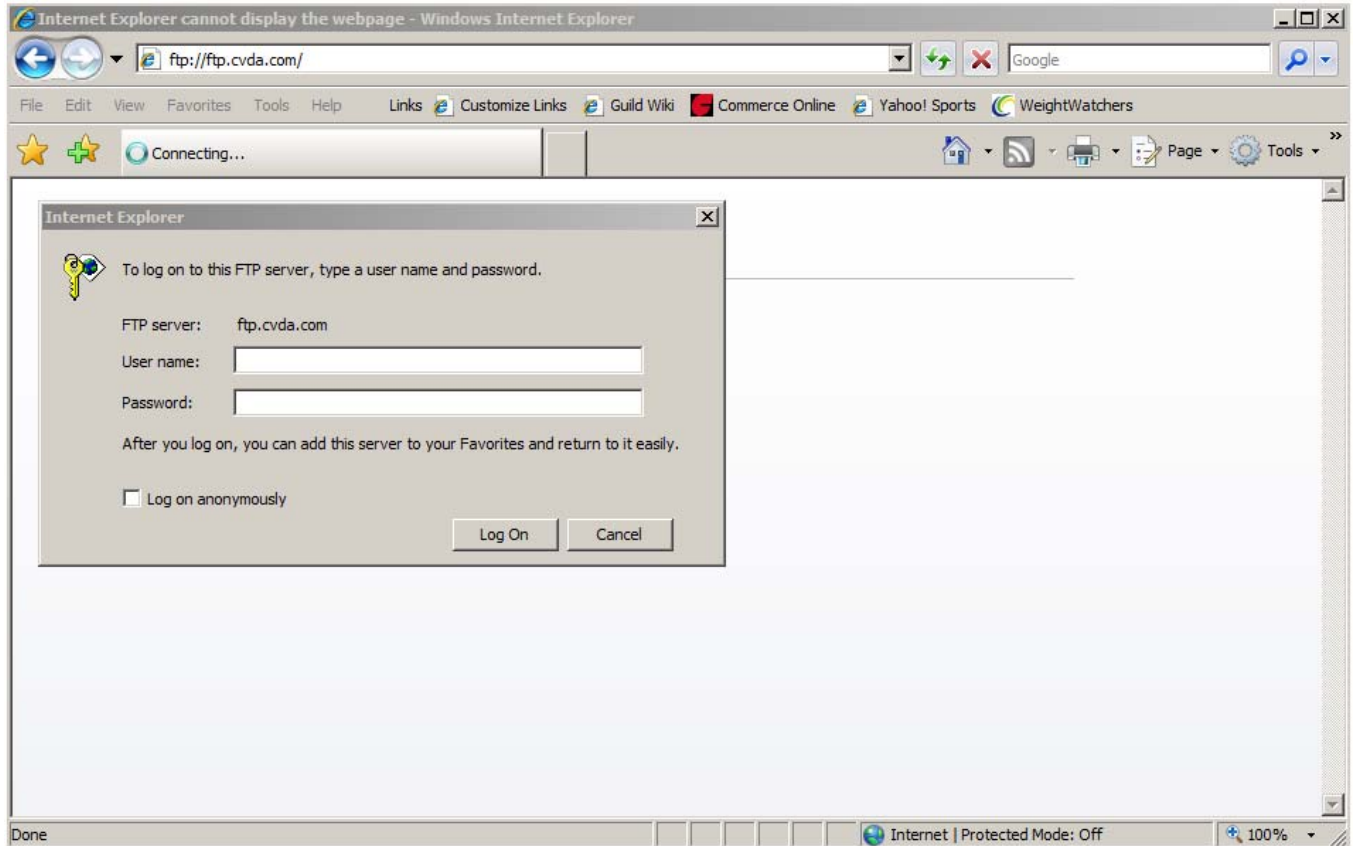


How To: Access Carter van Dyke Associates FTP Site

To access this site, simply open your Internet Explorer 7 web browser and type “ <ftp://ftp.cvda.com> “ into your address bar or click an active link provided on CvDA Contact Web-page.. You will be prompted to login, in order to access the site, as in figure 1.

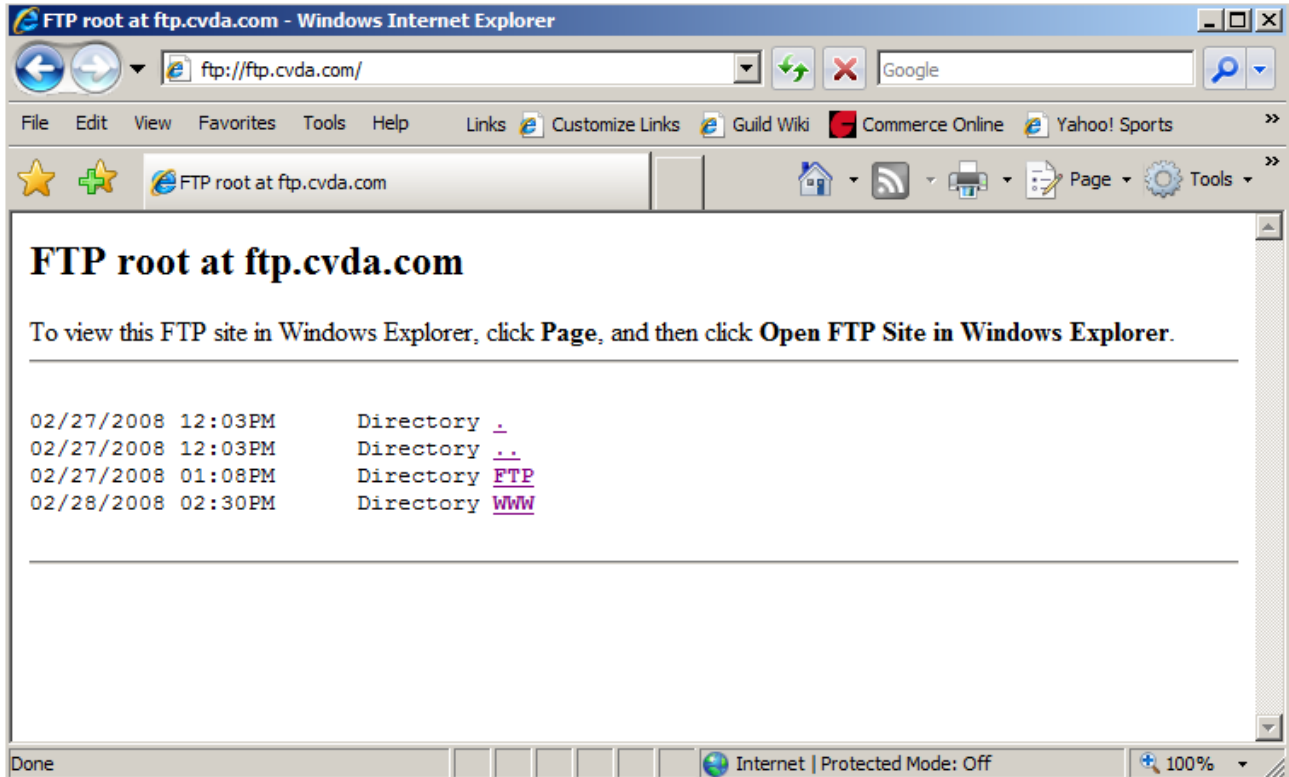
Figure 1.



You will have to obtain login credentials directly from CvDA by phone or e-mail.

Please note passwords are case sensitive. After you login, you will be able to see all of the files stored on the FTP site as shown in figure 2.

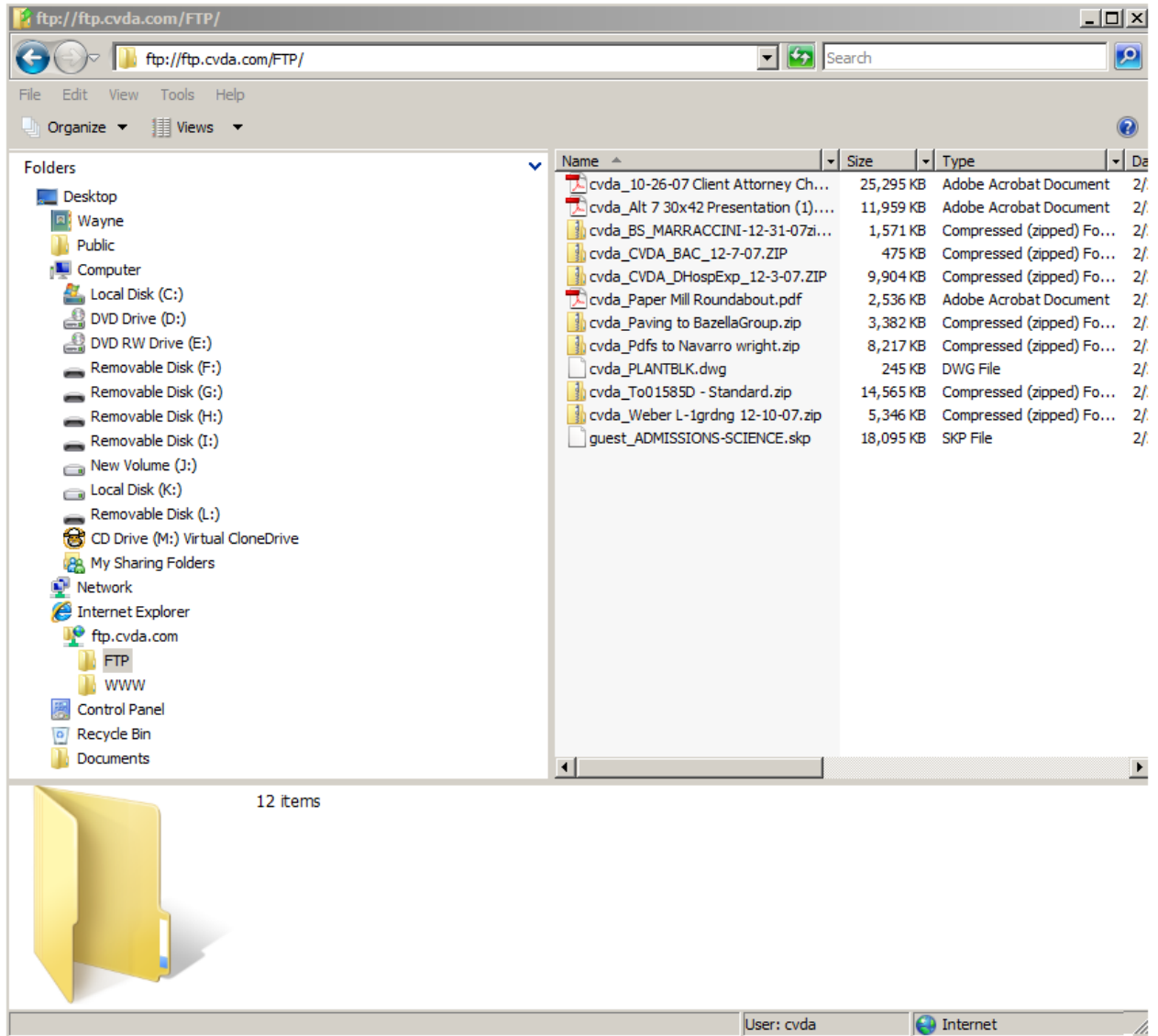
Figure 2.



To view the FTP site in Windows Explorer (My Computer), from Internet Explorer you click on Page pull-down menu and select Open FTP Site in Windows Explorer.

NOTE: If you choose to open a site in Windows Explorer. An example is shown in Figure 3.

Figure 3.



This will allow you to 'drag and drop' files between the FTP site and your computer for easy uploading and downloading.