FTP Instructions:

- 1. Use a utility like "Fastone Photo Resizer" to change the size of the photos to 800x800 pixels.
- 2. Place your photos in a folder that is easy for you to access: The most common one is; C:\Documents and Settings\User Name\My Documents\My Pictures
- 3. Open WinZip or whatever Zip utility you have, select the photos you want to upload, then zip the photos into one file
- 4. Select the Zip file you just created right click and select Copy
- 5. Now open "My Computer" again and in the address box enter: ftp.iron-ball.com
 (if you have a FTP client program you can use the setting below to access the FTP site)
- 6. Login will be: QHS_photos
- 7. Password is: W*Pzj22g
- 8. Paste the zip file in the window that opens
- 9. Then send me a email telling me the name of the zip file.