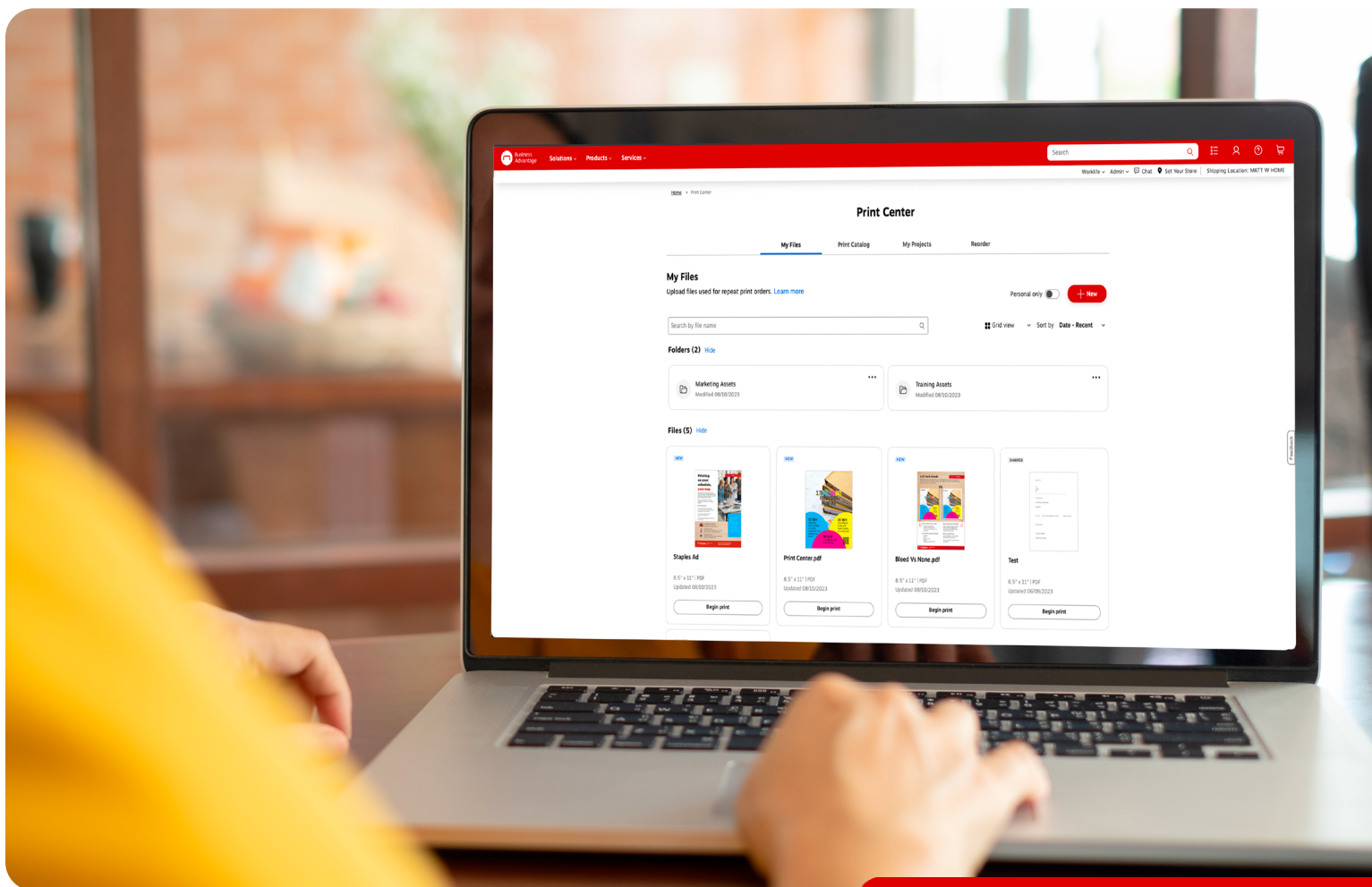


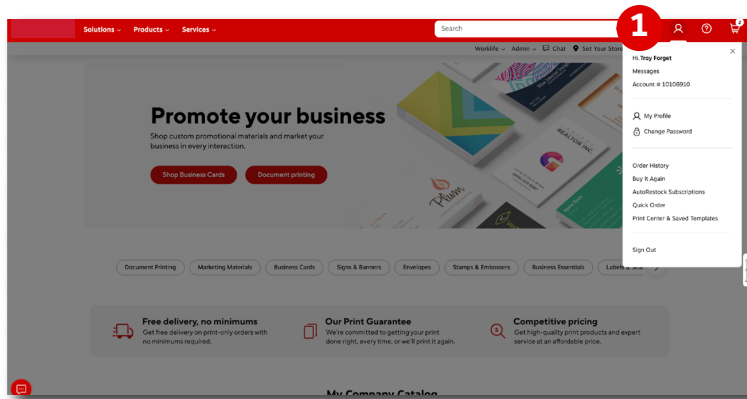


BUSINESS IS **HUMAN**

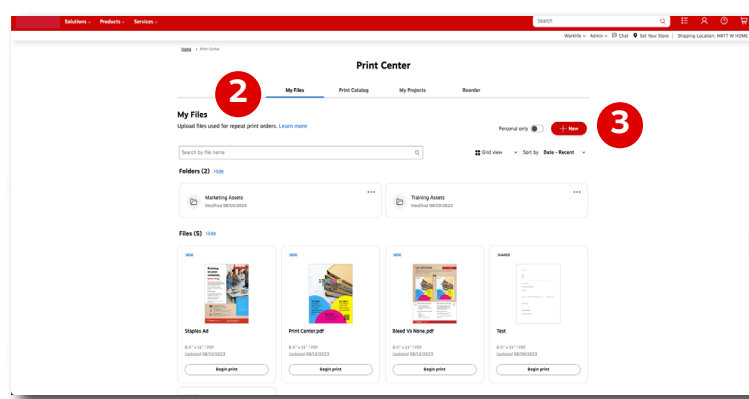
My Files User Guide

Step-by-step instructions on uploading, sharing, and printing with My Files.

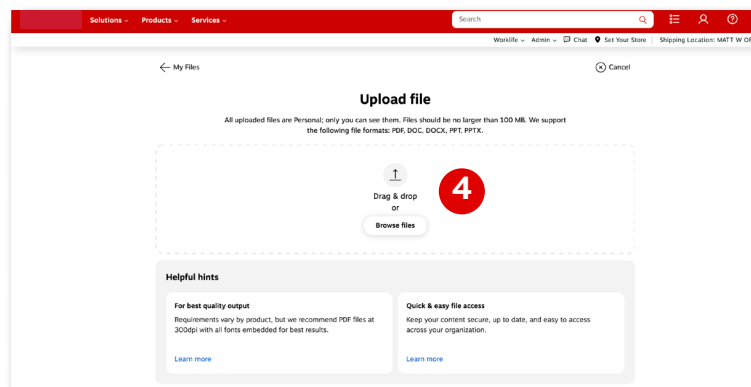
Uploading and accessing files



- 1 Select the **Account** icon from the top right menu, from that drop down choose **"Print Center & Saved Templates"**

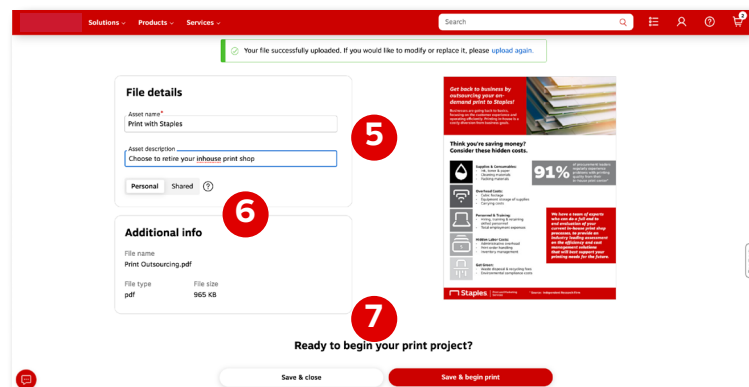


- 2 From the Print Center, choose the **My Files** tab.
- 3 Select **+New** then **Upload File**



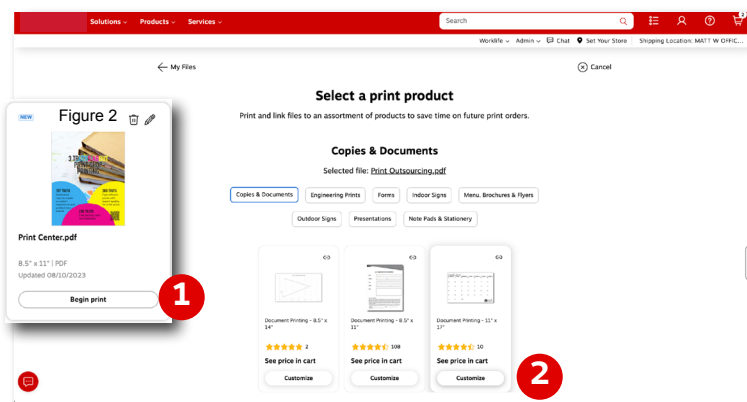
- 4 To begin uploading your document, **drag and drop** or select **browse files**.

*Note that only one file can be uploaded at a time



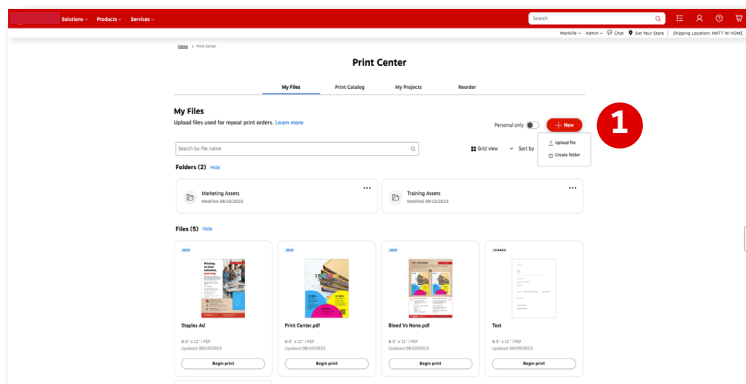
- 5 Choose a **name** and **description** for your document
- 6 Toggle to **shared** or **personal** (shared files can be viewed across account)
- 7 Select **Save & begin print** or **Save and close**

Printing from MyFiles



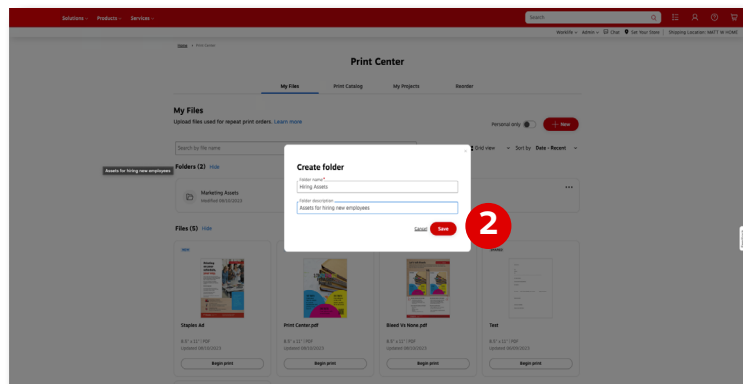
- 1 Select **Begin Print** on the document you wish to print (seen on Figure 2)
- 2 Choose the type of document by clicking **customize**
- 3 Order with Document Printing - [See Guide Here](#)

Organizing your files - creating folders



1 In your Print Center, under the My Files tab click +New.

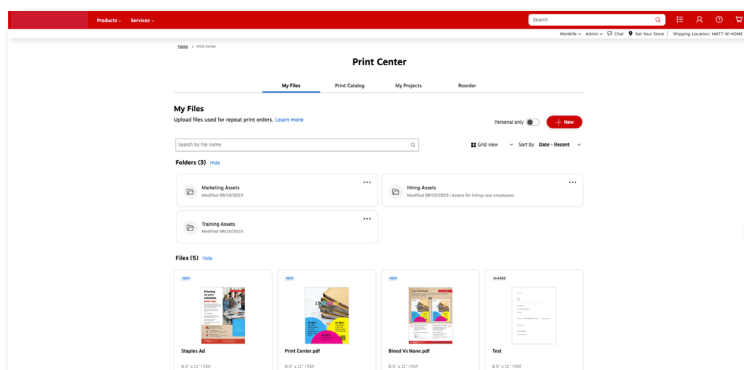
Then select the Create Folder button



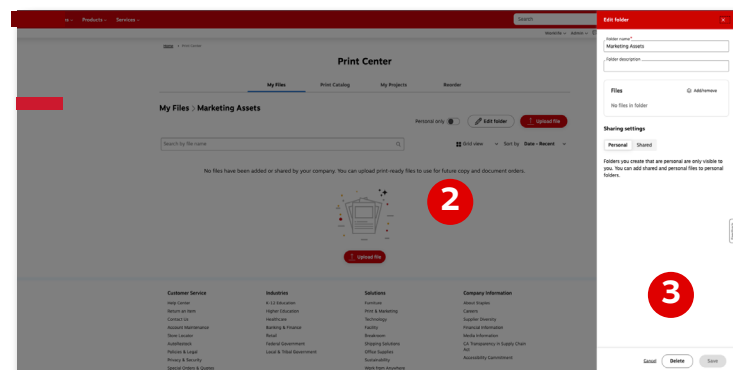
2 Give your folder a name and description

Press Save

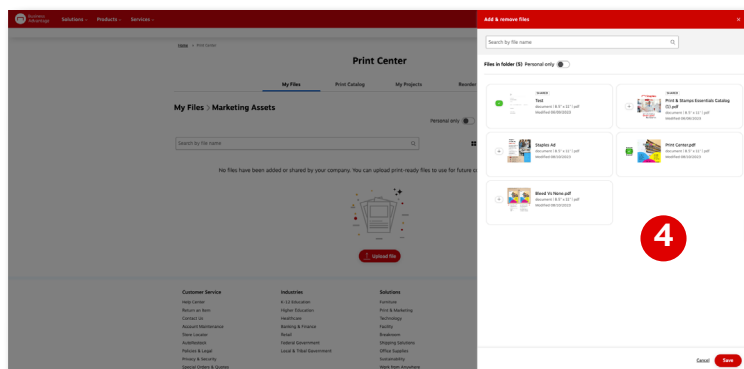
Adding assets to your folders



1 Click the folder you would like to edit



2 Click edit folder



3 A side panel will open where you can edit a folder description or add/remove files

To add existing files click Add/Remove

Click + to add files or remove files by clicking the green check.

4 Click save to update your folder

** Removed files remove from folder but do not delete file from MyFiles

***Files can be added to multiple folders

Shared vs Personal Files / Folders

1. Personal files and folders can only be seen at user level
2. Shared files and folders can be seen across the account
3. Only the user that shared files & folders can delete shared content

