

FTP Instructions for KehilaLinks

FTP stands for File Transfer Protocol and is a simple way of moving files from your computer to the KehilaLinks server.

1. FTP Access

- a. Your KehilaLinks FTP Username and Password will bring you directly into the folder assigned to your site. You will see an empty space when you enter the FTP site; the folder is not visible.
- b. If you manage more than one KehilaLink site, you will be provided a single UserName and Password. This Logon will bring you to a listing of KehilaLinks site folders.

Instructions for accessing multiple sites:

- i. When you logon, you will be on a site with multiple KehilaLink site folders.
- ii. Double click on the folder that you will be working with. You can then browse, download and upload as needed. Follow instructions in 2 below for downloading and uploading.
- iii. To go to another of the sites that you manage, return to the KehilaLinks site folders screen and select the next site that you will work on.
- iv. If you go to a site that you are not authorized for, you can browse the folder, but will get an error message when you try to upload.

2. You can use FTP software which can be downloaded free from such sites as www.download.com or www.cnet.com/. I will not recommend one package over another. If you use FTP software, the URL to use to FTP is

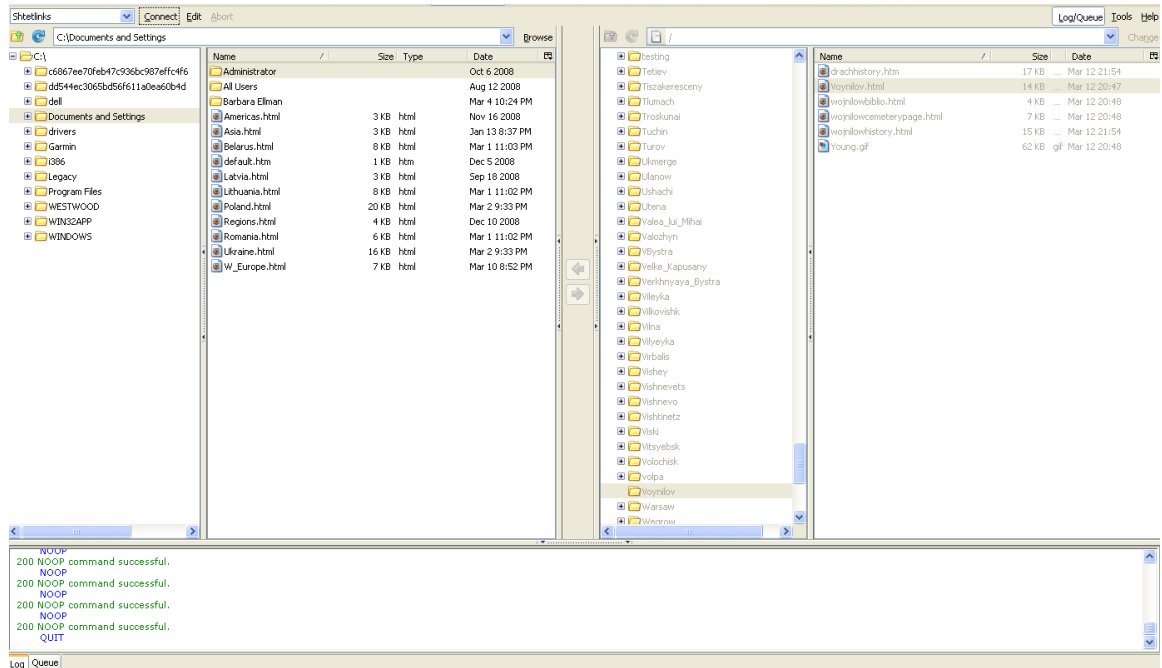
kehilalinks.jewishgen.org

You will be provided with a Login/Username and a Password. If the software requests a port number, this value is 21.

To transfer the files, follow the software's instructions

Below is a screen of a typical FTP session

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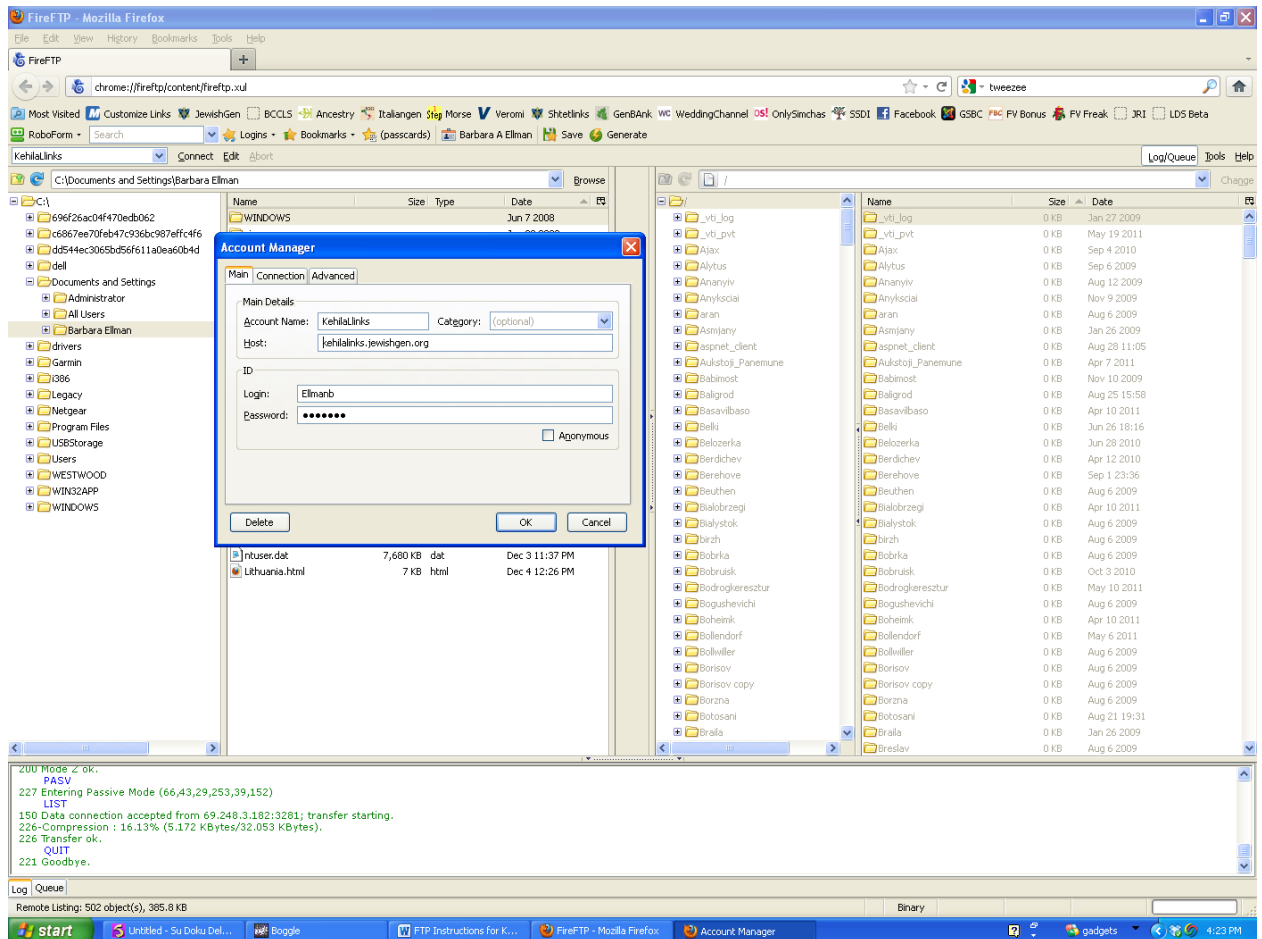
Below the tool bar is an area split vertically; the left side contains the contents of your hard disk, the right side contains the contents of your Web server. The bottom "window pane" contains message from the server.

To move pages from Your computer to the server, you want to select all files and sub-folders and copy those to your Web server by using the arrows in the middle of the screen.

Do not move the entire folder that you used to group the components of your site on your computer to the server. This will add another level to the URL unnecessarily. Just move the contents of the folder.

You will create an account in the FTP software with the URL of the KehilaLinks FTP server, your Login (username) and Password. This will save this information in your FTP program.

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3. If your FTP software has a setting for encryption or security, it should be set to None or Plain FTP. Kehilalinks does not currently support TLS or SSL. FileZilla defaults the encryption setting to TLS.

4. If you use Firefox or SeaMonkey as your web browser, you can download an FTP add-on, FireFTP from the following site:

<https://addons.mozilla.org/en-US/firefox/addon/fireftp/>

Once downloaded, the FTP software can be accessed on the Tools-Web Developer menu of Firefox. The URL to use is

kehilalinks.jewishgen.org

You will be provided with a Login/Username and a Password. If the software requests a port number, this value is 21.

To transfer the files, follow the software's instructions at <http://fireftp.mozdev.org/help.html>

5. Some HTML-creation software packages also provide an ftp facility. KehilaLinks does not encourage you to use HTML-creation software and will not make

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recommendations of software packages. You can try various packages at www.download.com. Some are freeware; others are free to try and then purchase.

6. If you are using an HTML-creation software package to upload your site, verify that the software is not going to create a sub-folder by checking the software's instructions.