FileZillaPro.notes

On desktop to find where to save a large pdf, jpeg, or backup a Page file, etc:

1. It's on the desktop within MISCL.PROJECT FOLDERS—>Inspirational Newsletters—>Inquiring Minds and/or on the desktop initially.
2. Save with no.spaces to avoid % from work copy on the desktop

To save to server using FileZilla Pro:

1. Open FileZilla Pro and tap QUICK CONNECT and scroll down there to latest link (if lose it, check pw in folder or on Apple key saved passwords).
2. NOTE: leftmost column is the **local site** (on my computer); right column is the **remote site** on my server iCloud.
3. On the remote site (server on the **right**) scroll down to the bottom and open up the **public html folder. There you can drag your file from the desktop or from anywhere to upload it.**
4. Open your internet browser. **(**Safari for me) to find it and bring it to the screen. In the address window. Type the server's name (the IP address) here jobarlives.com. (You may have to press the refresh arrow to get the corrected file to appear.) Now click in the dialogue window (where the html address is) to get the actual whole link which you can copy/save and later paste in an email or text to another.
5. Then to get **site manager (the boss)** click the top left-most icon(picture) on FileZilla Pro app.