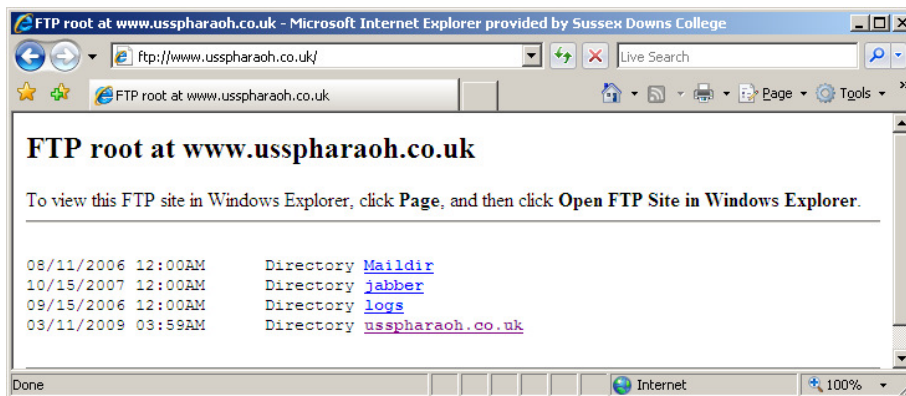# Uploading your website

Once you have bought your domain name and hosting, you will want to upload your files so that everyone can see the results of all of your hard work!

NOTE: The following instructions will work with <u>most</u> hosting providers but by no means all as different companies often set things up differently! If this method does not work for you, go to your hosting provider's website and see if they have their own instructions, or contact them and ask. Most providers are happy to help – especially if you're new to all this!
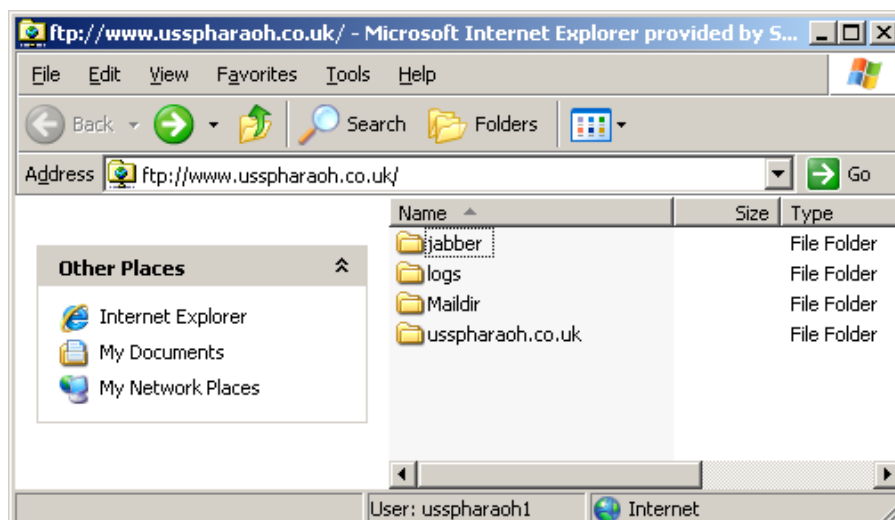
First, open up Internet Explorer, and in the address bar, type in the name of your website, but with **ftp://** where you would usually have **http://**

You will be presented with a login box. Here you will enter the username and password which your provider will have sent to you as part of the signup/purchasing process. The next page you see will look something like this:

You need to click on the ⬚ **Page** ▾ tool near the top right of the window, and select ⬚ Open FTP Site in Windows Explorer from the menu. At time of writing, Internet Explorer will present you with another copy of the login box. Enter the same information as you did before, and it will open another window for you.

However, you will see a number of folders in here. The one you need to upload to will usually be called

> htdocs
> httpdocs
> website
> or the name of your website (such as usspharaoh.co.uk as seen in the preceding screenshot)

This varies from provider to provider. Again – if you're not sure – ask them and they will be happy to help.

Open that folder, and from there you can just copy and paste your files into this FTP window and your website will be online.

Congratulations!!!

Making changes

Once your website is online, you may wish to make changes to it. You can NOT do this with the files which are in the window you have accessed in the preceding section.

To make changes, you need to alter the files you have on your own computer, memory stick, or other storage medium. When your changes are complete, just open the window as described above, and copy and paste the changed file into it. It will ask if you want to overwrite the old file – click 'yes' then give it a moment to do so.

Note: If you lose your offline copy of the files – you can download them again from the online copy to work on! I often do this as I edit my websites from a lot of different computers. I log in, copy the file out from the FTP window on to my Desktop or My Documents, make the required alterations, then put the new copy back in. ☺