



Uploading Files

You upload files to your TrueShare system from the “**Files**” area, but before you can upload any files you must **create a folder** to put them in, so to upload your very first files we will start in the “**Folders**” area. Follow these steps:



Folders - Add Folder

1. Click the “Folders” option from the My TrueShare menu. You should now be in the “Add Folders” section of the “Folders” area.
2. Type in a name for your new folder.
3. Click the “Add Folder” button.
4. Return to the “Files” area by clicking the “Files” option in the “My TrueShare” menu. You will now see the folder you’ve just added in the “Folders” section of the “Files” area and the folder will be highlighted to indicate it is the current folder.
5. You can now upload files to the current folder by either:



Upload File(s)

1. Click the “Add” button in the “Upload Files” section of the “Files” area. After selecting your files (you will see them displayed in the File List Box), click the “Upload” button to begin the file transfer.
2. Drag and drop files into the File List Box inside of the “Upload Files” section of the “Files” area and then click the “Upload” button to begin the file transfer.

Done!



Downloading Files

When downloading multiple files the selected files are “zipped” into a single file and transferred to your computer as a single compressed file.

All File Downloads occur within the File List in the “Download Files” section of the “Files” area.



Download a Single File (not compressed)

Simply click on the files name in the File List and the download begins



Download Multiple Files (compressed)

1. Select the files you want to download by checking the corresponding checkboxes from the File List in the “Download Files” section of the “Files” area.
2. Click the “Download” icon in the “Download Files” section control panel.