



## Step By Step Tutorial – Downloading & Uploading

### #1. Retrieving Your Profile Template From The TypePad Server

Step 1 – In your browser, go to [www.typepad.com](http://www.typepad.com)

Step 2 – **Log in to Typepad** using the following login/pass\* info:

Login: leveler  
Password: playingfield

\*Make sure to check the “Remember Me” box upon logging in... it will save you time for future uploads & downloads.

CURRENT MEMBER LOGIN

Username: leveler

Password: \*\*\*\*\*

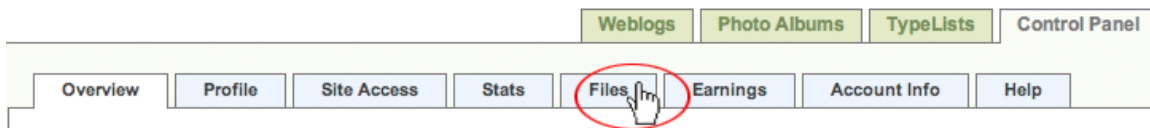
Remember me

LOG IN Forgot?

Step 3 – Select the “**Control Panel**” Tab at the upper right hand corner of the screen. DO NOT select the Weblogs (e.g. – The Buzz, Smash Lab).




Step 4 – Select the light blue “**Files**” Tab in the center below the other set of tabs. All of the other information in this section is not necessary for your uploading/downloading purposes.



Step 5 – Under the section, “**Current Folder**” find the folder labeled “**lab**”

**Current Folder:** [Home /](#)

**Filename**

 [AnthonyCarloDavid296.jpg](#)

 [about.html](#)


 [jan1406\\_1\\_296.jpg](#)

 [lab](#)

 [lab](#)

Open this folder by clicking on the underlined link>>

Step 6 – Under the section, “**Current Folder**” find your personal folder labeled with your **first initial & last name**

 [srobertson](#)

 [students.htm](#)

 [styles.css](#)

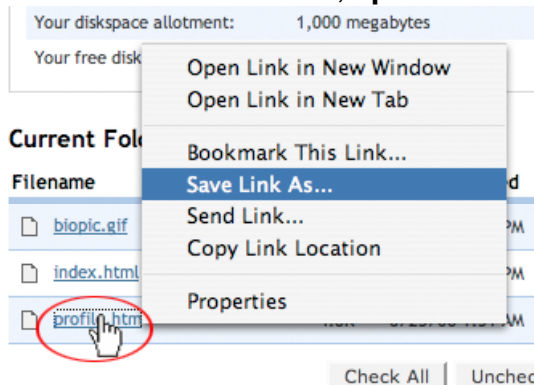
 [theclass.htm](#)

(e.g. - Trevor Parham’s folder is labeled, **tparham**)

Open your folder by click on the underlined link>>

 [tparham](#)

Step 7 – Under the section, “**Current Folder**” find the file named, “**profile.htm**”



Download this file by right-clicking on the underlined link and selecting “**Save Link As...**”

Step 8 – In the **Save As... dialogue window**, create a **new folder** with your **first initial & last name**, so that it is the same as your folder on the TypePad server (you will save all your other files to this folder as well).

You have now successfully downloaded your profile template and can open it in Dreamweaver to begin editing!

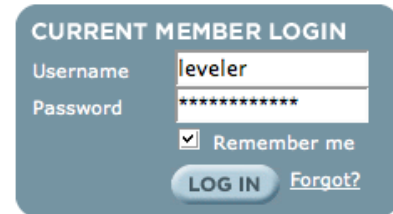
## #2. Uploading Your Files to The TypePad Server

Step 1 – In your browser, go to [www.typepad.com](http://www.typepad.com)

Step 2 – **Log in to Typepad** using the following login/pass\* info:

Login: leveler  
Password: playingfield

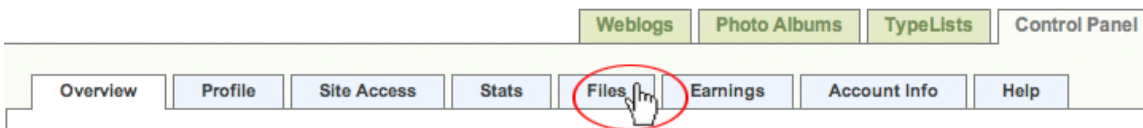
\*Make sure to check the “Remember Me” box upon logging in... it will save you time for future uploads & downloads.



Step 3 – Select the “**Control Panel**” Tab at the upper right hand corner of the screen. DO NOT select the Weblogs (e.g. – The Buzz, Smash Lab).



Step 4 – Select the light blue “**Files**” Tab in the center below the other set of tabs. All of the other information in this section is not necessary for your uploading/downloading purposes.



Step 5 – Under the section, “**Current Folder**” find the folder labeled “**lab**”

**Current Folder:** [Home](#) /

**Filename**

[AnthonyCarloDavid296.jpg](#)

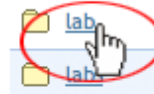
[about.html](#)

[jan1406\\_1\\_296.jpg](#)

[lab](#)

[lab](#)

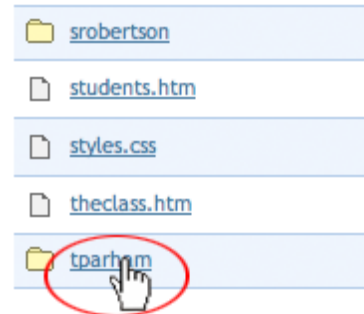
Open this folder by clicking on the underlined link>>



Step 6 – Under the section, “**Current Folder**” find your personal folder labeled with your **first initial & last name**

(e.g. - Trevor Parham’s folder is labeled, **tparham**)

Open your folder by click on the underlined link>>



Step 7 – Look for the section titled “**Upload a New File**” to the right of your folder contents. Click the “**Browse...**” button to find the file you wish to upload.

<p>Once you’ve selected your file, Click <b>Upload</b> and your file will post to your folder &gt;&gt;</p>	<div data-bbox="738 787 1372 1134"><h3>Upload a New File</h3><p>This file will be uploaded in your tparham folder.</p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></div>
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