Once a connection is established, you should see a screen similar to the one below.

Local site – The left pane displays your computer's drives.

Remote site – The right pane displays the drive you have connected to; e.g.; H:\ Drive or S:\ Drive.
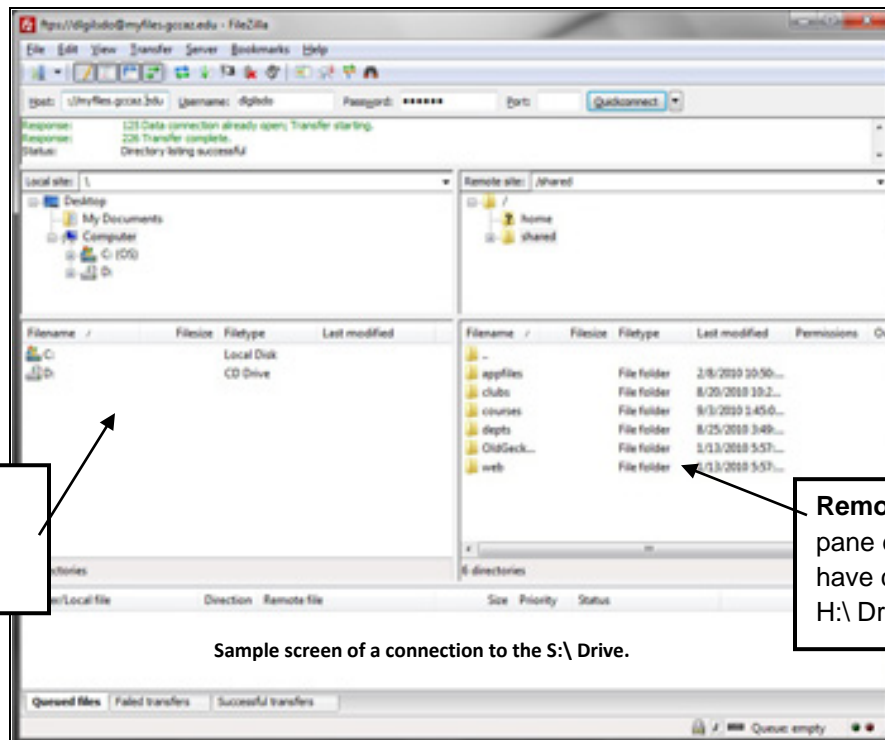
Sample screen of a connection to the S:\ Drive.

Uploading/Downloading -- Drag and Drop Method

- If you have files on your computer to **upload** to your H:\ Drive or S:\ Drive folder, select files in the **Local site** area. Drag and drop them in the desired folder in the **Remote site** area.
- If you have files on your H: \ Drive or S: \ Drive folder you want to **download** to your computer. Select the files in the **Remote site** area. Drag and drop them in the desired folder under the **Local site** area.

In other words:

- When moving files from left to right (from your computer to the remote server) this is known as **uploading** files.
- When moving files from right to left (from the remote server to your computer) this is known as **downloading** files.

The speed of uploading and downloading files will be determined by the type of internet connection you have. Typically, uploading files will take much longer than downloading them.

Alternative Method:

You can also upload or download a file by double-clicking on it. Using this method you can transfer folders and/or multiple files, by selecting them and then right-clicking the selection. Then you can click on Upload or Download in the popup menu for addition. For more information please visit: http://wiki.filezilla-project.org/Using#Transferring_files.

The other actions which you can perform on the files and folders are:

- **Add files to queue** - allows you to schedule a later transfer of the files.
- **Create Directory** - allows you to create a new folder under your current location.
- **Delete** - using it you can delete files and folders.