Fair Shake Data Manager Tutorial

A Fair Shake member account can be used to store personal documents like scans of your certificates, letters of recommendation, special licenses, or even word processing documents you don't want to lose. These documents then are available anywhere you go that has internet access. Maybe you are applying for a job in another city and forgot an important document vital to your application, the morning isn't lost! Just head to the public library, log into your Fair Shake account, and print your document, it's that easy (you may need to pay for the printing at the library).

Before you can retrieve your documents from your account you first need to upload them to your account. Once these documents are in your account you may also make them available for download to anyone you have given access to your Personal Web Page.

Click on the Data Manager link to start uploading your important documents!


The pie chart you see above is a display of all the space you are using out of the space remaining for use on your account. The green is space that you haven't used yet and can be filled with documents, email or photos. The light blue is Email, yellow is Photo and purple is Documents. If you are out of room (no green left) look at your other colors. Maybe

you have too much email, take a second to delete some emails from the Fair Shake Web Mail. Maybe all your space is being used by photos and you only have two photos on your web page. If so then you need to resize your photos and re-upload them after deleting them from your profile.

Uploading a document is a lot like uploading a picture. Just click the Browse… button and you will get a window like this.
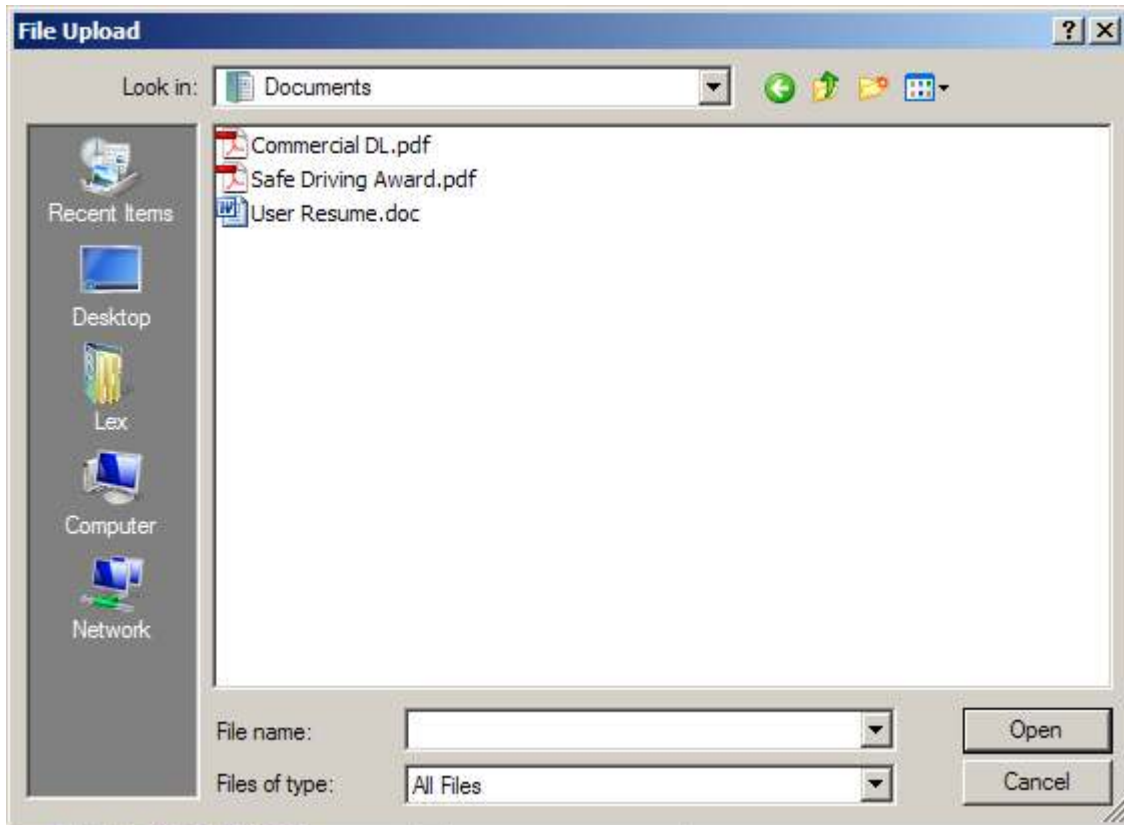
Locate your important documents which are usually kept in Documents (within My Documents or user, here user is Lex and the Documents folder was in the Lex folder) but are sometimes stored on the Desktop. Double click the document or click the document and then click the Open button. This will fill the text box to the left of Browse…. Feel free to add comments to the description usually something to help the visitor know what the document is. After all that is finished press the upload button, this may take a minute or two depending on file size and the speed of your internet.

Once uploaded you can upload another document or view the documents you have already uploaded. Later if you need your documents you can download them again.

The documents you have uploaded are now available to YOU at any computer with internet access, and if you chose to make them available for download they will also be available to people with access to your Personal Web Page. To make them available on your PWP, please refer to the Personal Web Page Tutorial.