Online File Folder

Becoming an Expert at Managing Your Files Online

Never lose a file again. With Online File Folder you can easily manage your files online without the hassle of storage disks or emailing important files to yourself. Online File Folder allows you to store files securely and easily so you can access them from any computer anytime.

With Online File Folder, you can retrieve, backup, and share your files. You can upload and download files via FTP or sync your computers to ensure you always have the right version of your files. In addition, you can edit files in your Online File Folder, and order professional-quality prints delivered to your doorstep.

Setting Up Your Online File Folder Account

You can set up your Online File Folder from your account manager. This section describes how set up your Online File Folder account for the first time.

To Set Up Your Calendar Through My Account

1. Log in to your **Account Manager**.

2. In the **My Products** section, click **Online File Folder**.

3. Click **Setup Account**.

4. In the **User Name** field, enter your user name.

5. In the **Enter your Password** and **Confirm Password** fields, enter your password.

6. Click **Continue**.

7. (Optional) From the **Email Accounts** list, associate your Online File Folder with an existing email account.

8. Click **Continue**.

Working With Online File Folder

After you set up your Online File Folder account, you can begin managing and sharing your files. In this section, you'll learn about:

- [Managing Files and Folders](#) — You can sort, send, share, and encrypt files on your Online File Folder account.

- [Managing Your Address Book](#) — Organize the contacts related to your files.

- [Managing Your Settings](#) — You can change the password or email address associated with your account, and specify settings for uploading your files.

- [Using OFF Tools](#) — You can access, backup, and edit your files from your Online File Folder account.

Viewing Files and Folders

You have several options for viewing files in your Online File Folder.
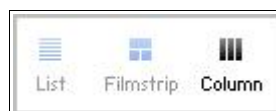
To View a File in List View

1. Log in to your Online File Folder.

2. Go to the **Files** tab.

Files Tab view

3. In the **Folders** list, click the folder that contains the file or folder you want to view.

4. In the upper right corner, next to the navigation buttons select the View icon representing the view you want to use.

View Icons

5. Locate and double-click the file(s) you want to view.

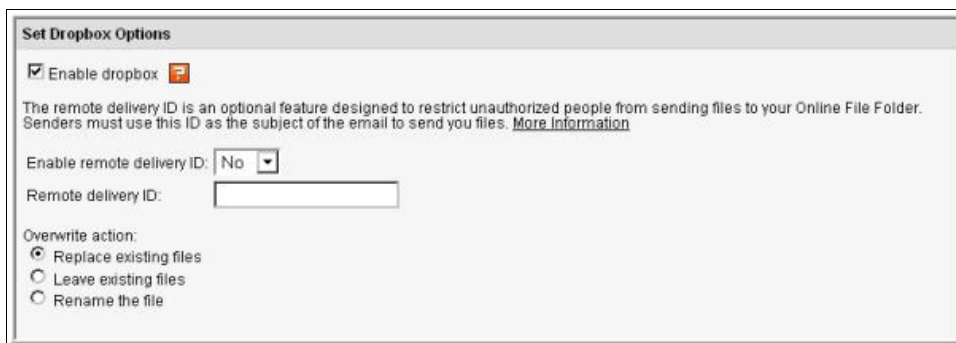6. In the **File Download** window, click **Open**.

▶ TIP   Click Settings and go to the File Settings tab to quickly access more settings.

Using the Dropbox

The Online File Folder Dropbox lets you receive files directly from your Online File Folder account. The Dropbox folder serves an inbox for files sent to you at username@onlinefilefolder.com where "username" is your login name. Friends, family, and business associates can send you files simply and securely with the Dropbox username you specify.

To Use the Dropbox

1. Log in to your Online File Folder.

2. Click the **Settings** button.

3. Go to the **File Settings** tab.

Set Dropbox Options

4. In the **Set Dropbox Options** area, select the checkbox to enable your dropbox.

5. You can restrict who has permission to send files to your Online File Folder by enabling the **Remote Delivery ID**. To enable the **Remote Delivery ID**, select **Yes** from the dropdown menu. Specify a word or phrase to use as the ID in the **Remote delivery ID** field. Senders must use the word or phrase as the subject of their email to send files to your Online File Folder. Select **No** from the dropdown menu and leave the field blank to allow anyone to send files to your dropbox.

6. From the **Overwrite action** list, select **Replace Existing Files, Leave Existing Files**, or **Rename the file.**

7. If you select **Replace Existing Files**, the file will not be received in your Online File Folder dropbox. The sender will receive a notice that the file was not received.

8. Click **OK**.

Adding Files and Folders

To store or share your files and folders, you can upload them to your Online File Folder account. You can upload as many files as the storage space for your plan allows, up to 1G at a time. When organizing your files in Online File Folder, you can create customized folders or add folders from your computer.

To Add a File to Online File Folder

1. Log in to your Online File Folder.

2. Go to the **Files** tab.

3. Click **Add File**.

Upload New Files window

4. On the **Upload New Files** page, in the **Choose Destination Folder** section, navigate to and select the folder where you want to save the file.

5. In the **File Upload** section, click **Browse**, and then locate and open the file you want to upload. Repeat this step for each file you want to upload.

6. If you are running Windows and are using Firefox 2, Internet Explorer 6 or higher or running MacOS X and using Firefox 2, or Safari 3 and have downloaded the latest version of the File Editing Tool, you can upload entire folders. Select the folder you want to upload and click Open.

7. Click **Start Upload**.

To Create a New Folder

1. Log in to your Online File Folder.

2. Go the **Files** tab.

3. Click **New Folder**.

4. In the **Choose Parent Folder** section, navigate to and select the folder under which you want to add the new folder.

5. In the **Folder Name** field, enter a name for the folder.

6.   Click **OK**.

To Add a Folder from Your Computer

1.   Log in to Online File Folder.

2.   Go to the **Files** tab.

3.   Click **New Folder.**

New Folder window

4.   In the **Choose Parent Folder** section, navigate to and select the folder under which you want to add the new folder.

5.   In the **Folder Options** section, click **Add Folder from my computer**.

6.   Locate and select the folder you want to add, and then click **OK**.

7.   When finished, click **OK**.

Deleting Files and Folders

You can delete any folders that you have created or files that you have added to Online File Folder. The Dropbox folder serves as your Inbox and cannot be deleted.

To Delete a File or Folder in Online File Folder

1.   Log in to your Online File Folder.

2.   Go to the **Files** tab.

3.   In the **Folders** list, click the folder that contains the file(s) or folder you want to delete.

4. In the upper right corner, next to the navigation buttons, click the **View icon** that represents the View you want to use.

5. Locate and select the file(s) or folder you want to delete.

▶ NOTE   In some views you can just click additional files to select multiple filers. In others, you may need to press the Shift key and then click additional files.

6. Click the **Actions** icon, represented by a chevron or down arrow, click **Delete**.
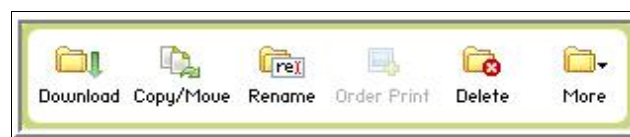
Actions icon

▶ NOTE   In the Filmstrip view the Actions icon is located on the lower right corner of the file image. For the List view, the Actions icon is located to the right of the file. In the Columns view, the Actions menu is located in the Preview column. When selecting multiple files, the Actions menu displays only for the file closest to the bottom and/or right side of the view.

7. In the **Delete** window, click **OK** to confirm the deletion.

Sending and Sharing Files and Folders

In Online File Folder, you share files with other users. Send them an email message containing a link to the shared files or folders, and they can access them directly.

To Share a File or Folder

1. Log in to Online File Folder.

2. Go to the **Files** tab.

3. In the **Folders** list, click the folder that contains the file(s) or folder that you want to share.

4. In the upper right corner, next to the navigation buttons, click the **View icon** that represents the View you want to use.

5. Locate and select the file(s) you want to share.

▶ NOTE   In some views you can click additional files to select multiple files. In other views, you may need to press the Shift key and then click additional files.

6. Click the **Actions** icon, represented by a chevron or down arrow, click **More**, and
    then click **Share**.
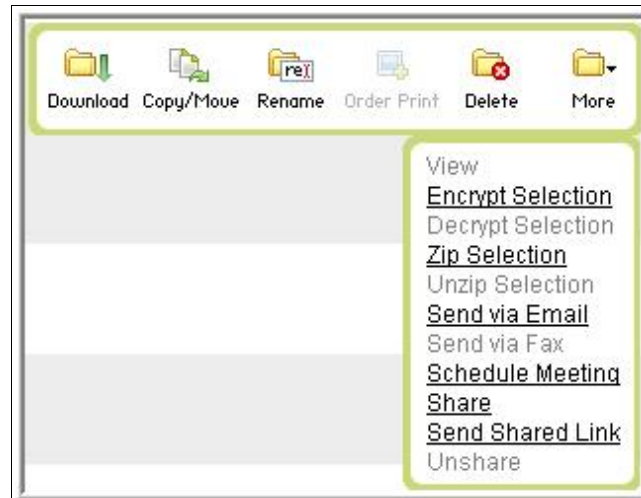
More Actions Menu

▶ NOTE   In the Filmstrip view the Actions icon is located on the lower right corner of file
             image. For the List view, the Actions icon is located to the right of the file. In the
             Columns view, the Actions menu is located in the Preview column. When selecting
             multiple files, the Actions menu displays only for the files closest to the bottom and/or
             right side of the view.

7. In the **Share Files and Folders** window, in the **Select Share Options** section,
    complete the following:

Share Files and Folders window

- **Share files for**— Enter the number of days for which you want the link to the shared files or folder to be active.

- **Sent link to email recipient**— Select this option to send a link to the files in an email and then complete the remaining fields.

- **To**— If you are sending a link, enter the email address(es) of the person(s) to whom you want to send the link to the file or folder.

- **Subject**— If you are sending a link, enter a subject line for the email message.

- **Comment**— If you are sending a link, enter any comments you want to include in the email message.

8. Click **OK**.

If you selected to send a link, an email is sent to the email addresses you specified. Users can follow that link to view the file or folder.

Encrypting and Decrypting Files in Online File Folder

You can encrypt files through Online File Folder for additional security. To view the files, you, or the viewer, must decrypt them first.

To Encrypt Files

1. Log in to Online File Folder.

2. Go to the **Files** tab.

3. In the **Folders** list, select the folder that contains the file(s) you want to encrypt.

4. In the upper right corner, next to the navigation buttons, click the **View** icon that represents the View you want to use.

5. Locate and select the file(s) you want to encrypt.

▶ NOTE   In some views you can click additional files to select multiple files. In others, you may need to press and hold the Shift key while selecting files.

6. Click the **Actions** icon, represented by a chevron or down arrow, click **More**, and then select **Encrypt Selection**.

▶ NOTE   In the Filmstrip view, the Actions icon is located on the lower right corner of the file image. For the List view, the Actions icon is located to the right of the file. In the Columns view, the Actions menu is located in the Preview column. When selecting multiple files, the Actions menu displays only for the file closest to the bottom and/ or right side of the view.

7. In the **Encryption password** and **Confirm encryption password** fields, enter the password you want to use to open the file.
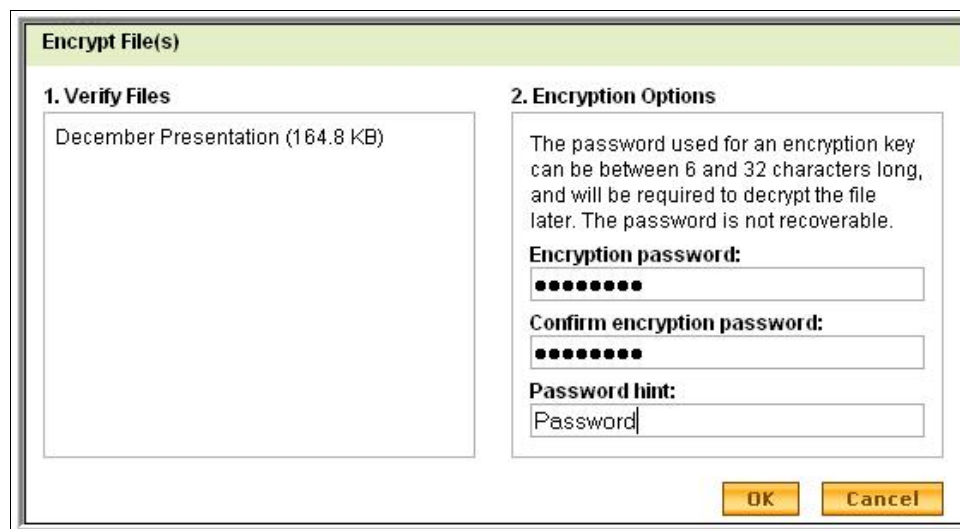
Encrypt Files window

8. In the **Password hint** field, specify a hint that will remind you of the password.
9. Click **OK**.

To Decrypt Files

1. Log in to Online File Folder.

2. Go to the **Files** tab.

3. In the **Folders** list, double-click the folder that contains the file you want to decrypt.

4. In the upper right corner, next to the navigation buttons, click the **View icon** that represents the View you want to use.

5. Locate and select the file you want to decrypt.

6. Click the **Actions** icon, represented by a chevron or down arrow, click **More**, and then select **Decrypt Selection.**

▶ NOTE   In the Filmstrip view, the Actions icon is located on the lower right corner of the file image. For the List view, the Actions icon is located to the right of the file. In the Columns view, the Actions menu is located in the Preview column. When selecting multiple files, the Actions menu displays only for the file closest to the bottom and / or right side of the view.

7.   In the **Password** field, enter the password, and then click **OK**.

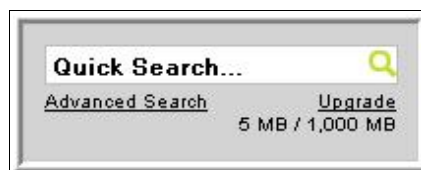## Searching for Files in Online File Folder

If you need to locate a specific file, you can search for it using one of the Online File Folder's search features:

- **Quick Search**— Lets you quickly search files for a specific keyword without opening the full search feature.
- **Advanced Search**— Lets you select a value to search for and narrow search parameters to specific fields, folders, size, and dates.

You can access the search features using the **Quick Search** in the upper left corner of your folders list or by clicking **Advanced Search**.

To Search for Files Using Quick Search

1.   Log in to Online File Folder.

Quick Search field

2.   In the **Quick Search** field, enter the word or phrase you want to search for and then press **Enter.**

To Search for Files Using Basic Search

1.   Log in to Online File Folder.

2.   Go to the **Basic Search** tab.

3.   In the **Basic Search** field, enter the keyword or phrase for which you want to search.

4.   Click **Search**.

To Search for Files Using Advanced Search

1.   Log in to Online File Folder.

2.   Click the Advanced Search hyperlink below the Quick search field at the top of the folders list.

3.   Go to the Advanced Search tab, and then in the Advanced Search field, enter the keyword, phrase, or other value for which you want to search.

4.   (Optional) Enter additional parameters to narrow your search, including:

- **Type**— Specify if you want to search files and/or folders.

- **Date range**— Select a specific date range to search.

- **Size range**— Enter a minimum and a maximum file size, and then specify whether the size is in kilobytes or megabytes.

5.   Click **Search**.

Search Tabs

Managing Your Address Book

You can use the address book in Online File Folder to store names and email addresses of the contacts you frequently share your files with. In this section, you'll learn about:

- Adding Contacts — You can store contact information for people you share files with in your Online File Folder address book.

- Deleting Contacts — You can remove contacts from your Online File Folder address book at anytime.

- Editing Contact Information — Keep your contacts up-to-date. You can update contact information for your correspondents including their names, nicknames, and email addresses.

Add Contact window

Adding Contacts to the Address Book in Online File Folder

You can easily store contact information for people you share files with. Add friends, associates, and family to your address book , so you can easily share great files with them.

To Add Contacts

1. Log in to Online File Folder.

2. Go to the **Address Book** tab.

3. In the **Add Contact** section, complete the following:

   • **First Name**— Enter the contact's first name.

   • **Last Name**— Enter the contact's last name.

   • **Email**— Enter the contact's email address.

   • **Nickname**— Enter a nickname or display name for the contact.

4. Click **Add to Address Book**.

Deleting Contacts from the Address Book

You can delete contacts from your Online File Folder address book as necessary.

To Delete a Contact from your Address Book

1. Log in to Online File Folder.

2. Go to the **Address Book** tab.

3. In your list of contacts, in the **Actions** column, click the **Delete** icon for the contact you want to delete.

4. In the **Delete Contact** window, click **OK** to confirm the deletion.

Editing Contact Information from the Address Book

You can edit information for your contacts at any time in your Online File Folder address book.

To Edit a Contact

1. Log in to Online File Folder.

2. Go to the **Address Book** tab.

3. In your list of contacts, in the **Actions** column, click the **Edit** icon for the contact whose information you want to edit.

4. In the **Edit Contact** window, make any necessary changes to the following:

- **First Name**— The contact's first name.

- **Last Name**— The contact's last name.

- **Email**— The contact's email address.

- **Nickname**— The nickname or display name for the contact.

5. Click OK.

Managing Your Settings

In the Settings area, you can change your personal settings and specify options for your File Settings. In this section, you'll learn about:

- Personal Settings— Manage Personal Settings, including your Email Identity and your Online File Folder password.

- File Settings— Manage and update File Settings, including Upload Options, Folder View Options, File Editing Tool Options, and Dropbox Options.

Managing Your Personal Settings in Online File Folder

You can update your Email Identity and your Online File Folder password from the Personal Settings in Online File Folder.

To Manage Personal Settings

1. Log in to Online File Folder.

2. Go to the **Settings** tab.

3. On the **Settings** page, go to the **Personal Settings** tab.

4. In the **Set Email Identity** area, edit the **Email from name**.

▶ NOTE   The Email from name is the email address that will display as the sender or From value in email messages when you send links or files.
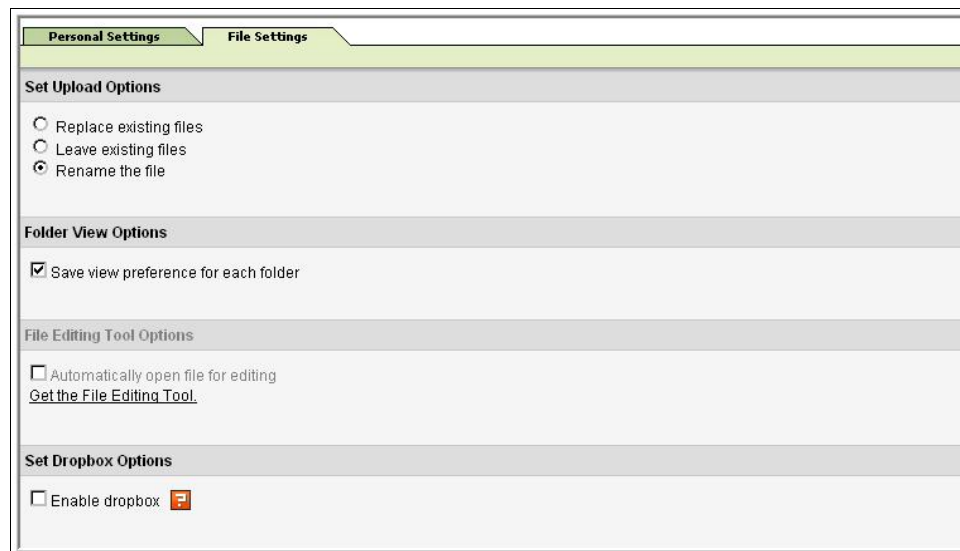

Settings tabs

5. In the **Set Password** section, enter your current password, and then enter and confirm your new password.

6. Click **OK**.

Managing Your File Settings in Online File Folder

In the File Settings area, you can edit options for uploading and editing your files.

To Manage File Settings

1. Log in to Online File Folder.

2. Go to the **Settings** tab.

File Settings Tab

3. On the **Settings** page, go to the **File Settings** tab. From the Set Upload Options section, select **Replace Existing Files, Leave Existing Files**, or **Rename the file.**

4. To save view preferences for individual folders, in the Folder View Options section, select **Save view preference for each folder**.

5. To open Online File Folders automatically for editing, in the File Editing Tool Options section, select **Automatically open file for editing**.

▶ NOTE   If the File Editing Tool is not installed, the option display s in gray. To install the File Editing Tool, click the Get the File Editing Tool hyper link.

6. To enable the dropbox features, select **Enable dropbox**.

7. Click **OK**

Using OFF Tools

With Online File Folder tools you can enhance the way you access, edit, and backup your files. In this section, you'll learn about:

- Using the File Backup Too— Back up files from your Online File Folder safely and easily.

- Using the File Editing Tool— Edit your files directly from your Online File Folder.

- [Accessing your Online File Folder as a Web Folder](#)—Create a folder link between your desktop and Online File Folder that gives you easy file and folder access to Online File Folder content.

- [Using Map Drive](#)– Browse and manage your Online File Folder files easily from your My Documents folder.

Using the File Backup Tool

You must download and install File Backup before you can back up files to your Online File Folder, download files from Online File Folder to your computer, or synchronize folders between computer and Online File Folder.

To Download and Install File Backup

1. Log in to Online File Folder.

2. Go to the **Tools** tab and click **File Backup**.

3. In the **File Backup Installer** window, click **Install Now**.

4. In the **Opening** dialog box, click **Save File**.

File Backup Tool

5. Locate and open the **File Backup Installer** file.

▶ NOTE   If you are running Windows Vista, you must click Save, and then click Run.

When installation is complete, the File Backup application opens.

You can view the Log for any of your Backups or Syncs to see what files were transferred. Backed up Log files are cleared at the start of each new backup, while Sync Log files can only be cleared manually.

To View the Log for a Backup or a Sync

1. From your Start menu or your system tray, open **File Backup.**

2. In the **Backups and Syncs** list, click the **Actions** menu button (represented by the down arrow icon.)

3. In the **Actions** menu, click **Show Log.**

A text file displays, listing the files that were transferred during the last backup or sync.

Using File Backup, you can restore files that were deleted from your computer using the backup in Online File Folder. File Backup checks the backup and compares it to the folder and restores any files to your computer that were deleted.

To Restore Deleted Files

1. From your Start menu or your system tray, open **File Backup**.

2. In the **Backups and Syncs** list, click the **Actions** menu button (represented by the down arrow icon) for the backup from which you want to restore files.

3. In the **Actions** menu, click **Restore deleted files**.

Using the File Editing Tool

You can download and install an editing tool that allows you to edit your files from Online File Folder When you save the edited file, the changes are automatically saved to the file in your Online File Folder.

You can use the File Editing Tool if you are running Windows XP or newer and using Firefox 2 or Internet Explorer 6 or higher, or if you are running MacOS X and using Firefox 2 or Safari 3. The File Editing Tool hyperlink does not display if you're using another operating system, a different browser, or have already installed the latest version of the tool.

After you install the File Editing Tool, you can edit files from any view (List, Columns, or Filmstrip). When you click or double-click the file, it opens in the software application that is associated with the file type. For example, files with a .txt extension open in Notepad. If the file type is not associated with a software application, you can download it to your computer and open it with the software application of your choice. For more information, see Editing Files.

In addition, after downloading the latest version of the File Editing Tool, you can upload multiple files or folders to your Online File Folder.

To Install the File Editing Tool

1. Log in to Online File Folder.

2. Click the **File Editing Tool** or **Update File Editing Tool** hyperlink.

3. Click the **Install** button.

To Edit Files with the File Editing Tool

1. Log in to Online File Folder.

2. Go to the **Files** tab.

3. In the **Folders** list, select the folder that contains the file you want to edit.

4. In the upper right corner, next to the navigation buttons, click the **View** icon that represents the View you want to use.

5. Locate and double-click on the file you want to edit.
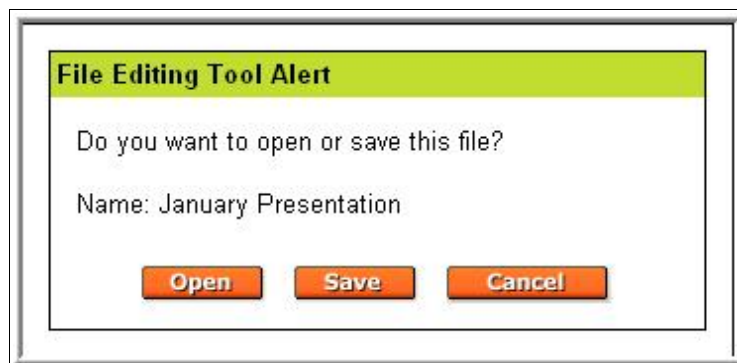
File Editing Tool Alert

6. In the **File Editing Tool Alert** window, click **Open** to edit the file using the File Editing Tool.

7. When you are finished editing the file, save the file and the File Editing Tool saves the updated version back to your Online File Folder.

Accessing Your Online File Folder as a Web Folder

Opening Online File Folder as a Web Folder allows you to drag and drop items directly from Windows Explorer to your Online File Folder account.

To Open Online File Folder as a Web Folder

1. Log in to Online File Folder.

2. Go to the **Tools** tab.

3. Select **Open as Web Folder**.

4. In the **Connect to** dialog box, enter your Online File Folder username and password, and then click **OK**.

▶ NOTE   You must be using Internet Explorer to use the Web Folder option in Online File Folder.

Using Map Drive to Access Online File Folder Files

When you install and set up Map Drive, you can assign a drive letter to your Online File Folder account, and then access your Online File Folder files on your own computer. With Map Drive you can do the following:

·   Open and edit files, and then save them to their original location in your Online File Folder account.

·   Rename files.

·   Create new files and folders.

·   Move or copy files to and from your Online File Folder account.

Setting Up Map Drive

1. Log in to Online File Folder.

2. Go to the **Tools** tab.

3. Click **Map Drive**.

4. In the **Map Drive Installer** window, click **Install Now**.

5. In the **Opening** dialog box, click **Save File**.

6. Locate and open the **Map Drive Setup File**.

Drive Mapper

7. Supply the following information in the Map Drive application:

   • **Username**— Enter the user name for your Online File Folder account.

   • **Password**— Enter the password for your Online File Folder account.

   • **Drive Label**— Specify the drive letter you want to use to view your Online File Folder account in Windows Explorer.

   • **Reconnect at login**— To Set Drive Map to automatically connect to your Online File Folder account when you log in to Windows, select the **Reconnect at login** checkbox.

8. Click **Set Up**.

Your Online File Folder account is now mapped to your local drive. Open Windows Explorer to browse to the drive you created.

▶ NOTE   To disconnect from the mapped drive, right-click on the drive in Windows Explorer and select Disconnect.

Congratulations! You have the tools and know-how to manage your files using Online File Folder. Now you can upload some files, edit them to your heart's content, and share them with friends. You'll be amazed at how simple file management is with your Online File Folder. If you need additional information or assistance with your Online File Folder, please visit our Help Center.