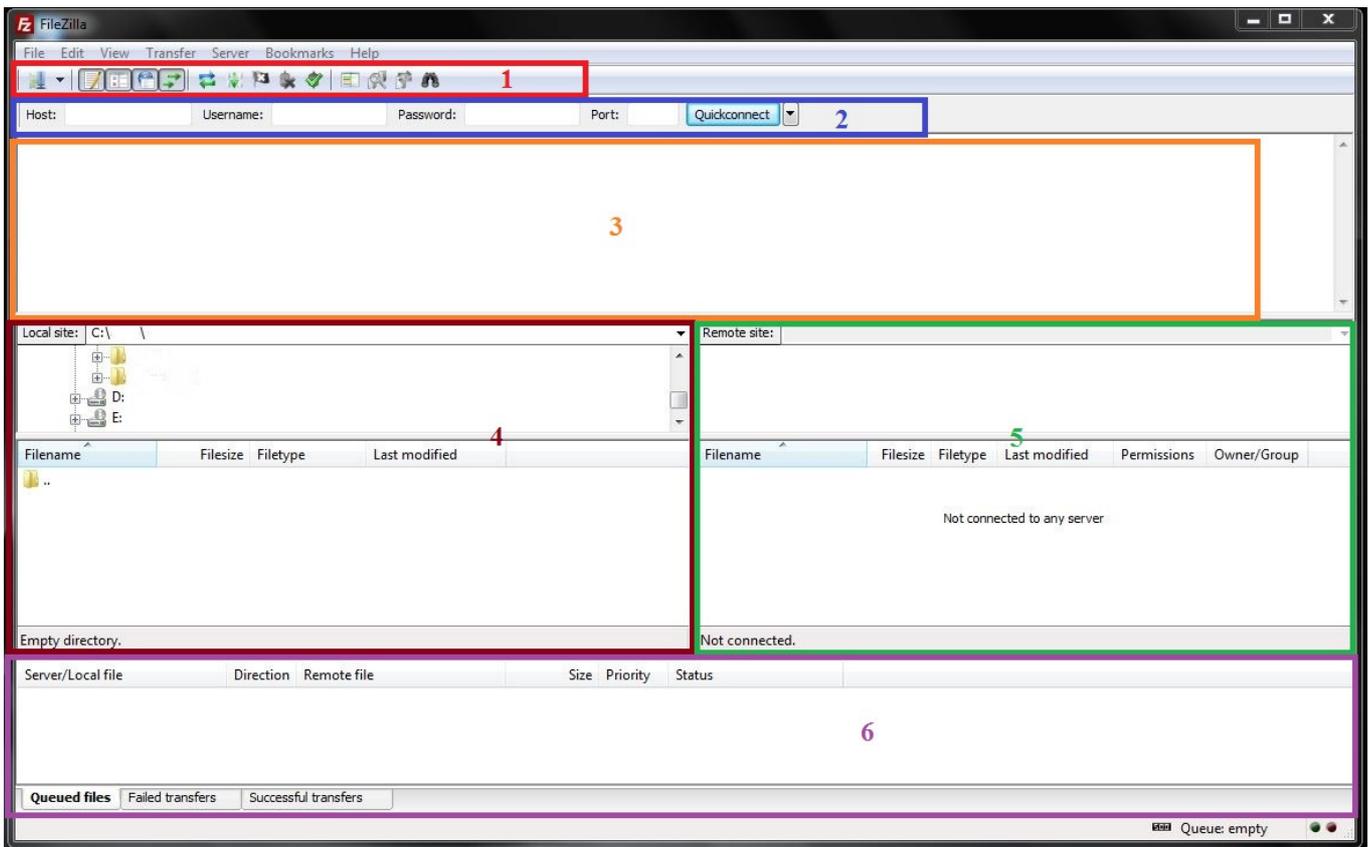## Navigating and window layout

Legend: 1. Toolbar; 2. Quick connect bar; 3. Message log; 4. Local pane; 5. Remote pane; 6. Transfer queue

Below the toolbar (1) and quick connect bar (2), the message log (3) displays transfer and connection related messages. Below the message log (3), you can find the file listings. The left column (local pane, 4) displays the local files and directories, i.e. the stuff on the PC you're using FileZilla on. The right column (server pane, 5) displays the files and directories on the server you are connected to. Both columns have a directory tree at the top and a detailed listing of the currently selected directory's contents at the bottom.
 At the bottom of the window, the transfer queue (6) lists the to-be-transferred and already transferred files.

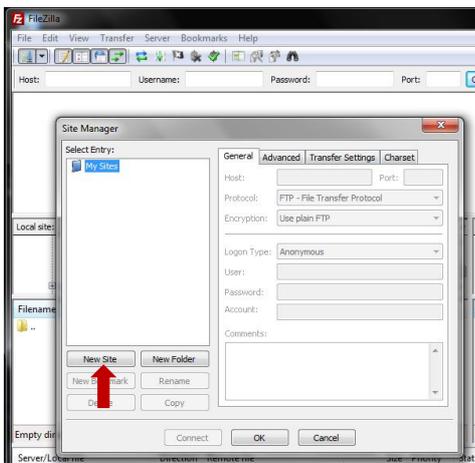## Connecting to the FTP server using "Site Manager"

Starting Site Manager
To open de Site Manager click the button with the server image on the Toolbar (1) Or under the File menu press "Site Manager…". You can also press Ctrl+S or Command+S (2).
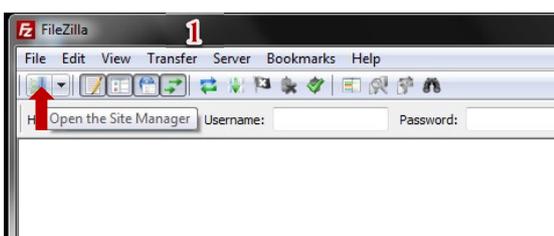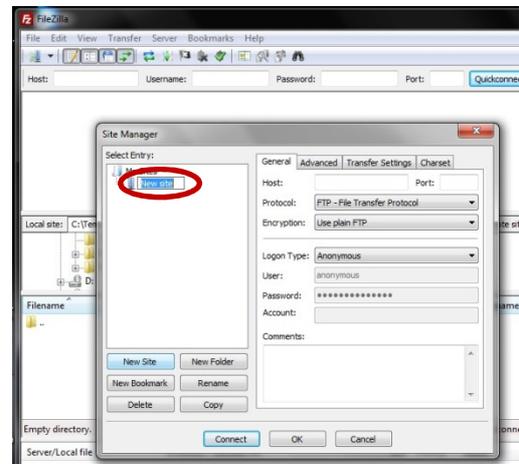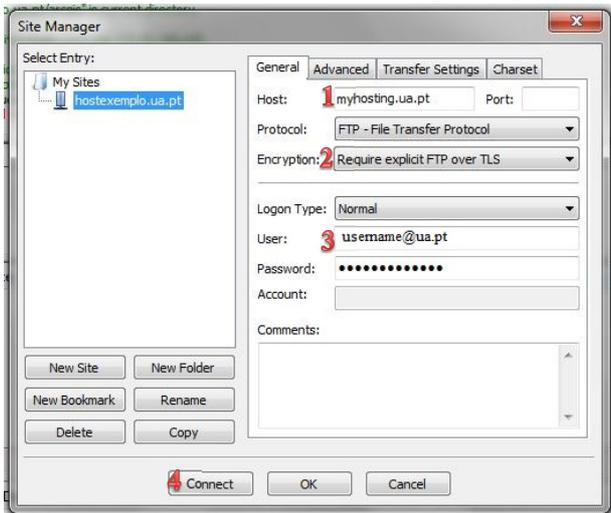
Configuration of Site Manager

Step 1 - Use the *New Site* button to introduce or add sites.

Step 2 - Write the complete name of the web site:

Step 3 – Chose the **General tab** and enter the data in the correct places. Click the button **Connect (4)**

General tab

1. Host: **myhosting.ua.pt (1)**
2. Port: no need.
3. Protocol: FTP – File Transfer Protocol.
4. Encryption: **Require explicit FTP over TLS (2)**
5. Logon Type: *Normal*
6. User: **username@ua.pt (3)**
7. ******Password: The Universal User (username@ua.pt) password.
8. Account: no need.
9. Comments: Optional.

**The password is not stored securely.

Step 4 – (1) Optional; **(2)** Click the button OK to finish and access the server
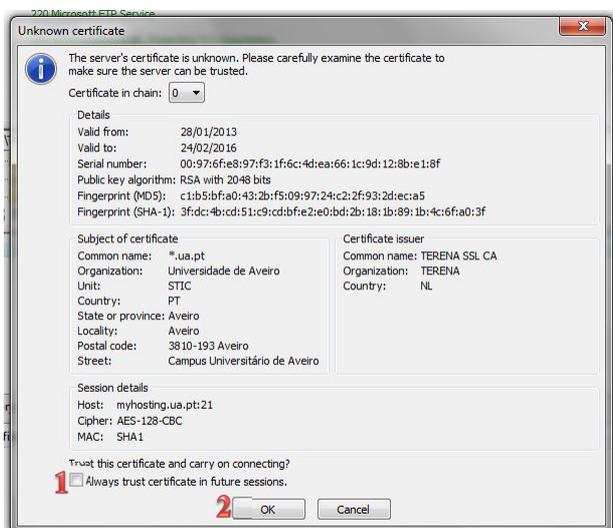
Navigating on the server
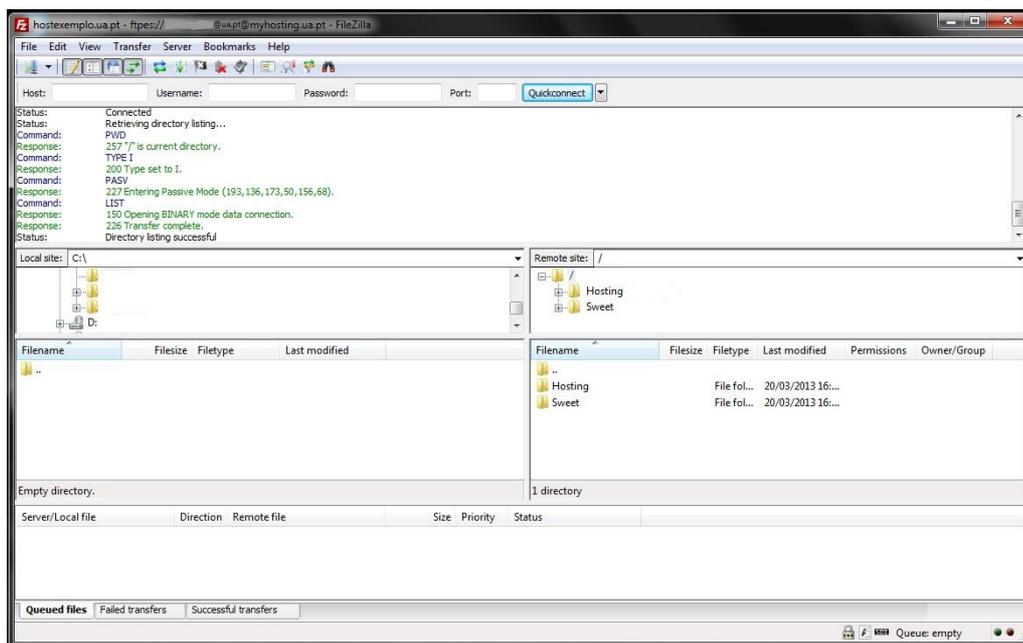
After a successful connection attempt, a list of files and directories appears on the **right** side of the main window. The name of the current remote directory is listed in the edit field on the top. Below that you will see the remote directory tree. Under the remote directory is a list of the contents of the current remote directory.

To change the current remote directory:

- Type a directory name into the edit field and press enter, or
- Click a directory in the directory tree, or
- Double-click a directory in the list of the current directory contents

You will notice a directory called ".." listed in virtually all directories. Selecting this directory allows you to go up to the parent directory of the current directory.
Question marks ("?") appear on directories you haven't accessed yet, indicating that the FileZilla Client can't tell if there are subdirectories within those directories. If you access the directory the question mark will vanish..

Transferring files

Uploading

First - in the *local pane* - bring the directory into view which contains data to be uploaded. Now, navigate to the desired target directory on the server (using the *server pane*'s file listings). To upload the data, select the respective files/directories and drag them from the *local* to the *remote* pane. You will notice that the files will be added to the *transfer queue* at the bottom of the window and soon thereafter get removed again - since they were just uploaded to the server. The uploaded files and directories should now be displayed in the server content listing at the right side of the window.

Downloading

Downloading files, or complete directories, works essentially the same way as uploading - you just drag the files/directories from the remote pane to the local pane this time, instead of the other way round.

Disconnecting from server

In order to disconnect from the server go to menu **Server→"Disconnect"** and the connection with the server will be closed.