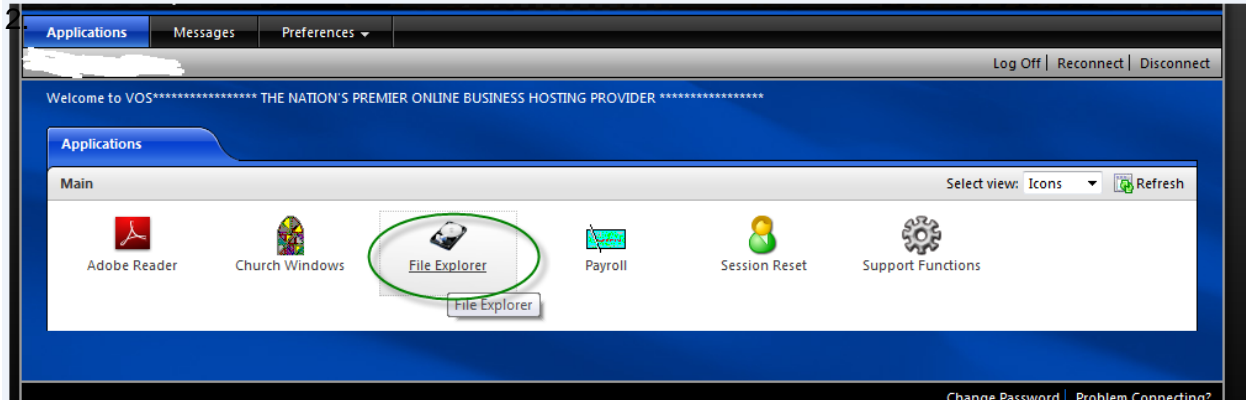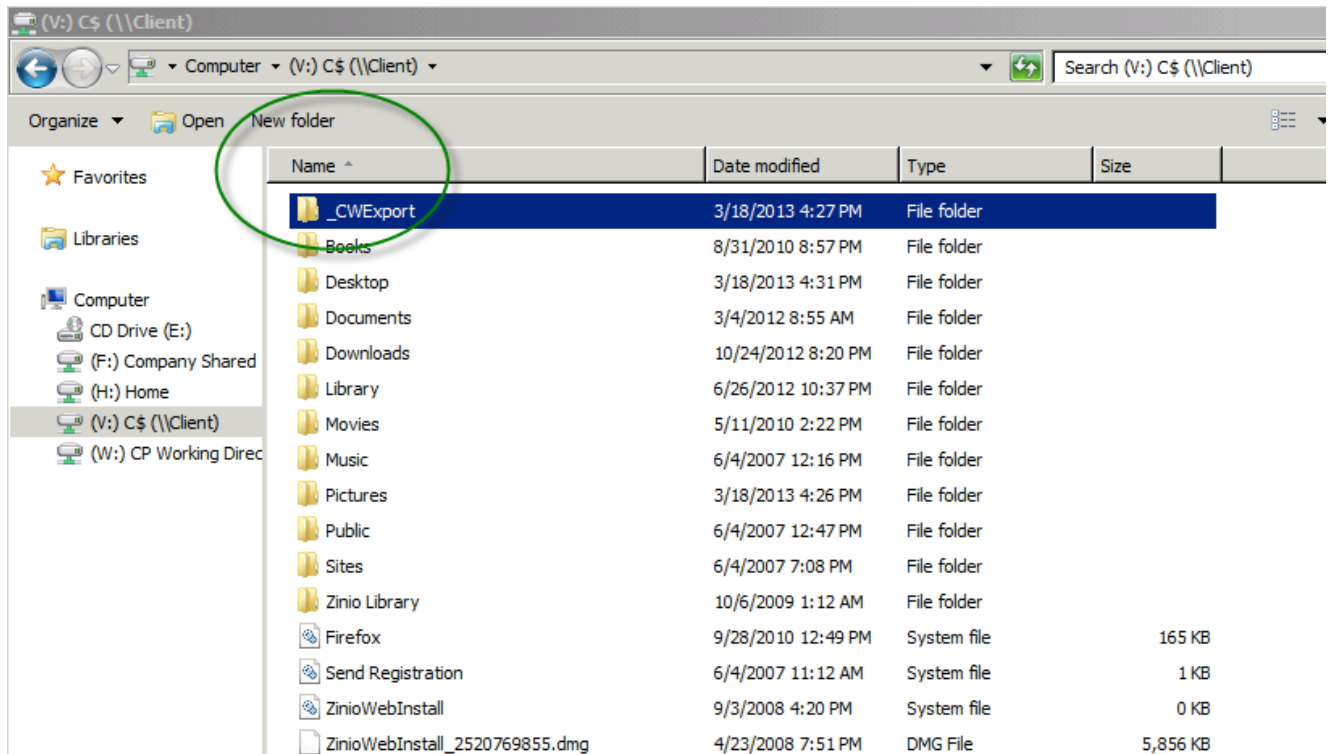1. Create a folder on your Mac
   - Go to your VOS Home Page and click on your *File Explorer*
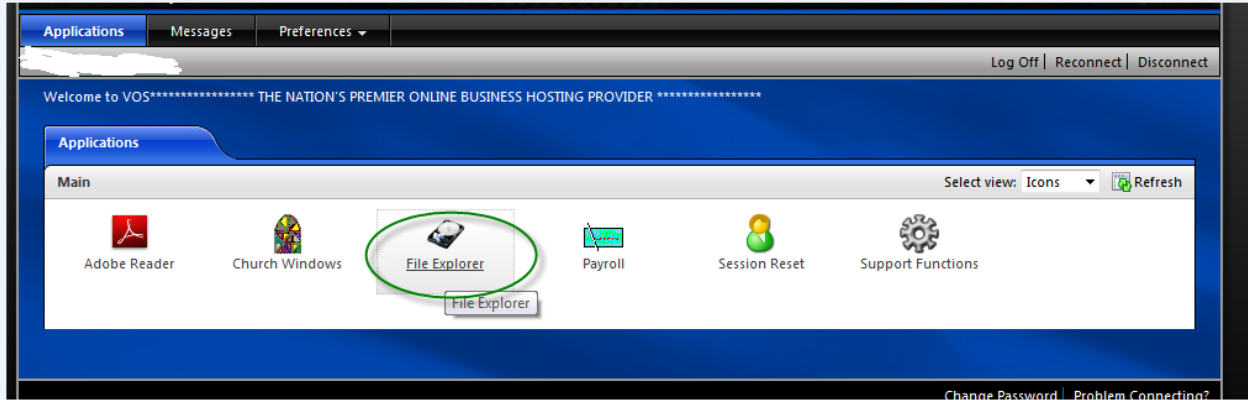

2. Click *Computer* (at the left side of the screen). Choose the *(V:) C$ (\\Client),* click on *New folder* and create a folder called *_CWExport.* This folder is located in *Finder>Places>Home*
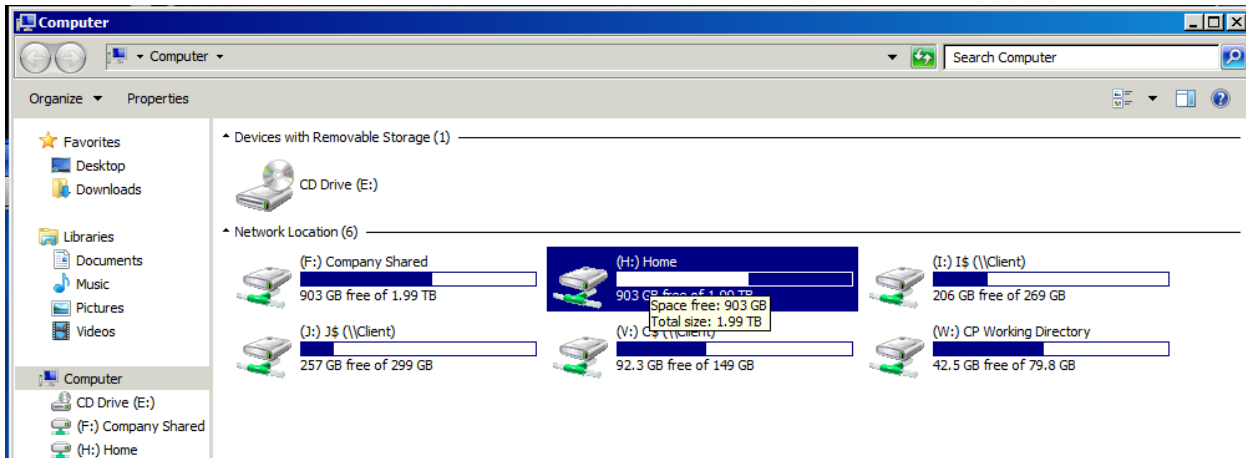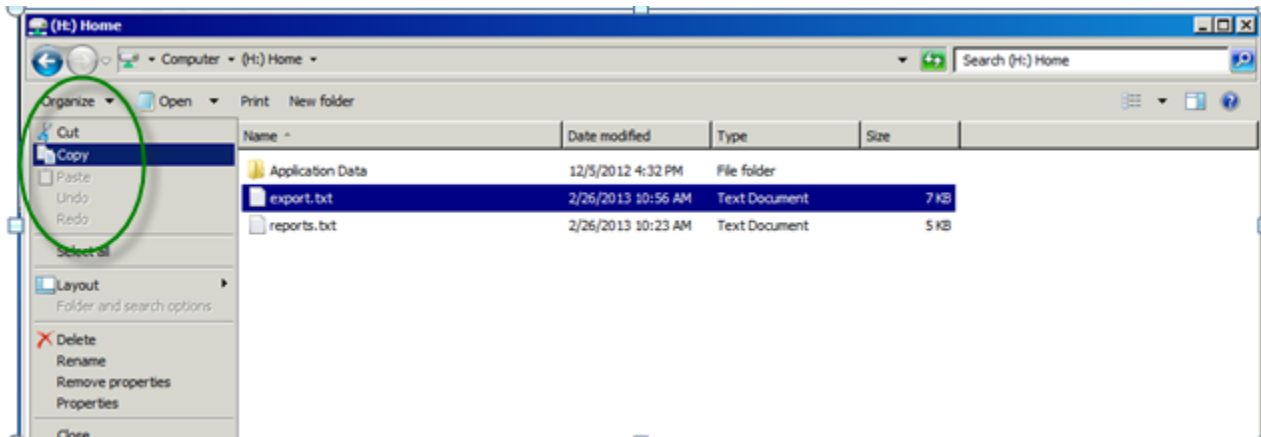

   - Close

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

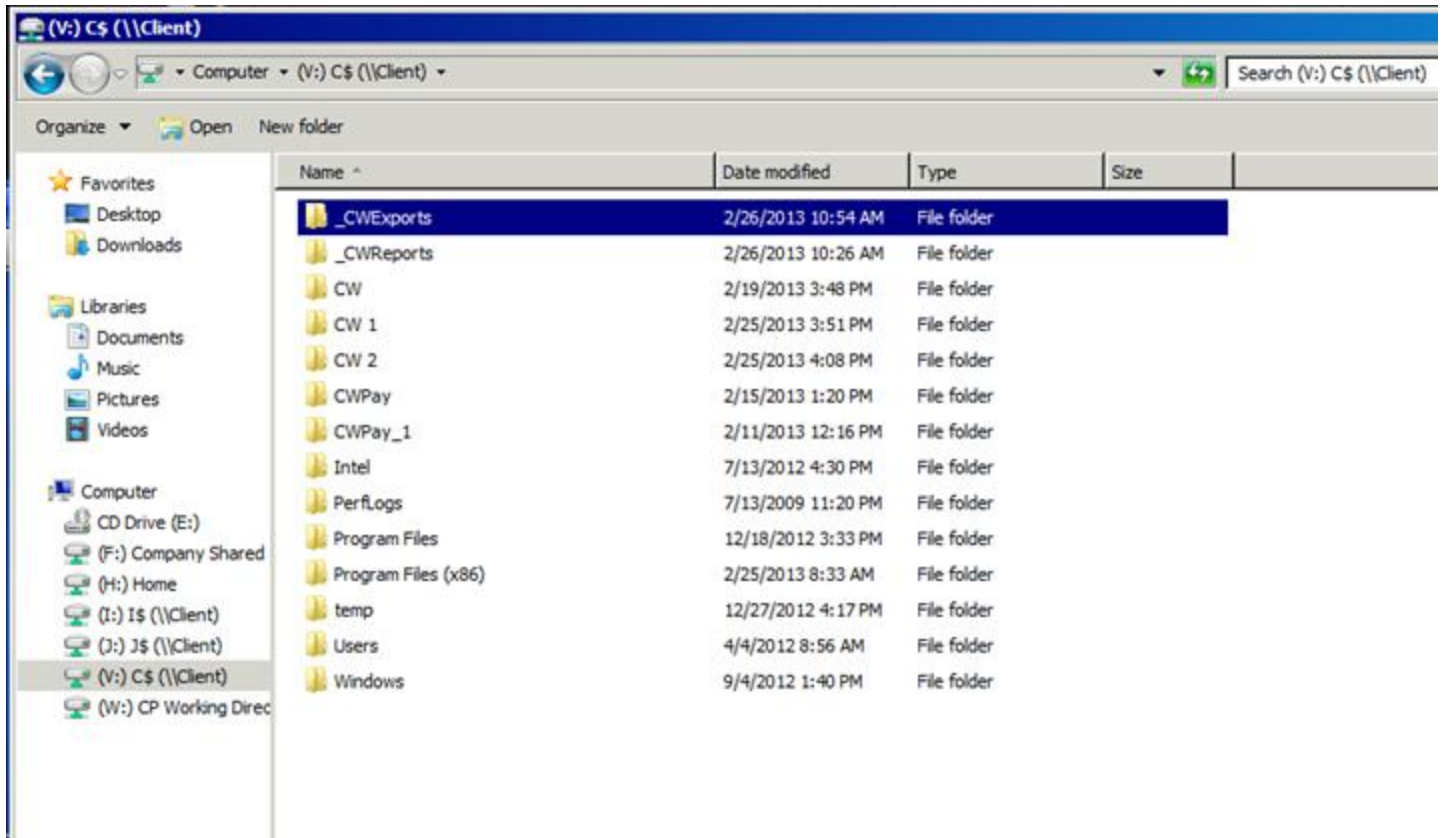4. Go back to your VOS Home Page and click on your *File Explorer*

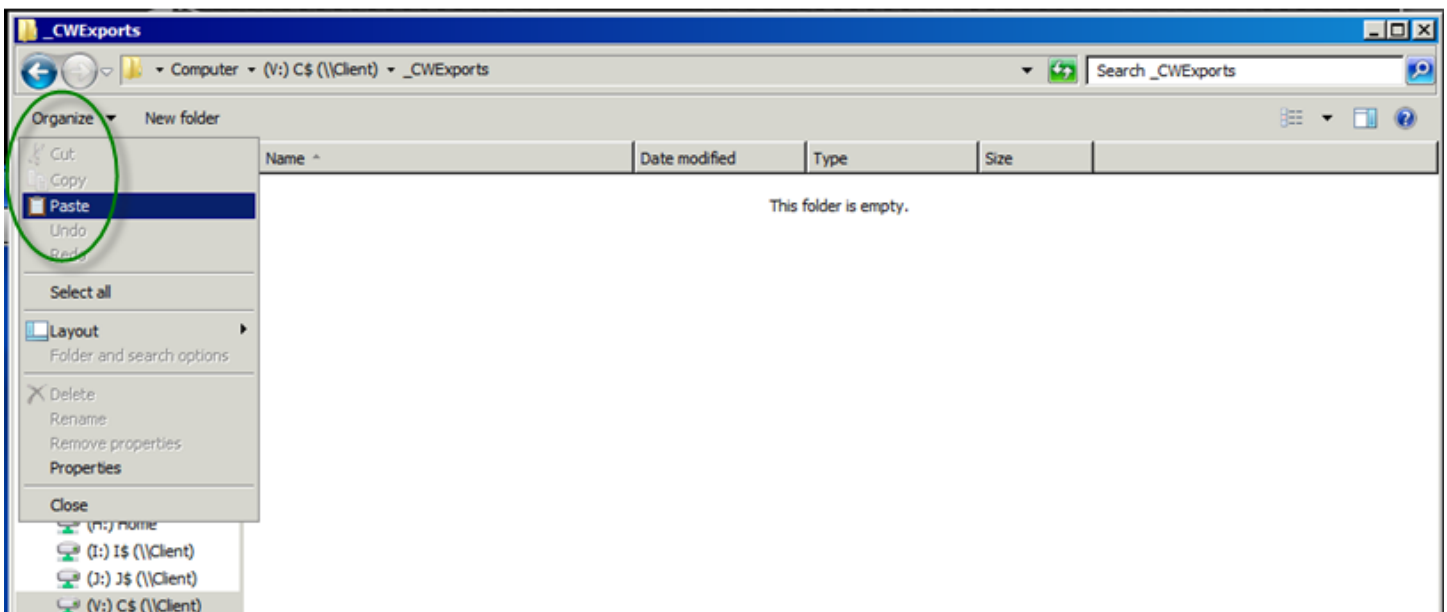5. Click on *Computer* (at the left side of the screen). Choose the *(H:) Home* Drive

6. The file you created appears, *highlight* the file you created. Click on *Organize,* then *Copy*
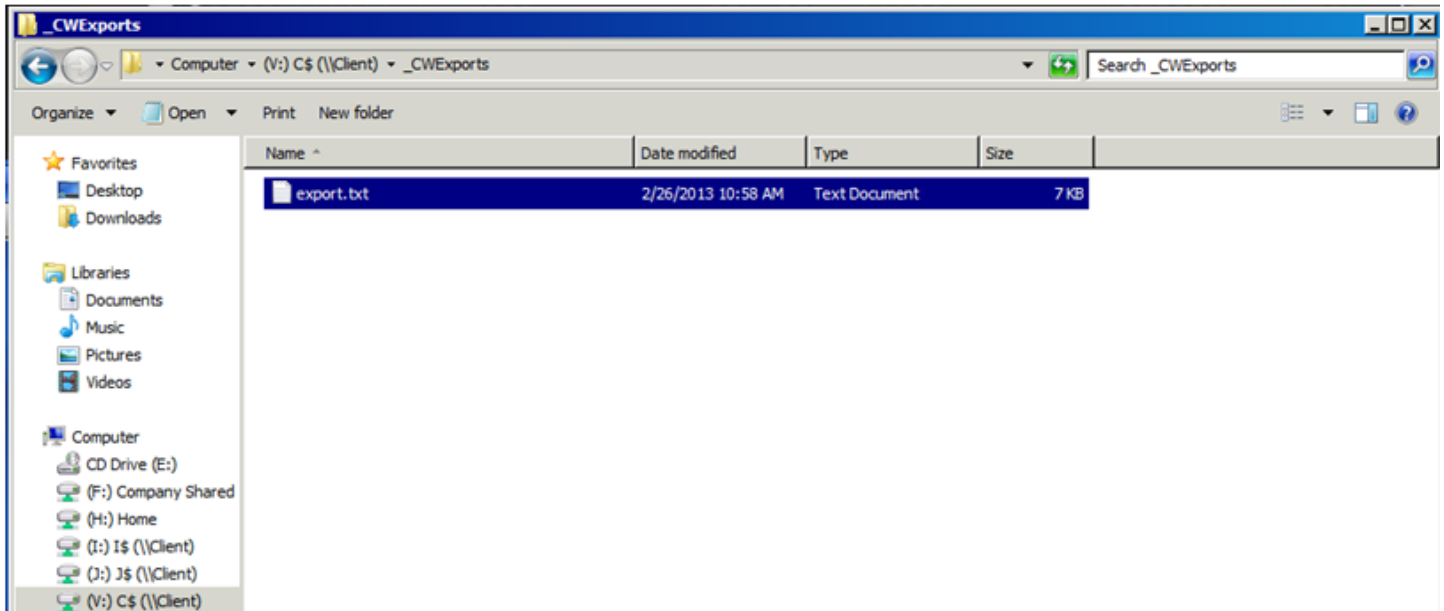
7. Click *Computer* (at the left side of the screen). Choose the *(V:) C$\\ Client* Drive
   - Click on the folder you created *_CWExports*

8. Click on *Organize,* then *Paste*

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

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'.