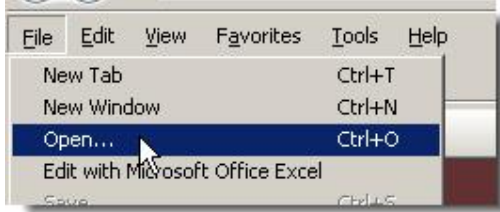


# Village Press Hot Folders.doc – Instructions

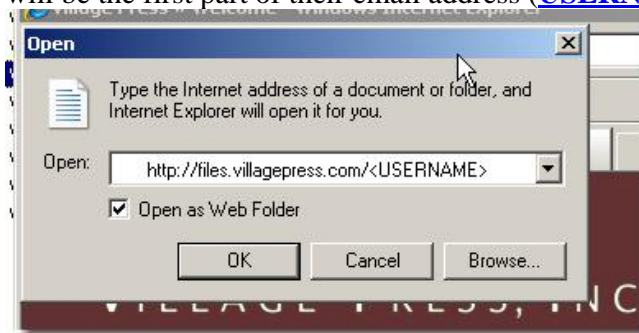
## For Village Press Customers Only

### Windows Users

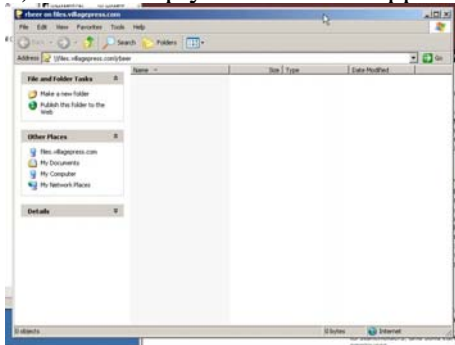
- 1) Open Internet Explorer. (Firefox, Netscape, and Opera are currently not supported.)
- 2) Go to File then Open (For Internet Explorer 7 users you will need to hit the Alt key first.)



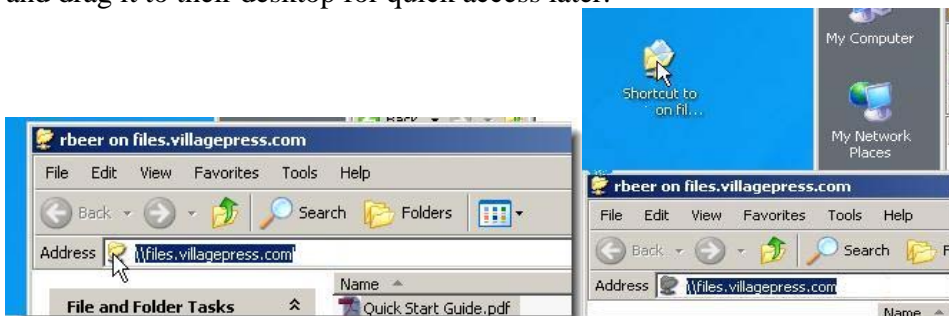
- 3) Type in: <http://files.villagepress.com/USERNAME>. The user name will be supplied by the user receiving the files. **Make sure the “Open as Web Folder is checked”**. Typically this will be the first part of their email address ([USERNAME@villagepress.com](mailto:USERNAME@villagepress.com))



- 4) A new empty window will appear. The client just drags their file into this folder.



- 5) OPTIONAL: If the client will be doing a lot of transferring they can grab the address icon and drag it to their desktop for quick access later.



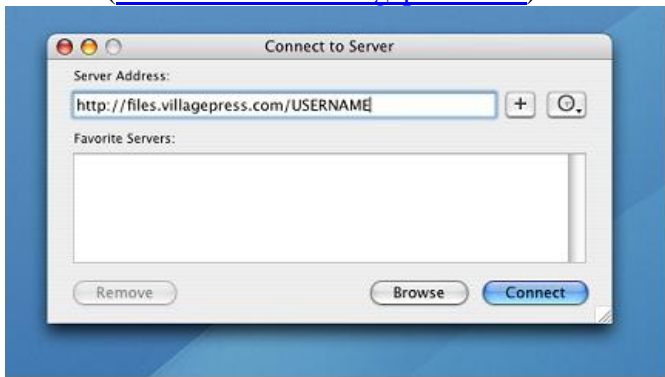
# Village Press Hot Folders.doc – Instructions For Village Press Customers Only

## Mac Users

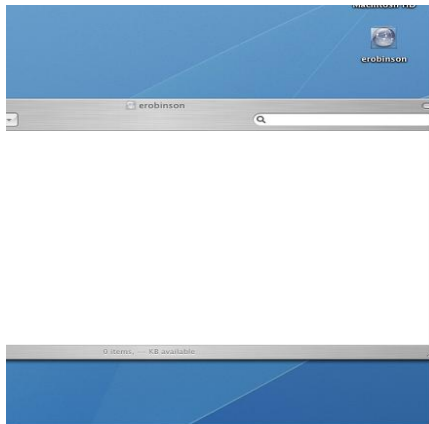
1) Bring up the “Connect to Server” Dialog



2) Type in: <http://files.villagepress.com/USERNAME>. The user name will be supplied by the user receiving the files. Typically this will be the first part of their email address ([USERNAME@villagepress.com](mailto:USERNAME@villagepress.com)).



3) A blank window will open up. At this point you just drag and drop the file or folder into this blank window and you're all done.



5) OPTIONAL: If the client hits the “plus” sign next to where they type in the address then the address will be added to the clients Favorites and then can connect at any time to drop files/folders.