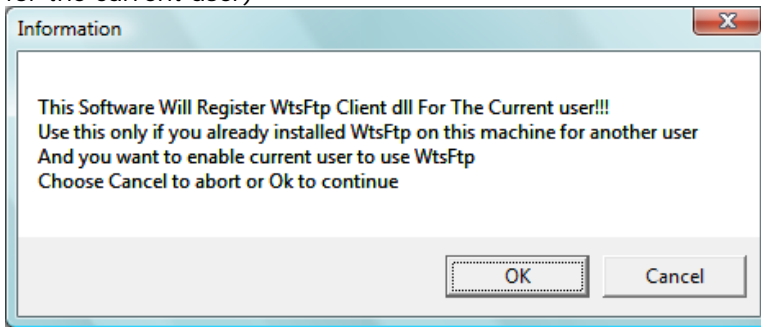


## File Transfer user guide for Gateway Academy VD

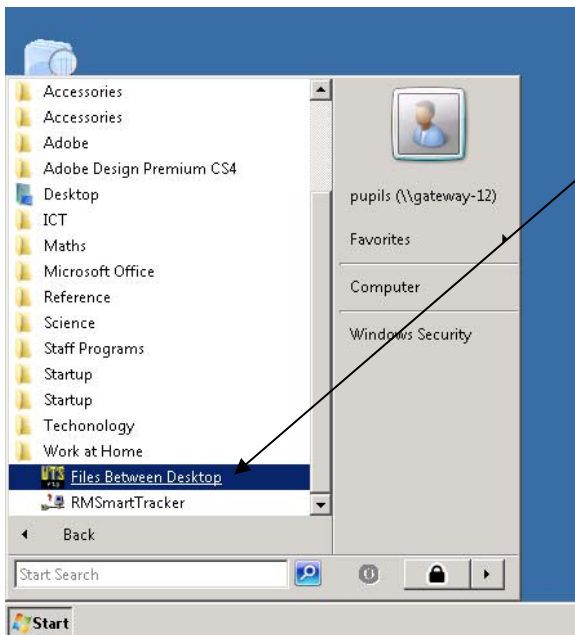
This user guide will help you, step-by-step, to transfer files/documents to and from your pc and remote desktop user account. This is a helpful tool as you can save homework done on your pc at home to your user account, so if you don't have a printer and need to print something then you can save it to your user account and print at school.

Double click on "Gateway Academy VD" ,Then Double click on 'Register Files Between Desktops', A confirmation box will appear, select ok. (This only needs to be done once for the current user)

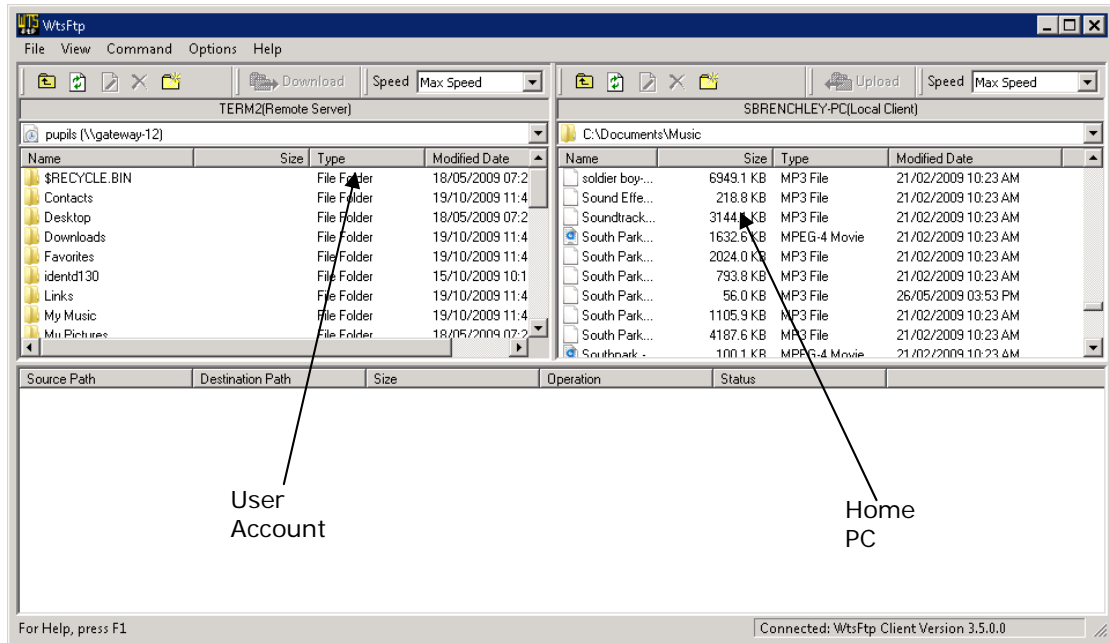


As with the previous user guide you now have a choice of different settings to match your needs and requirements.

Once you have logged on you can start to transfer files straight away, first go to your 'Start' menu and then 'All Programs', from here you can choose the folder 'Work at Home'. This will now let you click on the program called 'Files Between Desktop'.



Once you have clicked on this a new window will open which is where you can transfer files.



To transfer files from your user to your pc or vice versa all you need to do is find the location of the files you want to transfer and the location of the place you want to copy it to. Once you have these locations you will need to select the file that you want and you can do either of two things.

1. Drag and drop the file in the location you want it to go.
- OR
2. Click on the icon at the top of the screen that says 'Upload' or 'Download'.

'Upload' will be when you are transferring files from your own PC and 'Download' will be when you are transferring files from your VD/user account.