

Accessing Your FTP

You will be accessing our web server throughout this course. This section will outline the process for accessing the FTP server. Those of you that are accessing the server from home, may choose to use an FTP application.

Your folder on the server is only for the storage of files related to this training course (html files, images and multimedia). Your folder's total size should not exceed **10 mb**. Make sure that you keep a backup of all work on the server in case it is lost.

Your FTP username and password will be provided by your instructor.

Internet Explorer

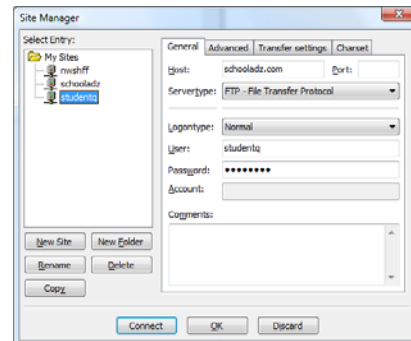
Launch Internet Explorer and then go to: <ftp://www.schooladz.com>. When you are using Internet Explorer 7 you will get the following message:

" To view this FTP site in Windows Explorer, click **Page**, and then click **Open FTP Site in Windows Explorer**." You maybe prompted to logon before or after this message. If you are using IE6 at home you will have to go into the Tools menu, and select Internet Options. Then click on the "Advanced" tab and make sure that "enable folder view for FTP sites" is checked.

Filezilla

Launch Filezilla. Click on the "File" menu and then "Site manager". Click on the "New Site" button and then fill in the following fields:

- Host: schooladz.com
- Logontype: Normal
- User: *see instructor*
- Password: *see instructor*



Then click the "Connect" button.

Your FTP folder will come with a default index page. You can simply delete it and upload your own.

Dreamweaver

When asked for the "Host name" make sure to type in:

<ftp.schooladz.com>