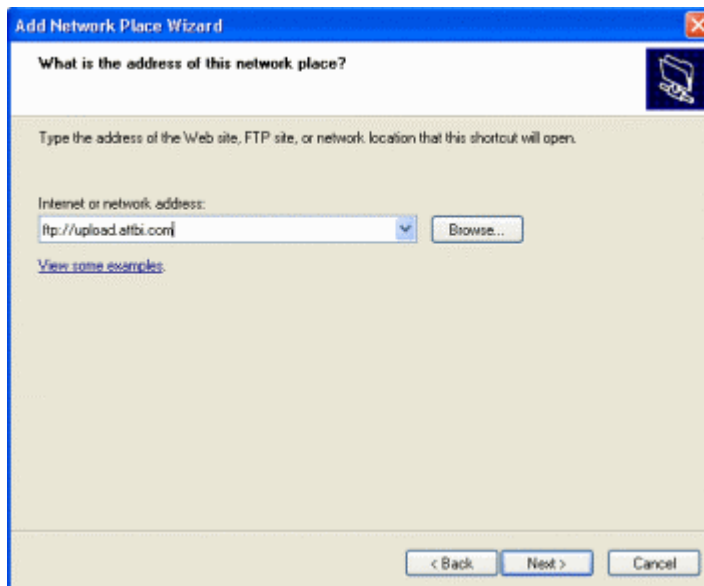


Using FTP to upload picture files to your catalog

Before you begin, name your large pictures **L***picname*.jpg and your small pictures **S***picname*.jpg, where *picname* is a picture name that makes sense to you. There must not be any spaces or uppercase letters in *picname*. Make sure you use uppercase L and uppercase S and that the rest of the letters are all lower case. Your large pictures should be 290 pixels wide (max) and your small pictures must be exactly 90 x 90 square.

To upload picture files to your store using Windows XP FTP:

1. Navigate to **My Network Places** (usually you can click Start > Network Places) and from the **Network Tasks** menu, click **Add a network place**.
2. In the **Add Network Place Wizard**, click **Next**.
3. Click **Choose another network location**, and then click **Next**.
4. Type **ftp://hosting.dynamis.net**



5. Next, clear the **Log on anonymously** check box, and enter your user name.
6. In the next window, provide a name for this network place and complete the wizard. The **Log On As** window for this network place will open.
7. Enter your password when prompted and optionally click the **Save password** box. Your remote directory is displayed in Windows Explorer. Double-click **catalog** and it should take you into the folder where the current pictures are stored. Notice how most of the pictures start with **L ...** these are the large pictures.



8. Next, use Windows Explorer to open a second window and display the local folder which contains the content you wish to upload. (e.g. Start > My Computer > My Documents > My Pictures, or wherever your pictures are stored). Ensure that both the remote and local folders are visible, i.e. that you can see both the website folder and the folder that contains your pictures.
9. Select all the large pictures you wish to transfer in the local folder. Position the two windows so that they overlap, with the local window on top as shown in the image above. (Tip: hold down the Shift key while you click to select a range of contiguous items, or hold down the Control key while you click to selectively pick items) .
10. Drag the files to the remote FTP folder. Windows XP displays the progress of the files being transferred and when completed, the list in the remote window should display the files just uploaded.
11. In the remote FTP folder, double-click small_pictures. Notice how all the files start with **S** ... these are the small pictures. Select all the small pictures you want to transfer. Now drag them over to the remote FTP folder.
12. When you're done moving picture files to the server, you can simply close the windows. You can leave them open while you test the site, if you wish.

Now you need to edit each item you uploaded pictures for, specifying the name of the picture you uploaded.

For example, say you have Widget A in your catalog. You created and uploaded two pictures for Widget A, **Lwidgeta.jpg** (the 290x500 large picture) and **Swidgeta.jpg** (the 90x90 thumbnail). Go into the category containing Widget A. Click Edit beside Widget A. Now beside Picture Filename, type the exact name of the large picture that you uploaded. You only need to type the name of the large picture, because the small picture filename is automatically understood by the server to be the same filename except that it starts with an **S** instead of an **L**. Now click **Save Changes**.