Intro to FILR (MTFiles)

Manheim Township School District
Technology Training Guide

Each person has a "home directory" on the building file server of the building in which you are based, and many people access "Shared" folders on servers, too. Your home directory and shared folders are now accessible from home! You may download and upload files directly to the building servers from anywhere in the world.

To Access, Edit, Save Files from Home
1. Login to FILR
2. Download your file(s) from the server
3. Edit, Save, Close your file(s)
4. Upload your file(s) back to the server

Login to FILR
Visit http://mtfiles.mtwp.net and login using your network username (i.e., "smithjo") and password.

After logging in, you will see the main screen.

Download and Edit a File
Navigate to the folder where the file is located. Click a folder name to open it or click the up arrow button next to the folder name to go up one level.

Click on the name of the file you want to download. Your browser will download the file just like any other download from any website, so be sure to look for the file in your Downloads folder on your computer!
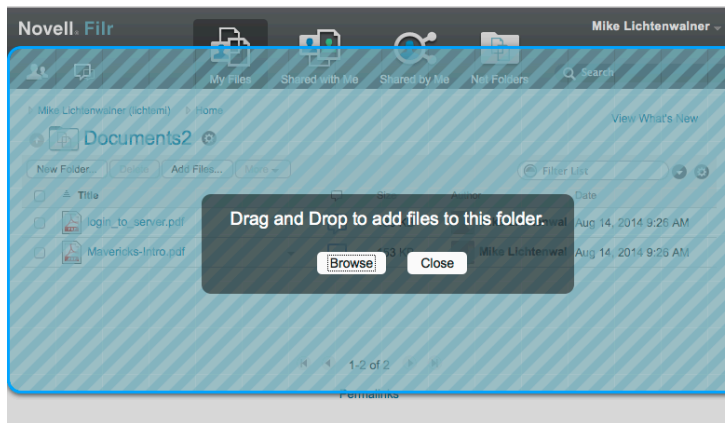
Note about .zip files: You can download multiple files or entire folders by selecting the files/folders (use the checkbox to the left of the file/folder name) then selecting *More -> Download as Zip*. To accommodate large files, FILR uses a newer "zip" technology, which means newer software is needed on your computer to open those zip files. On a Mac, iZip Unarchiver (https://itunes.apple.com/us/app/izip-unarchiver-rar-7z-zip/id717545828?mt=12, or search the App Store), and in Windows, 7-Zip (http://www.7-zip.org/) will do the job.

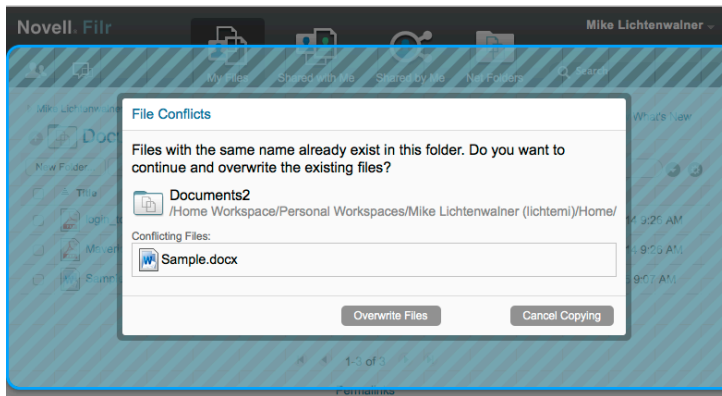Open the file you just downloaded to edit it. Make sure to save the file after making changes.
- To edit files, you must have the corresponding application on your computer. For example, if you want to edit a MS Word file, you must have MS Word on your computer.
- After editing the file, you most upload it to the server or your changes will only be located on your computer.

Upload a File to the Server
- Navigate to the folder where you would like the file to live. Click a folder name to open it or click the up arrow button next to the folder name to go up one level.
- Click *Add Files…* to upload files to the current folder. You may use the *Browse* button, or simply drag the file you want to upload into the middle of the browser window. (Internet Explorer on Windows XP may generate a Java error. Use Firefox to avoid that problem.)

- If the file already exists, you will see a warning. If you want to replace the file that is already on the server, click *Overwrite Files*. If you don't want to replace the existing file, click *Cancel Copying*, rename the file on your computer, then upload the newly named file.

Logout of FILR
To logout, click your name in the upper right corner of the main window and select *Sign out*.