



# Apexia Voice and Data Inc.

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## Home Page Uploading and Downloading

Follow these instructions to upload your Home Page to our server.

1. Open the program **WSFTP**. This should be found under START → PROGRAMS → APEXIA VOICE AND DATA → WS\_FTP32
2. Next you have to configure the session profile to look like this.

Session Profile

Profile Name: Central Ontario Internet

Delete... Save New

Host Name: ftp.cois.on.ca

Host Type: Automatic detect

User ID: username

Password: xoxoxoxox

Account:

Initial Directories

Remote Host: public\_html

Local PC:

Comment:

Anonymous Login

Save Password

Auto Save Config

Ok Cancel Advanced... Help

Once this is complete click on **Save** so that the next time you want to upload your Webpage all the parameters will already be set. Click on **Ok** to connect to your directory on Apexia Voice and Data's server. Once you are into the system you will be sent to your "public\_html" directory. This is where you put your HTML files so your Home Page will appear on the Web. There should be a template of a Webpage in that directory called "index.html". This file must exist in the "public\_html" directory in order for your Webpage to work. You can download this file and modify it according to your needs or totally delete it and upload your own "index.html" file (see other side for downloading and uploading instructions).

After connecting to our server the WS-FTP program displays a window with your computer's directory (local system) on the left hand side and our server's directory (remote system) on the right hand side. If you don't see the "index.html" file listed in the remote system window make sure that you are in the correct directory eg. /public\_html. If you want to modify the "index.html" file you must first download it to your computer then modify it and when completed upload it back to your "public\_html" directory on our server.

## HOW TO

### **Download:**

When connected to our server select (ie. Click on) the file in the remote system you want to download to your computer (ie. index.html). Click on the ← found in the middle of the window. This starts the process of transferring the file to your computer into the directory displayed on the left side of the window.

### **Upload:**

When connected to our server select (ie. Click on) the file in the local system you want to upload to our server (ie. index.htm). Click on the → found in the middle of the window. This starts the process of transferring the file to our server into the directory displayed on the right side of the window.

### **Modify the index.html file:**

After downloading this file to your computer you can modify this file with a simple text editor such as Notepad or Write or you can load it into a Web page creation program.

### **View your Web page on the Internet:**

After you have uploaded your Web page to our server you can then view it live on the Web by getting online and invoking Netscape (or other Web browser). In the "Location:" field of Netscape type "www.apexia.ca/~username" (minus the quotes) and if you have saved your Web page correctly on our server you will see your Web page as it is seen by others around the world.

## OTHER NOTES

If you have a domain name hosted on COIS's server then you will not find a public\_html sub-directory in your directory but instead you will find a directory called yourdomain.com. This is where you should upload your website to. Again, you must make sure you have a file called index.html in that directory. Your website will then be viewable at www.yourdomain.com.

If you have any problems please don't hesitate to call us (705) 721-5600 or e-mail support@cois.on.ca