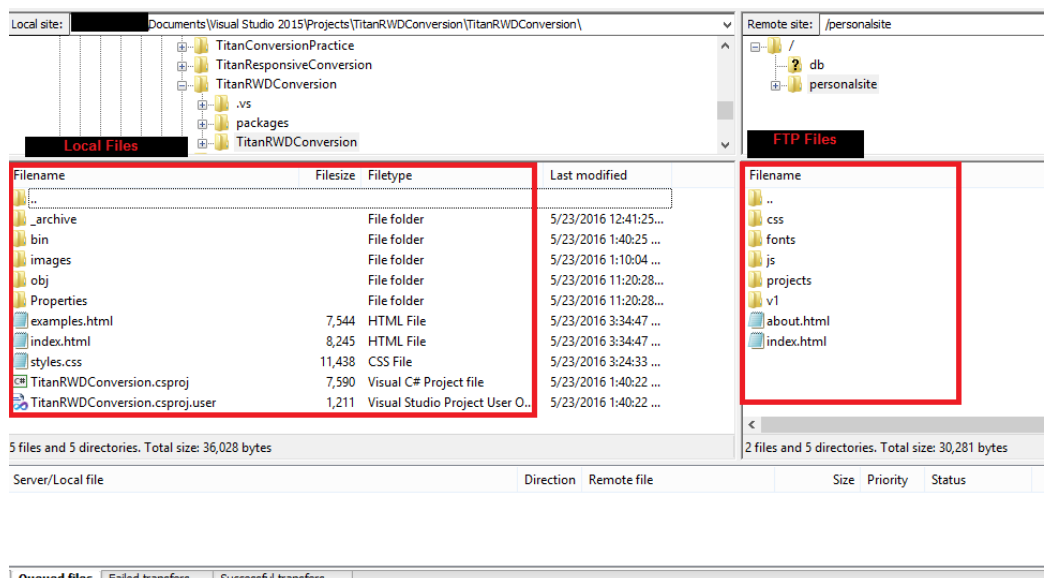# FILEZILLA PERSONAL SITE CHEAT SHEET

INITIAL SET UP

1. Open Filezilla.

2. Go to Site Manager (Ctrl + S or File > Site Manager).

3. Click New Site > Name it Personal Site
   a. Host: ftp.mysitepanel.net
   b. Protocol: FTP – File Transfer Protocol
   c. Encryption: Only use plain FTP
   d. Logon Type: Normal
   e. User: FTP Username (ex: d1701jdoe-001)
      i. This info can be found under the FTP tab in SmarterASP.net
   f. Password: SmarterASP FTP Password

4. Click the Advanced Tab:
   a. Default local directory: The file path to your Personal Site.
   b. Default remote directory: \PersonalSite

5. Click Ok.

TRANSFERRING FILES

1. Go to Site Manager

2. Click Personal Site in the left window labelled "Select Entry:" > Click Connect

3. The bottom left window contains files from your PC, the bottom right window shows files on the FTP server

4. Use CTRL + Click to highlight necessary local Personal Site files
   a. Do NOT include any .sln or .csproj files
   b. You do not need to upload the _archive folder
   c. For V1 of your Personal Site (static HTML) you only need images, .html, .css, .js and any folders that contain any of those file types.
5. Right click the highlighted selection and click Upload.

MAINTENANCE

- Any files you make changes to on your PC can be reuploaded to the remote site. If changes are made, go through the same steps for Transferring Files but you only need to select any files that have been modified.

- If you choose a different template or create a different Personal Site you will need to remove the files from the remote directory before uploading new files.