

1

Go to

<https://forms.office.com/r/i9D5jGJBzk>

Fill in the Full Name & Student ID fields

前往以上網址，先填寫學生全名及學生編號欄位

IVE (CW) LRC - 3D Printing Form | 3D 列印表格

* Required

1. Student / Staff Full Name 學生 / 職員 全名 *

Chan Tai Man

2. Student ID 學生編號 / Staff CNA 職員CNA *

123456789

3. Link to File (VTC OneDrive) 文件連結 *

https://vtcmca-my.sharepoint.com/:u:/g/personal/t-ytlee_stu_vtc_edu_hk/EdxkecGcCptPovPTCjt2pKg

4. Remark (For example: Model Size) 備註 *

15 cm (L) x 10 cm (w) x 5 cm (H) [FilePW:123456789]

You can print a copy of your answer after you submit

Submit

Never give out your password. [Report abuse](#)

How To Upload & Send 3D Printing File | 如何上載及傳送 3D 列印文件

The screenshot shows the OneDrive web interface. On the left sidebar, the '+ Create or upload' button is circled in red. The main area displays a table of files under 'My files'. A red arrow points from a blue circle containing the number '2' to the 'test.stl' file entry in the table. Below the table, another blue circle containing the number '3' is followed by instructions for uploading an STL file.

LEE YING TUNG

Home

My files

Shared

Favorites

Recycle bin

Browse files by

People

Meetings

Media

Quick access

As you open files from shared libraries, they'll appear in this Quick access list.

[More places...](#)

Storage

< 0.1 GB used of 100 GB (1%)

Search

Sort

Details

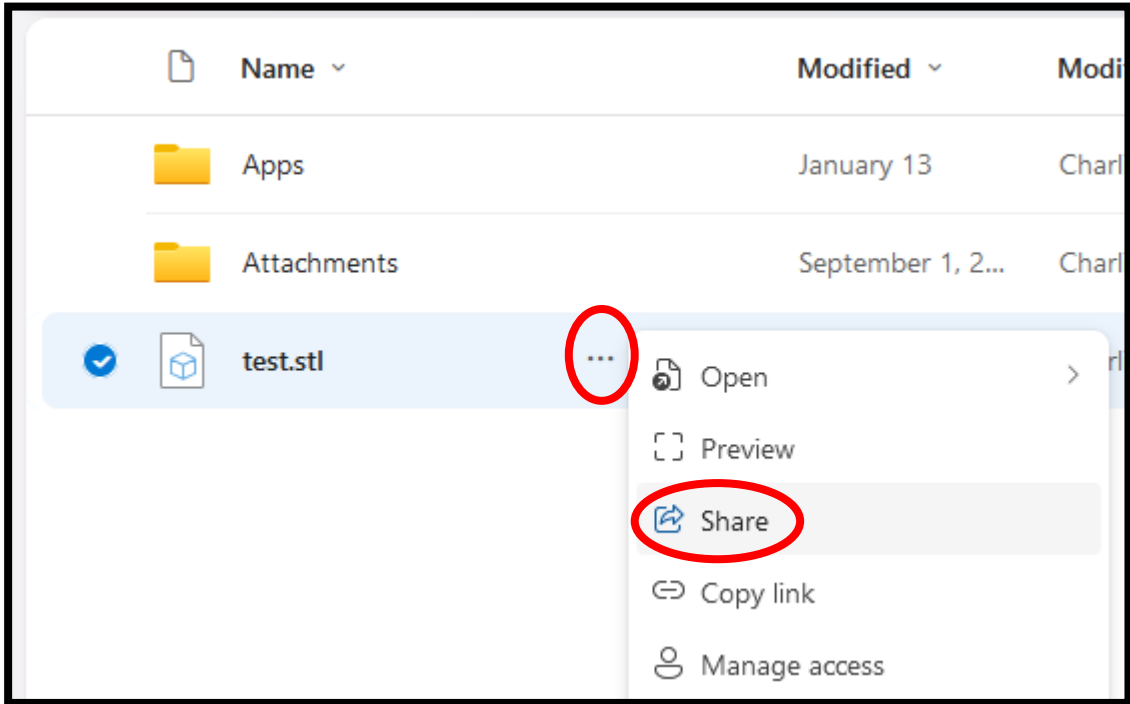
Name	Modified	Modified By	File size	Sharing	Activity
test.stl	June 27	LEE YING TUNG	841 KB	Shared	You shared this file · Jun 27

2 Go to <https://office365.stu.vtc.edu.hk> and Login One Drive by your CNA
前往以上網址並以你的 CNA 登入你的 OneDrive

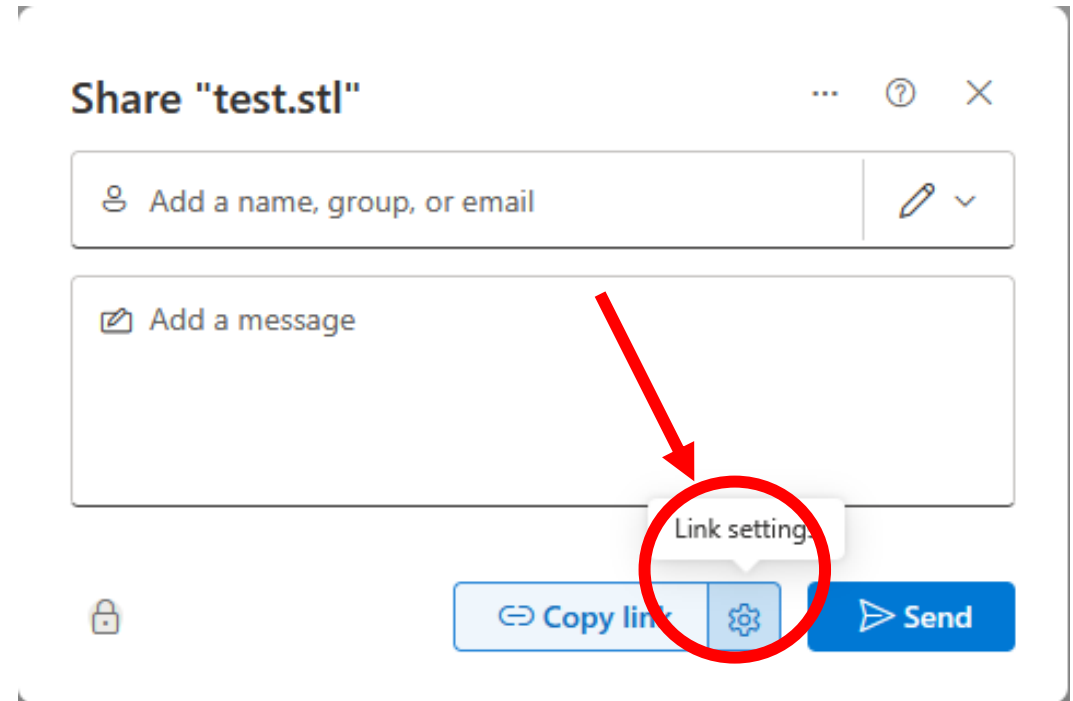
3 Upload your STL File.
上載你的 STL 檔案

How To Upload & Send 3D Printing File | 如何上載及傳送 3D 列印文件

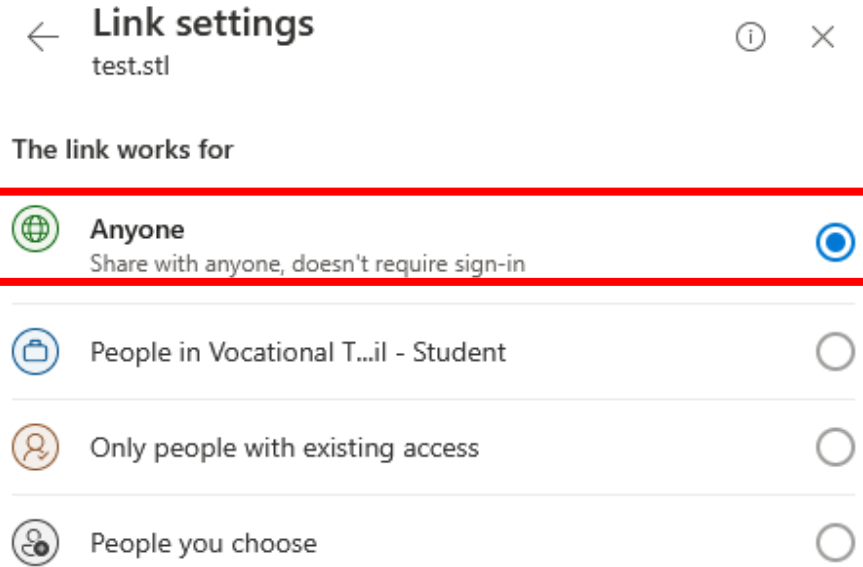
- 4 Choose the **3 dots** to the right of the filename and click the **Share** button
選取文件名字右邊的 **3 點**，並按下 **Share** 按鈕



- 5 Click "**Link Setting**" button
按 "**連結設定**" 按鈕



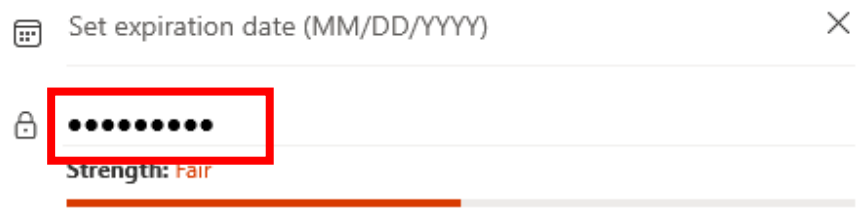
6 Select **Anyone** button
按下 **Anyone** 按鈕



7 Confirm the **More Setting – Edit** is selected **Can edit**
確認更多設定 – 編輯是選取了 **Can edit**



8 Input **Password**
輸入 **Password**
Please use your student/staff number.
請使用你學生/職員編號

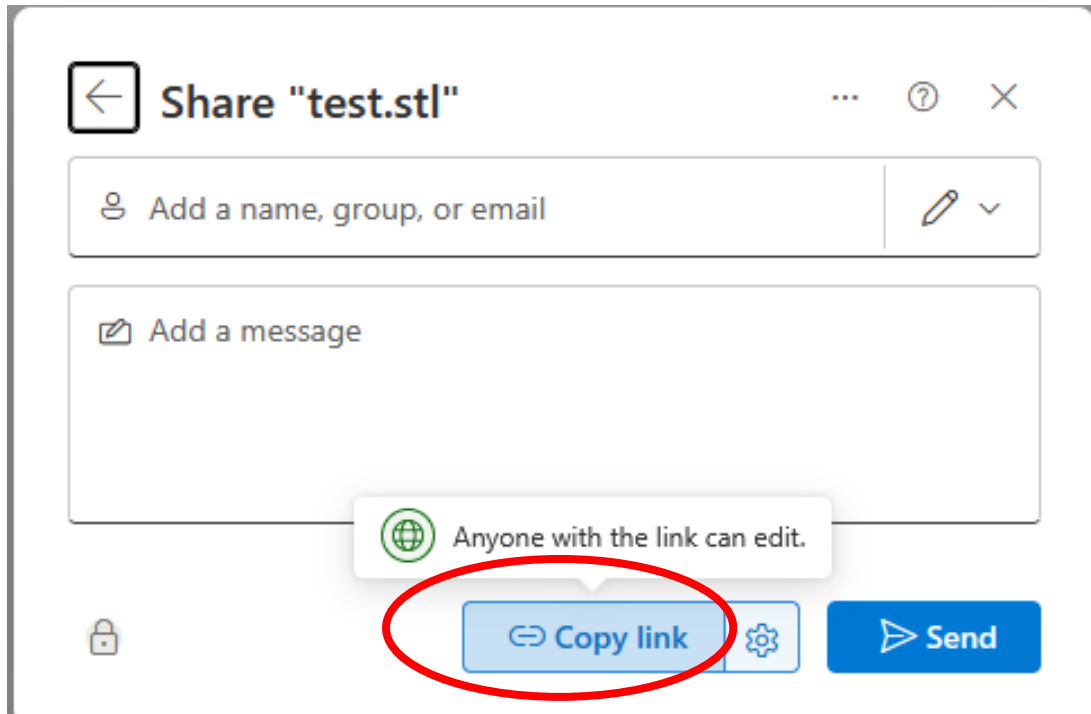


9 Click the **Apply** button
按下 **Apply** 按鈕



10

Click
按下 Copy link



How To Upload & Send 3D Printing File | 如何上載及傳送 3D 列印文件

11

Paste the link into the **Link to File** field

將連結貼入 **文件連結** 欄位

12

If you have any extra information to LRC , please into the **Remark** field

(E.g.: Model Size and File Password)
如你有任何其他資訊想共享給LRC,
請輸入在 **備註** 欄位
(例: 模型成品尺寸/ 文件密碼)

13

Click the **Submit** button

按下 **提交** 按鈕

IVE (CW) LRC - 3D Printing Form | 3D 列印表格

* Required

1. Student / Staff Full Name 學生 / 職員 全名

Chan Tai Man

2. Student ID 學生編號 / Staff CNA 職員CNA *

123456789

3. Link to File (VTC OneDrive) 文件連結 *

https://vtcmca-my.sharepoint.com/:u:/g/personal/t-ytlee_stu_vtc_edu_hk/EdxkecGcCptPovPTCjt2pKg

4. Remark (For example: Model Size) 備註 *

15 cm (L) x 10 cm (w) x 5 cm (H) [FilePW:123456789]

You can print a copy of your answer after you submit

Submit

Never give out your password. [Report abuse](#)