

# Using Windows Vista 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 Vista 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 shortcut to open an FTP site in Windows Explorer

1. Open Computer by clicking the Start button , and then clicking Computer.
2. Right-click anywhere in the folder, and then click Add a Network Location.
3. In the wizard, select Choose a custom network location, and then click Next.
4. Enter the name of the FTP site: with the full FTP:// www.artisticstorydesigns.com, and then click Next.
5. Clear the Log on anonymously check box. Type a user name provided, and then click Next.
6. To have the FTP site open when you're done setting up the shortcut, just click Next. If you do not want the FTP site to open after you're done setting up the shortcut, clear the Open this network location when I click Finish check box. Click Finish.
7. A shortcut to the FTP site appears in the Computer folder. You can drag that shortcut to your desktop so that it's easy to find later.

Note:When you first connect to the FTP site, you'll be prompted for a password. Select the Save password check box if you want Windows to remember that password and connect you directly to the site in the future