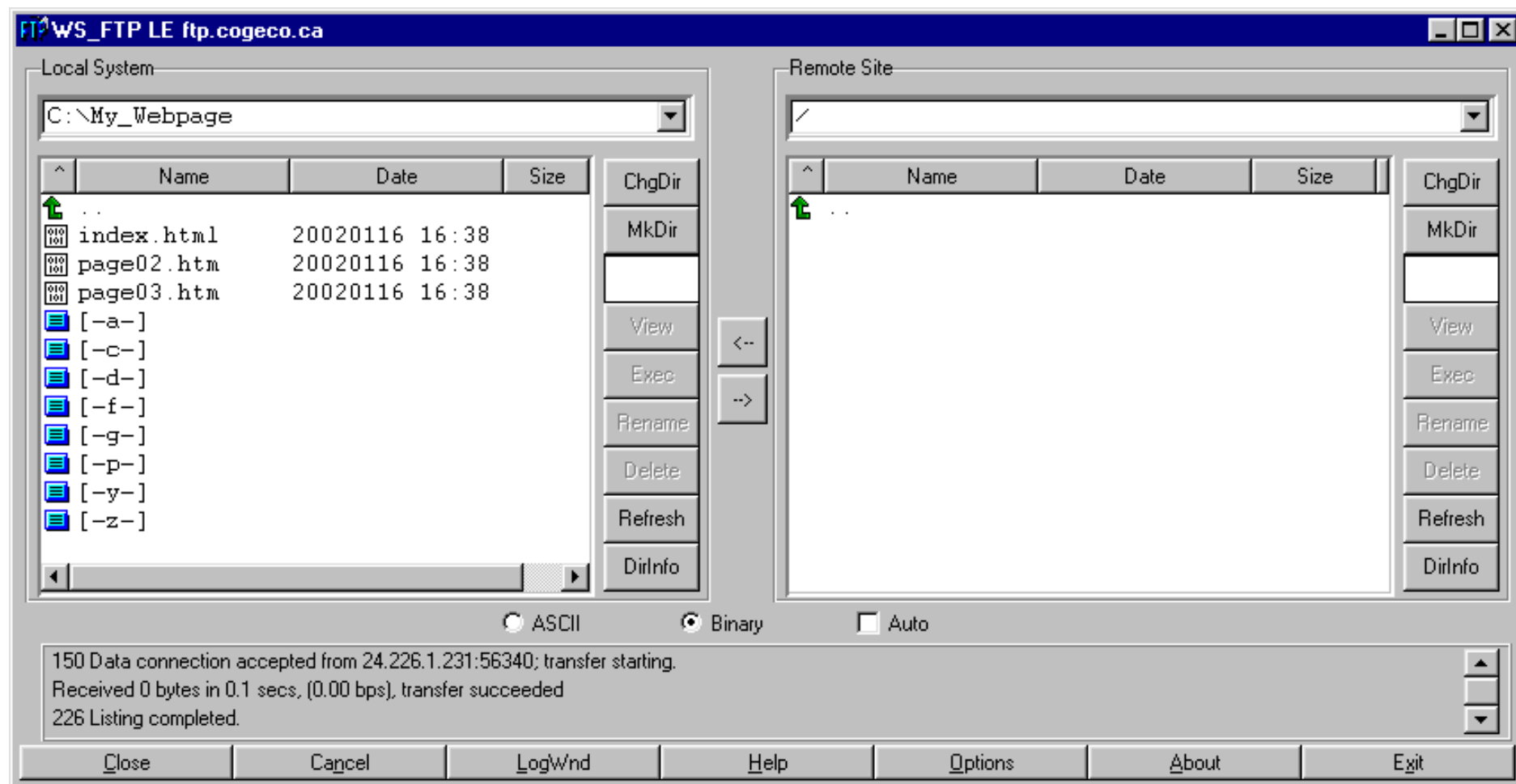
Comment: []


[OK] [Cancel] [Apply] [Help]

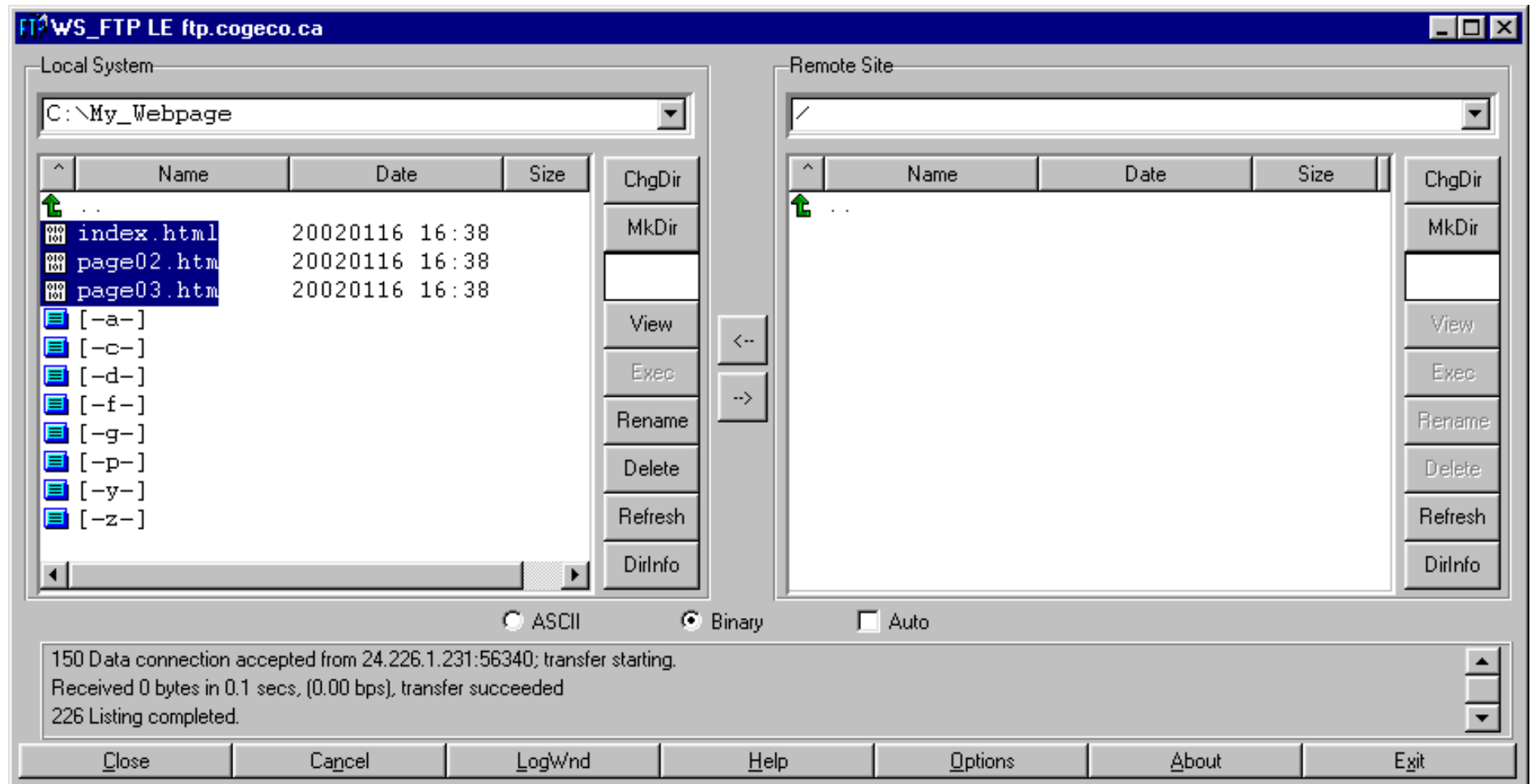
- When you click OK, the FTP program will connect to your webspace. If the connection fails, return to step 2, and make sure that you have entered all the information correctly.



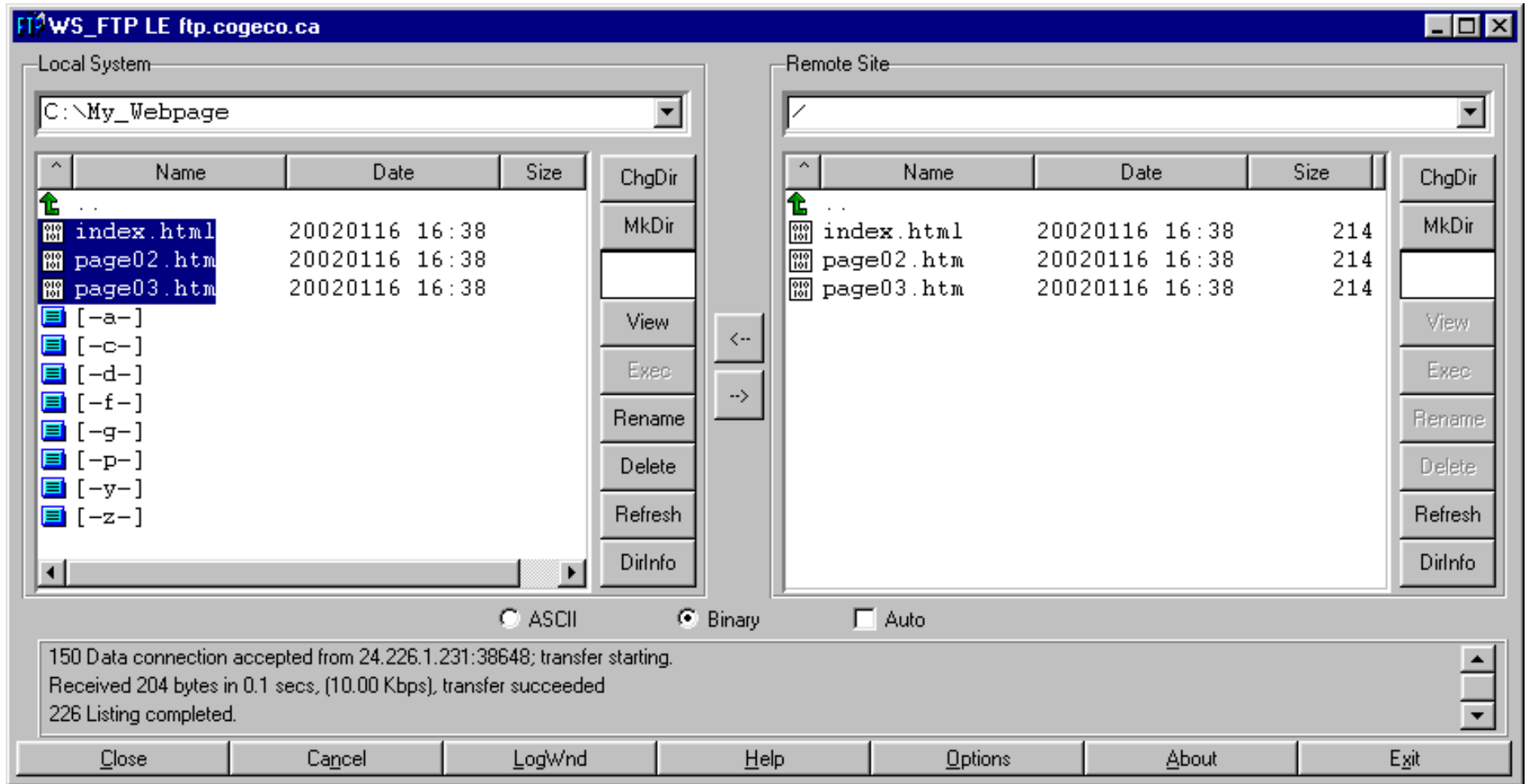
4. The window on the left represents the files on your computer. The window on the right represents the webspace. If it is your first time connecting to your webspace, there will be no files listed. Use the window on the left to navigate to where you have stored the webpage files you wish to upload.



5. Select which files you wish to upload by clicking on them. If you have multiple files to upload, hold down the **Ctrl** key on your keyboard while you click on the specific files. To start the upload, click on 



6. When the upload is complete, you will see the files that you uploaded in the right window.



7. You can now visit your webpage by going to <http://home.cogeco.ca/~username>.
If your email address is johndoe01@cogeco.ca, you would go to <http://home.cogeco.ca/~johndoe01>