



## GETTING STARTED

Select an FTP program. Go to <http://download.com>. Search for WS\_FTP LE and select **Download Now**. Once you have installed WS\_FTP LE, open the program. A window should appear entitled Session Properties.



## SETTING THE SESSION PROPERTIES

- **Profile Name:** enter any identifier that you choose
- **Host Name/Address:** home.grandecom.net
- **Host Type:** Leave as default (Automatic detect)
- **User ID and Password:** Enter your Grande Username and Password
- **Account:** you may leave blank
- **Comment:** you may leave blank

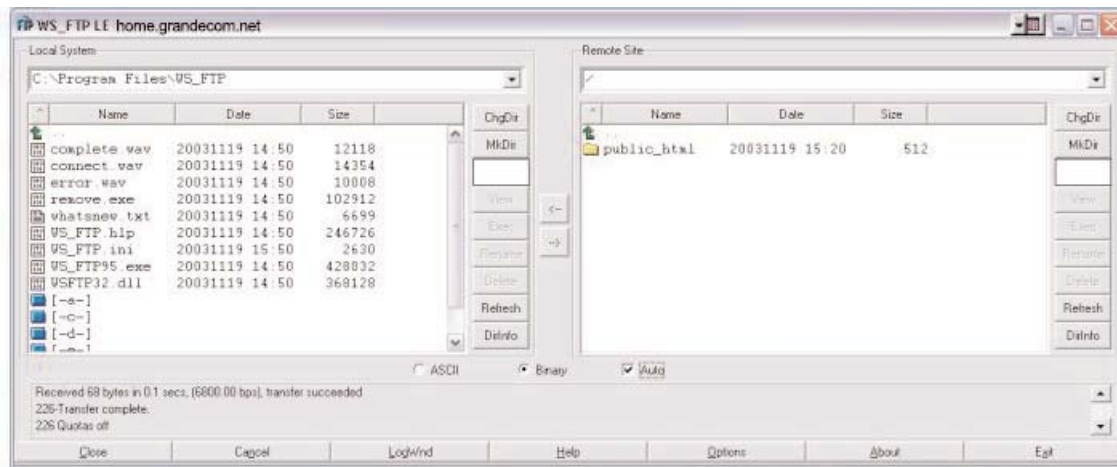
(By checking the **Save Pwd** checkbox, the above information will be stored until you uncheck the **Save Pwd** checkbox).

- Click on **Apply**.
- Click on **OK**.

If your connection fails, verify the host name/address and your Username and Password.



## UPLOADING AND DOWNLOADING FILES



When you open the program, this window will appear.

- The right side, entitled **Remote Site**, lists your files and directories that are stored on Grande's server.
- The left side of the window, entitled **Local System**, lists the files and directories on your computer in a given directory.

### Note: Different files require different methods of uploading.

Upload the following files in binary mode:

Images (such as .jpg, .gif, .bmp), applets (.class), MIDIs (.mid, .midi), and executable and zip files (.exe, .zip, .tar, .tgz).

Upload the following files in ASCII mode:

Text files (.txt) and HTML files (.html, .htm, .shtml).

Make sure to check the **Auto** checkbox towards the middle-bottom of your window.

### To Upload Files

- On the **Remote Site** window, double-click on **public\_html** directory.
- On the **Local System** window, find the file that you want to upload to our server, click on the file and then click the arrow button pointing to the **Remote Site** window. In the lower left of the window below the **Local System**, you will be able to see if the file transfer was successful. You should now see the file that you uploaded in the **Remote Site** window.



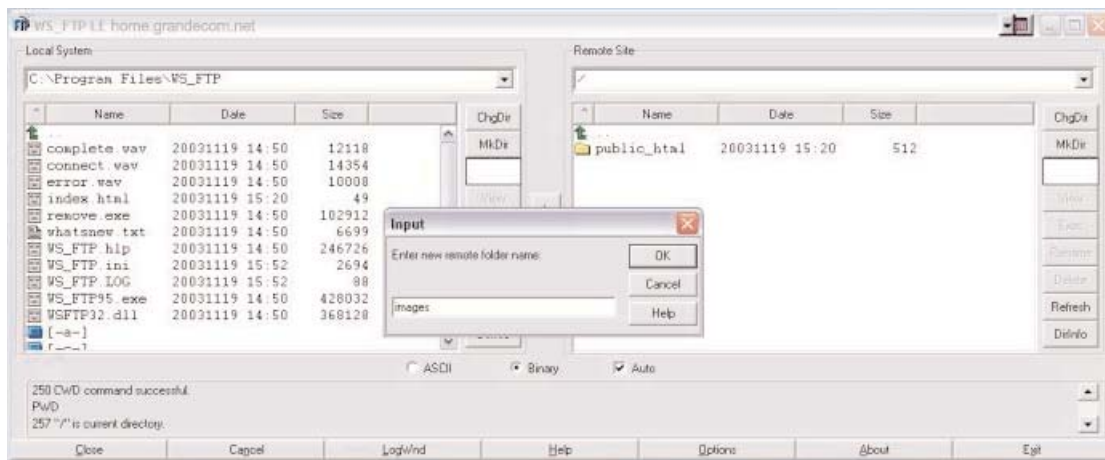
## To Download Files

- On the **Local System** window, double-click on the directory where you wish to store the file downloaded from the **Remote Site** window (our server).
- On the **Remote Site** window, click on the file that you want to download and then click the arrow button pointing to the **Local System** window. In the lower left of the window, below **Local System**, you will be able to see if the file transfer was successful. You should now see the file that you downloaded in the specific directory in the **Local System** window.

## CREATING DIRECTORIES

You can create directories from WS\_FTP LE on both your computer and in your account on Grande's server. Most likely, you will want to create directories in your account on our server.

Make sure you are in the **public\_html** directory of your account. There is no reason to create directories in the root (/) of your account as these directories will be unavailable to visitors.



Under the **Remote Site** window there is a button named **MkDir**, which stands for make directory. Click on **MkDir**. Enter the new remote folder name in the text box. Select **OK**.

You can now access this directory (it is empty) from:  
<http://www.grandecom.net/~username/images>

Notice that there is also a **MkDir** button option under the **Local System** window. This button does the same thing except it creates the new directory on your computer.

You can create directories within directories as well. For example, create a directory named "images" under the **Remote Site** window. Go into that directory (double-click to open) once it is created and create another directory, then another. You can keep creating directories within directories as many times as you deem necessary.

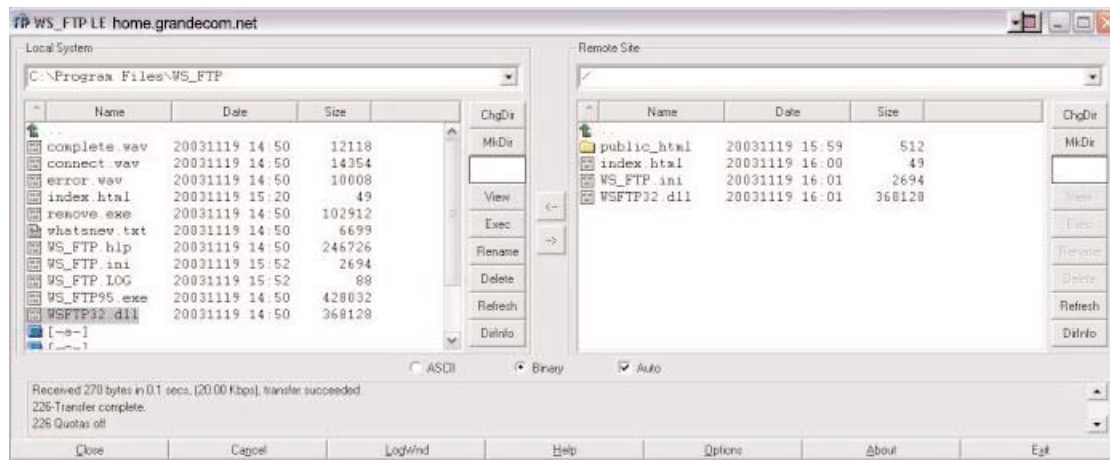


## RENAMING FILES AND DIRECTORIES

At some point you may want to rename files and directories in your account. This saves time as you will not have to download the file, rename it and upload it.

You can only rename one file or directory at a time. You can rename files and directories both on your computer (**Local System**) and within your account (**Remote Site**).

First select the file or directory you want renamed. Remember, in order to select a file or directory you just need to put your mouse over the file or directory and click the mouse button once.



Now look for the vertical menu bars underneath both the **Remote Site** and **Local System** windows. There is a button titled **Rename**. Click **Rename** and enter the new name you would like the file or directory to have. After you type in the new name of this file or directory, click **OK** to complete the renaming of the file or directory.

Note: When renaming files in WS\_FTP LE, remember that WS\_FTP LE does not retain the file extension! For example, if you want to change a file named "about.html" to "index.html," you need to type "index.html". To change a file named "counter.pl" to "counter.cgi," you would need to type in "counter.cgi".

## DELETING FILES AND DIRECTORIES

At some point, you may want to remove files and directories from your account. This process is very easy, and you can even delete multiple files and/or directories at the same time.

Files and directories can be deleted on your computer (**Local System**) and/or in your account on the server (**Remote Site**). To delete files or directories, first select the file or directory you want to delete by clicking on the file or directory.

Now look for the vertical menu bars underneath both the **Remote Site** and **Local System** windows. There is a button named **Delete**, press this button to **delete** the file or directory you want deleted. WS\_FTP LE will ask you if you are sure you want to delete the associated file or directory. Select **Yes** to complete the deletion of the file or directory.



When you attempt to delete a directory, make sure the directory you are trying to delete is empty. WS\_FTP LE will not allow you to delete a directory that contains files or directories.

You can also select multiple files and/or directories to be deleted by holding down on the Shift key while selecting files and directories (that are empty) to be deleted. Remember you can delete files and directories both on your computer and your account on the server.

## VIEWING FILES ON THE SERVER

You can view text files within your account on the server without downloading them. However, if you wish to edit these files you must download them, make the changes, and then upload the new changes to the server.

Look for the vertical menu bars underneath both the **Remote Site** and **Local System** windows. There is a button named **View**. Select a file and press the **View** button. The file will be displayed using Notepad.

To view your website in a web browser, use the address:

<http://www.grandecom.net/~username>

## CUSTOMER SERVICE

If you have any questions that are not addressed within this document, please contact your local Grande Customer Care Center at the following telephone numbers or email addresses:

City:	Phone Number:	Email Address:
<b>Austin</b>	512-220-4600	customercaureau@grandecom.com
<b>Corpus Christi</b>	361-334-4600	customercaarecc@grandecom.com
<b>Dallas</b>	877-ADVANTX1	customercaareda@grandecom.com
<b>Houston</b>	281-220-4600	customercaareho@grandecom.com
<b>Midland</b>	432-262-4600	customercaaremi@grandecom.com
<b>Odessa</b>	432-272-4600	customercaaresmi@grandecom.com
<b>San Antonio</b>	210-320-4600	customercaaresa@grandecom.com
<b>San Marcos</b>	512-878-4600	customercaaresm@grandecom.com
<b>Waco</b>	254-235-4600	customercaarewa@grandecom.com