**Helpful Tips:**

* To click, push on the trackpad, it is also the button.
* To right click, you can right-click by either holding down the control key and clicking, or by touching two fingers to the trackpad while clicking.
* To scroll, touch two fingers to the trackpad and move up/down/left/right.

**Printing on campus:**

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1. Make sure you computer is connected to the network.
2. Go to print the file you wish to print.
3. Select print:
	1. *Windows*: Select the printer you wish to use.
	2. *Mac*: Select add printer and find the printer you want.
4. Print to that printer.

**Accessing the M: Drive using GCFile Online (goshenvpn):**

1. Double Click on the desktop icon, which says GCFile Online, or go to <https://goshenvpn.goshen.edu/> in your web browser.
2. Enter in your Username and Password and click Login.
3. Click on ***gcfile*** or ***gcfile-Java*** to access your M: drive.

**Using *gcfile-java*:**

* To Upload a file, find the file you wish to upload on left. Find the folder on the M: Drive you wish to upload the file to, then you can just drag and drop the file to copy it.
* To Download a file, do the same thing but select the file from your M: Drive then copy it over to your computer using the drag and drop technique again.

Mac Users:

If you are using a Mac OS X to access the GC File you will notice that your computer files aren’t readily available, in order to get to your files you need to click on the /Users (as highlighted) and then select the appropriate user file to get to the files on your computer.

Windows Users:

Select the appropriate drive to access your files (usually C:\ is the right one).

**Using the HTML *gcfile*:**

* To Download a file using ***gcfile***, just click on the file you wish to download.
* To Upload a file, using ***gcfile*** click on the “Choose File” button and select the file you wish to upload. Click “Choose” then click “Submit”.