HOW TO SAVE FILES IN THE CLOUD

Once your Domain Name has been established, here are the general instructions on how you can log on and start saving files "in the cloud."

If your website is www.bg3344storage.com, for example, open you browser (Internet Explorer, Chrome, Firefox, etc.) and in the address bar (not the search box) type "www. bg3344storage.com/cpanel and select Enter.
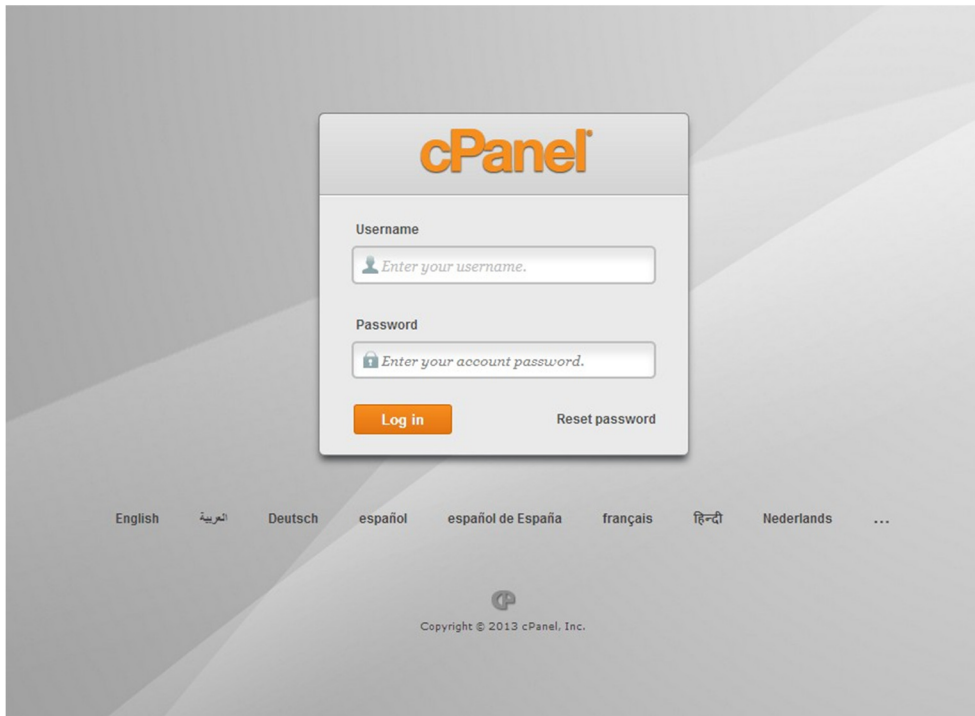

Figure 1

Figure 1 shows the cPanel logon screen.

Figure 2

You can chose to watch the Getting Started video, or skip it.
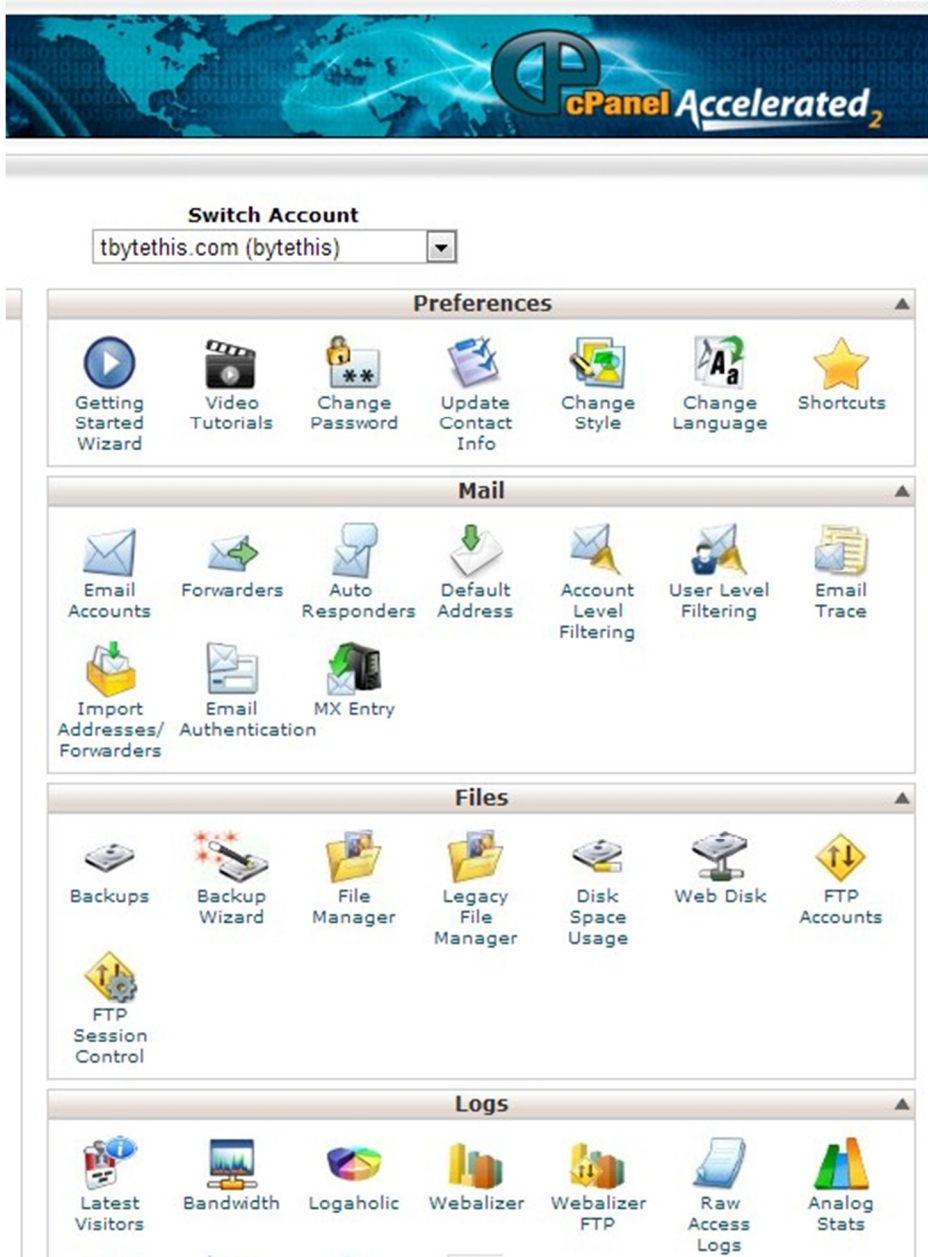
Then you have the Control Panel, or cPanel:

figure 3

As you can see, there is a File Manager function near the bottom of Figure 1. This function allows you to copy individual files to the cloud storage area.

When you click File Manager, you will be shown the directory to choose:

figure 4

Instead of accepting the default Web Root (public_html/www) folder, you can select Home Directory, as shown above.

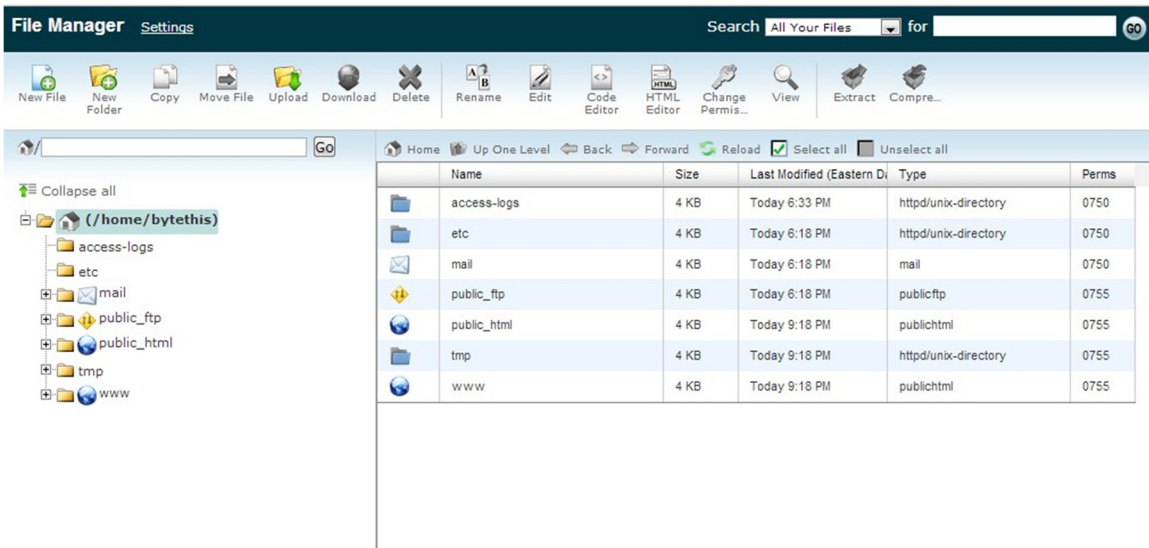Chose "Go" and the next screen will come up:

Figure 5

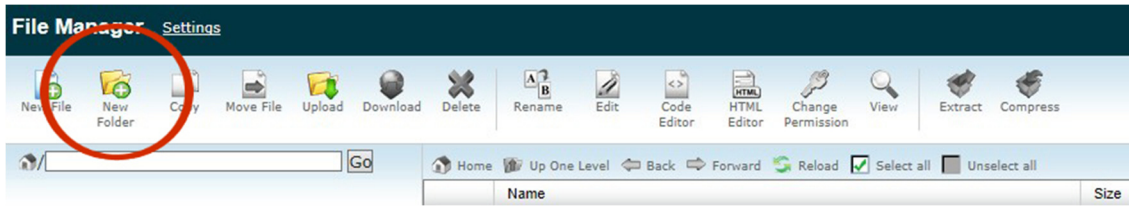Notice on the tool bar on top (see figure 7) the New Folder:

Figure 6

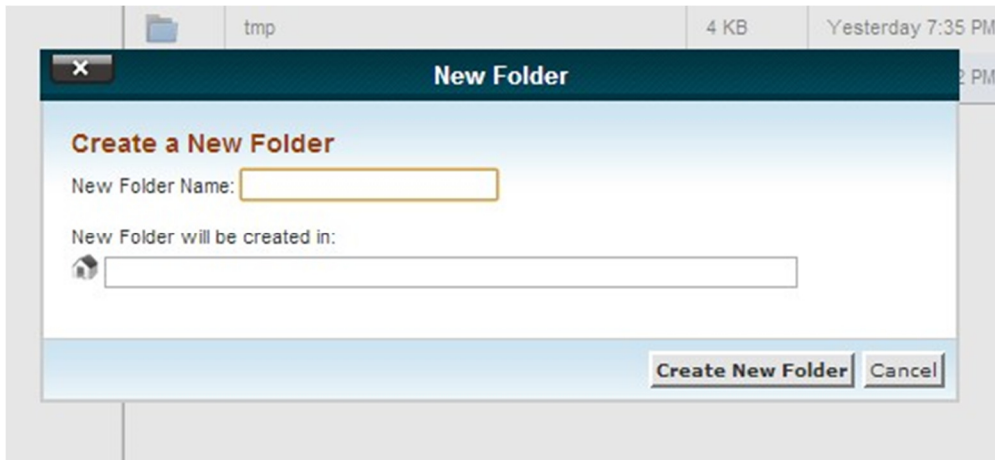When you click that, enter a name for your new folder in the dialog box:

Figure 7

The new folder you created will now be listed along with the existing folders:

Figure 8 shows the standard folders

Figure 9 shows the additional folder, "pictures"

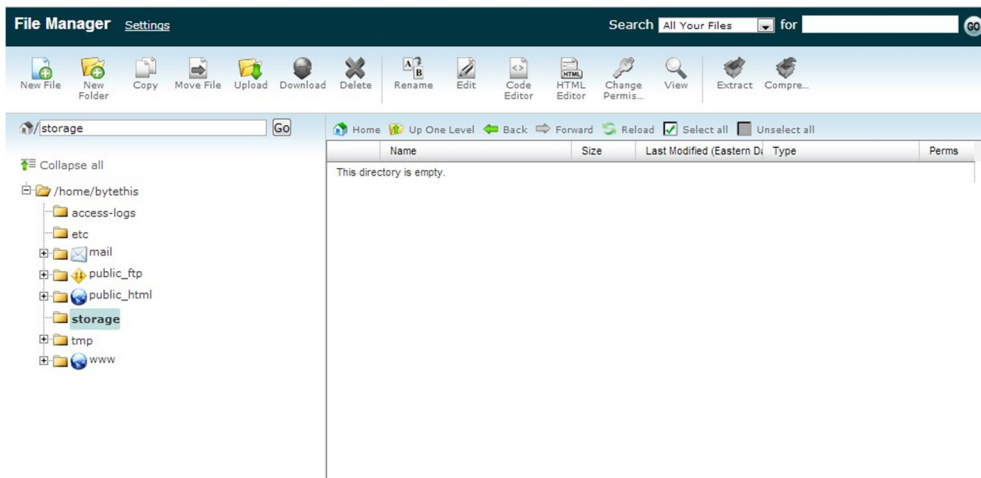You can add extra folders, such as "storage" (Fig. 10) or "pictures" (Fig. 11):

Figure 10

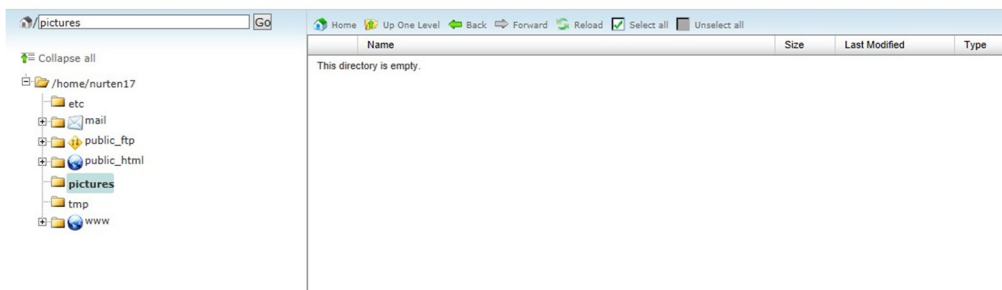When you double click the folder, you will have an empty directory.

Figure 11

As you add files of additional subfolders, they will be shown on the right side.
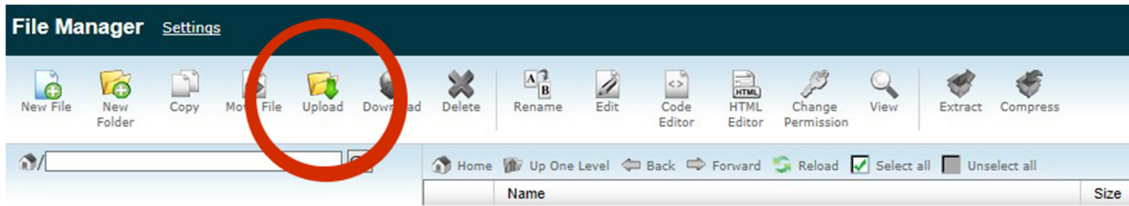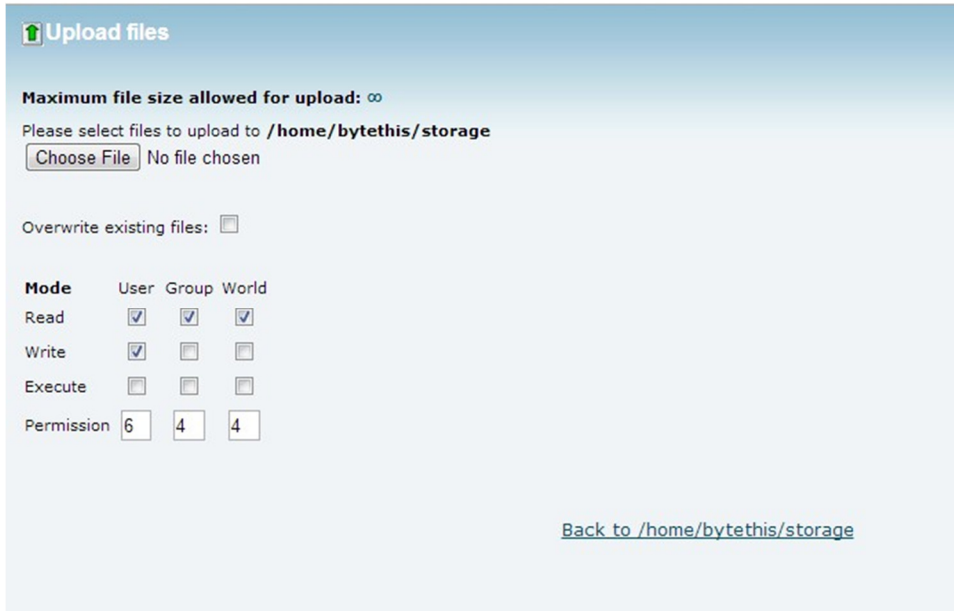
To save files, click "Upload":

Figure 12

Figure 13

This gives you the Chose File dialog. Click the button "Chose File."

You will then see a window pointing to folders on your computer. Navigate to the folder you want then click a file to upload.
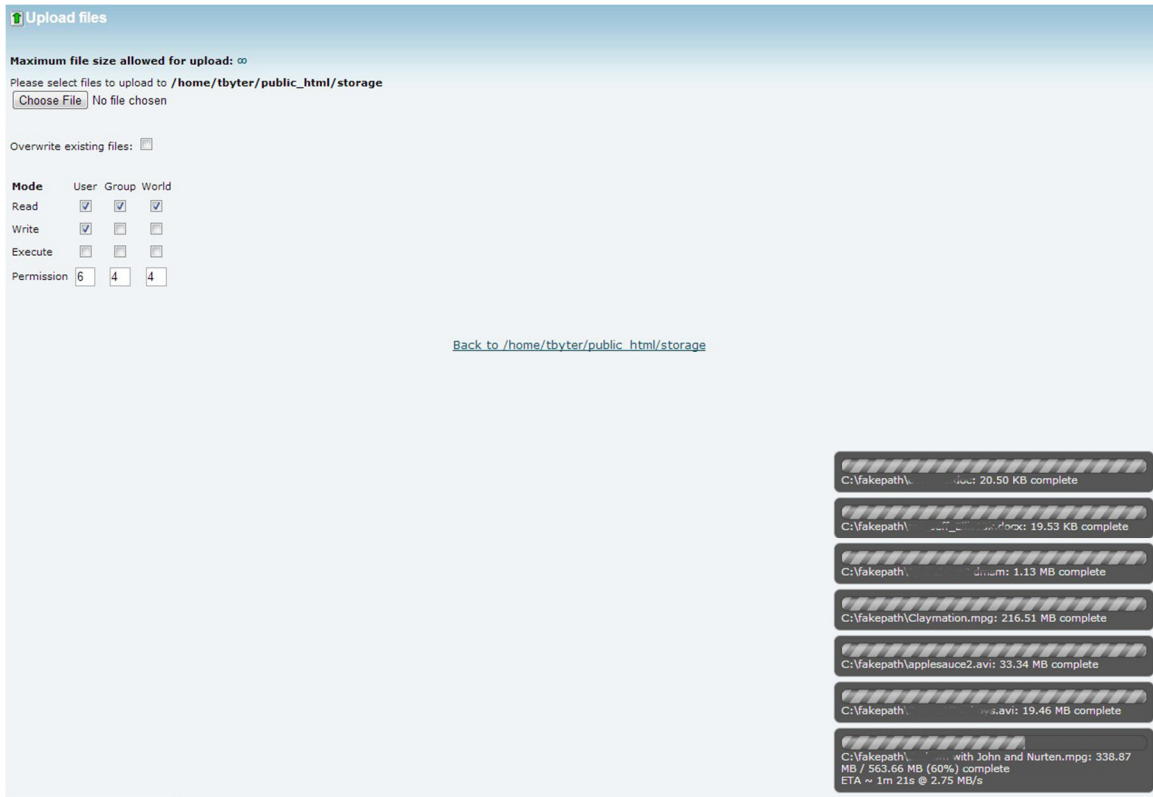
Figure 14

You will see a bar in the lower right for each file being loaded. When done, click the phrase in the center "Back to…" (with the name of your folder).

Repeat each day or week you wish to save files online.

To retrieve files that you had saved online, simply go to the folder where the files are located. Highlight a file, which activates the download button (Fig. 15) and it will download to your computer.
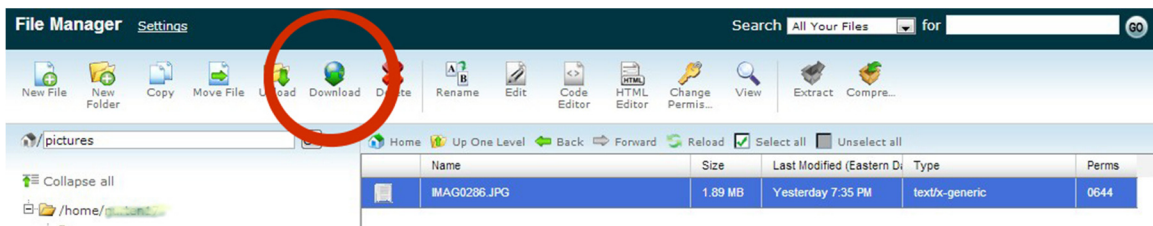

Figure 15