

Online File Sharing System

The First Christian Reformed Church of Toronto | www.firsttorontocrc.org

This document describes use of the Online File Sharing System at firsttorontocrc.org. The most common type of document in this system will be the weekly bulletins.

Screen Tour

The first screen you encounter after logging in will look similar to the following.

the FIRST CHRISTIAN REFORMED CHURCH of TORONTO

Home > News & Events >

File Sharing @ First Toronto CRC

LOG OUT

Folder Hierarchy: . /

Name	Name	Size	Perm	Modified	Vw	DI
Ⓜ .						
Ⓜ ..						
Ⓜ bulletins						
Ⓜ documents						
Ⓜ photos						

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1. Directories for each type of file (bulletins, documents, photos, etc.). Click the directory of choice to find files of that type.

2. Files for the selected directory will appear here once the directory is selected

Example of when the 'bulletin' directory was selected on the previous screen.



Return to the top level by clicking the folder icon labeled '.'

Alternative way to navigate among folders (folder hierarchy)

Return one level up by clicking the folder icon labeled '..'

Sort files by Name, Size, Modified date, etc. by clicking on column headings.

If there are any subfolders for the currently viewed folder, they will appear on the left side of the screen below the '..' folder icon.

To download (open/save) file click the download icon for the file you want.

File Sharing @ First Toronto CRC

LOG OUT

Folder Hierarchy: [./bulletins/](#)

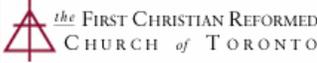
Name	Name	Size	Perm	Modified	Vw	DI
..	bulletin-2005-07-17.pdf	38,09 KB	600	11:47 07-24-2005		
.	bulletin-2005-07-10.pdf	37,93 KB	600	11:47 07-24-2005		

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Example of when the 'photos' directory was selected on the first screen.

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Folder Hierarchy: [_](#) / [photos](#) /

Name	Name	Size	Perm	Modified	Vw	DI
 _	 pix-inside-pulpit.jpg	10,97 KB	600	17:07 07-30-2005		
 _	 pix-inside-coffeetime.jpg	11,23 KB	600	17:07 07-30-2005		
	 pix-coffeetime.jpg	11,03 KB	600	17:07 07-30-2005		

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With files such as photos you can view them (without downloading them) by clicking the view icon or clicking the filename.

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Example of when a photo was selected on the previous screen.

The screenshot displays the website for the First Christian Reformed Church of Toronto. The header includes the church's logo and name. A navigation menu on the left lists: Worship Service, How to Find Us, Programs, News & Events, Links, and Contact Us. The main content area shows a gallery of photos, with the current view being a photo of the church interior. The browser's address bar indicates the file path: "pix-inside-pulpit.jpg" at 100% zoom. Below the photo, there are controls for zooming in/out, viewing at original size, and navigating to the previous or next photo. A "Return to directory view" button is also present. The footer contains a list of links: Home, Worship Service, How to Find Us, Programs, News & Events, Links, and Contact Us. Copyright information for 2005 and 2002 is also visible.

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Home > News & Events >

Viewing "pix-inside-pulpit.jpg" at 100%

Zoom in Zoom out Original size Previous Next

Return to directory view

Zoom in/out on photo or view at original size

View next/previous photo

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Problem Opening Files?

If, when attempting to open a file (i.e. clicking the download icon and then selecting Open when prompted by your browser), you get an error message, try saving the file first (selecting Save instead of Open) and then opening the file from where you saved it on your computer.

Questions/Comments?

email webmaster@firsttorontocrc.org