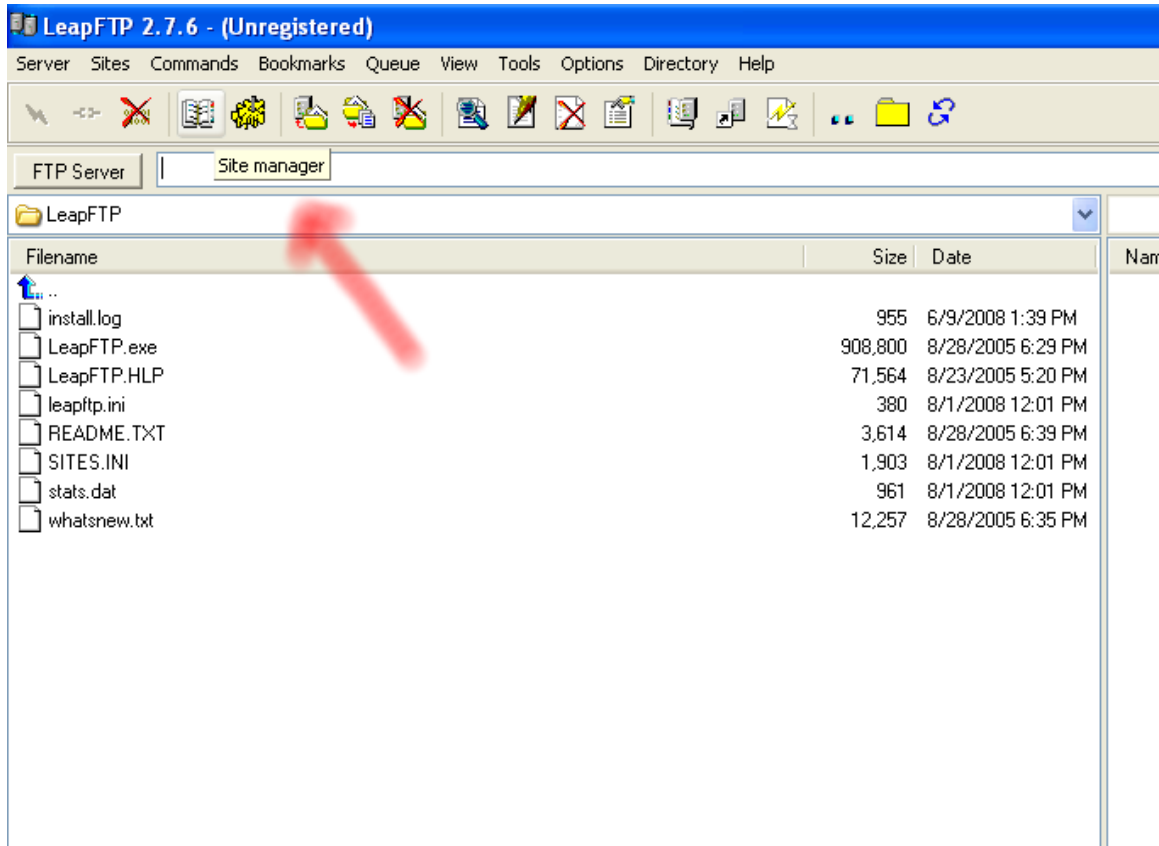


# How to log into Leap FTP

1. Open up the program, once in you will click here:

(See screen shot below 1.1)



Screen Shot 1.1

**2. This will open the following window:**

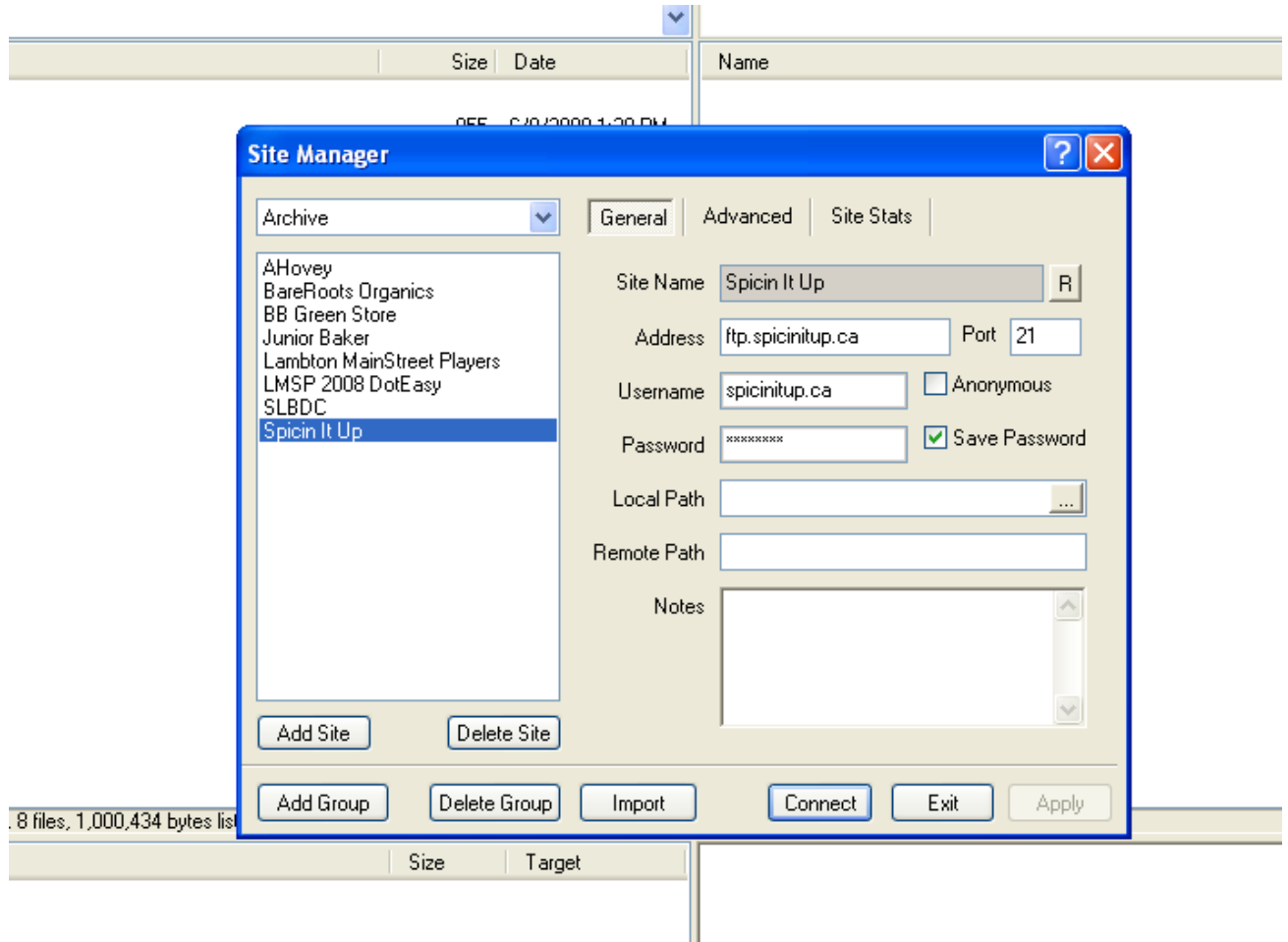
Make sure your host address and login info has been entered for the following:

Address:

Username:

Password:

Then hit connect at the bottom of this pop up screen as shown in screen shot 1.2.



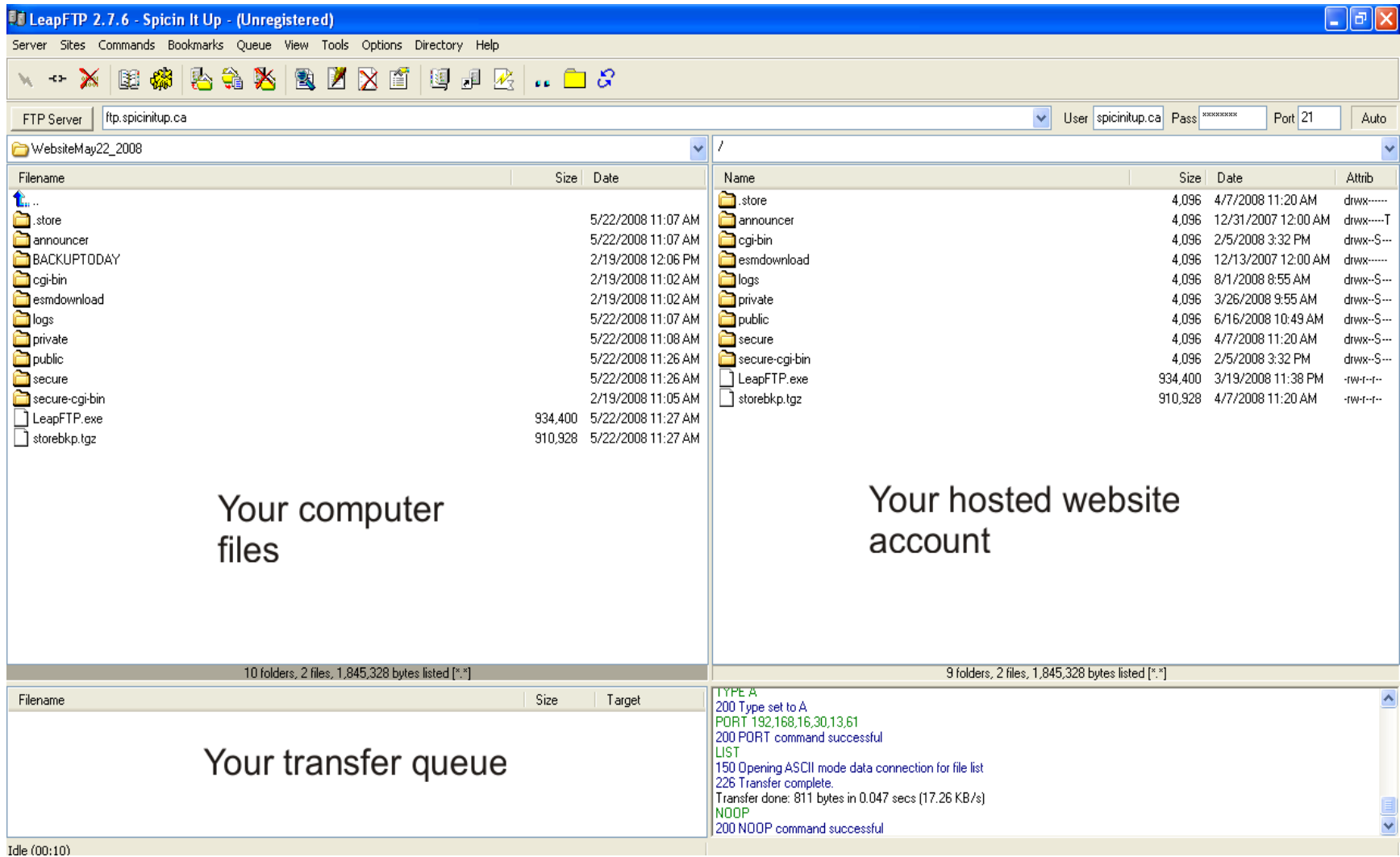
Screen Shot 1.2

**3. To transfer your files, you need to first decide if you want to replace the files on your hosted account or if you want to replace the files on your computer.**

**IMPORTANT:** Always keep a backup of your most up to date website on your hard drive or a memory stick or burn it to a disk, in case you make a mistake you will have the most up to date site to replace your online site.

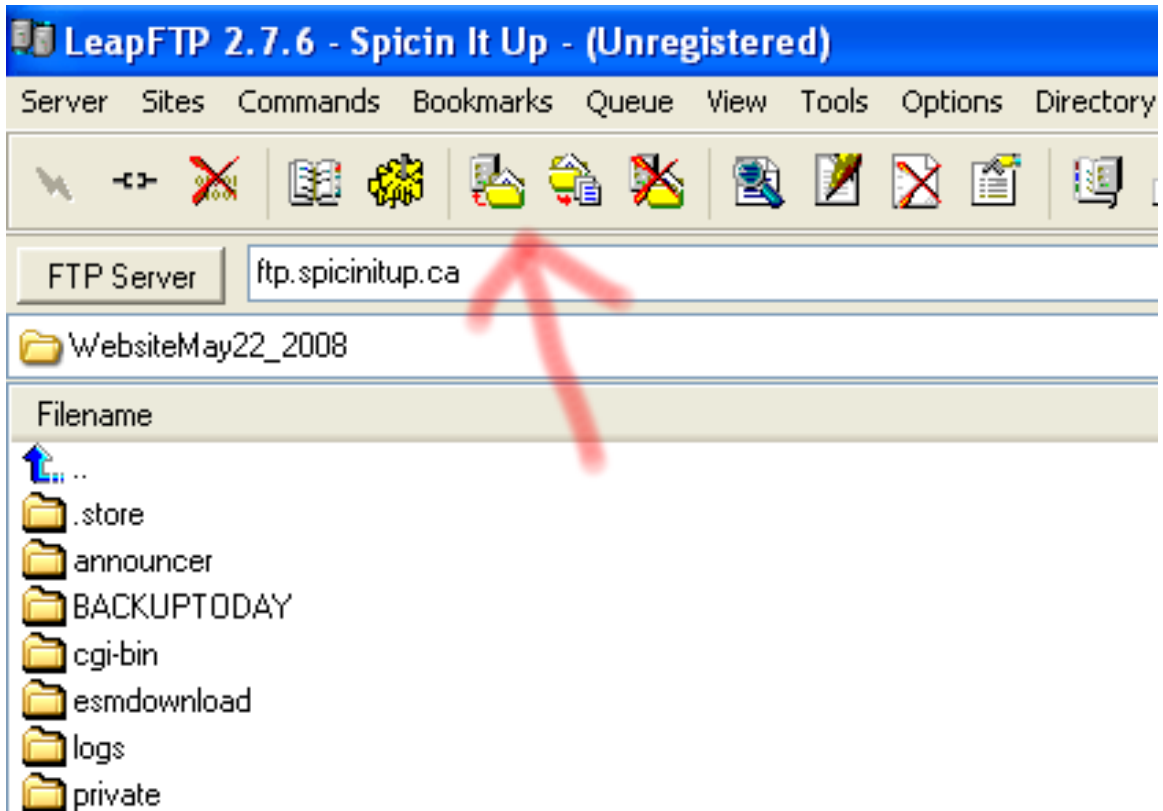
Once you have made that decision you need to pull the files from either side that you wish to transfer from, into the transfer queue by either double clicking each file individually that you want to replace or by selecting all the files you want at one time and placing them in the queue.

See screen shot 1.3 below for a description of the sections discussed above.



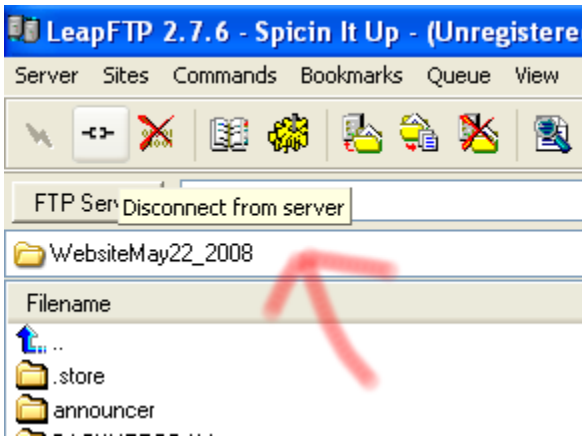
Screen Shot 1.3

4. To transfer the files from your computer to the hosted account or vice versa you need to hit the transfer queue button as shown below in screen shot 1.4



Screen Shot 1.4

5. After you have completed the file transfers you can disconnect from the server as shown in screen shot 1.5 below



Screen Shot 1.5