

# FTP Quick Guide

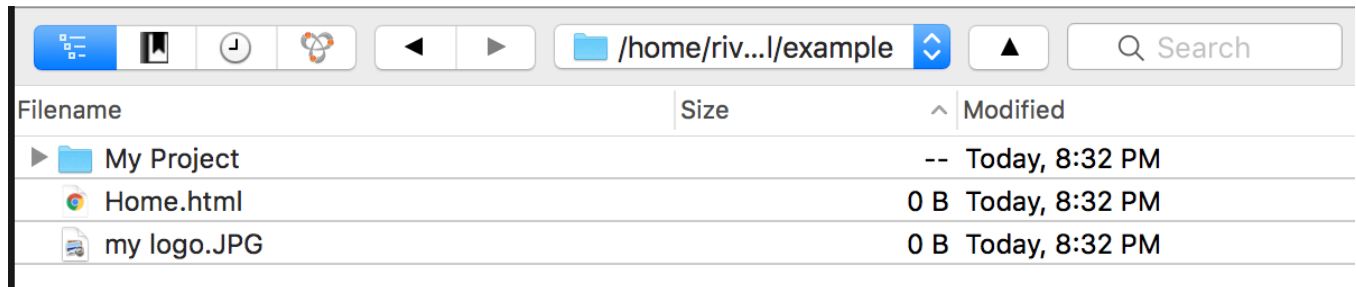
Five tips for flawless file transfers.

## 1. Keep your naming web-friendly.

### File names on your server should:

- Always use lowercase letters
- Not contain spaces
- Use underscores ( `_` ) or hyphens ( `-` ) to separate words

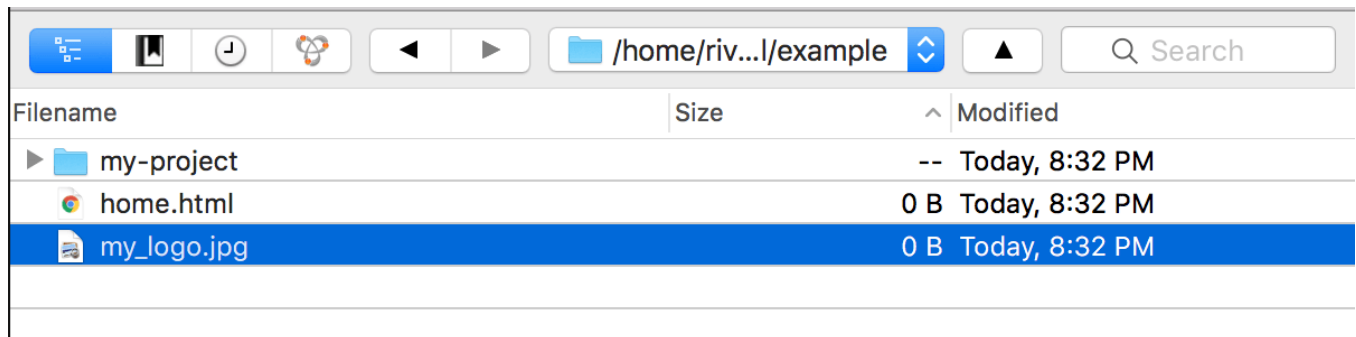
### Bad names



A screenshot of a file manager interface showing a directory with the path `/home/riv...l/example`. The interface includes a toolbar with icons for file operations and a search bar. Below the toolbar is a table listing files and folders. The table has three columns: 'Filename', 'Size', and 'Modified'. The files listed are 'My Project' (a folder), 'Home.html' (an HTML file), and 'my logo.JPG' (a JPEG file). The 'Size' column shows '0 B' for the files, and the 'Modified' column shows 'Today, 8:32 PM' for all items.

Filename	Size	Modified
▶ My Project		-- Today, 8:32 PM
Home.html	0 B	Today, 8:32 PM
my logo.JPG	0 B	Today, 8:32 PM

### Good names



A screenshot of a file manager interface showing a directory with the path `/home/riv...l/example`. The interface includes a toolbar with icons for file operations and a search bar. Below the toolbar is a table listing files and folders. The table has three columns: 'Filename', 'Size', and 'Modified'. The files listed are 'my-project' (a folder), 'home.html' (an HTML file), and 'my\_logo.jpg' (a JPEG file). The 'Size' column shows '0 B' for the files, and the 'Modified' column shows 'Today, 8:32 PM' for all items. The 'my\_logo.jpg' row is highlighted in blue.

Filename	Size	Modified
▶ my-project		-- Today, 8:32 PM
home.html	0 B	Today, 8:32 PM
my_logo.jpg	0 B	Today, 8:32 PM

## 2. Make sure you're saving to `public_html` .

When you open a connection via Fetch, FileZilla, or any other FTP client, you'll most likely be in the **root** of your server's folder directory. You'll want to make sure you're putting all of your public facing files in your `public_html` folder.

/home/riverrun			Search
Filename	Size	Modified	
▶ access-logs		-- 1/31/17, 7:42 PM	
▶ etc		-- 2/9/17, 5:05 PM	
▶ logs		-- 2/5/17, 8:17 PM	
▶ mail		-- Today, 3:19 PM	
▶ public_ftp		-- 1/31/17, 7:40 PM	
▼ public_html		-- 2/9/17, 5:04 PM	
▶ images		-- 2/1/17, 7:08 PM	
assignments.html	2.5 KB	2/1/17, 9:34 PM	
career.html	2.5 KB	2/1/17, 9:34 PM	
interests.html	2.5 KB	2/1/17, 9:34 PM	
index.html	2.5 KB	2/5/17, 12:09 PM	
▶ ssl		-- 1/31/17, 7:41 PM	
▶ tmp		-- 1/31/17, 8:45 PM	
▶ www		-- 1/31/17, 7:40 PM	

### 3. Always use `index.html` for your homepage.

You can get away with not naming your homepage `index.html`, but you'll have to configure a setting on your server to accurately specify the correct file for the homepage. Otherwise, most servers have a hierarchy of which names get priority for the homepage. For example, [this hosting company](#) looks for your homepage in this order:

```
index.html
index.htm
index.shtml
index.php
index.php5
index.php4
index.php3
index.cgi
default.html
default.htm
home.html
home.htm
```

To keep it simple, just stick to `index.html`

### 4. If you're in a bind, use the file manager on Reclaim.

Having trouble connecting to your server with a deadline approaching? You can login to Reclaim from any computer and go to `cPanel > File Manager` to both download and upload your files. It can be tedious, but helpful if the machine you're working on goes down.

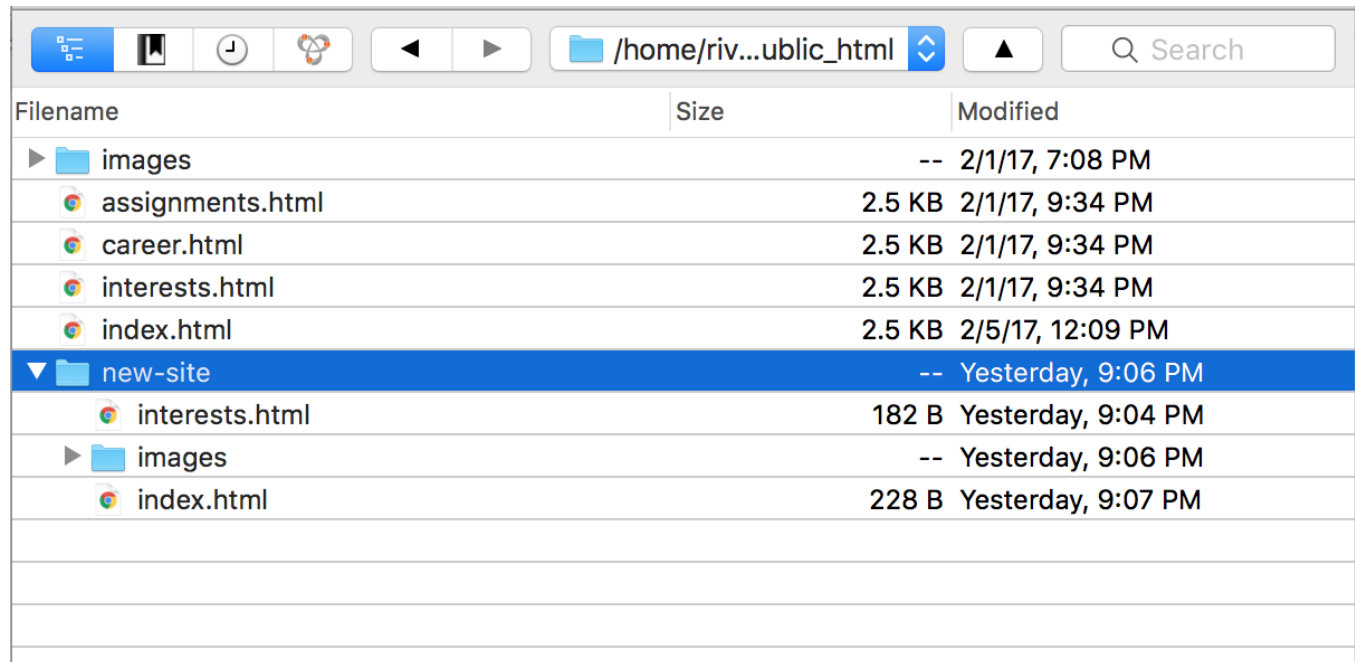
Also, Reclaim has a great support staff who are very quick to respond if you drop them a line.

### 5. Organize different sites on your server with folders.

As we move onto new projects in this class like Project 3, you'll want to create a new folder in your server's file directory to separate your new site from your old site.

## Example:

1. Create a folder in your `public_html` folder called, `new-site`
2. Add an `index.html` file to the contents of the `new-site` folder.
3. Now `http://yoursite.com/new-site` displays the homepage of that folder, which is your newly created `index.html` file.
4. Build out your new site in that folder just as you did for the last project - keeping a close eye on where you're saving. Don't get mixed up by saving to the old location instead.



Filename	Size	Modified
▶ images		-- 2/1/17, 7:08 PM
🌐 assignments.html	2.5 KB	2/1/17, 9:34 PM
🌐 career.html	2.5 KB	2/1/17, 9:34 PM
🌐 interests.html	2.5 KB	2/1/17, 9:34 PM
🌐 index.html	2.5 KB	2/5/17, 12:09 PM
▼ new-site		-- Yesterday, 9:06 PM
🌐 interests.html	182 B	Yesterday, 9:04 PM
▶ images		-- Yesterday, 9:06 PM
🌐 index.html	228 B	Yesterday, 9:07 PM