# WEBSITE**compass**

## TUTORIAL:
## USING FTP

Each FTP program from different software companies has its own unique interface and capabilities. However, most popular FTP clients have the same basic features and share similarities from program to program. For the purpose of the tutorial below, we'll be using CuteFTP 7 Home FTP software and we'll assume you have an FTP site from which to upload and download—such as a personal website or a site of a friend to whom you want to send files.

## TUTORIAL:
## UPLOADING FILES USING CuteFTP
*Using CuteFTP and Windows XP Home Edition*

**STEP 1.** Open CuteFTP 7 Home.

**STEP 2.** The first time you use most popular FTP programs, a Connection Wizard will open. In the CuteFTP Connection Wizard window, enter a label to help you remember the site to which you are uploading. Then click the "Next" button.

**STEP 3.** Enter the address for the FTP site to which you are going to upload. Click the "Next" button.

**STEP 4.** Enter the username and password for the FTP site. Click the "Next" button.

**STEP 5.** Set the default folder where you will be planning to upload files from most of the time and click the "Next" button.

**STEP 6.** Click the "Finish" button to close the Connection Wizard.

**STEP 7.** Click "OK" to close the prompt window that shows you are connected to the FTP server. Close the "Tip of the Day" window as well.

**STEP 8.** The left window pane displays directories and files on your computer and the right window pane shows directories and files on the FTP server. Select the directory to which you are going to upload your files in the right window pane. Then click on the file(s) you want to upload in the left window pane in order to highlight them. (Shift-click to select multiple files.)

**STEP 9.** Click the upload button in the menu bar.

**STEP 10.** The file(s) you uploaded will appear on the right. To download a file, select it in the right window pane and click the download button in the menu bar.