

CONNECT AND UPLOAD TO THE FLVS FTP

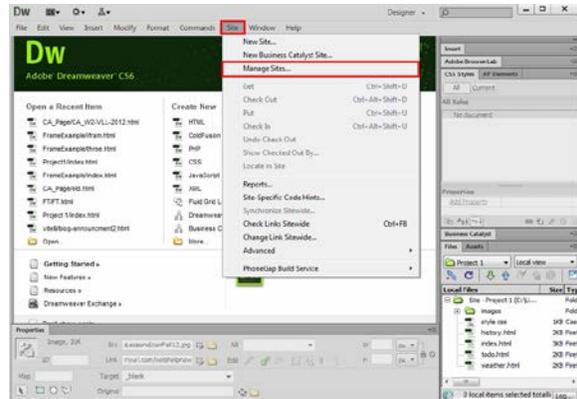
Find Your Username and Password

Check your webmail for a message from me with your username / password

Connect to your FTP Site - First Time Setup

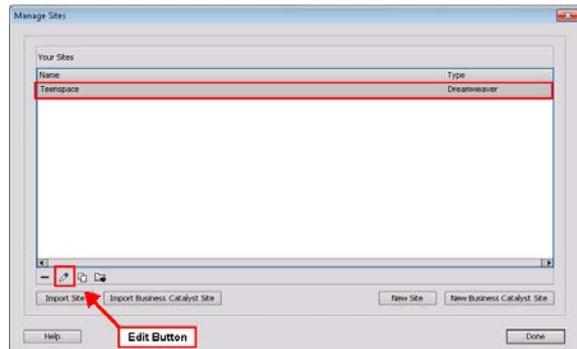
Step 1: In the online workspace, open Dreamweaver.

Select SITE > MANAGE SITES

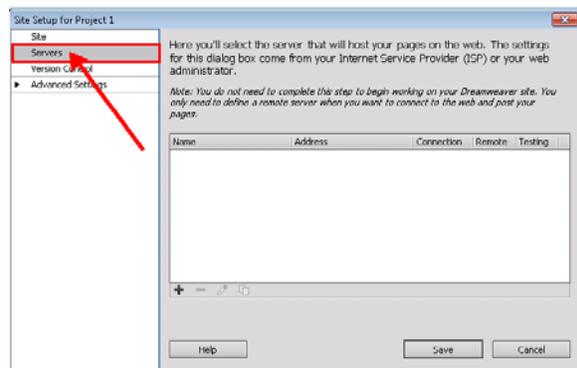


Step 2: Under Manage Sites, locate the name of the Teenspace Site and select EDIT. (this button looks like a pencil)

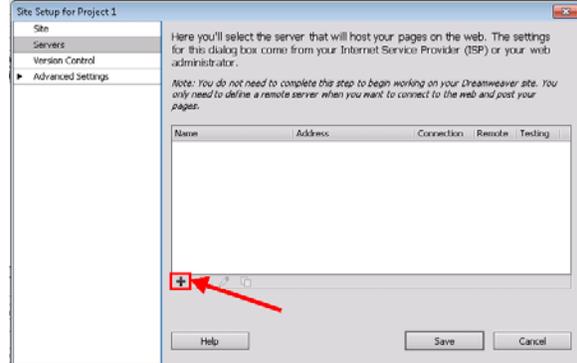
NOTE: If you do not see your Teenspace site, you will need to import your site. Select the "Import Site" button and look for the "Teenspace.ste" file. Once your Teenspace site is showing, you can press the EDIT button.



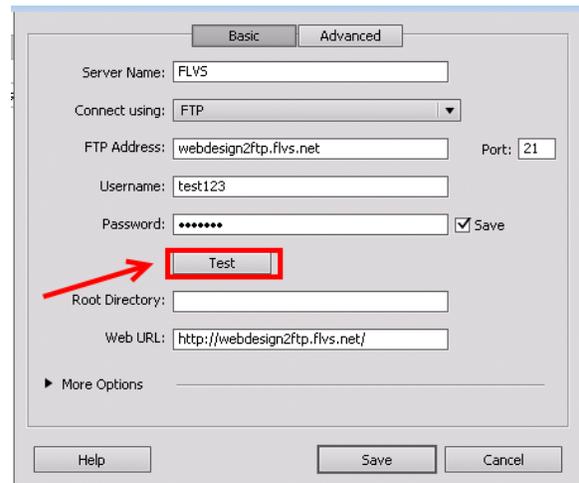
Step 3: Select the Servers Category.



Step 4: Press the + button to add a new Server.

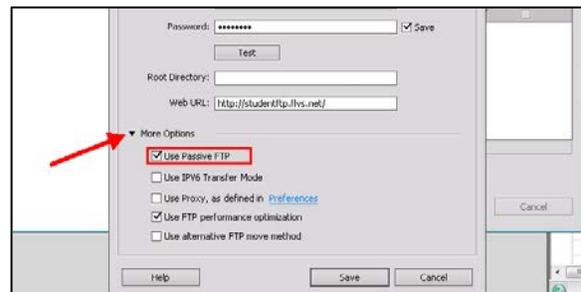


Step 5: Complete the following:
Server Name: FLVS
Connect Using: FTP
FTP Address: webdesign2ftp.flvs.net
Username / Password: from above



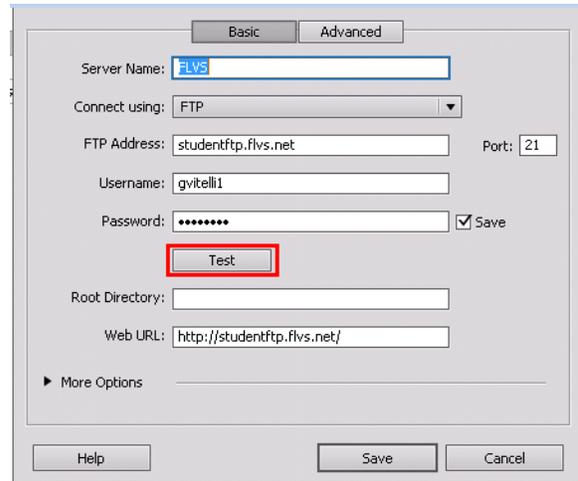
Step 6: Click the More Options drop down box.

Make sure the "Use Passive FTP" checkbox is selected.



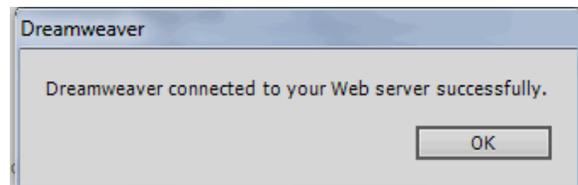
Connect and Upload to the FLVS FTP

Step 7: Press the TEST button.



Step 8: You should receive this message. Click OK.

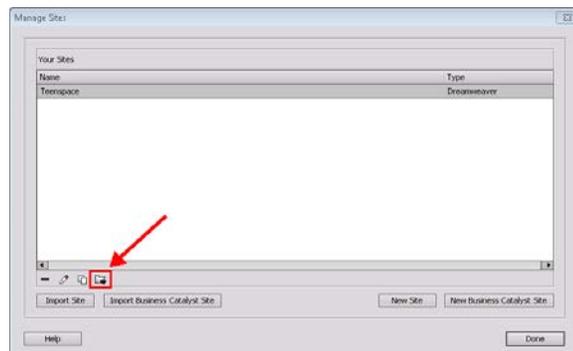
(If you do not receive this message, check the steps and then contact your instructor for assistance.)



Step 9: Press Save to return to the Site Setup Dialog box.

Then press SAVE again to return to the Manage Sites box.

Step 10: Now we need to re-export your site to save these settings. Select the “Export the Currently Selected Site” button. (looks like a folder with an arrow on it)



Step 11: The Exporting Site Dialog box will open. Select “Back up my settings” and press OK.

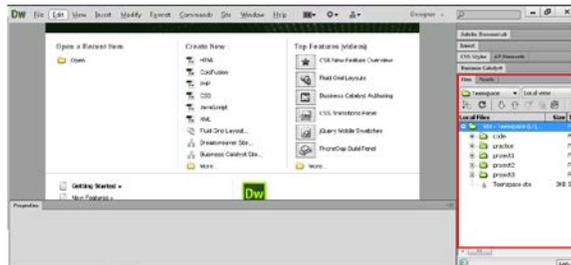


Step 12: Save the Teenspace.ste file in the Teenspace folder. You will be replacing the exported site you previously created with this one.

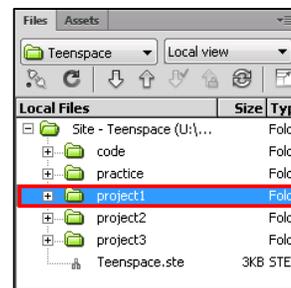
Press DONE to close the Manage Sites box.

Upload Files to Your Folder on the FLVS Server

Step 1: Once your Site is correctly setup in the Manage Sites Dialog box, you are ready to upload the files to the FLVS Server. Look in the bottom right corner for the Files Panel.

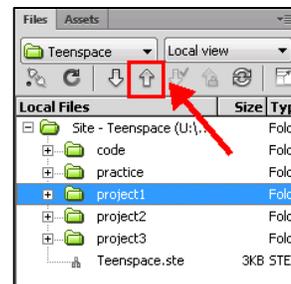


Step 2: Select the folder you would like to upload by clicking on it.



Step 3: Press the up arrow to “Put files to the Remote server”.

NOTE: You may get a pop-up box asking “Should dependent files be included in the transfer?”. If you see this box, press Yes.



Step 4: Once you have uploaded your files, your work is available for viewing on the internet. Your website address will be:

Foundations of Web Design:

<http://webdesign2.flvs.net/username/project1/index.html>

User Interface Design:

<http://webdesign2.flvs.net/username/Module%202/index.html>

Connect and Upload to the FLVS FTP

Note: If you have difficulty connecting your pages to the server, contact your instructor for assistance. Zipping your files to submit may be an option for this assignment, but you will need to speak to your instructor first.