

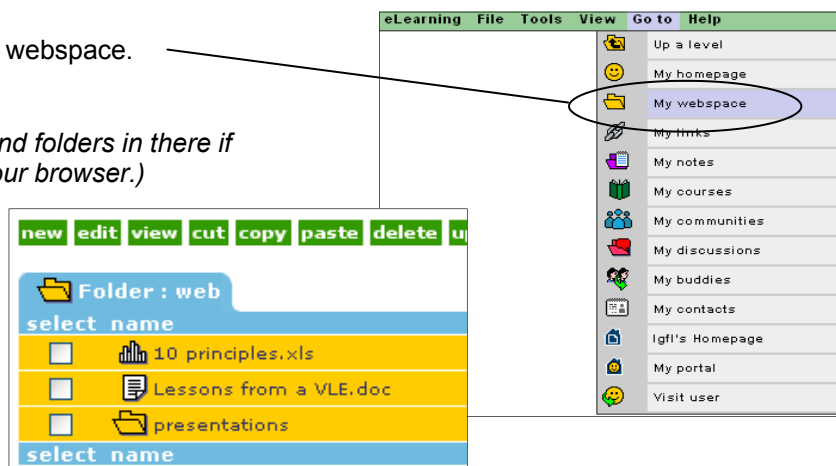
How can I drag and drop files to my webspace?

It's really useful to be able to drop whole folders of files into your online webspace, especially if you are working with *html*. This guide shows you how to set your webspace up as a network folder in windows XP. Once this shortcut exists you can use it as often as you like.

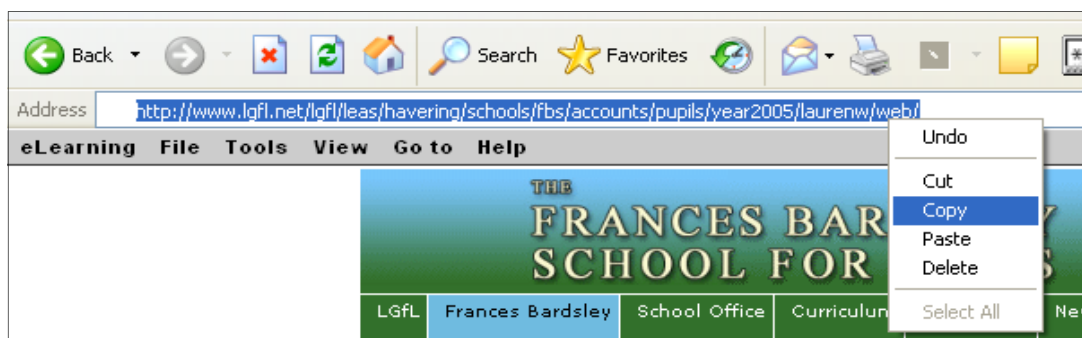
1.) Login and navigate to your webspace.

Go To | My webspace

(You may already have files and folders in there if you have been using it with your browser.)

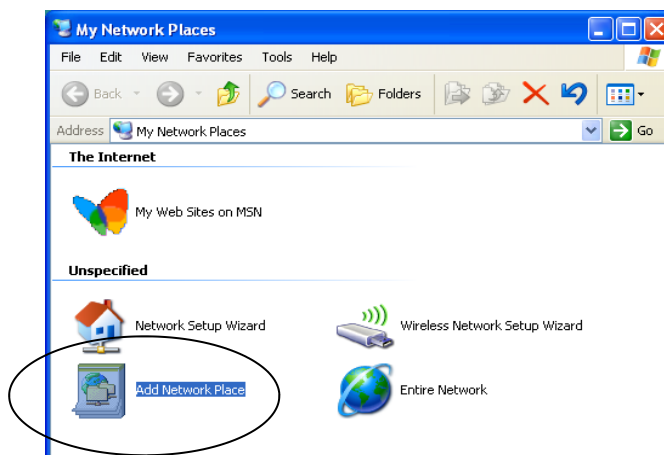
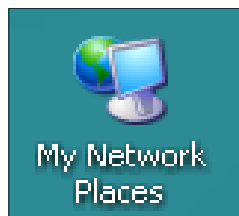


2.) **Copy** the URL from the address bar into memory. (You can now close or minimize your browser.)

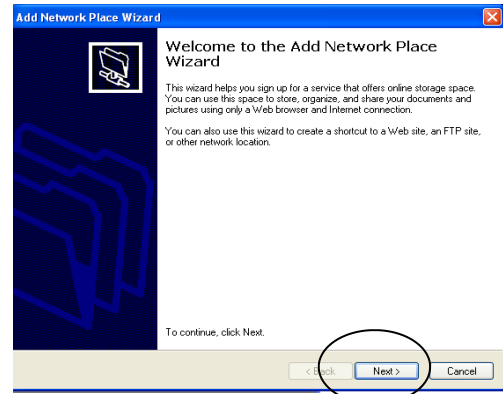


3.) In Windows, open "My Network Places" and select the "Add Network Place" option.

(The link to "My Network places" may be on your start bar or your desktop depending on your choice of layout.)

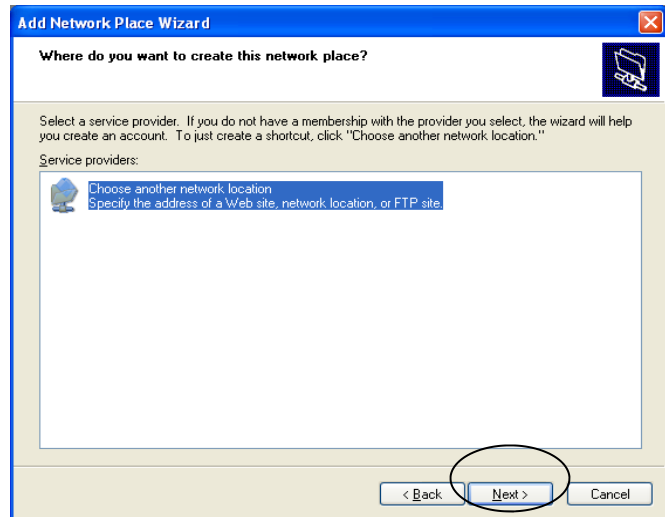


4.) Click **“Next”** on the welcome screen.



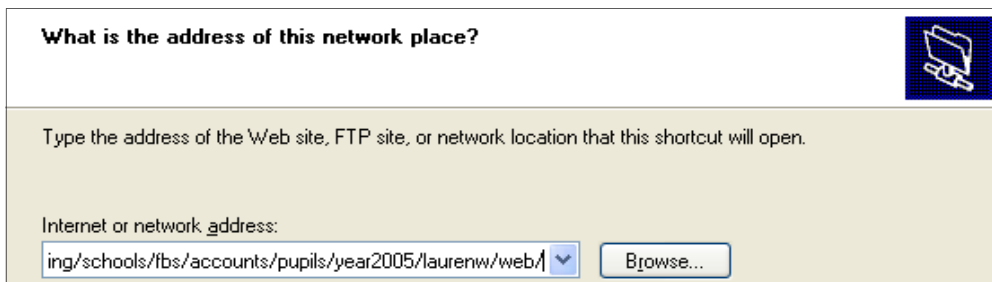
5.) Select the **“Specify the address of a Website...”** option and click **“Next”**.

(It's often the only option available)



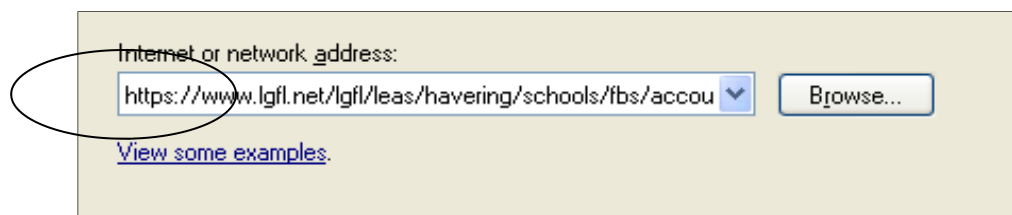
6.) In the Internet or network address box, paste in the URL you copied earlier.

(Note: you can delete any extra ?verb=list commands from the end of the URL if you want to.)



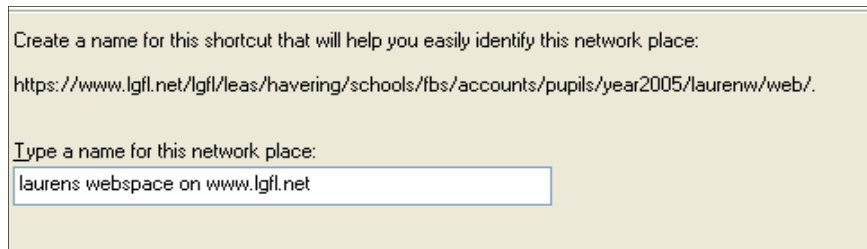
7.) **Important!** Now at the beginning of the URL, change the **“http://”** to read **“https://”**

(This prompts a “secure” login session so you will be prompted for a username and password. Without this, your webspace will display as an empty folder that you cannot read or write to.)

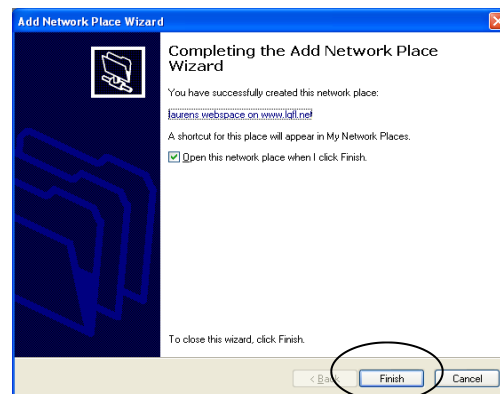


8.) The next screen will ask you to name your shortcut. Any name can be used.

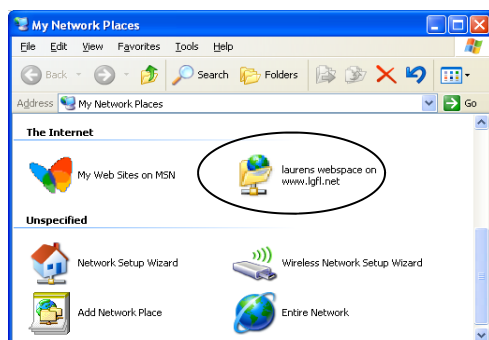
Click "Next".



9.) You've completed the wizard. Click "Finish" and the network place shortcut will be created.



10.) Opening the folder should call up a Login prompt. In here you type your full LGfL username and Password.



You should now have a normal window displaying your online folders and files. You can drag and drop items over to this just as you normally would when working in Windows.

