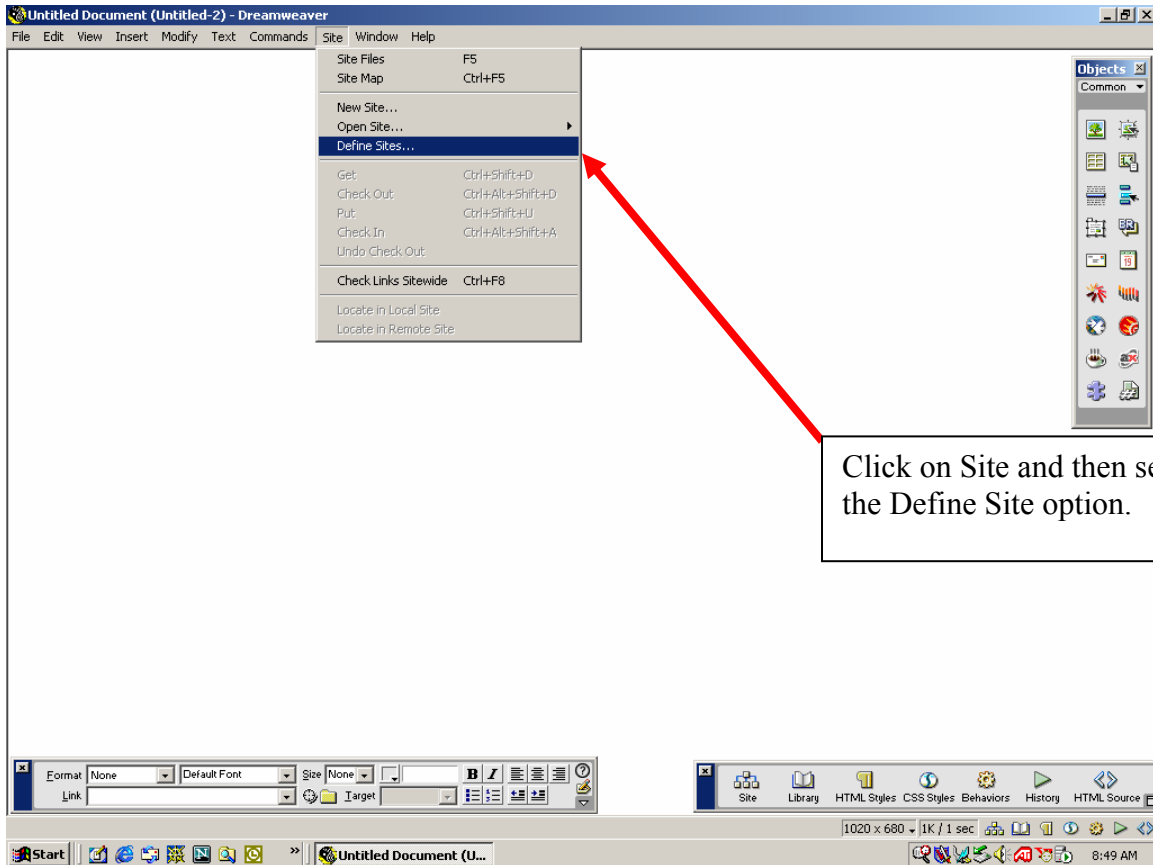


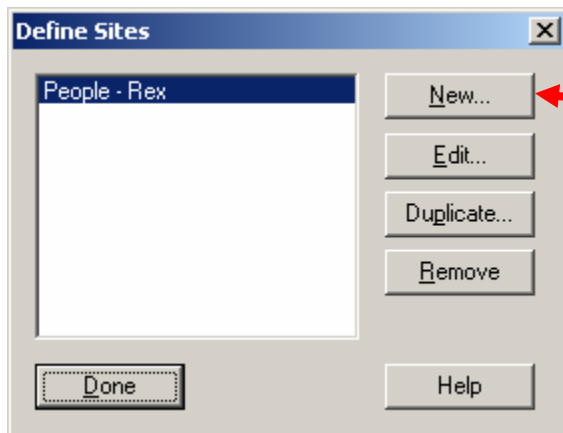
Dreamweaver Version 3.0 FTP Instructions For People.Sinclair.edu

Step 1



Click on Site and then select the Define Site option.

Step 2



After you have selected "Define Site" This window will open and you will need to select the "New" option

Step 3

The screenshot shows the 'Local Info' tab of the 'Site Definition for People - Rex' dialog box. The 'Local Info' category is selected in the left sidebar. The 'Site Name' field contains 'People - Rex'. The 'Local Root Folder' field contains 'F:\'. The 'Refresh Local File List Automatically' checkbox is checked. Below this, it says 'Only options above are required for local sites.' The 'Link Management Options' section has an 'HTTP Address' field with 'http://' and a 'Cache' section with 'Use Cache to Speed Link Updates' unchecked. There are 'OK', 'Cancel', and 'Help' buttons at the bottom.

Site Name:
Give the site a name it can be any name you want.

Local Root Folder:
This is the location of your files that are on your computer

Put a check mark in this box, and leave the other options on this page along.

Step 4

The screenshot shows the 'Web Server Info' tab of the 'Site Definition for People - Rex' dialog box. The 'Web Server Info' category is selected in the left sidebar. The 'Server Access' dropdown is set to 'FTP'. The 'FTP Host' field contains 'people.sinclair.edu'. The 'Host Directory' field contains '/rexmtcastle/'. The 'Login' field contains 'scc-nt\rex.mtcastle'. The 'Password' field contains '*****'. The 'Save' checkbox is checked. The 'Use Passive FTP' checkbox is checked, and the 'Use Firewall (in Preferences)' checkbox is unchecked. There are 'OK', 'Cancel', and 'Help' buttons at the bottom.

Select the Web Server Info

Select Access:
You need to select FTP option

FTP Host:
This is the address of the site.

Host Directory:
Your directory name (you must have / around directory name)

Login:
scc-nt\ Your Domain Login ID (all lowercase)

Password: Your Domain Password. You can choose to put a check mark in the Save box. Remember if you do check this option every time your Domain Password changes you will need to change this password to match your Domain Password.

Make sure you select the Use Passive FTP option also because of the firewall settings that the college has.

Once you have set up the site this window will open and you can do the following items.
Remote Site – means the Sinclair People Server.

Local Folder – Your computer or where your files are currently sitting.

Make sure the Connect button is on and select the files that you want to transfer from the Local Folder area and select the “Put” button at the top. This will transfer the files to the Server.

