

## **Multiple Photo Upload Instructions**

To upload multiple files at once, follow the instructions for either the **FTP Client Method** or the **Windows Upload Method** to access and copy your files to our FTP site. After copying your files, ensure that you return to this page for the final upload steps instructions.

### **1. FTP Client Method**

Download a trial copy of Cute FTP Home or purchase it for around \$44. Click on it and follow instructions to connect from your home site to our remote server. Once you have made the connection between the two sites, transfer your photos by dragging them over to the remote site. Wait until you see them registered on the right hand side of the screen before you leave this screen. Sometimes it takes awhile for the transfer to occur, depending on your internet connection. Once you see your files on the right side of Cute FTP, then close the window and return to this Instructions Page and follow the Final Steps below.

FTP or Host Address: <ftp://www.peakskillslearning.com/>

Username: psfileupload2

Password: peakskills

### **2. Windows Upload Method**

Open a Windows Explorer window, then copy and paste the following URL into the address bar:

FTP Address: <ftp://psfileupload:peakskills@www.peakskillslearning.com/>

Ignore the page that comes up and instead go to the Explorer menu. Click View and then click Open FTP Site in Windows Explorer. Add the password peakskills to the log in screen. Copy and paste your files to the page that you see. Do not put in folders. Then return to this Instructions Page to follow Final Steps.

### **Final Steps**

Set the image options as appropriate for the size image you want, then click Continue Upload to continue uploading the images.

Go to the Image template to find your images by date or name then select them for a page, or find them in Textbox Template is the insert image area.