

CONFIDENTIAL

**File Transfer
7/16/12**

1. Download FileZilla (one time only)

go to <http://filezilla-project.org/>

click **Download FileZilla Client**

(if you don't have Windows, select another computer platform)

click **Download Now**

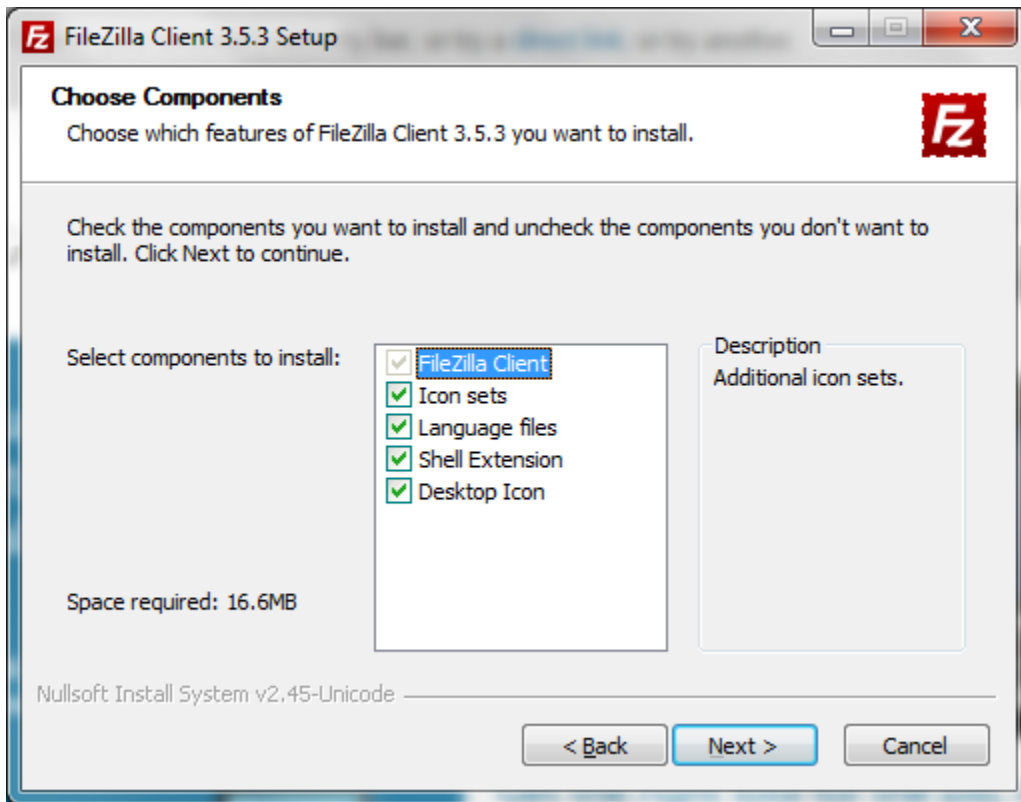
Do you want to run or Save? Click **Save**

Publisher couldn't be verified? Click **Run**

Allow publisher to make changes? Click **Yes**

License Agreement? Click **I Agree**

Accept all defaults except you must click on **Desktop Icon** here



Click **Install** When done Click **Finish** Click **OK**

2. Loading Files into WordPress

In the FileZilla Host Line (near top) enter terms assigned by GoDaddy

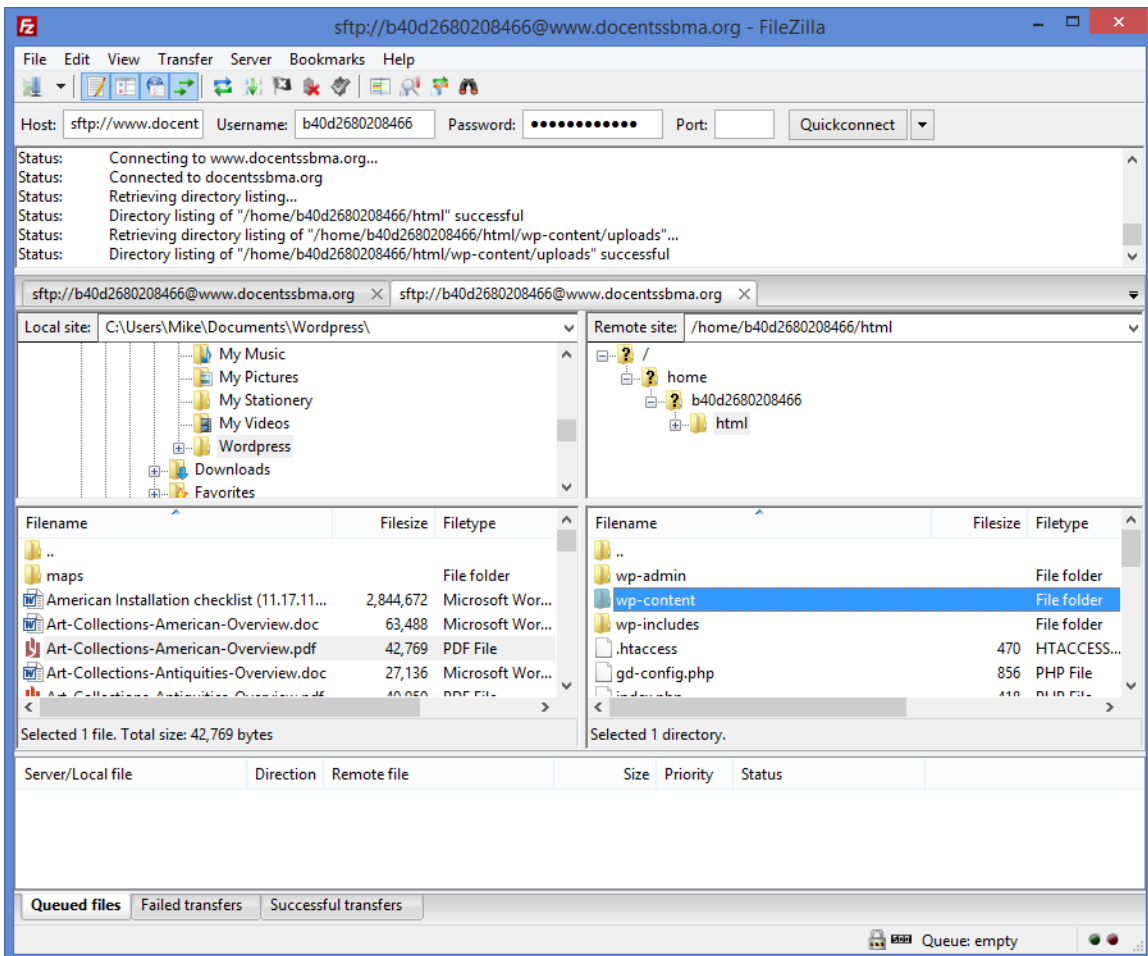
PRODUCTION Host: sftp://40d.5cf.myftpupload.com
Username: **kFg@TpiITOTJ6L**
Password: **Bt78XJzucTXwZh** Port: **22**

STAGING Host: 81z.6c3.myftpupload.com
Username: **JQIL0km2rZ7Cba**
Password: **qE3PjtJMJJuD1Y** Port: **22**

Click **Quickconnect** to populate the directories on the PC and Host

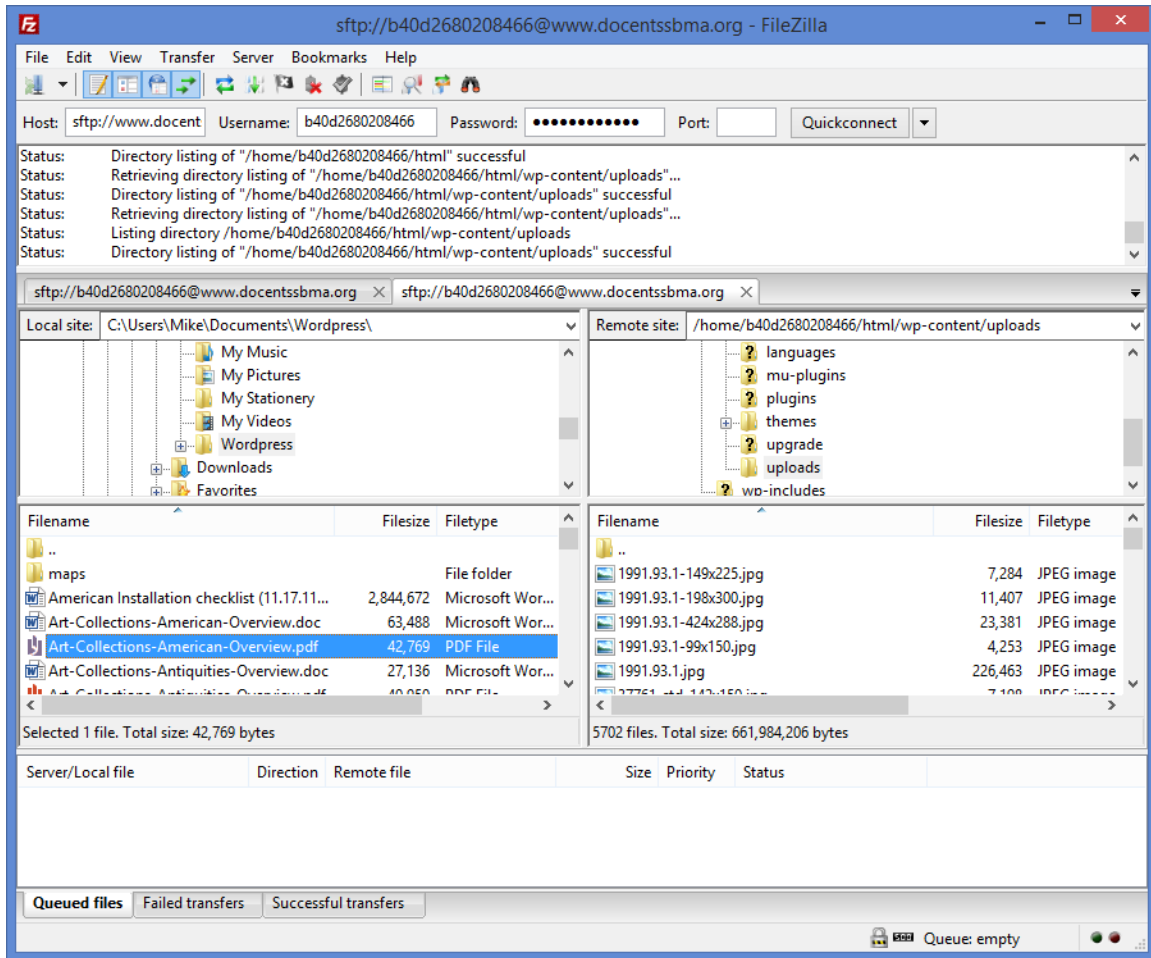
You'll receive an Unknown host key message. Verify the pop-up and Click OK

If you fail to connect, go to <https://www.godaddy.com/help/upload-files-with-sftp-8940>



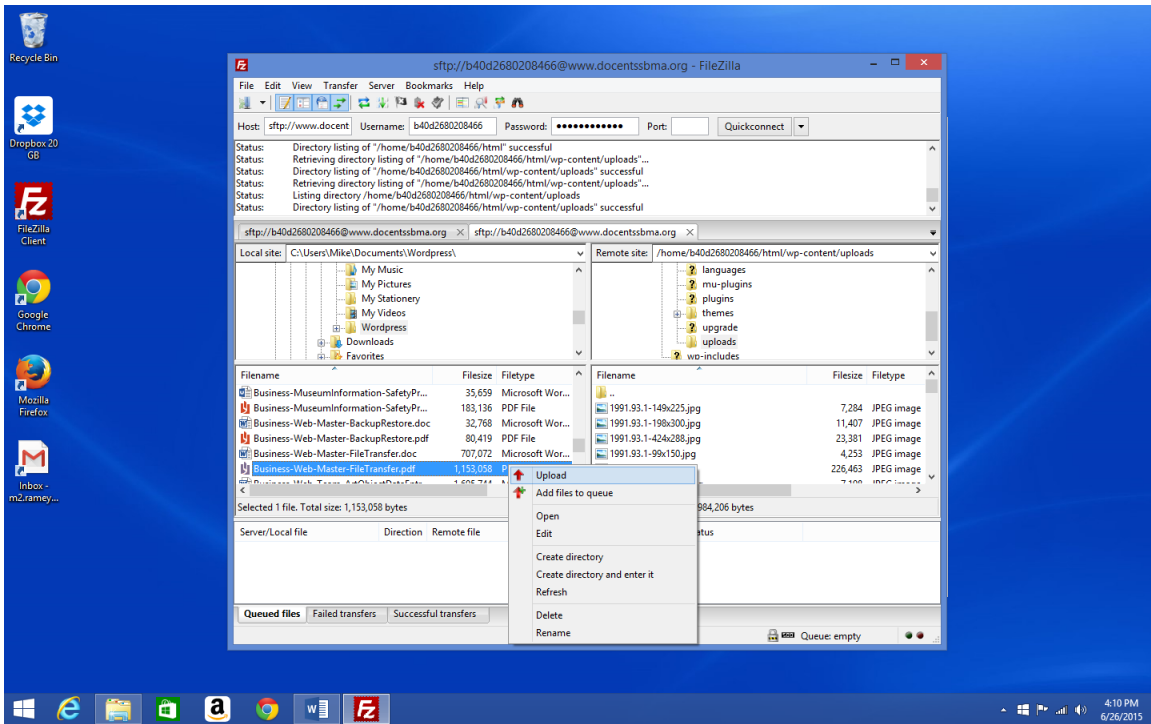
On the Remote Site doubleclick the **wp-content ?** then scroll down and doubleclick the **uploads ?**

The WordPress Media Library in addition to any files that have been added by this process will be displayed in an alphabetical list.



On the Local Site navigate to the file you want to upload, select, and Right Click. A menu will pop up. Click on **Upload** and your file will be copied to the Uploads folder. You will have to scroll to it to see it on the Remote Site.

If the filename already exists, you will get a pop-up asking you if you want to overwrite or cancel.



Copying file from WordPress back to your computer is the exact opposite.

- Select the destination folder on the Local Site
- Navigate to the file on WordPress to be downloaded
- Right Click to get the pop-up and click **Download**

