

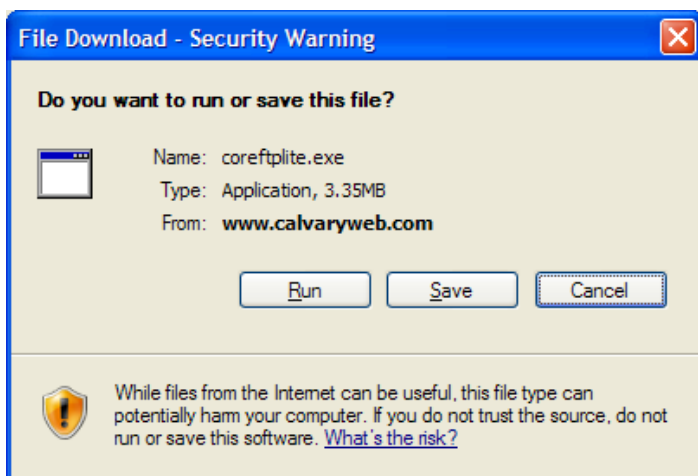
coreFTP Installation Procedures

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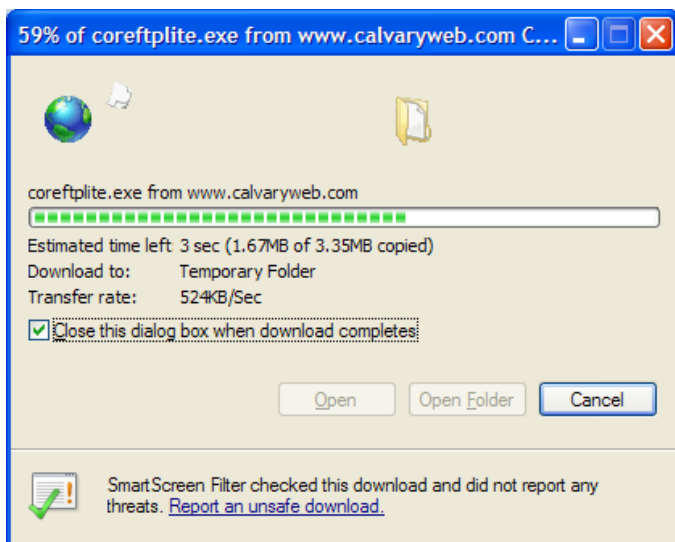
FTP stands for "File Transport Protocol," and is the standard for transferring files to and from your server. We recommend using CoreFTP Lite which is a free download.

Click [HERE](#) to install CoreFTP on your PC

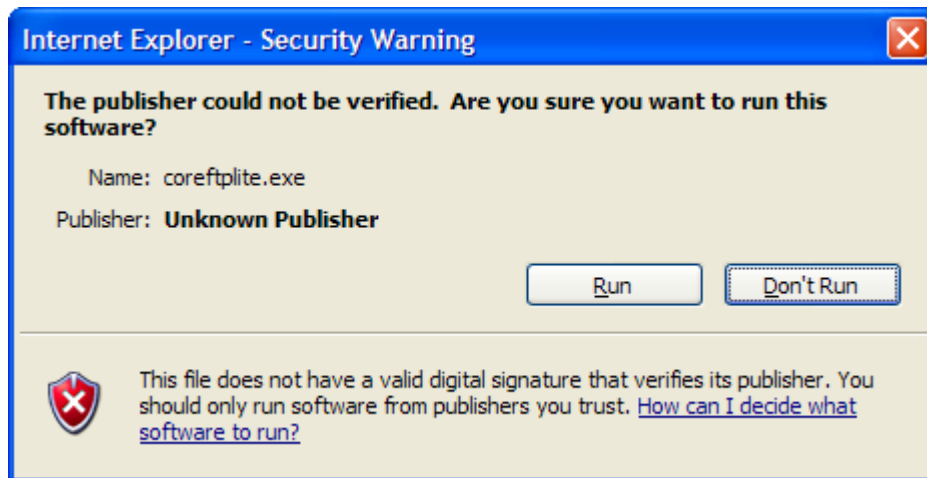
- At the following screen > Click Run



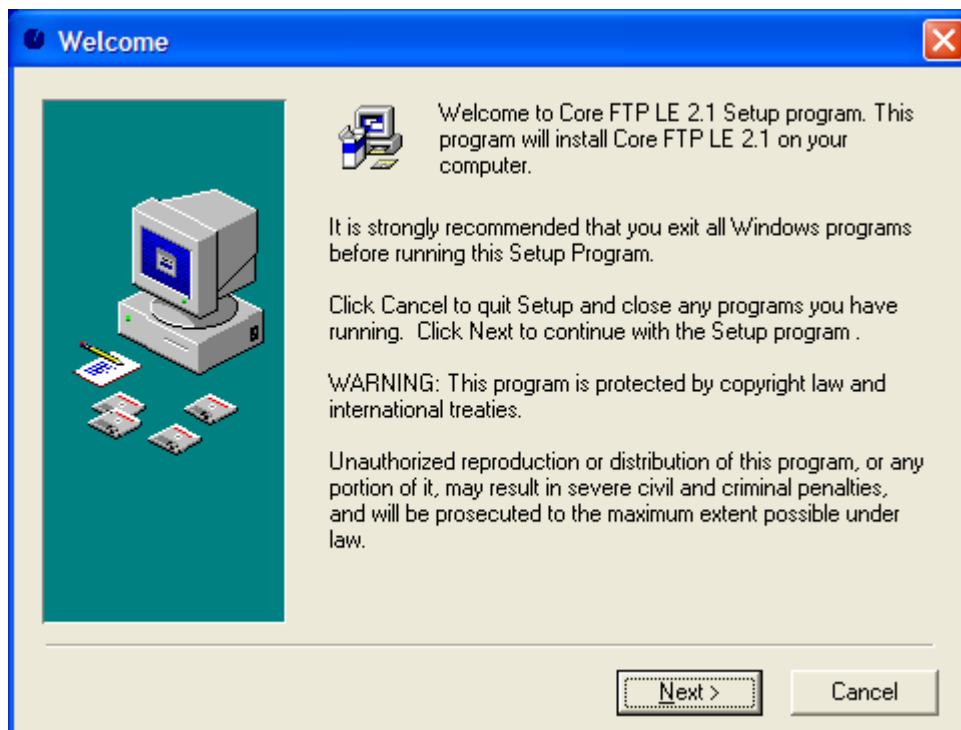
- The following screen will pop up and show that it is downloading the file.



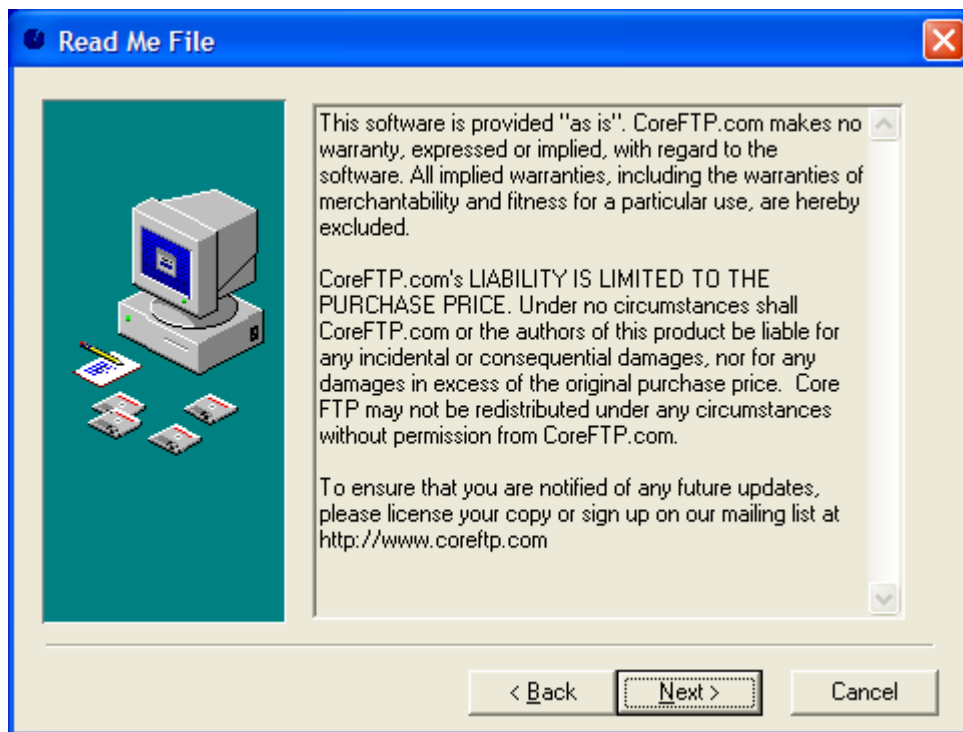
- After the download completes, you'll see this screen.
- Click Run



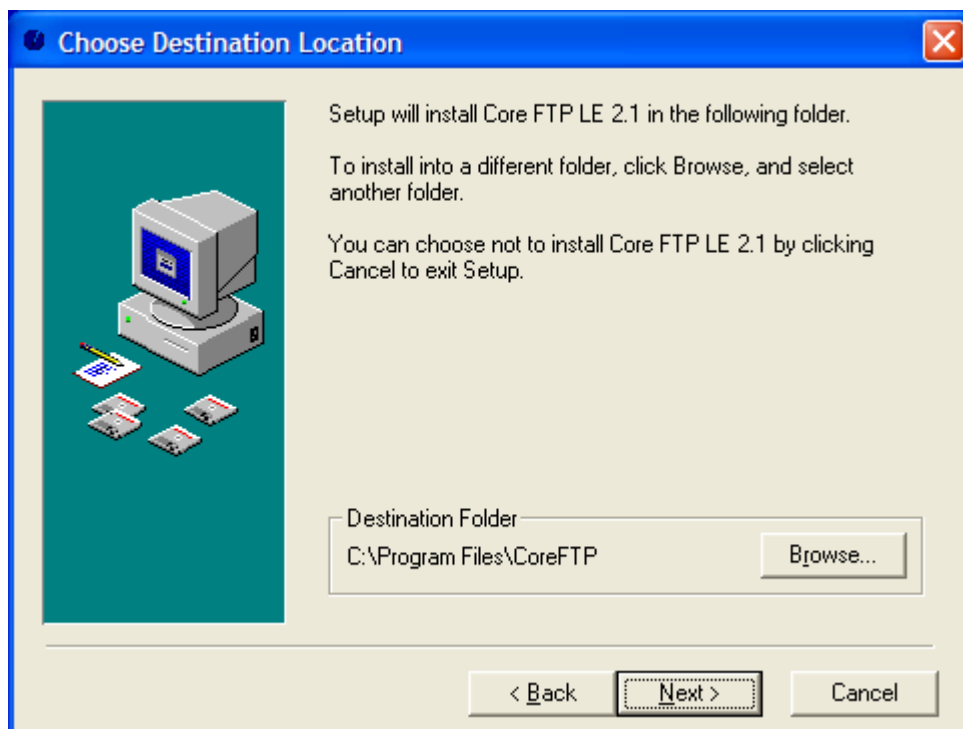
- Click Next



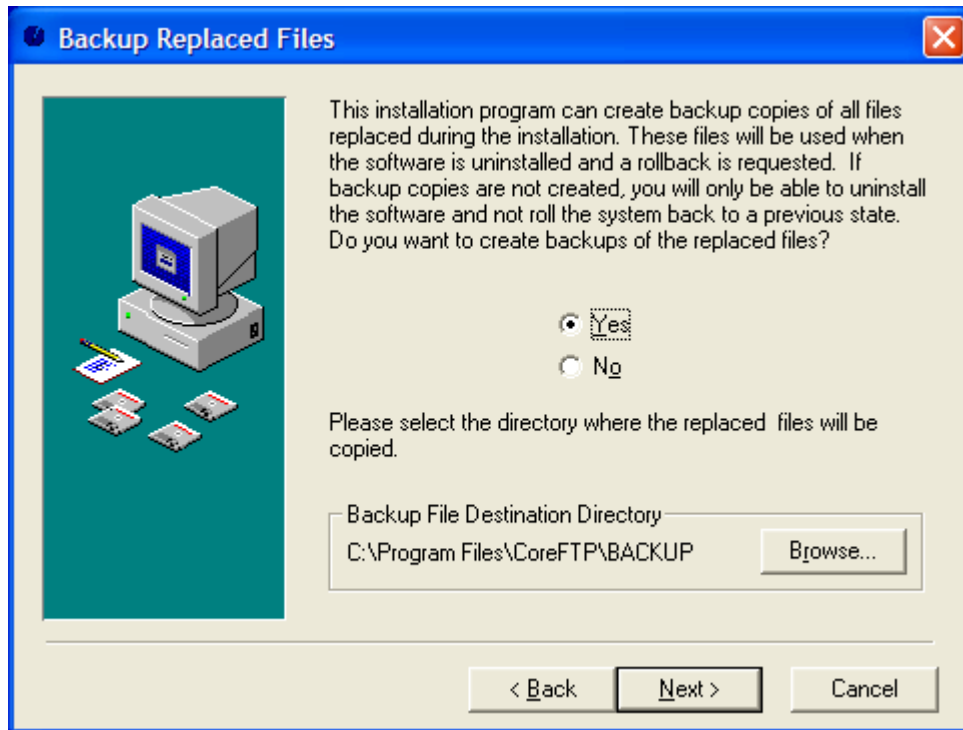
- A small blue installation screen will pop up and go away.
- Click Next



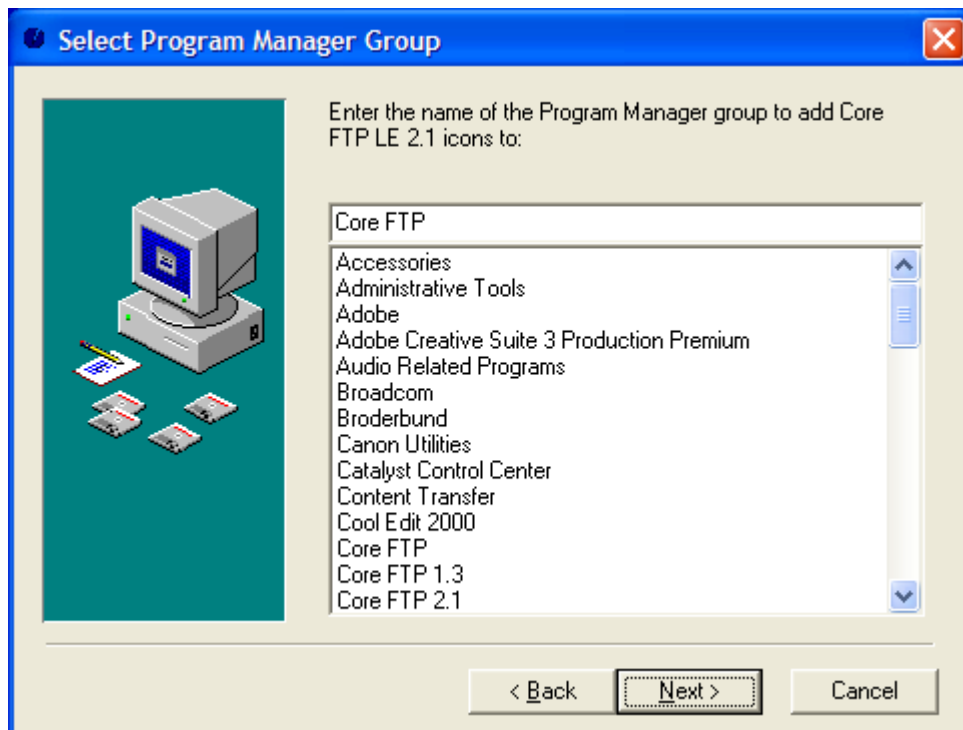
- Click Next



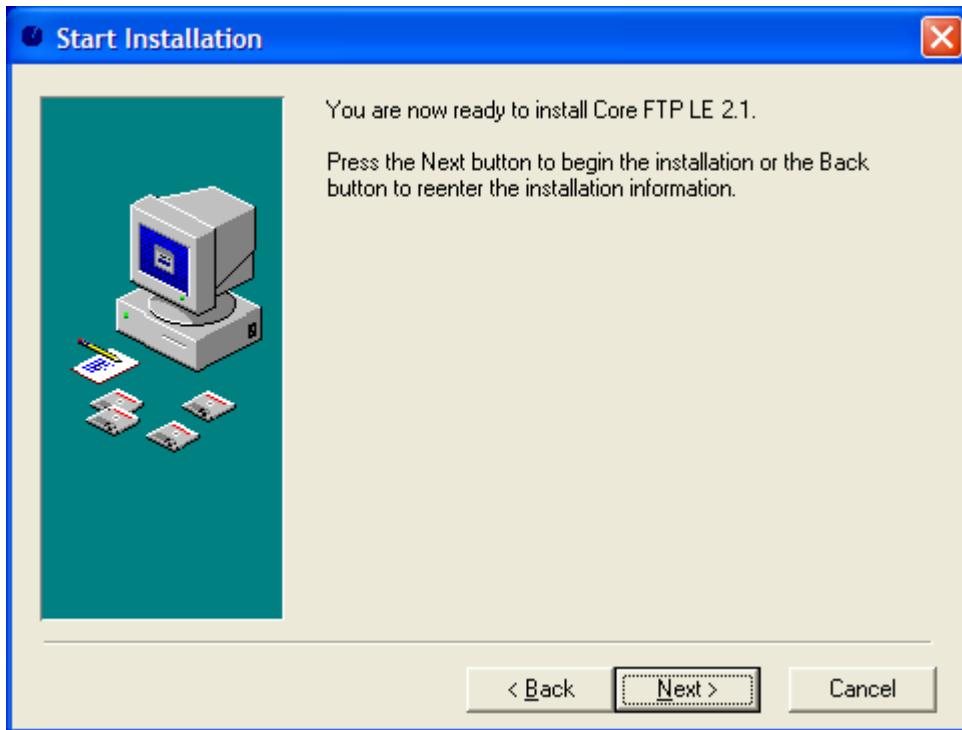
- Click Next



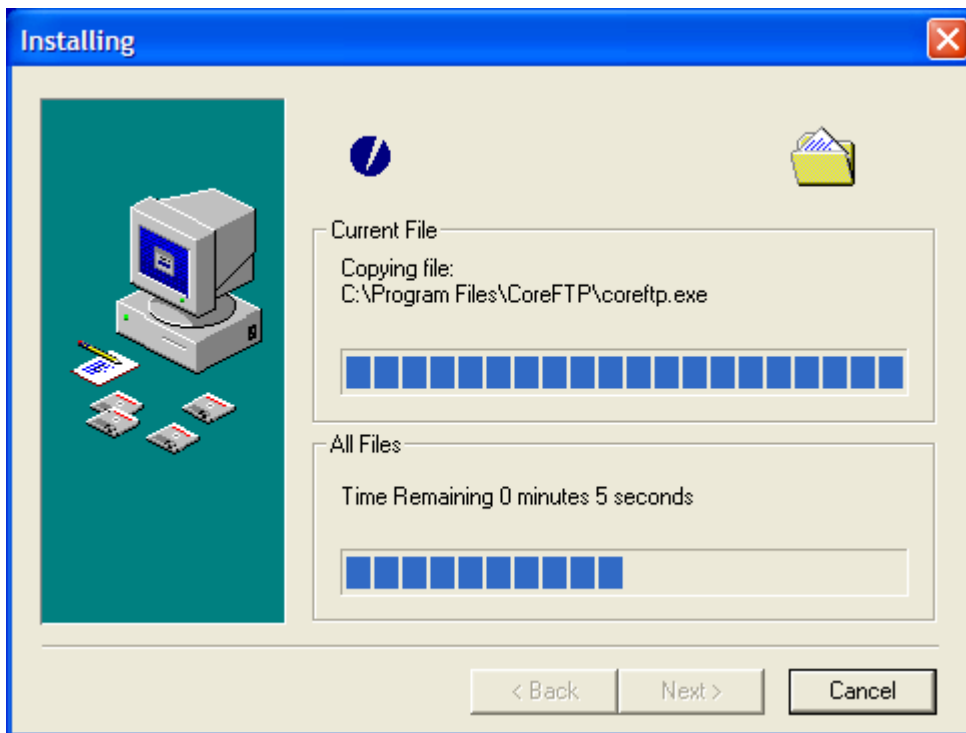
- Click Next



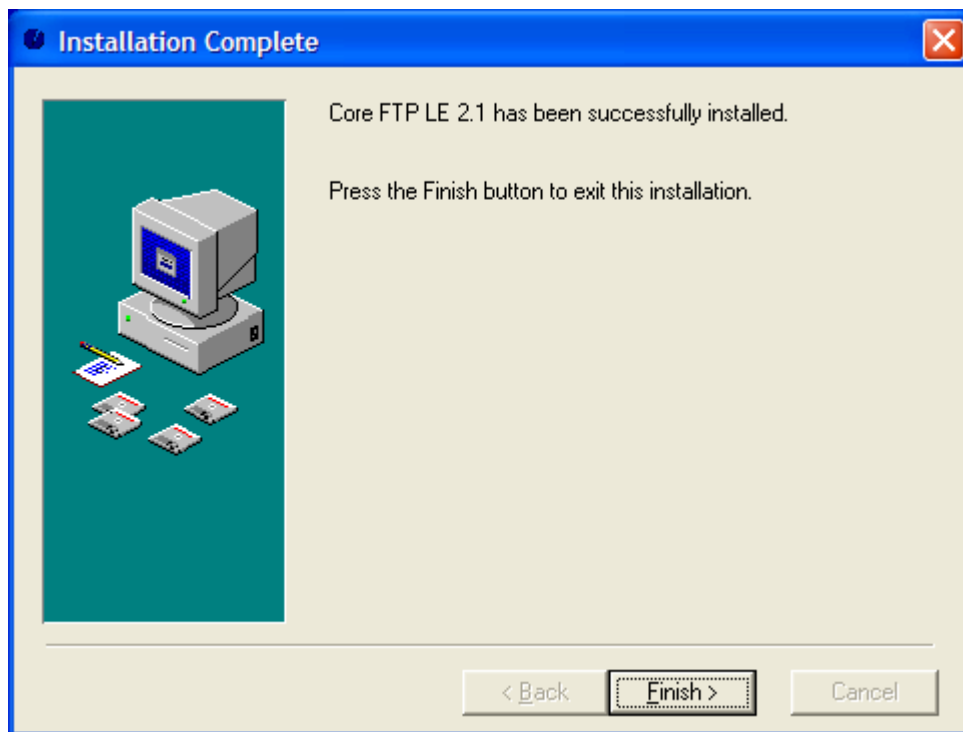
- Click Next



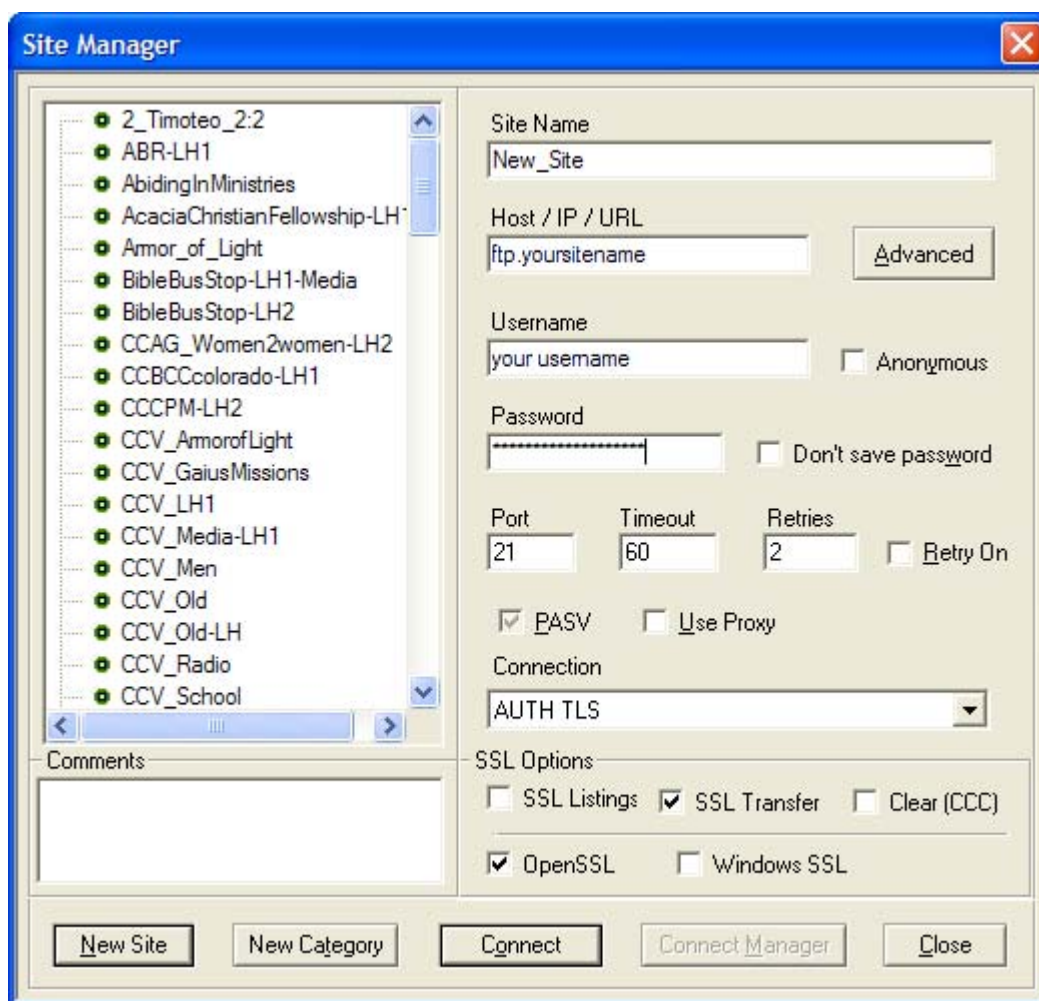
- You'll then see this installing screen



- After the Install completes
- Click Finish

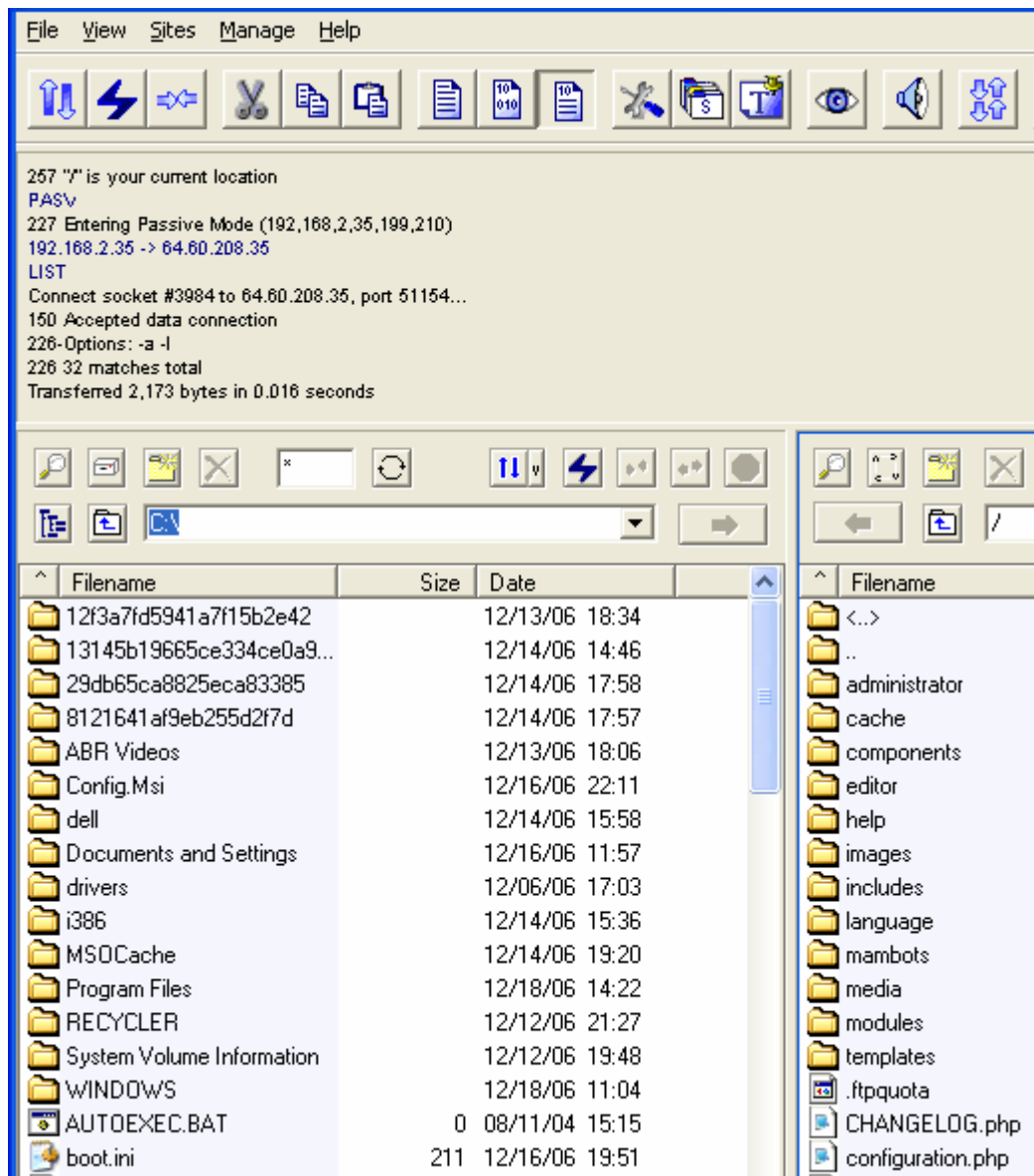


- Now click on the Windows Start button.
- Move the mouse pointer to Programs > Core FTP > click on coreFTP Lite.
- Core FTP will start up and will prompt you if you want to make it the Default FTP. Click Yes to this prompt as well as the one that will follow.
- You will then see a large Core FTP LE screen in the background with the following screen in the foreground.
Here's where you will enter the FTP information you were given by a CalvaryWeb staff.
- We entered some sample data to show you the areas you need to fill in.
Also make sure the bottom boxes are checked as shown and AUTH TLS is selected.
- After you have entered all the information
- Click the Connect button.



- The first time you try to connect, you will see a Certificate Information screen.
- Click the “Always Accept” button at the bottom.
Now you will not see this screen on future connects.

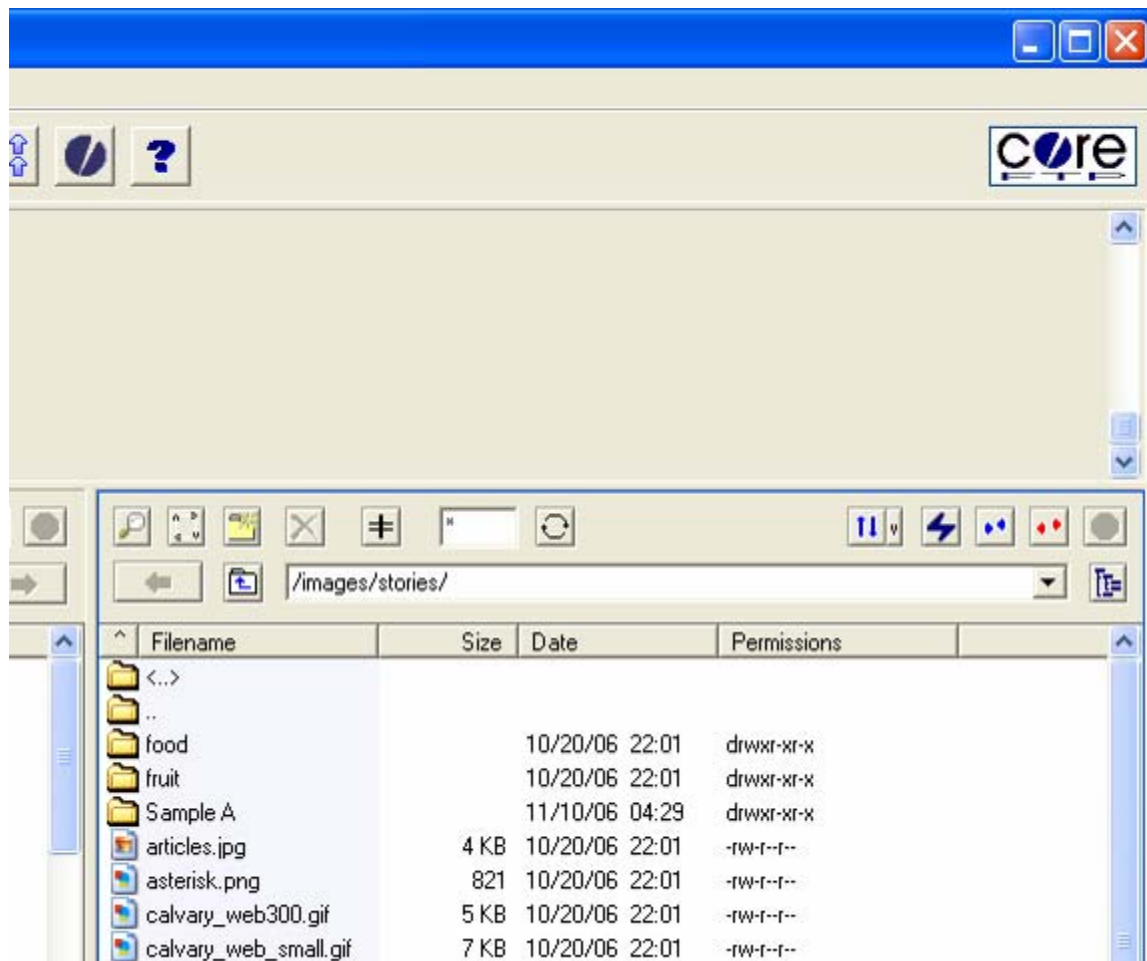
- If you correctly entered in the information, you should see a similar screen as below.
- The left side shows the Directory folders and files on your local PC hard drive.
- The right side shows the Directory folders and files on the FTP server for your website.



This completes the Installation procedures.

Folder Location to Store Files.

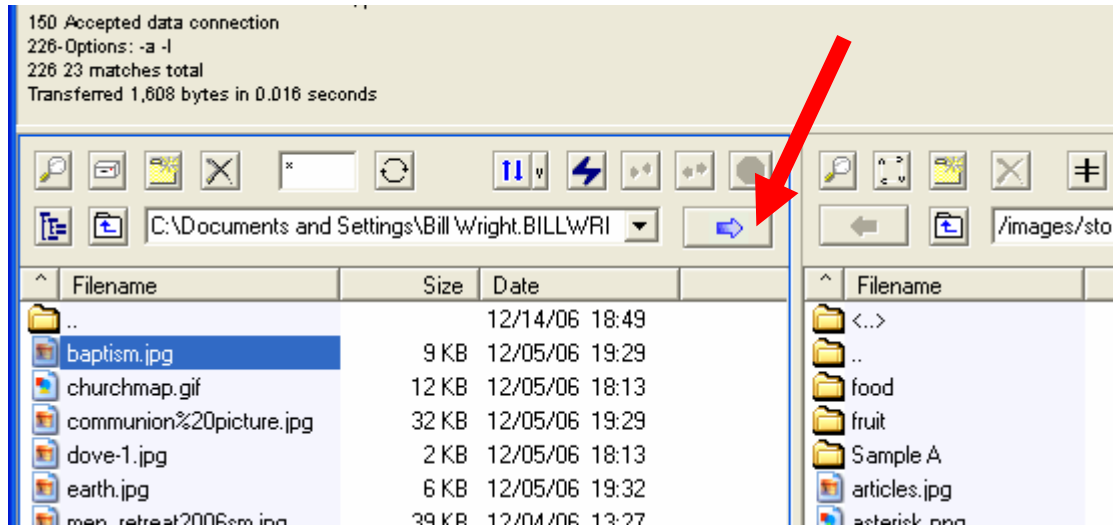
- The stories folder is the main folder to store all your media files.
- When you are using the options in Joomla to insert/add images, Joomla defaults to looking for the files in the stories directory.
- Under the stories folder, you can create sub folders to keep your files more organized.
- On the right side of the screen,
 - Double click on the images folder, then
 - Double click on the stories folder.
 - After this, you will see the screen below.



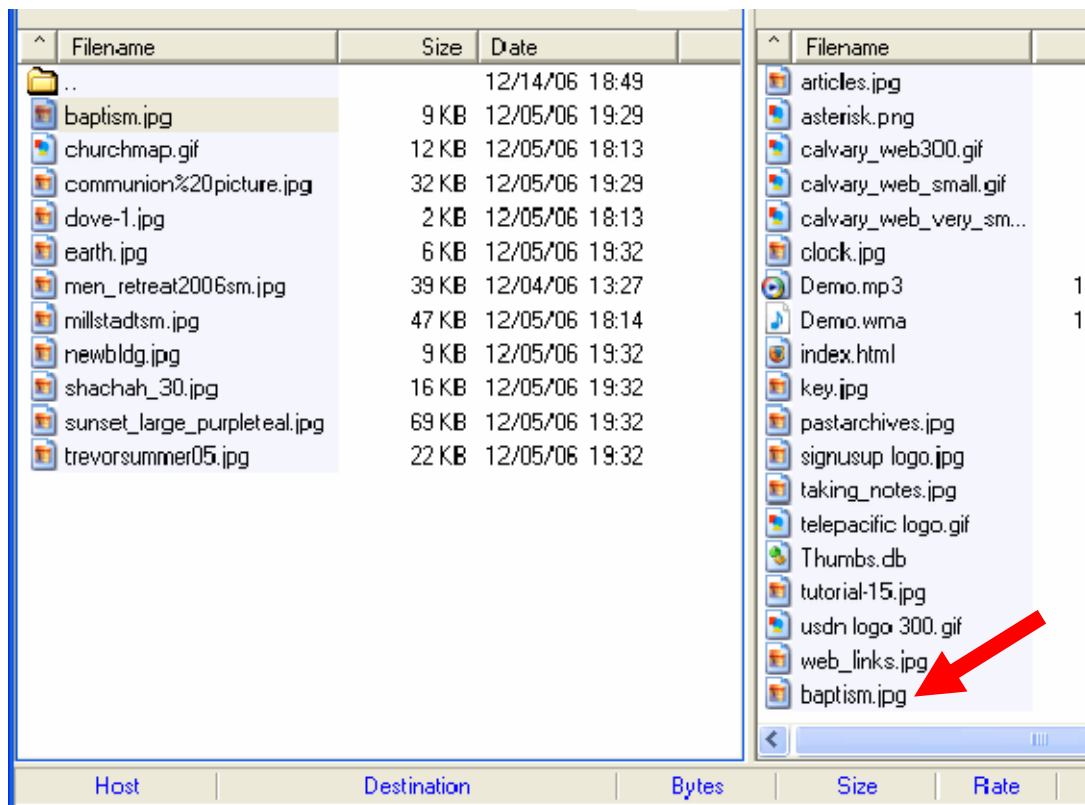
To Upload a File

In this example, we will show you how to upload the baptism.jpg file.

- On the right side, make sure you drill down so you are in the stories folder.
- On the left side, drill down to the folder that contains the file.
- Click on the folder icon next to the file so the file is highlighted.
- Then click on the blue Upload arrow.



- At the bottom of the screen, you will see the upload progress.
- You will see the uploaded file added to the bottom of the listed files on the right.



To Download a File

If you have a file that you want to edit, you need to download the file to your PC, edit the file, and then Upload the file back to the server.

In this example, we will show you how to Download the baptism.jpg file.

- On the left side, drill down to the folder where you want to receive the file.
- On the right side, make sure you drill down to the stories folder (or its subfolder if you created one)
- Click on the folder icon next to the file so the file is highlighted
- Click on the blue Download arrow.
- At the bottom of the screen, you will see the download progress, and then will hear "Download Completed"
- You will see the downloaded file added to the bottom of the listed files on the left.

