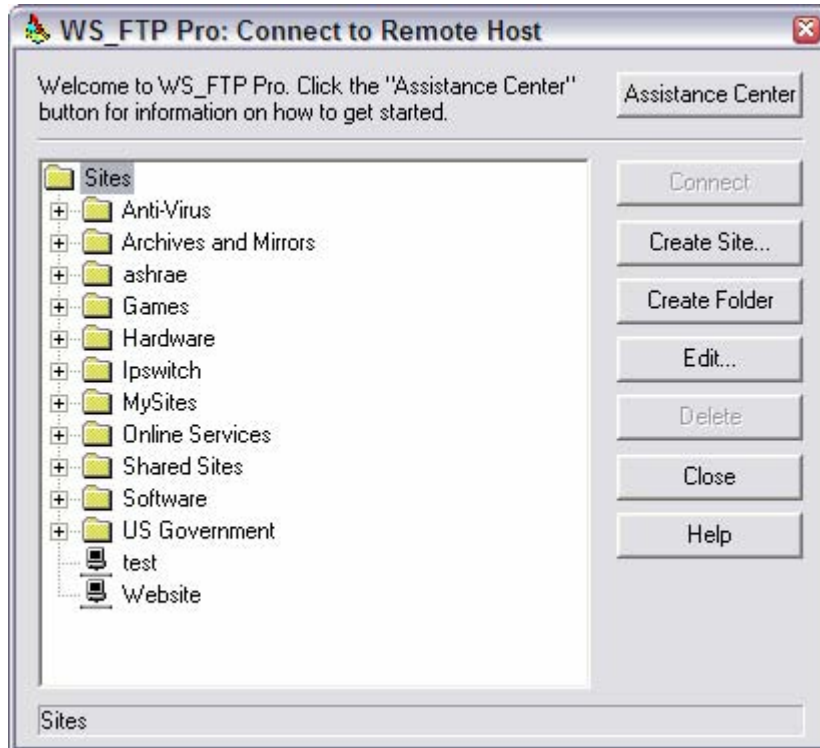


Transferring your files to the server

You can use any FTP software to upload the file. This instruction is based on WS_FTP Pro 8.0.

1. Click START | PROGRAMS | WS_FTP Pro.



2. Click FILE | CONNECT | CREATE SITE...

The data in this document incorporates propriety rights of ASHRAE, Inc. and is a copyrighted and confidential property of ASHRAE. Any party receiving this document does so in confidence, and agrees that it shall not be duplicated in whole or in part, nor disclosed to others, without prior written consent of ASHRAE.

WS_FTP Pro Site Profile Wizard

Profile Name

In this step you choose a name for your new site profile, and decide where in the site list to save it. You may always rename it or move it later.

Name:

Where do you want to save the new site profile?

 Browse ...

< Back Next > Finish Cancel Help

- Create a profile name for the site. Site Profile Name is for your reference, which can be anything that you choose.

3. Enter your Host Address and click NEXT. For example, if your domain name URL is <http://atlanta.ashraechapters.org>, you should enter "atlanta.ashraechapters.org" in the field. You don't have to enter "http://".

The data in this document incorporates propriety rights of ASHRAE, Inc. and is a copyrighted and confidential property of ASHRAE. Any party receiving this document does so in confidence, and agrees that it shall not be duplicated in whole or in part, nor disclosed to others, without prior written consent of ASHRAE.

WS_FTP Pro Site Profile Wizard

Host Address

Enter the Host Address of the server you want to connect to. Usually these addresses start with ftp and continue with the domain where they belong, like ftp.ipswitch.com. Or they may be a sequence of numbers like 192.168.100.1

Host Address:
atlanta.ashraechapters.org

< Back Next > **Finish** Cancel Help

4. Enter your User Id and Password, which is provided by Emily Sigman with the Chapters Template. Click "NEXT".

WS_FTP Pro Site Profile Wizard

Login Credentials

Enter your User ID and Password. These would have been provided to you by your ISP or administrator.
When logging in anonymously, it is customary to use your email address as the password. Very few FTP servers require the Account field.
You may store your password now, later, or enter it whenever you connect.

User Id: test Anonymous
Password: xxxxxxxxxxxxxxxxx Save Password
Account: Save Account

< Back Next > **Finish** Cancel Help

The data in this document incorporates propriety rights of ASHRAE, Inc. and is a copyrighted and confidential property of ASHRAE. Any party receiving this document does so in confidence, and agrees that it shall not be duplicated in whole or in part, nor disclosed to others, without prior written consent of ASHRAE.

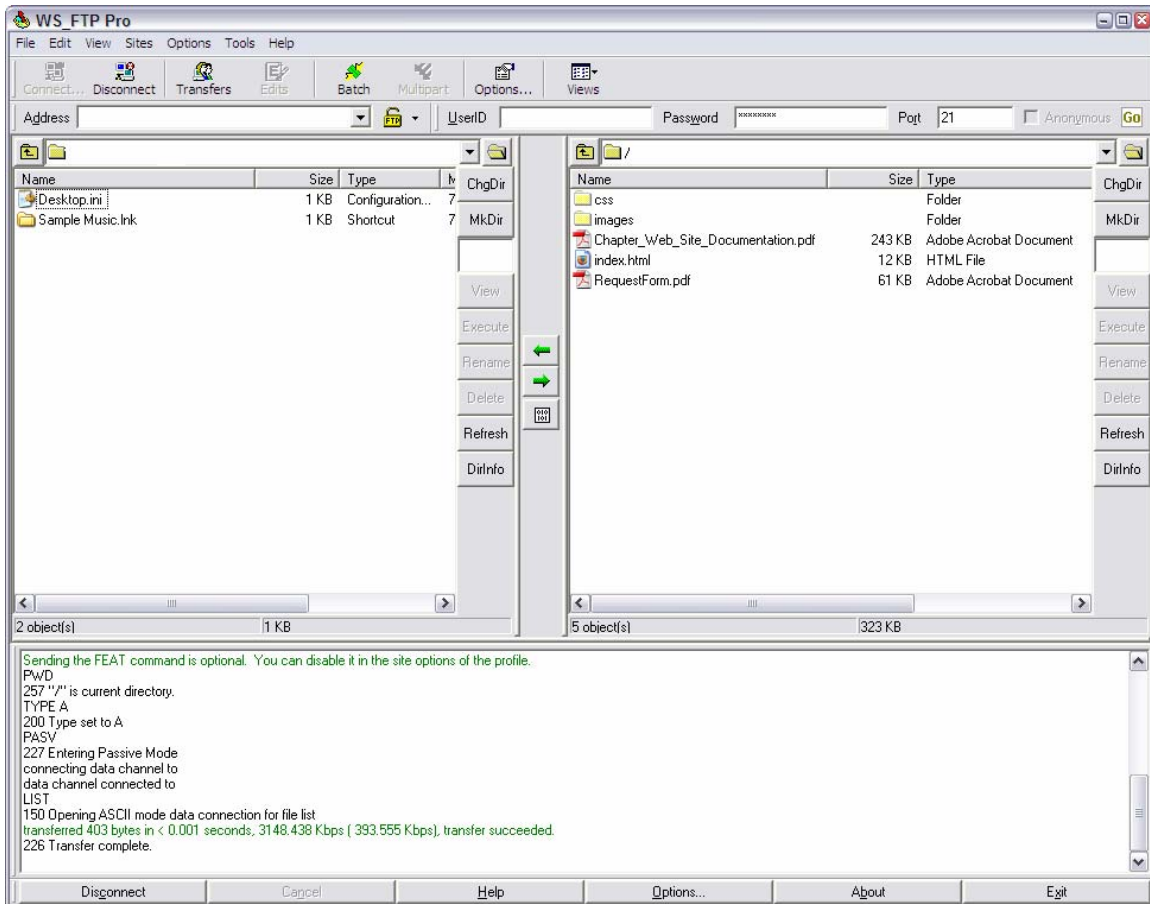
5. You will only require editing this screen if you are behind a firewall. If not, click "FINISH".



6. Click "CONNECT" button.

The data in this document incorporates propriety rights of ASHRAE, Inc. and is a copyrighted and confidential property of ASHRAE. Any party receiving this document does so in confidence, and agrees that it shall not be duplicated in whole or in part, nor disclosed to others, without prior written consent of ASHRAE.

7. Click the RIGHT or LEFT arrow button to transfer the file to/from the server. Left pane represents the files and folders in your computer and right pane indicates the location where you want to place them.



The data in this document incorporates proprietary rights of ASHRAE, Inc. and is a copyrighted and confidential property of ASHRAE. Any party receiving this document does so in confidence, and agrees that it shall not be duplicated in whole or in part, nor disclosed to others, without prior written consent of ASHRAE.

Publishing your web site

You can review the tutorial page at Interland for assistance on publishing your web site:

- Go to <http://answers.interland.com>.
- Check "Specified Article ID Number".
- Enter "13739" in the textbox and click "SEARCH".

Lost Username and Password

Please contact Emily Sigman at esigman@ashrae.org or 404-636-8400 to reset your username and password.

Contact Interland Technical Support

If you need further assistance, you can visit Interland's Support Page at <https://support.interland.com> or call 1-800-621-8309 (24 hours).

The data in this document incorporates propriety rights of ASHRAE, Inc. and is a copyrighted and confidential property of ASHRAE. Any party receiving this document does so in confidence, and agrees that it shall not be duplicated in whole or in part, nor disclosed to others, without prior written consent of ASHRAE.