


FILE MAN USER INSTRUCTIONS

1. Point your internet browser to the following url: <http://www.thevillageprinter.com> Click the Client Login
2. Enter your User Name and Password
3. Click Upload
4. At the bottom of the browser is a button to browse to the file on your system, click open



Commands: [Edit](#) | [Download](#) | [Copy](#) | [Delete](#) | [Move](#) |

Status: Upload a file into **Root** directory

File name:

5. Click Upload

To upload Multiple Files

1. At the bottom of the browser click Multiple Upload



Commands: [Edit](#) | [Download](#) | [Copy](#) | [Delete](#) | [Move](#) | 0 of 17 kb in 0 of 1 files selected

Status: Upload a file into **Root** directory Ascii Binary Auto

File name: Overwrite [Multiple Upload](#)

2. On each needed line browse to the file you wish to upload
3. Click the upload button