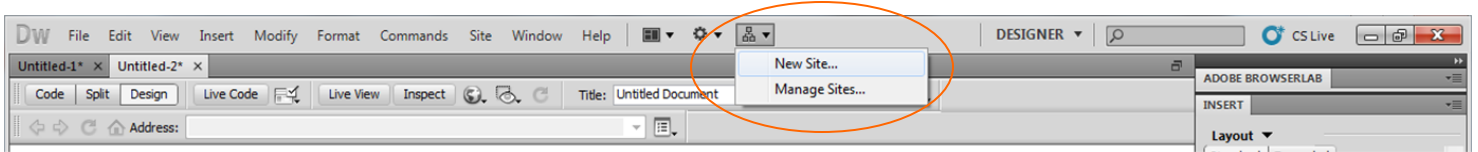


# Accessing Mercury/Mypage Account within DreamWeaver CS5

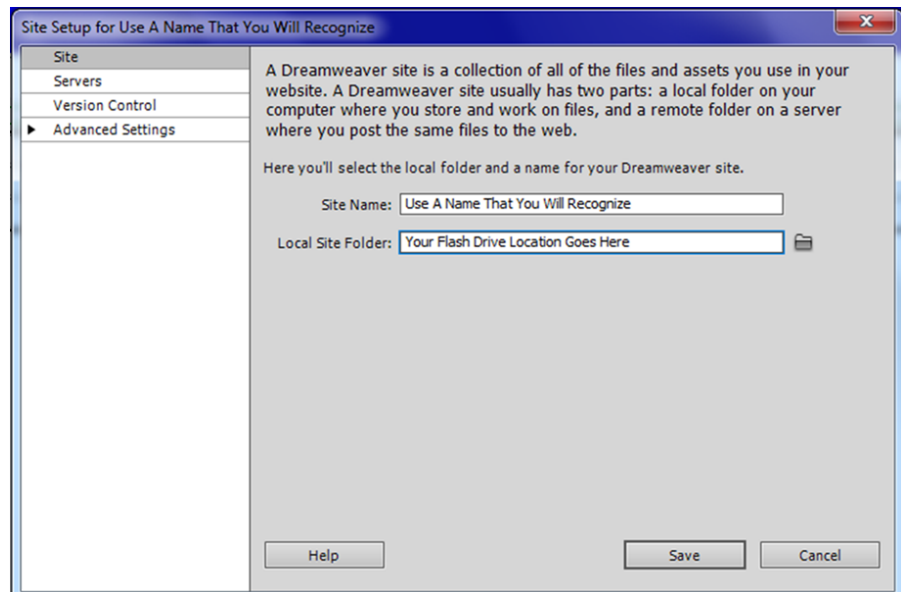


Launch DreamWeaver and begin a new project. This toolbar will appear across the top of your work screen. Select the “Site” icon and click on “New Site”. The window below will appear.

In “Site Name:” put in something simple - I recommend “W200”.

Click on the folder icon next to “Local Site Folder:”. This will launch a browse window for you to search for where you will store all your local directory files (e.g. your flash drive).

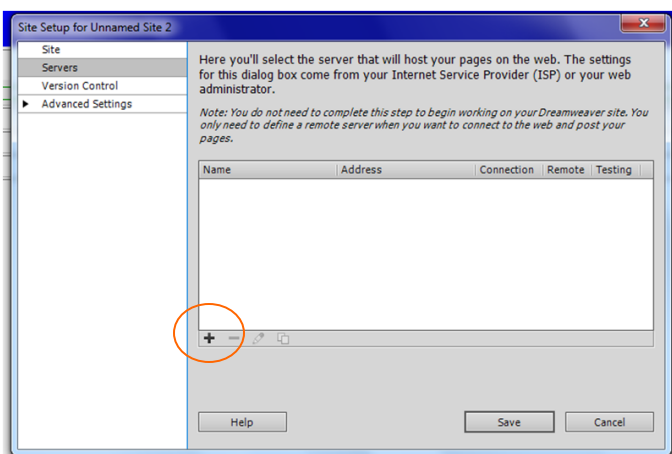
Great care should be taken when setting up your local directory files. Keep the file names simple (e.g. one-word names) and keep them all within the same folder. Be sure to keep all files in this location (e.g. clipart, images, videos, pdf files, etc.).



Once this is completed, click on “Servers” on the left-hand menu. This will open the window below. Click on the “+”.

Label your “Server Name:”. I recommend “Mypage” or something else very simple.

Use the drop-down arrow on the “Connect using:” line to switch from FTP to SFTP.



On the “SFTP Address:” line, type:

**mercury.uits.indiana.edu.**

Enter your IUS username and password and click the box next to “Save”.

In the “Root Directory:” line, type “www”. Now click “Save”. If all has gone well, you are now connected to your Mercury/Mypage account/directory. You can begin to transfer files.

