

INSTRUCTIONS FOR UPLOADING DREAMWEAVER RÉSUMÉ TO THE WEB  
IN EITHER CIRT LAB TO E-MAIL ACCOUNT

**WINDOWS LAB**

1. Insert your USB drive containing your Dreamweaver résumé file
2. Double-click on FTP icon on desktop
3. For remote UNM server:
  - a. For Host Name, type in “ftp.unm.edu”
  - b. For User Name, type in netid of your UNM e-mail account
  - c. Click “Connect”
  - d. Click “No” in pop-up window on whether to save host key to local database
  - e. Type in your UNM e-mail password
  - f. In right-side window, create folder called “public\_html”
4. To access your USB drive:
  - a. Click on “Journal 02” (or whatever number) icon, usually second from top in left side menu
  - b. Go to pull-down menu and select “E:\” (or another to find USB drive)
  - b. Find and click on your Dreamweaver résumé file
6. Drag résumé file from left side menu to the public.html folder on right side
7. Click on “New Terminal Window” icon on top row of icons, sixth from the left
8. Hit the return
9. Now type “webupdate” (as one word, without quote marks), hit return and wait for message that you’re now published on the Web
10. Quit FTP program
11. With browser, go to [unm.edu/~yournetid/nameofyourfile.html](http://unm.edu/~yournetid/nameofyourfile.html)

**MAC LAB**

1. Insert your USB drive containing your personal Web folder
2. Move your résumé file to desktop
2. Open Mac computer’s drive icon
3. Open “Applications” folder
4. Double-click on Fetch program
  - a. For Hostname, type “linux.unm.edu”
  - b. For Username, type in your UNM e-mail account’s netid
  - c. Change pull-down menu from “FTP” to SFTP
  - d. Type in your UNM e-mail password
  - e. DO NOT click “add to keychain”
5. Click “New Folder” icon and create folder called “public\_html”
  - b. Select public\_html folder and click on Fetch’s “Get Info” button
  - c. Open “Ownership and Permissions” section
  - d. Set “Unix equivalent” to 755 (0755 if using Fugu); the change might be implemented even without clicking “Apply”
6. Double-click on your USB drive’s icon
7. Drag résumé file from your USB drive into public\_html folder
8. If new file (not replacement):
  - a. Open public\_html folder
  - b. Click on your résumé file
  - b. Click on Fetch’s “Get Info” button
  - c. Open “Ownership and Permissions” section
  - d. Set “Unix equivalent” to 755 (0755 if using Fugu) and click “Apply”
9. Quit Fetch program
10. With browser, go to [unm.edu/~yournetid/nameofyourfile.html](http://unm.edu/~yournetid/nameofyourfile.html)