

# Using Windows XP to access our FTP server

## Getting Your FTP Settings

You will need to have your FTP settings on hand in order to use Windows XP Network Places to access our ftp server.

**FTP Site:** ftp://www.artisticstorydesigns.com

**FTP User Name:** *(provided once order form is submitted)*

**FTP Password:** *(provided once order form is submitted)*

## Creating a Windows XP Network Place

Once you create a network place for your Web site, you can access your Web site folders in the same way you access any of your folders in Windows.

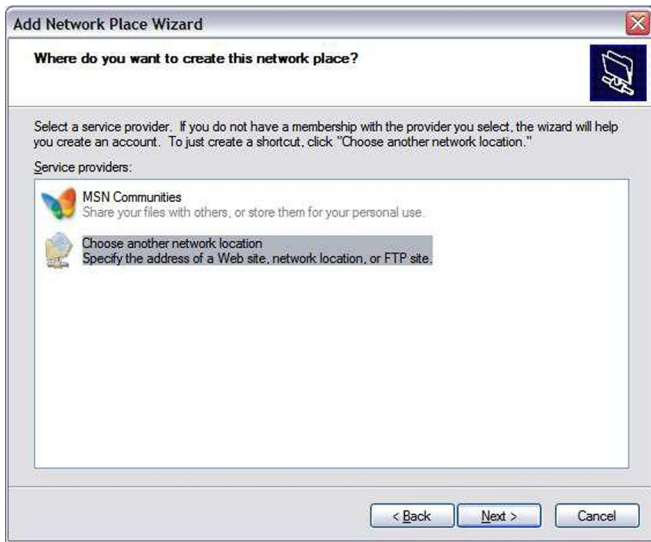
### To Create a Network Place

1. In Windows XP, select Start > My Network Places, or if you are using classic desktop it should be located on the desktop itself. Double-click it.
2. Under the “Network Tasks” sidebar, select “Add a network place.” The “Add a Network Place Wizard” displays.

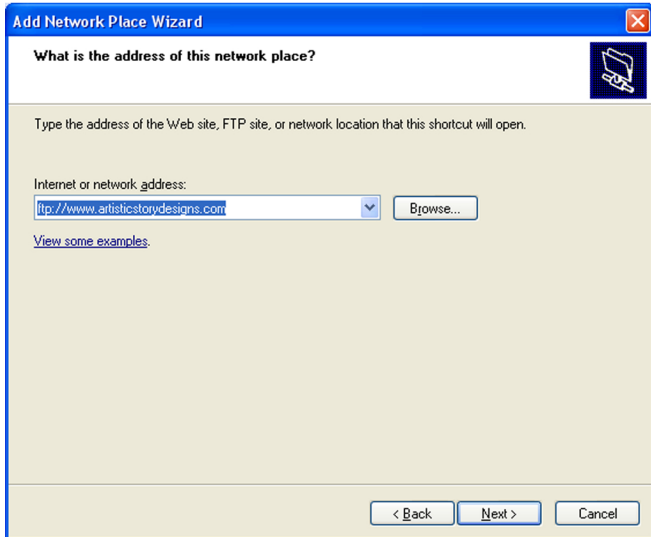
3. Click “Next.”



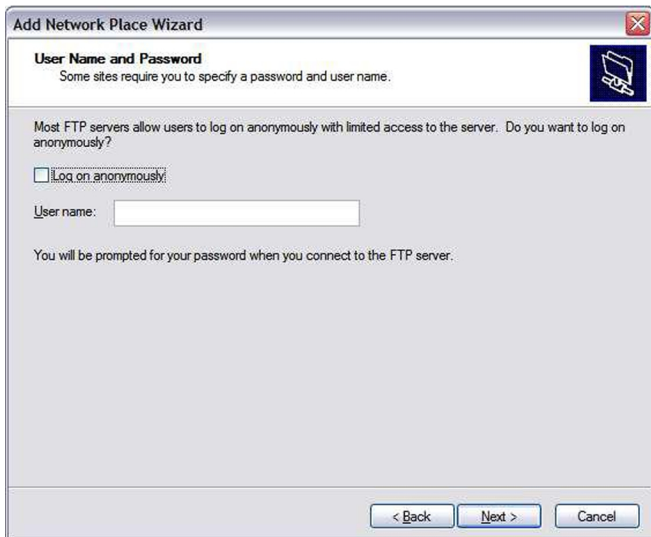
4. Select "Choose another network location" and click "Next."



5. Enter the Internet address for the FTP site: ftp://www.artisticstorydesigns.com



6. Make sure that the "Log anonymously" option is not selected. Enter your FTP user name provided. Click "Next."





8. Click “Finish.”

After you click “Finish,” your network place opens in a new window, and the “Log On As” window displays. Enter your FTP password and click “Log On.”

You can open your network place at anytime by selecting Start > My Network Places and clicking on the artisticstorydesigns ftp name.

You can simply drag your folder to the networks’ site once are connected to the ftp server.