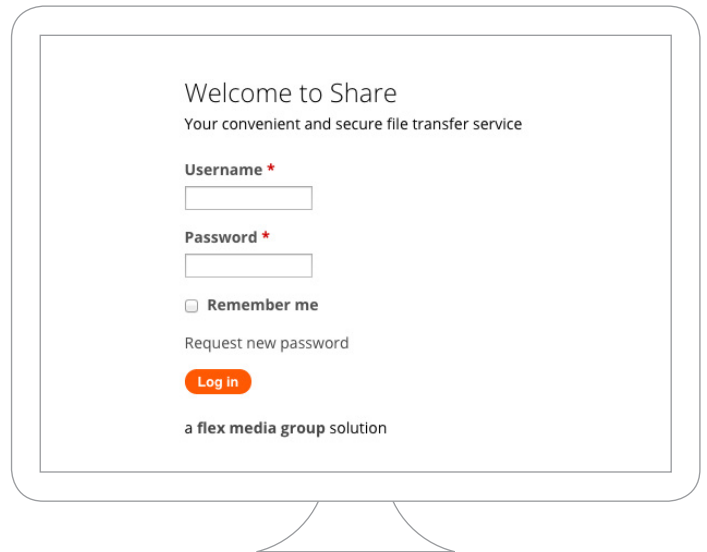


Your quick start user guide to share.cityprint

Share.cityprint is a convenient way to transfer data files directly to our server in a secure and collaborative way.

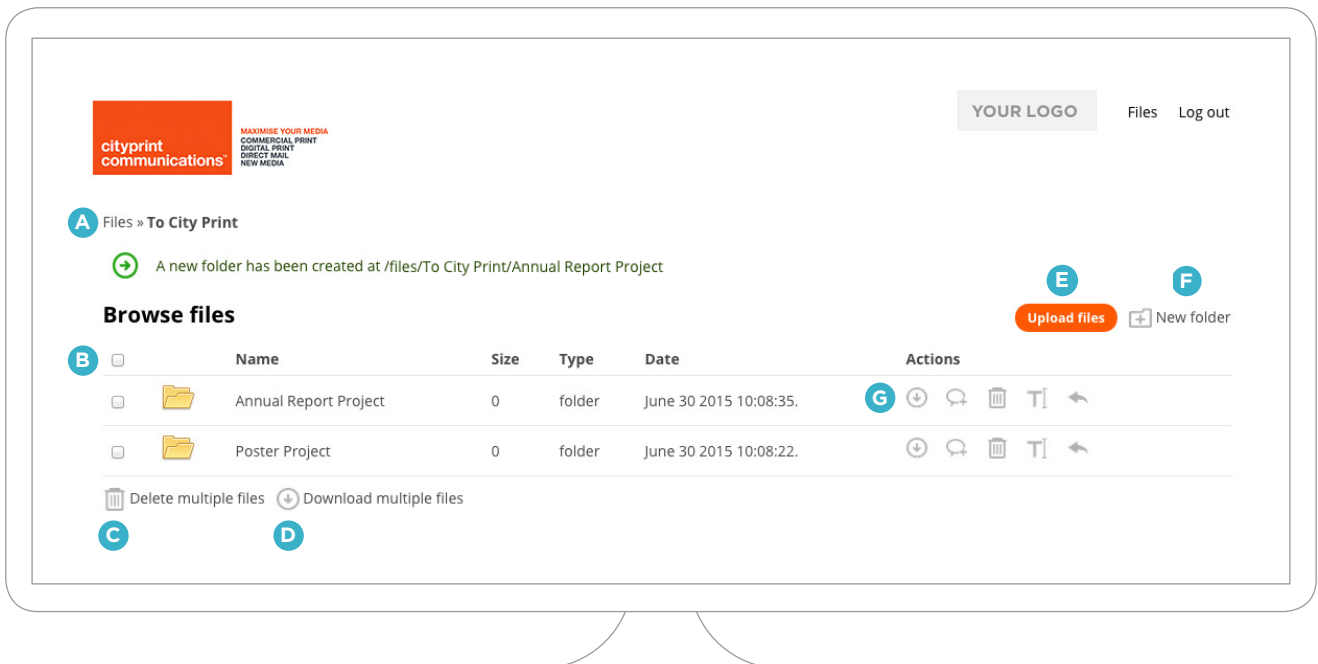
STEP 1 OF 5 - LOG IN

1. Open **share.cityprint.co.nz** in your internet browser.
2. Log in to share.cityprint using your account username and password supplied by City Print.
3. For security purposes, only select **Remember me** if you are on a private computer.
4. Click the **Log in** button.








THE INTERFACE

Here's a brief overview of the user interface.



- A** Navigation breadcrumbs. This shows you which folder you are in.
- B** Select files tick box. Click the top tick box to select all.
- C** Use **Delete multiple files** to delete selected files.
- D** Use **Download multiple files** to download selected files.

- E** Click to upload files.
- F** Click to create a new folder.
- G**     
Download Share Delete Rename Move

STEP 2 OF 5 - UPLOAD OR DOWNLOAD FILES

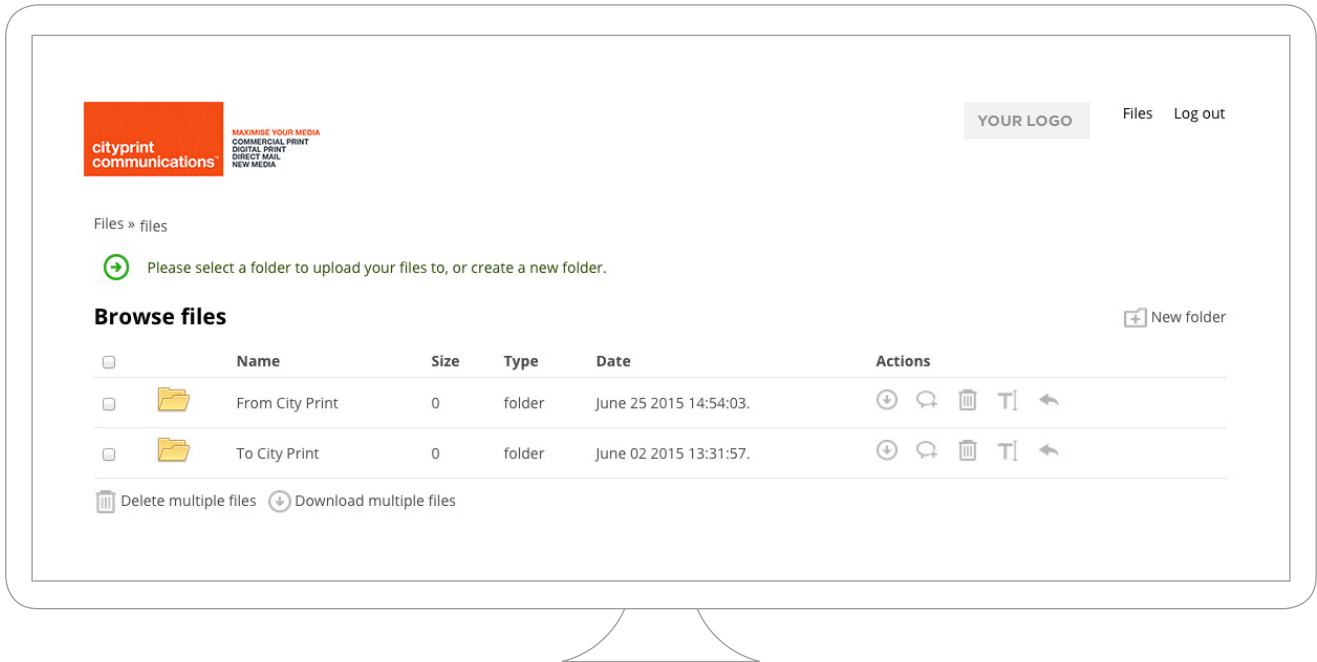
Upload a file

Click on the **To City Print** folder to **upload a file** for City Print to retrieve.

OR

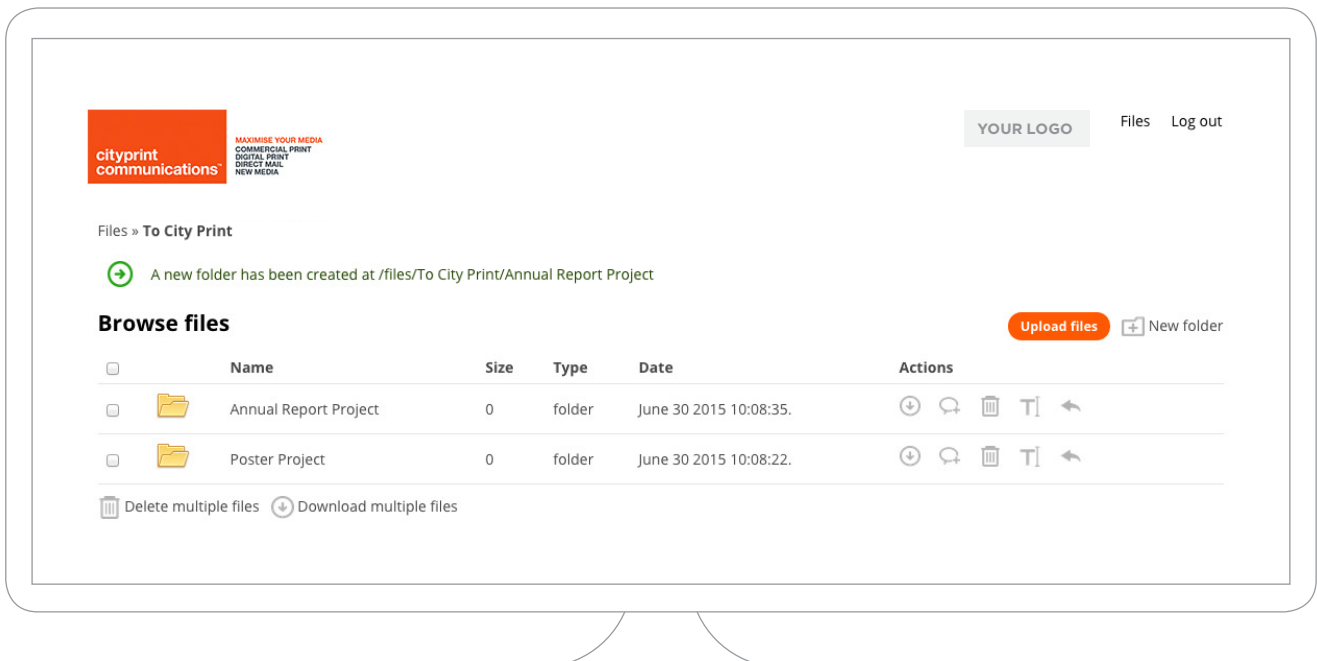
Download a file

Click on the **From City Print** folder to **retrieve a file** from City Print.
Click the  icon to download your file.



STEP 3 OF 5 - UPLOADING FILES

1. Create a folder or click on an existing folder to upload your files to.
2. Click the **Upload files** button.



STEP 4 OF 5 - UPLOADING FILES AND NOTIFY

1. Click the **Add files** button and navigate to your file on your computer or simply drag your file into the drop area.
*Note: folders will need to be zipped first. On a PC, Right click your folder and select **Add to Zip folder**. On a Mac, right click your folder and select **Compress 'folder name'**.*
2. While your file is uploading you may notify relevant people by ticking a name or typing in an email address.
3. Once the upload has completed, the status will display 100% – click **Finish upload** to complete the upload.

Upload new files

Step 1 - Upload files
Please zip folders before uploading.

Filename	Size	Status
Drag files here.		
+ Add files	+ Start upload	0 b 0%

Step 2 - Notify

Choose some people to notify

Jim
 John
 Matt

And/or type email addresses in here

Separate each email address with a comma

Add an optional message

[Finish upload](#)

STEP 5 OF 5 - UPLOAD ANOTHER FILE OR LOG OUT

Please do not hesitate to contact us for further assistance and information about share.cityprint.

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in everything we do®**

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