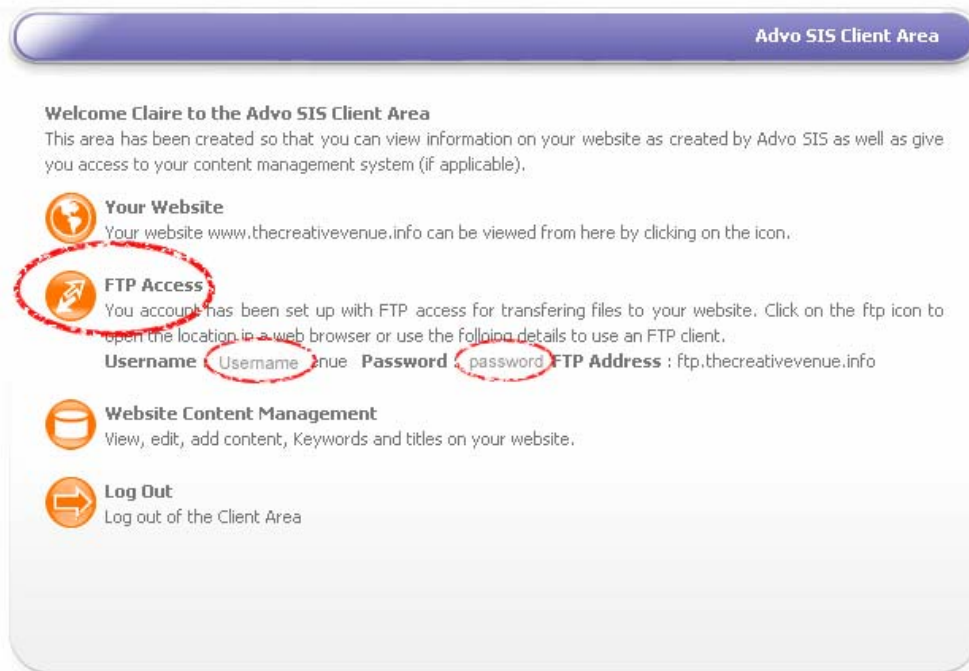


Uploading images to your website using FTP

Your website has been given an FTP account to allow you to upload images to your gallery pages

- Ensure you have resized your images to a maximum of 640 x 480 pixels using XN View (see Using XN View article)
- Log on to the ASCMS using your username and password.
- From the options click on the FTP Icon, taking a note of the FTP Username and Password



The screenshot shows the Advo SIS Client Area dashboard. At the top right, there is a purple button labeled "Advo SIS Client Area". Below this, a welcome message reads: "Welcome Claire to the Advo SIS Client Area. This area has been created so that you can view information on your website as created by Advo SIS as well as give you access to your content management system (if applicable)." There are four main sections, each with an icon and a title:

- Your Website**: "Your website www.thecreativevenue.info can be viewed from here by clicking on the icon."
- FTP Access**: "Your account has been set up with FTP access for transferring files to your website. Click on the ftp icon to open the location in a web browser or use the following details to use an FTP client." Below this, the details are: "Username: Username, Password: password, FTP Address: ftp.thecreativevenue.info". The "FTP Access" icon and the "Username" and "Password" labels are circled in red in the original image.
- Website Content Management**: "View, edit, add content, Keywords and titles on your website."
- Log Out**: "Log out of the Client Area"

- You will then be presented with a password box, which you will need to enter the FTP username and password in to and click Log On



The screenshot shows an Internet Explorer dialog box titled "Internet Explorer" with a close button (X) in the top right corner. The dialog contains the following text and fields:

To log on to this FTP server, type a user name and password.

FTP server: ftp.sidcupdoubleglazing.co.uk

User name:

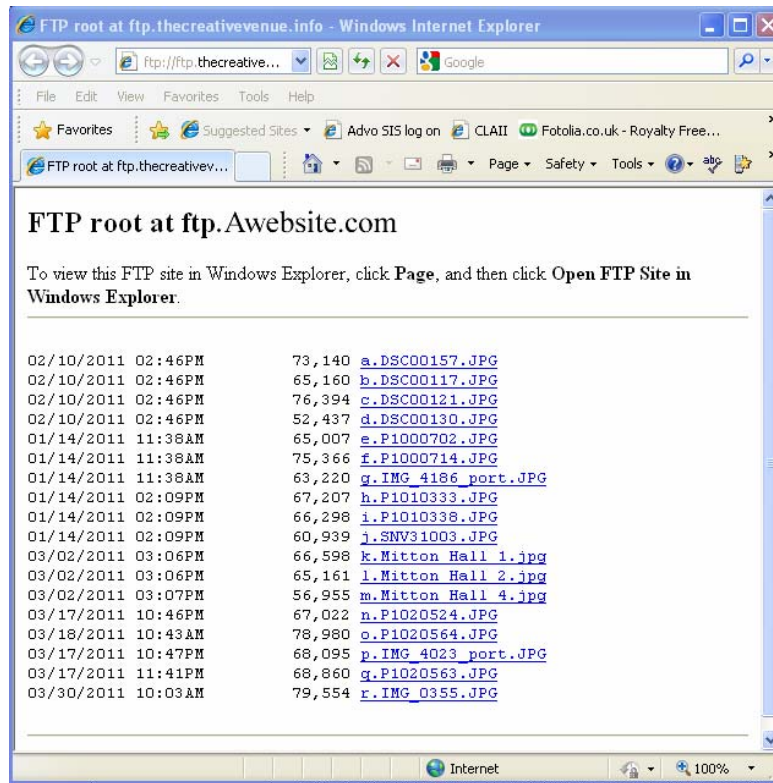
Password:

After you log on, you can add this server to your Favorites and return to it easily.

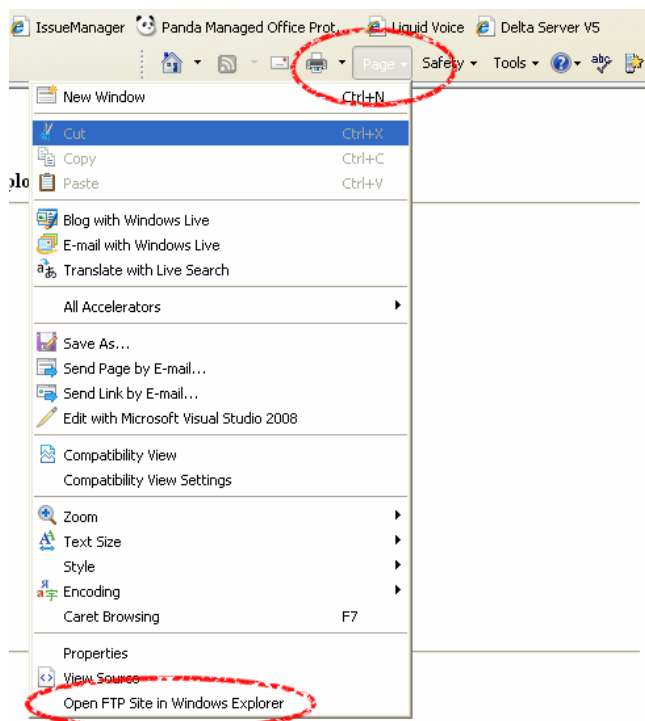
Log on anonymously

At the bottom right, there are two buttons: "Log On" and "Cancel".

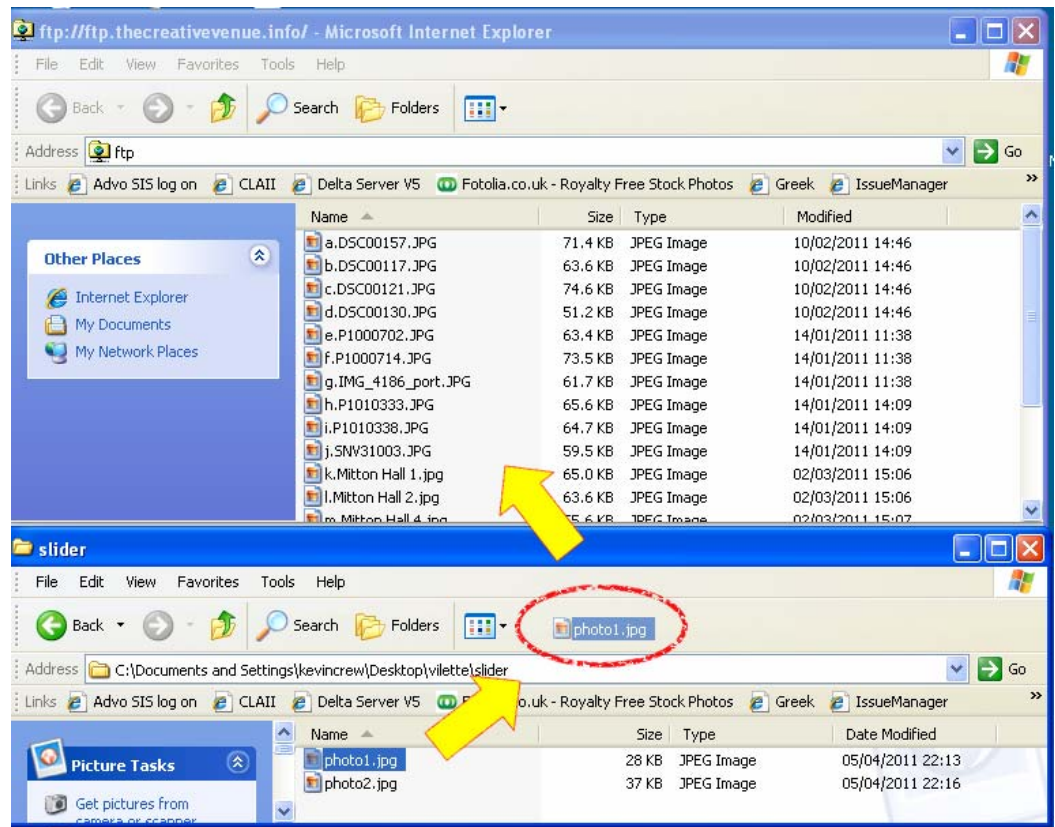
- The next screen you will see is the directory list of the website folder, this may be a list folders.



- > If you are using Internet explorer 7 or above, click on the “Page” menu item then the “open FTP site in Windows explorer.”



- You may be prompted to enter your FTP username and password again.
- Once you have been authenticated against the FTP Server you will be shown a windows explorer window with your folders/files in it.
- Drag your resized image files from your local machine to the FTP windows explorer pane (in to specific folders if you have more than one gallery)



- Your new pictures will become live straight away.