

Getting Started With WebDisk

Software: Internet Explorer / Safari/FireFox

Platform: PC / Mac

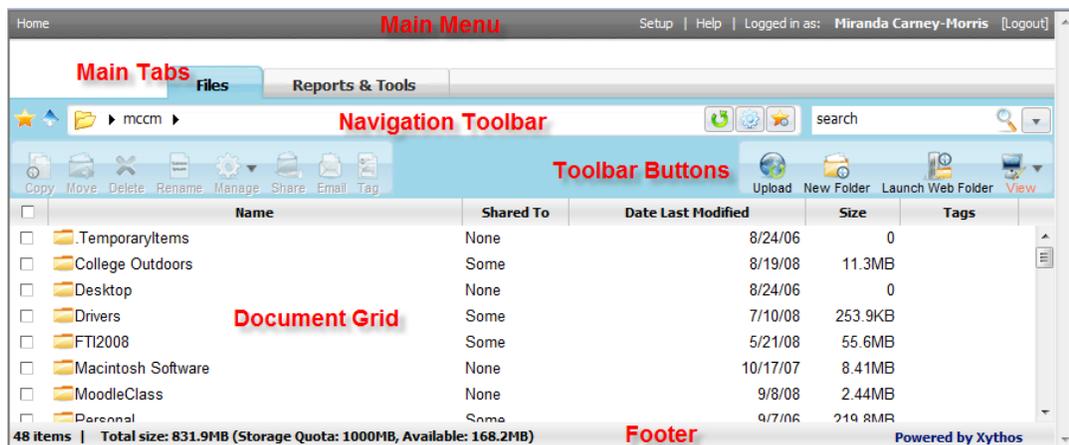
Overview

Lewis & Clark provides a web-based file storage service called WebDisk. WebDisk functions like a hard drive and is located at webdisk.lclark.edu. With WebDisk you can upload files from your computer into your WebDisk account, and be able to access them from anywhere with an Internet connection. File sharing options allow other individuals and groups to access these files as well—if you grant them permission. WebDisk is a way to store your documents as you move from home to lab, without having to deal with e-mail attachments or using up your e-mail space. Everyone with an lclark account has 1000mb of online storage on WebDisk.

WebDisk in your Web Browser

When you access WebDisk through your web browser, the view is organized into five areas to help you easily navigate throughout your account. The web view consists of the following:

Main Menu: Located at the top of the screen contains links to your Home folder, Account Options (Setup), Help, and Logout.



Main Tabs: Located below the Main Menu. Switch between File view or the Report view.

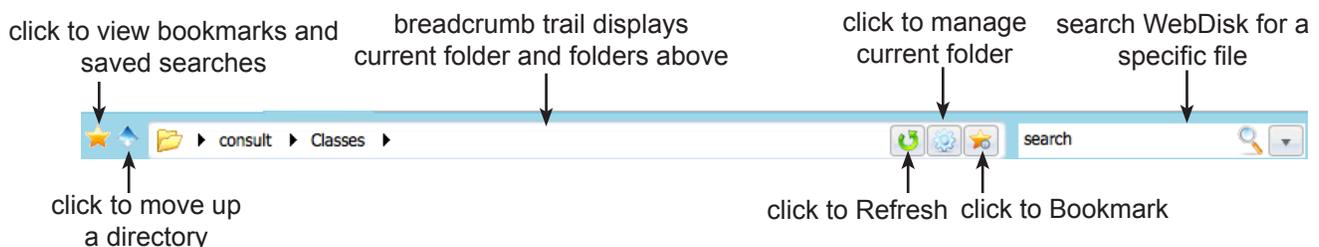
Navigation Toolbar: Located below Main Tabs. Described in detail below.

Toolbar Buttons: Located below the Navigation Toolbar. Toolbar buttons are described in detail on page 2. You can customize this toolbar in **Setup >> My Settings** (Main Menu).

Document Grid: Located below the Toolbar Buttons, this is your primary workspace and displays the contents of the current folder along with information specific to each item.

Footer: Located at the very bottom of your web browser window and contains information about your data usage, quota and available storage space displayed in megabytes (MB).

Navigation Toolbar



Toolbar Icons

Below are commonly used toolbar buttons listed alphabetically. You can modify the current toolbar buttons in Setup. Click on the **Setup** link in the Main Menu. Next, click on the **My Settings** tab, and then click on the **Toolbar Buttons** link. You may select up to twelve toolbar buttons.

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Bookmarks: View Bookmarks and Saved Searches. |  Refresh: Update the current view/ return to Home. |
|  Copy: Create a copy of the file or folder. |  Rename: Rename the selected item. |
|  Add Bookmark: Create a Bookmark for quick reference. |  RSS: Create and Receive an RSS feed for the selected item. |
|  Delete: Move the file or folder to Trash. |  Save to Desktop: Save As box to download and save the file to your computer. |
|  Email: Send an email notification once a resource has been shared. |  Save to Zip File: Copy files or folders to your local computer. |
|  Expand: Expand allows for additional options. |  Share: Share with other users. |
|  Manage: View and edit the file or folder's configuration. |  Subscribe: Notification of changes via e-mail. |
|  Move: Modify the location of the file or folder. |  Tag: Create and assign keywords to resources. |
|  New Folder: Create a new folder. |  Trash: Empty the Trash. |
|  Open: View the file. |  Up: Navigate one folder above the current folder. |
|  Overwrite: Overwrite the existing file. |  Upload: Using either basic or advanced upload, add files and folders. |
|  Quick Search: Perform a quick search of your files and folders. |  View: Modify the current folder view setting. |

Managing Your Account

Uploading: to move a file from your computer onto WebDisk

1. Click on the **Upload** button on the main toolbar.
2. Now you'll see a window similar to *fig 1* where you can resize your browser window to drag and drop files and folders OR you can click the **Add Files** button.
3. If you click **Add Files**, navigate to the location where the items are saved on your computer and select what you wish to upload. Click delete to remove an item from the list.
4. Once all the items you wish to upload are displayed, click the **Start Upload** button. Once the upload is completed, you'll be returned to the WebDisk Files Grid window.

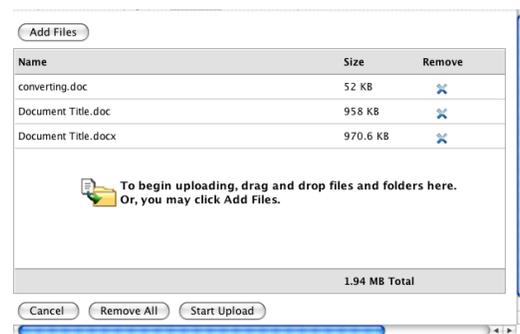


fig 1

If the file already exists, you'll be warned and WebDisk will ask if you wish to overwrite (replace) it.

Downloading:

Option 1:

1. Double click on the file. Depending on the type of file, it will either automatically open in your web browser window OR prompt you to save a copy to your local computer and open with a specific program.

Option 2:

1. Right click (Ctrl-click on a one button mouse) on the file you wish to download.
2. Select either **Save to Desktop** or **Open in Browser** from the pop-up menu.

Option 3:

1. Single click to select the folder or file you wish to download.
2. Click the **Manage** button and select Summary. Click one of the download buttons on the toolbar: Save to Desktop, Open or Save to Zip File.

Tip!

If you are going to work on files, it is best to save them to your computer, work and then upload them back onto the server to prevent file corruption.

Using Folders:

When you first login to WebDisk, you will be in your home folder, which appears like: `consult` ▶ From here you can create more folders, to aid in organization and make navigation through WebDisk easier. New folders are placed within the folder (be it your home or another folder you have created) you are in at the time of creation.

To Create A Folder:

1. Navigate to the place where you would like to make a new folder.
2. Click on the **New Folder** icon on the main toolbar.
3. Name your folder and click **Finish**.

Deleting:

1. Click to select the item you wish to delete.
2. Click the **Delete** button on the main toolbar.

This moves the file to the **Trash**, a special folder WebDisk creates the first time you delete a file. All deleted files are moved to this folder. To completely delete files from your WebDisk account (and your quota!), double click on the Trash and click the **Empty Trash** icon on the Toolbar OR right click the Trash icon and select **Empty Trash**.

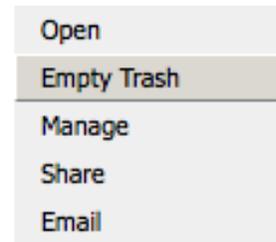


fig 2

Sharing Documents

One of the great advantages WebDisk has over emailing documents, is the multiple methods available to share files. There are two different options for sharing files: Tickets and Sharing. Each of these methods has advantages and is better suited for certain tasks. Both allow you to easily e-mail direct links to shared items.

Tickets:

Tickets are useful if you have a document that you wish only one or two other people to be able to view, want to limit the amount of time they can view it, or require a password. Options can be set to allow recipients to edit or upload as well as alter the amount of time they have anywhere from minutes to years.

1. Select the item you wish to share via ticket and click the **Manage** icon on the toolbar and select Tickets from the pop-down menu.
2. You are now on the item's ticket page (fig 3). Click on the **New Ticket** button.

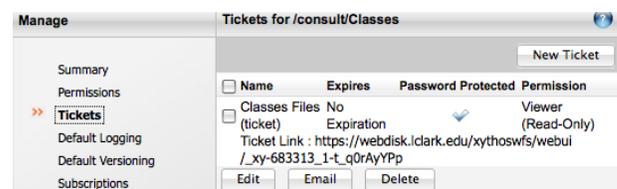


fig 3

- Here, you can set preferences for the ticket such as the name, whether or not access will be read-only or read, write and delete. You can also set a time limit or password enable the ticket.
- Click **OK** to return to the Ticket management page (fig 3).
- This page now displays your ticket information including the ticket link. This is the link others will use to access the shared item. You have the option of emailing the ticket to someone now. Click the check box by your ticket and then click **Email**.
- This will create a new email message in Thunderbird (or your default email client) with the link to the file in the body. Here you can enter the address of the recipient and add to the body of the message, just as you would any other email.

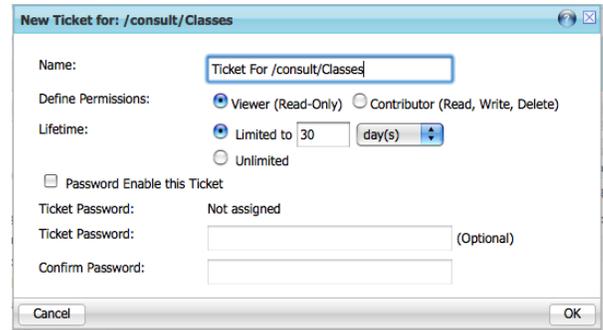


fig 4

If you don't have access to a desktop email program, you can change this behavior to use Webdisk to email directly in **Setup >> My Settings >> Email Settings**.

Email an existing ticket:

- Navigate to the item for which you previously issued a ticket.
- Click the **Manage** icon on the toolbar and select Tickets from the pop-down menu. You are now on the item's ticket page (fig 3).
- Any valid (have not expired) tickets will be displayed. Select the ticket you wish to send and click **Email**.

Sharing:

This option allows you to change the file settings to allow others access to them. You can choose from sharing the file with everyone, everyone with a Lewis & Clark account, or specific Lewis & Clark accounts. Additionally, you can set whether or not these people have editing and deleting privileges for the file. When you share files, other Lewis & Clark account holders can find your file through links you send them as well as by searching the WebDisk network for the file name. Items shared in this way can also be bookmarked.

To Share Files:

- Navigate to the item you wish to share.
- Click the **Manage** icon on the toolbar and select **Permissions** from the pop-down menu. You are now on the item's permission page (fig 5).
- Select the options you wish to assign to others with LC accounts (Authenticated Users) or even set sharing options for the world (Public). Click the desired radio buttons for Viewer or Contributor access and click **Apply**.

use to search for Users or Groups in your contact list and WebDisk to give access

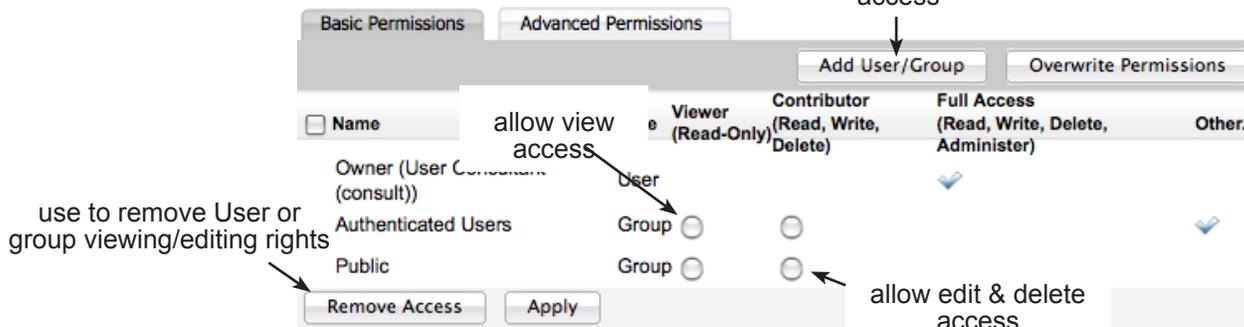


fig 5

To Share Files with Select Users and Groups:

1. Click to select the item you wish to share and click the **Share** icon on the Toolbar. (You can also use the **Add User/Group** button in the Manage >> Permissions page shown on page 4.)
2. Click in the Choose Users box and start to type the email address or name of the person you want to access your item. As you type, WebDisk will automatically suggest matching names. Separate names with commas. If you are unsure of the correct spelling of someone's name, click the **Search for Users** button to search by partial matches of email addresses or name (fig 9). When finished, click **Next**.
4. Now, specify the type of access. You can selectively permit View or Read-Only access or grant the ability to Edit and Delete files. Administrators can read, write, delete and manage permissions (sharing). If your item is a folder, you can also set access for any enclosed files and folders!
5. Click **Next** to be prompted for WebDisk to email the selected users a link to the shared item. If you do not wish to send an email, click **Finish**.

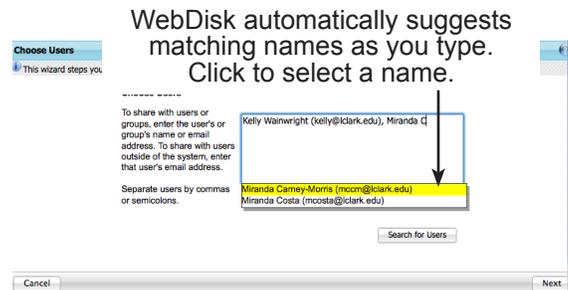


fig 6

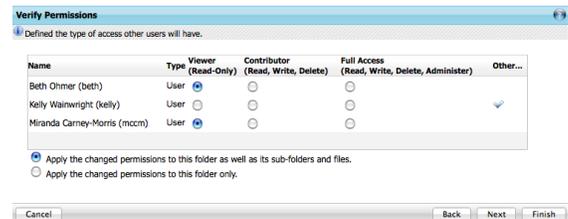


fig 7

To Create a Group:

1. Click on **Setup** in the Main Menu located at the top of the page.
2. Click on the **My Contacts** tab.
3. Click on the **Groups** tab.
4. Click the **New Group** button.
5. Give the Group a name that you will remember and click **Next**.
6. The Find Users box will pop-up. Type part or all of the LC user's name in the box and click **Find**. After a few seconds, a list of matches will appear. Click to select the name you wish to add and click **Choose Users** to add the first member to your group.
7. Repeat step 6 for each additional group member
8. When finished, click **Save**. This group will now appear when you are typing in the names of users and groups to add when issuing tickets or sharing items.
9. Click the Home link on the Main Menu to return to the WebDisk Files page.

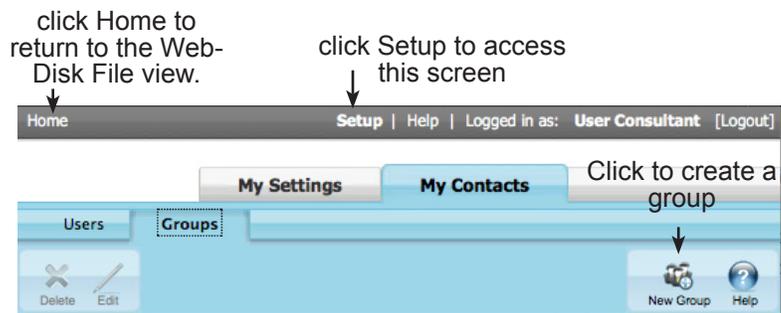


fig 8

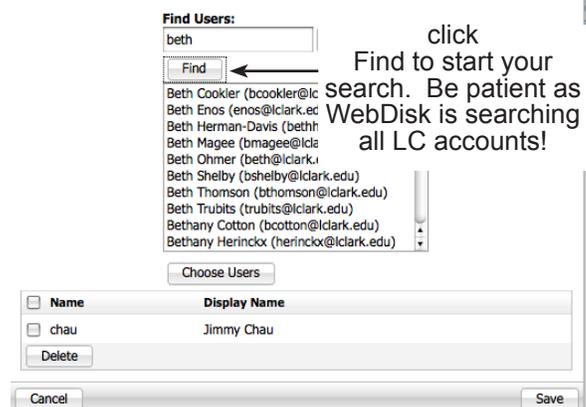


fig 9

To Delete Users From Your Shared Files:

1. Select the item and then click on **Manage >> Permissions**.
2. Check the box next to the User or Group you want to remove.
3. Click on the **Remove Access** button.