

123-Drive : Instructions for Sharing Files

To simplify the process of making files available to other people, the Share files option has been replaced by three new options - Send, Link and Embed. The three new separated dialogs make it quicker and easier to send files to specific people or publish them on the web and offer some new options and enhancements over the former combined dialog. Each option can be found on the File Actions and right-click menus in the file manager interface.

Send

Send does exactly what you'd think - just enter the people you want to send the files(s) to, optionally enter a message to send with them and you're done! If you have imported a contacts list in the Add Friends section of the Community tab, or have previously sent files to someone those contacts will be selectable from a quick select box to make things even quicker. You can now also choose to give recipients the ability to make changes to files or upload new files so you can easily collaborate on projects with your colleagues no matter where you are. Each recipient will be sent a message with a link to the shared files, we check that each recipient has your permission to access the files and you can revoke that permission at any time so as well as being instant and having no limit on file size, it's more secure than e-mail too!

Link

Click Link to get a hyperlink to a file or folder, you can send it in an e-mail or IM message, post it on a web site or put it in a document. If the link is to a photo, video or music track it can be viewed or played online whilst folders can be browsed using the same fully featured file manager you use to access your account. You can of course set whether anyone with the link should be able to access the files it references and revoke such access at any time.

Embed

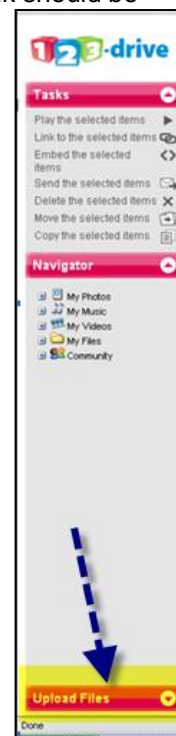
And now for the exciting part - For Image, Music and Video files, click Embed to get HTML code which you can paste into any web page, blog or supported social networking site to display your personalised media show right there on the page. What's more you can now customise the colors of the media player and set other display options such as whether to show a play list or offer users the full-screen button enabling you to design a media player to suit your site or mood. Finally, for users wanting to add a professional touch to their hosted videos, music and slideshows, upgrade to the Premium account via the My Account page and we'll remove our logo and branding from your embedded players.

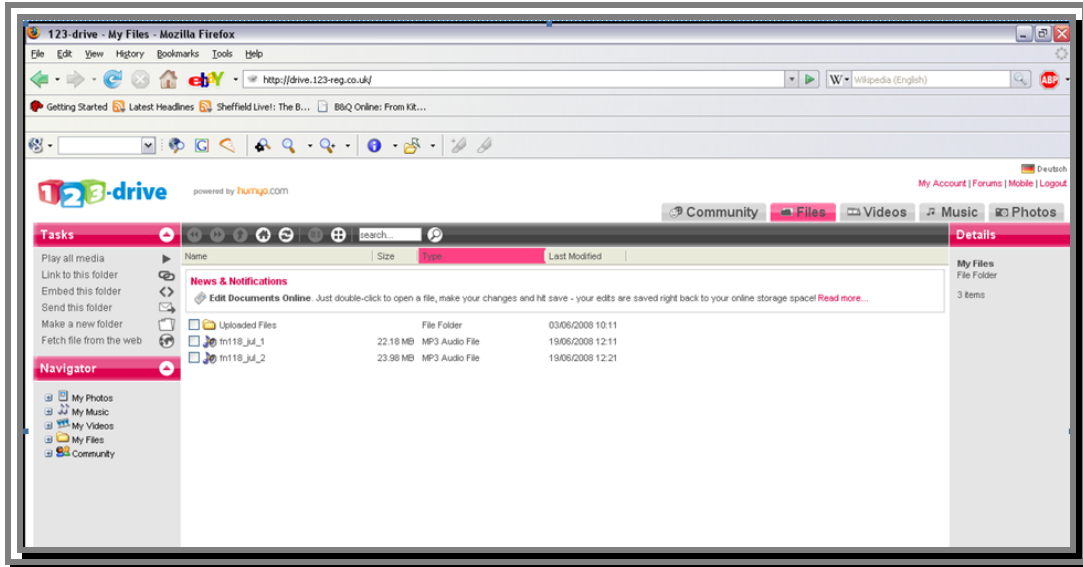
A visual guide prepared by Graham Roe

-- Upload any files (using the "Upload Files" button at the bottom of the left hand navigator panel – see diagram to the right)

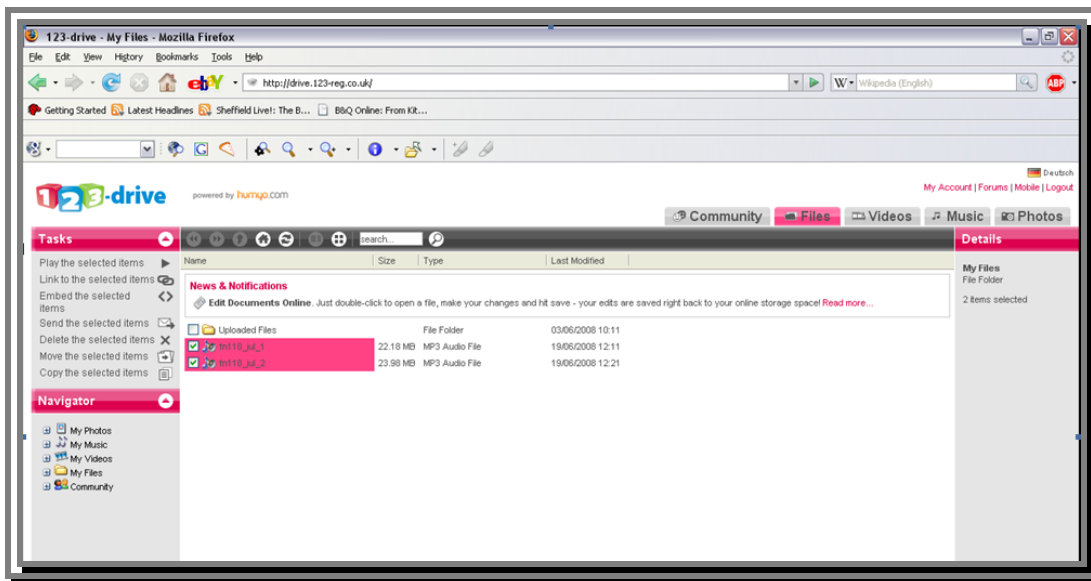
-- Share them:

-Click on the 'Files' tab to see a list of files (you may need to double click on a folder to see the files in that folder).





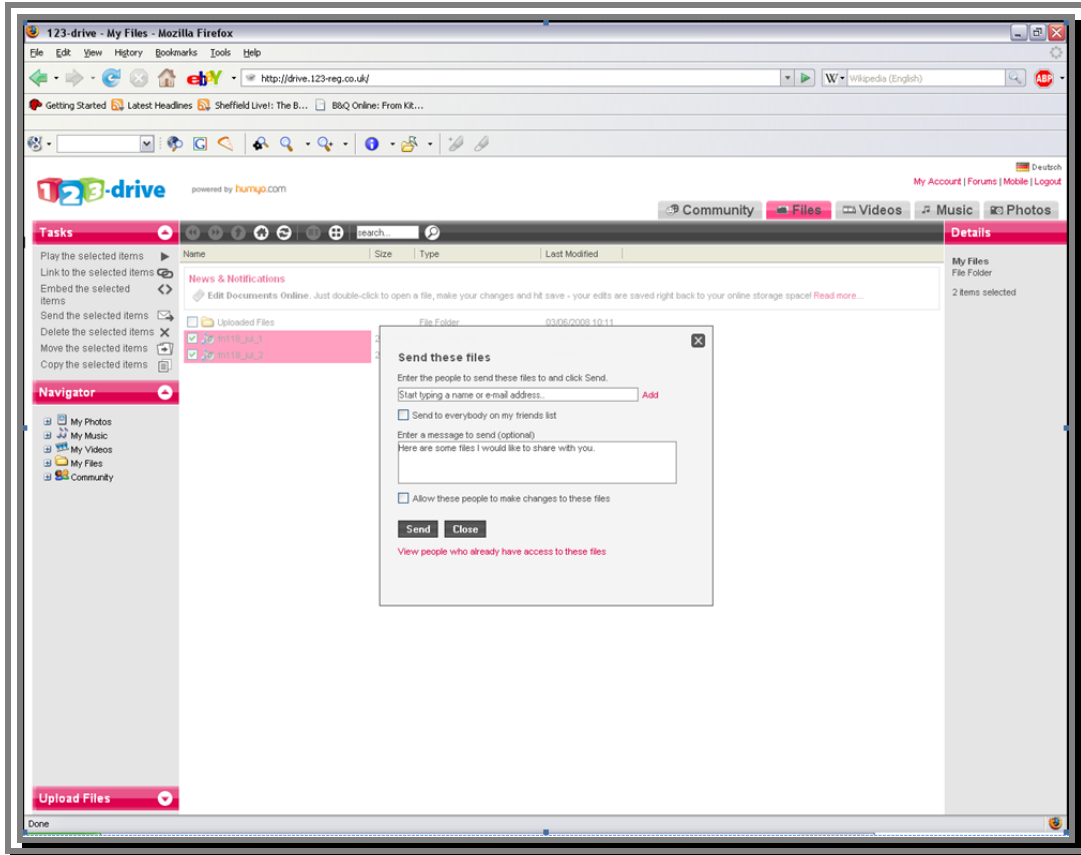
- Select those that you wish to share: you can select more than one.



- Point at the selected files and right-click with the mouse.

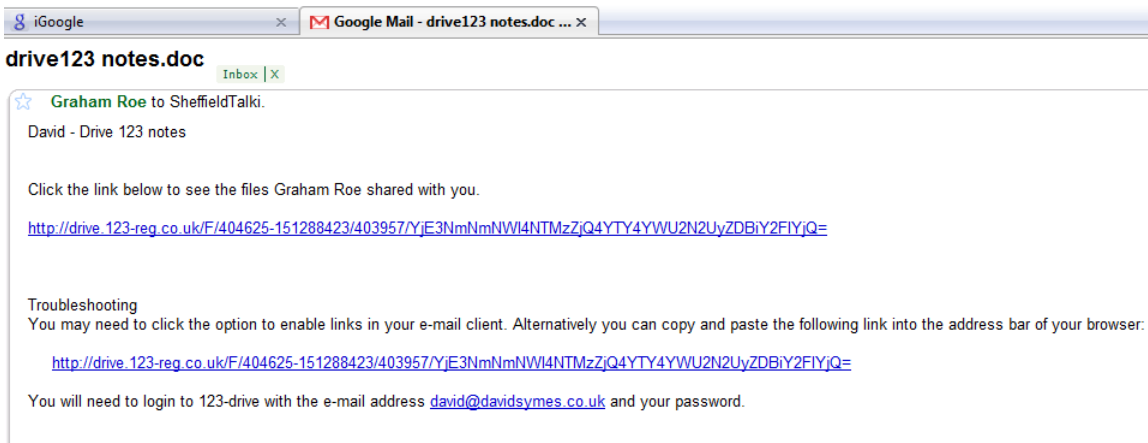
You will see a menu that includes 'Send'

- Click on send: a window appears



- Tick 'Send to everybody on my friends list' (assuming that all your friends are STN). You need do nothing to the box 'Enter the people...'
- In the box labelled 'Message to send (optional)' type a meaningful message.
- Click on 'Send'

The user will then receive an email - similar to that below - with a link that they can click to view and if necessary download to their computer.



You will have then successfully shared your file(s) with other members of the STN Community on 123's Shared Drive.