

How to upload a file to the online account.

Each online account is limited to 8 files online at one time. If you wish to increase that amount please contact our sales department at 800-222-7536.

- 1) All files that are to be uploaded need to be placed the drills directory of the 3D Java Interactive program.
Mac Directory **HD/Applications/Pyware 3D Java Interactive/Drills**
Windows Directory **C:/Program Files/Pyware 3D Java Interactive/Drills**
- 2) Go to the **Interactive** Menu
- 3) Go to the **Online File Manager**
- 4) An account screen will come up with the account information. Write down the **Account ID** and **Account Name** as this information needs to be supplied to the students/clients that are to have access to the account.
- 5) Click on the account to be accessed and press the **Select** button.
- 6) A sign on screen will come up asking to sign on to the account. Sign on as a registered user. The user name and password is the First Name space the Last name of the person who registered the program. The password is 1234. See the example below.
 Ex. User Name: **Sally Jackson**
 Password: **1234**
- 7) All the files in the **Drills** folder and all files listed on the online account will be visible. These will be differentiated by the two columns Local Copy and Internet Copy.
- 8) Next to each drill in the **TODO** column there will be a selection that says **Click Here to do something with this file**. Click on the box and select **Add a file copy to the internet account**.
- 9) Enter a short description of the file that is being uploaded. This will allow the Students/Clients know what file is being downloaded. After entering the description click the **Add to Online Account** button.
- 10) After the adding a file the main privilege editor will be shown. Steps 8 & 9 may be repeated for any files needed to be uploaded. (*Remember a standard account can only hold 8 files at a time.*)
- 11) Once all necessary files have been selected to be uploaded click **Apply Changes** to start the file transfer process. The progress will be shown at the top of the screen. When changes have been completed click the **Finish** button to exit the **Online File Manager**.

How to add additional registered users to the online account

You may add additional users to your account to limit what files you want users to be able access. This is also the way to remove anonymous guest access to your account.

- 1) Go to the **Interactive** Menu.
- 2) Choose **Online users and passwords**
- 3) A sign on screen will come up asking to sign on to the account. Sign on as a registered user. The user name and password is the First Name space the Last name of the person who registered the program. The password is 1234. See the example below.
 Ex. User Name: **Sally Jackson**
 Password: **1234**
- 4) After signing on to the User Privileges Editor a spreadsheet with all of the current users and all of the files currently online will be visible. At this point click on the **New Registered User** button. Then give the person a User Name and Password, and set the **Level** to **Guest**.

If drills have been uploaded to the online account they will be listed below the name and may be chosen to be read by that user.

- 5) Press **Okay** to create the user.
- 6) The user will appear in the list underneath the Administrator.
- 7) To remove the anonymous guest access to the account, simply click on the check box that says **Allow anonymous guests for public access**. This will allow only registered users to access the account.
- 8) After all guest have been created click the **Save** button to upload the changes to the online account.