

- 1. Create a folder on your Mac
 - Go to your VOS Home Page and click on your File Explorer

Applications Messages	Preferences 🗸	
		Log Off Reconnect Disconnect
Welcome to VOS********************	HE NATION'S PREMIER ONLINE BUSINESS HOSTING PROVIDER ************************************	
Applications		
Main		Select view: Icons 🔻 🙀 Refresh
Adobe Reader Church	th Windows	eset Support Functions
		Change Password Problem Connecting?

2. Click *Computer* (at the left side of the screen). Choose the (*V:*) *C*\$ (\\Client), click on *New folder* and create a folder called _*CWExport*. This folder is located in *Finder*>*Places*>*Home*

🚍 (V:) C\$ (\\Client)							
Good Computer ▼ (V:) C\$ (\\Client) ▼ Search (V:) C\$ (\\Client)							
Organize 👻 📜 Open New	w folder						
☆ Favorites	Name *	Date modified	Туре	Size			
	🕌 _CWExport 🦯	3/18/2013 4:27 PM	File folder				
🥞 Libraries	Beeks	8/31/2010 8:57 PM	File folder				
Computer	鷆 Desktop	3/18/2013 4:31 PM	File folder				
CD Drive (F:)	鷆 Documents	3/4/2012 8:55 AM	File folder				
(F:) Company Shared	鷆 Downloads	10/24/2012 8:20 PM	File folder				
🖵 (H:) Home	鷆 Library	6/26/2012 10:37 PM	File folder				
👾 (V:) C\$ (\\Client)	鷆 Movies	5/11/2010 2:22 PM	File folder				
👾 (W:) CP Working Direc	鷆 Music	6/4/2007 12:16 PM	File folder				
	鷆 Pictures	3/18/2013 4:26 PM	File folder				
	🔑 Public	6/4/2007 12:47 PM	File folder				
	鷆 Sites	6/4/2007 7:08 PM	File folder				
	鷆 Zinio Library	10/6/2009 1:12 AM	File folder				
	🚳 Firefox	9/28/2010 12:49 PM	System file	165 KB			
	🚳 Send Registration	6/4/2007 11:12 AM	System file	1 KB			
	🚳 ZinioWebInstall	9/3/2008 4:20 PM	System file	0 KB			
	ZinioWebInstall_2520769855.dmg	4/23/2008 7:51 PM	DMG File	5,856 KB			
Close							



- 3. Open Church Windows and create your export
 - Save your export on your Home Drive* (H:) Home (usually H:\exportname.txt)
 - Close or minimize Church Windows
- 4. Go back to your VOS Home Page and click on your File Explorer

Applications Messages Prefer	ences 👻							
	Log Off Reconnect Disconnect							
Welcome to VOS************************************	ON'S PREMIER ONLINE BUSINESS HOS	STING PROVIDER **	*****					
Applications								
Main				Select view: Ico	ons 🔻 🔯 Refresh			
Adobe Reader Church Wind	ows	Payroll	Session Reset	Support Functions				
				Change Passwo	ord Problem Connecting?			

5. Click on Computer (at the left side of the screen). Choose the (H:) Home Drive

📮 Computer					٦×
Computer	•		👻 🌆 Search Computer	 	- 2
Organize 🔻 Properties					0
★ Favorites ■ Desktop ♣ Downloads	Devices with Removable Storage (1) — CD Drive (E:)			 	
CD Drive (E:) CD Drive (E:) CD Drive (F:) Company Shared (H:) Home	 Network Location (6) (F:) Company Shared 903 GB free of 1.99 TB (J:) 3\$ (\Client) 257 GB free of 299 GB 	(H:) Home 903 G9 500 of 1 00 T9 Space free: 903 GB Total size: 1.99 TB (V:) C 3 TTC-BERT 92.3 GB free of 149 GB	(1:) 1\$ (\\Client) 206 GB free of 269 GB (W:) CP Working Directory 42.5 GB free of 79.8 GB	 	

6. The file you created appears, highlight the file you created. Click on Organize, then Copy

👷 (H:) Home								. D ×
🕒 🖓 • Computer	r • (H:) Home •			- 🖬	Search (H:) Home		_	- 22
Organize • Open •	Print New folder					80.	- 1	
🔏 Cut	Name ~	Date modified	Type	Size				
Copy	Application Data	12/5/2012 4:32 PM	File folder					
Undo	export.txt	2/26/2013 10:56 AM	Text Document	7.68				
Redo	reports.txt	2/26/2013 10:23 AM	Text Document	5 KB				
Select SI								
Layout	÷							
Folder and search options								
× Delete								
Rename								
Remove properties								
Close								



- 7. Click Computer (at the left side of the screen). Choose the (V:) C\$\\ Client Drive
 - Click on the folder you created _CWExports



8. Click on Organize, then Paste

CWExports							_ 🗆 ×
G ↓ + Computer + (V:) C\$ (\\Client) + _CWExports					Search _CWExports		<u>,</u>
Organize • New folder						8== •	• 🔳 🔞
الله الله الله الله الله الله الله الله	Name ^	Date modified	Туре	Size			
Paste		This	folder is empty.				
Undo Red							
Select all							
Layout •							
Folder and search options							
X Delete Rename							
Remove properties							
Properties							
Close							
😪 (I:) I\$ (\\Client)							
- (v.) c.\$ (((cient)							



9. This will bring the document from Church Windows Web to your local computer. Close

LCWExports							ļ	
G 🖓 - Computer	 (V:) C\$ (\\Client) - CWExports 			- 😥	Search _CWExports			- 2
Organize 👻 🧾 Open 💌	Print New folder					8==	- 🗆	0
☆ Favorites	Name ^	Date modified	Type	Size				
Nesktop	export.txt	2/26/2013 10:58 AM	Text Document	7 KB				
Downloads								
🚍 Libraries								
Documents								
J Music								
Pictures								
M Videos								
Computer								
CD Drive (E:)								
🖵 (F:) Company Shared								
🖵 (H:) Home								
(I:) I\$ (\\Client)								
(J:) J\$ (\\Client)								

9. Go to the _CWExport folder. This folder is located in Finder>Places>Home on your Mac

*If you have multiple logins on your Church Windows Web, you may also save your file to your 'Company Shared Drive'.