

INSTRUCTIONS FOR UPLOADING DREAMWEAVER STORY FILES TO THE WEB  
IN EITHER CIRT LAB ON **GRINDSTONE ACCOUNT**  
(When uploading files, make certain that files from your folder  
go into identically named folders on the UNM server)

**WINDOWS LAB**

1. Insert your USB drive story\_pages and images folders
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 “grind” (without quote marks)
  - c. Click “Connect”
  - d. Click NO in pop-up window on whether to save host key to local database
  - e. Type in class’s password for Grindstone
  - f. In right-side window, click into folder called “public\_html”
4. To access your USB drive:
  - a. Click on your computer icon (usually “Journal 02” or some other number), usually second from top in left side menu, and select “Removable Disk (E)”
  - b. You also can just go to left-side pull-down menu and select “E:\” (or another until you find USB drive)
  - c. Open story-pages folder on USB drive and click on your story file
6. Drag your story file from story\_pages folder on the left side menu into the story\_pages folder on right side (image files from images folder to images folder)
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/~grind/story\\_pages/2yourlastname.html](http://unm.edu/~grind/story_pages/2yourlastname.html)

**MAC LAB**

1. Insert your USB drive containing your story\_pages and images folders
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 “grind” (without quote marks)
  - c. Change pull-down menu from “FTP” to SFTP
  - d. Type in class’s password for Grindstone
  - e. DO NOT click “add to keychain”
5. Open “public\_html” folder in Fetch
6. Double-click on your USB icon and open your “story\_pages” folder
7. Drag files from the story\_pages file on your USB drive into Fetch’s story\_pages folder (do the same for your photos between images folders)
8. If new file (not replacement):
  - a. Click on your new file
  - b. Click on Fetch’s “Get Info” button
  - c. Open “Ownership and Permissions” section
  - d. Set “Unix equivalent” to 0755 or 755 (depending on system) for all story and picture files and click “Apply”
9. Quit Fetch program
10. With browser, go to [unm.edu/~grind/story\\_pages/2yourlastname.html](http://unm.edu/~grind/story_pages/2yourlastname.html)