



Novell Filr

Web Access

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1 Getting Started

1 Getting Started

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1.1 About Novell Filr

Novell Filr lets you work with files in important ways:

- ♦ **Access:** Access the files you need in multiple ways, including from a web browser, from your desktop, or from a mobile device.
For more information, see Section 1.2, “Accessing Novell Filr,” on page 4
- ♦ **Share:** Share files with your co-workers and grant them specific rights to the files. For example, you can share a file and give User A Read-Only access, then share the same file and give User B Edit access. You can easily see what has been shared with you and what you have shared.
For more information, see Chapter 3, “Sharing Files and Folders,” on page 15.
- ♦ **Collaborate:** Make comments on a file. All users with access can see your comments and make comments of their own.

Filr allows you to access, share, and collaborate on two key types of files:

1.1.1 Files in Net Folders

Novell Filr gives you easy access to folders and files on your corporate file system.

They represent your Shared Network Drive (I:, S, Drives etc.)

In Filr, you access these corporate files by clicking Net Folders in the masthead.

For more information about Net Folders, see Section 2.3, “Accessing Files and Folders in the Shared Drives (Net Folders),” on page 11.

1.1.2 My Files

The My Files area can contain personal storage files.

They represent content of your Home Directory (G: Drive).

For more information about how to upload files, see Section 4.8, “Adding Files to a Folder,” on page 30.

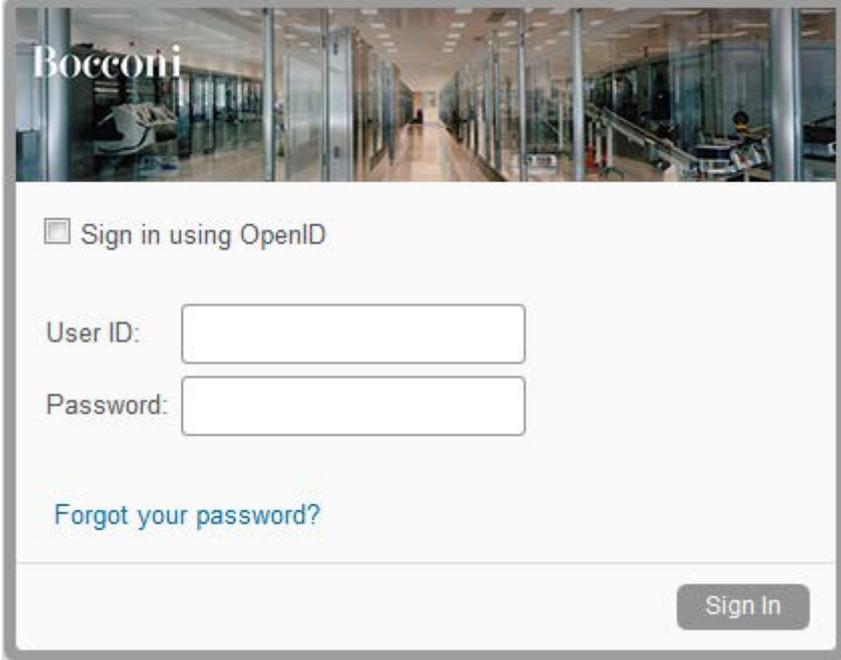
For more information about how to create a folder, see Section 4.1, “Creating a New Folder,” on page 25.

Files and folders that are located in your My Files area are visible only to you by default. You can make files and folders available to others by sharing them, as described in Chapter 3, “Sharing Files and Folders,” on page 15.

1.2 Accessing Novell Filr from a Web Browser

To start Novell Filr from a web browser:

- 1 Launch a web browser (such as Mozilla Firefox or Internet Explorer).
- 2 Go to: <https://cloud.unibocconi.it>

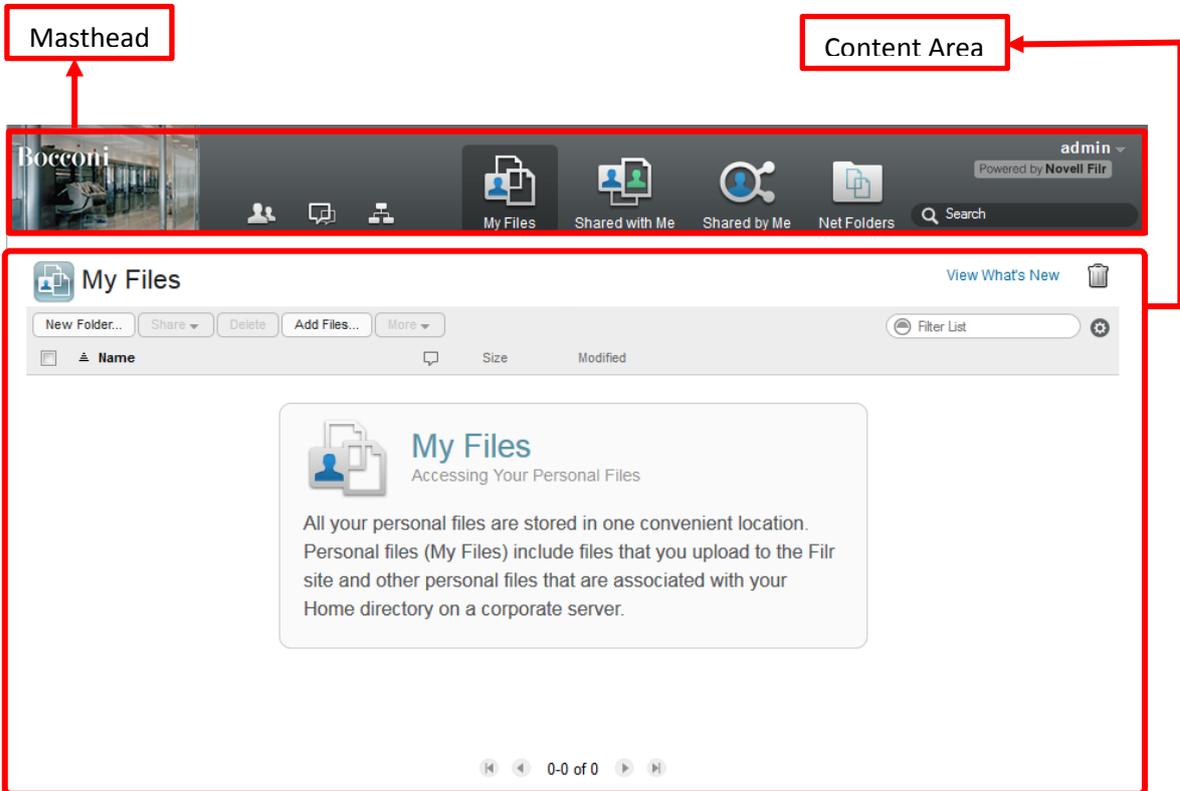


The screenshot shows the login interface for Bocconi's Novell Filr service. At the top, there is a banner image of a glass-walled office corridor with the 'Bocconi' logo overlaid. Below the banner, the login form includes a checkbox labeled 'Sign in using OpenID'. Underneath are two text input fields: 'User ID:' and 'Password:'. A blue link labeled 'Forgot your password?' is positioned below the password field. At the bottom right of the form is a grey 'Sign In' button.

- 3 In the *User ID* field, specify your usual user name for Bocconi Services (e.g. email).
- 4 In the *Password* field, specify your actual password.
The *Forgot your password?* link applies only if you are an external user (you were invited to the Filr site through an email invitation). If this is your company's Filr site, you are most likely an internal user and you cannot change your password by using this feature.
- 5 Click *Sign In*.

1.3 Getting to Know the Novell Filr Web Interface and Its Features

When you first launch Novell Filr in a web browser, you see the My Files page. You can manage all of the files that you have created from this page.



1.3.1 Understanding the Masthead

The Masthead contains the following features:

User List: Click the User List icon  to see a list of all users in your system.

What's New: Click the What's New icon  to see an up-to-date view of the latest changes that are happening in the Filr site.

Use this area to view the latest changes to documents that you have access to. New files and modified files are displayed here, along with information about which users modified the files. For more information about this feature, see Section 2.1, "Finding What's New," on page 8.

My Files: Manage your file and directories on your Home Directory (G: drive). For more information about this feature, see Section 1.1.2, "My Files," on page 3.

Shared with Me: View all the files that other users have shared with you. For more information about this feature, see Section 3.7, "Viewing Items Others Have Shared with You," on page 22.

Shared by Me: Manage all the files that you have shared with other users.

Use this area to manage the rights that other users have to the files that you have shared with them. You can revoke rights, grant additional rights, and so forth.

For more information about this feature, see Section 3.6, “Viewing Items You Have Shared,” on page 21.

Net Folders: View all the shared files and folders (I:, S:, ... drives).

For more information about this feature, see Section 2.3, “Accessing Files and Folders in the Shared Drives (Net Folders),” on page 11.

Name Link: Click your linked name in the upper right corner of any Filr page to view the following options:

- ◆ **View Profile:** Displays your Filr profile.
- ◆ **Personal Preferences:**  Displays your personal preferences. You can configure the following personal preferences:
- ◆ **Items per Folder Page:** Specify how many files you want to appear on a given page.
 - ◆ **When clicking a file:** Specify the default behavior when clicking a file name.
 - ◆ **Define Editor Overrides:** This feature allows you to change the default editor settings for editing files.
- ◆ **Help:**  Displays the *Novell Filr Web Application User Guide*.
- ◆ **Download Filr Desktop App:** Displays the Filr desktop app download page.
- ◆ **Sign out:** Signs you out of the Filr site.

Search Field: A global search that searches all content within the Filr site, including file metadata and content within files.

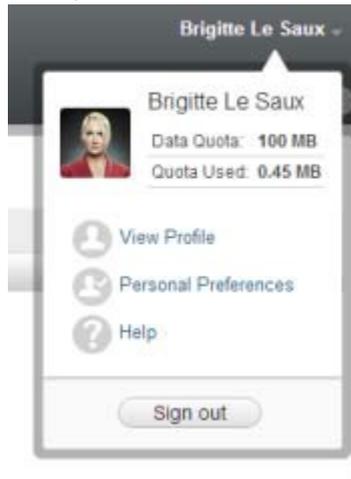
1.3.2 Understanding the Content Area

The Content Area in Filr is where the majority of information is displayed.

1.4 Modifying Your Profile

You might need to manually update your profile in order for important contact information to be seen, such as the picture.

- 1 Click your linked name in the upper right corner of any Filr page.



- 2 Click *View Profile*.
- 3 Click *Edit*, make any necessary changes, then click OK. The available fields are:
 - ◆ User Id (View only)
 - ◆ Password (Available only for External Users)
 - ◆ First Name (View only)
 - ◆ Last Name (View only)
 - ◆ Picture
When you update your profile picture, the updated picture can take up to an hour to be updated in the Filr mobile app.
 - ◆ Time zone
Do not change this setting; it is overridden by your browser time zone setting each time you start Filr.
 - ◆ Locale
This changes the language that Filr is displayed in when you access Filr on the web.
 - ◆ Job Title
 - ◆ About Me
 - ◆ Email (View only)
 - ◆ Phone (View only)

1.5 Displaying Help Documentation

1. Click your linked name in the upper right corner of any Filr page.
2. Click the *Help* icon 
Filr displays the *Web Application User Guide* in a new browser window.

1.6 Logging Out

1. Click your linked name in the upper right corner of any Filr page.
2. Click *Sign out*.

2 Getting Informed

Novell Filr provides numerous methods to help keep you informed of what's going on with other users in your organization.

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2.2	<i>Accessing Shared Files and Folders</i>	Errore. Il segnalibro non è definito.1
2.3	<i>Accessing Files and Folders in the Shared Drives (Net Folders)</i>	Errore. Il segnalibro non è definito.1
2.4	<i>Accessing Your Personal Files and Folders (My Files)</i>	Errore. Il segnalibro non è definito.2
2.5	<i>Searching for Information</i>	Errore. Il segnalibro non è definito.2
2.6	<i>Subscribing to a Folder or File</i>	Errore. Il segnalibro non è definito.4

2.1 Finding What's New

One key to effective and efficient teamwork is knowing what people are working on and what they are saying. Filr enables you to view and act on new files by using the What's New page. You can view new files, comment on them, and more. (To perform actions on files, you must have appropriate rights. For more information about rights, see Section 3.1, "Understanding Access Rights," on page 15.)

In a web browser, access the Novell Filr site as described in Section 1.3, “Getting to Know the Novell Filr Web Interface and Its Features,” on page 5, then see the following sections:

2.1.1 Viewing New Files

Click the *What’s New* icon  in the masthead to access the What’s New page and view the newest files that you have access to.

1. By clicking the appropriate category in the What’s New navigation panel on the left side of the page, you can view new entries for any of the following categories:
 - ♦ **Current location:** Displays new entries in the area that you are in when you click *What’s New*.
 - ♦ **My Files:** Displays new files that have been added to your My Files area.
 - ♦ **Shared with Me:** Displays files that have most recently been shared with you.
 - ♦ **Shared by Me:** Displays files that you have most recently shared.
 - ♦ **Net Folders:** Displays new files that have been added to Net Folders.
 - ♦ **Site Wide:** Displays new entries that have been added anywhere in the Filr site.
2. (Optional) If a category contains subcategories, you can expand the category in the What’s New navigation panel to view new entries in a more specific location.

2.1.2 Marking a File as Unread

After you view a file from the What’s New page, the file is marked as Read. You can mark a file as Unread directly from the What’s New page .

1. Click the *Actions* drop-down arrow  next to the file that you want to mark as Unread.
2. Click *Mark as unread*.

You can mark the file as Read by clicking the *Actions* drop-down arrow  next to the file, then clicking *Mark as read*.

For information about how to display only unread files on the What’s New page, see Section 2.1.7, “Displaying Only Unread Files,” on page 11.

For information about how to mark a file as Unread when you are not on the What’s New page, see Section 6.12, “Marking a File as Unread,” on page 35.

2.1.3 Subscribing to a New File

You can subscribe to files directly from the What’s New page .

1. Click the *Actions* drop-down arrow  next to the file that you want to subscribe to.
2. Click *Subscribe*.
The *Subscribe* dialog box is displayed.
3. Select the email addresses or phone numbers where you want the notifications to be sent. You can subscribe to email only or email with attachments.
4. Click *OK*.

For information about how to subscribe to a file when you are not on the What's New page, see Section 2.6, "Subscribing to a Folder or File," on page 14.

2.1.4 Sharing a New File

You can share files directly from the What's New page .

- 1 Click the *Actions* drop-down arrow  next to the file that you want to share.
- 2 Click *Share*.
The Share dialog box is displayed.
- 3 Continue with Step 3 in Section 3.3, "Sharing Files and Folders," on page 16.

2.1.5 Downloading a New File

You can download files directly from the What's New page .

- 1 Click the name of the file that you want to download.
Depending on the browser, the file is either downloaded or opened in a new tab. Downloads are done via a pop-up. If you are having trouble downloading a file, ensure that pop-ups are enabled.
- 2 (Conditional) If the file is not downloaded when you click the file name, right-click the file name, then click *Save Link As*.
- 3 Save the file to your workstation. You can rename the file or keep the original name.

2.1.7 Displaying Only Unread Files

You can display only unread files on the What's New page . By default, all files are displayed.

- 1 On the What's New page, click *Showing all entries* in the upper right corner.
- 2 Click *Show unread*.

For information about how to mark files as Unread after you have read them when you are not on the What's New page, see Section 2.1.2, "Marking a File as Unread," on page 9.

2.1.8 Pausing Updates on the What's New Page

By default, the What's New page is automatically updated with the latest comments and files every 60 seconds. You can temporarily stop the What's New page from updating. This can be helpful if you need more time to look at current files.

Click the *Pause* icon  in the upper right corner of the What's New page.

To resume updates on the What's New page, click the *Play* icon .

2.2 Accessing Shared Files and Folders

You can view files and folders that others have shared with you or that you have shared with others.

In the masthead, click *Shared with Me*  to see files and folders that have been shared with you. Click *Shared by Me*  to see files and folders that you have shared with others.

For more information about sharing, as well as how to view shared files and folders, see Chapter 3, "Sharing Files and Folders," on page 15.

2.3 Accessing Files and Folders in the Shared Drives (Net Folders)

View all the shared files and folders (I:, S:, ... drives).

Filr gives you seamless access to these files, regardless of their location.

Files in Net Folders are fully indexed and searchable in the Filr site.

In the masthead, click Net Folders .

For more information about Net Folders, see Section 1.1.1, "Files in Net Folders," on page 3.

2.4 Accessing Your Personal Files and Folders (My Files)

View and manage your file and directories on your Home Directory (G: drive).

To access your My Files:

In the masthead, click My Files .

For more information, see Section 1.1.2, “My Files,” on page 3.

2.5 Searching for Information

The Search functionality in Novell Filr enables you to discover what information is available about a particular topic.

If you want to quickly sift through information in a folder or area by typing a portion of a word or phrase, you can filter the list.

When you perform a search in Novell Filr, Filr searches the following content:

- ◆ Folder names
- ◆ File names and file content
- ◆ Net Folders
- ◆ My Files

Searches file names and content.

If you have access rights to view a file but you do not have access rights to view the folder where the file is located, the file is not returned in search results.

The following topics describe how to use the Search functionality:

2.5.1 Using Search

Searching the Entire Site

To perform a site-wide search:

- 1 In a web browser, access the Novell Filr site as described in Section 1.3, “Getting to Know the Novell Filr Web Interface and Its Features,” on page 5.
- 2 Type the words or quoted phrases into the Search field, then press Enter.

Searching in a Specific Location

To perform a search in a specific area, such as in your My Files, in Net Folders, or in Shared with Me:

- 1 Perform a site-wide search, as described in “Searching the Entire Site” on page 13.
- 2 On the search results page, in the *Search* field, specify what you want to search for.
- 3 Select one of the following options:
 - Search Entire Site:** Searches the entire site. This option is already selected if you just performed a site-wide search.
 - Search My Files:** Searches only files and folders that are located in your My Files area.
 - Search Net Folders:** Searches only files and folders that are located in Net Folders that you have access to.
 - Search Shared with Me:** Searches only files and folders that are located in your Shared with Me area.
 - Search Shared by Me:** Searches only files and folders that are located in your Shared by Me area.
 - Search Current Folder:** Searches only files and folders that are located in your current folder. Select *Include Sub-Folders* to also search sub-folders of the current folder.
- 4 Click *Search*.

2.6 Subscribing to a Folder or File

You can configure Novell Filr to send you email notifications for folders and their subfolders or for individual files. This is called “subscribing” to a folder or file. Also, folder owners can configure Filr to send email notifications to you.

If you are particularly interested in a specific folder or file, you might want to subscribe to that folder or file. When you subscribe to a folder or file, Filr notifies you of the activity that takes place in the folder or file.

You must have an email address in your profile in order to subscribe to files and folders.

To subscribe to receive email notifications about changes that occur in a folder or file:

- 1 Select one or more files and folders that you want to subscribe to, then click *More>Subscribe*.
If you subscribe to more than one file or folder simultaneously, the subscription settings you make apply to all of the folders and files that you select
or
Click the drop-down arrow  next to the file or folder that you want to subscribe to, then click *Subscribe*.
The Subscribe dialog box is displayed.
- 2 Select an email address or phone number where you want the notifications to be sent.
You can select multiple email or phone number delivery destinations for each notification type.
You can select these delivery destinations in any of the provided sections. The section where you make your selections designates the type of notification that you are subscribing to. You can subscribe to the following types of notifications:
Digest: (Available when subscribing to single folders only) Filr sends one message that summarizes all of the activity in the folder and its subfolders. Filr sends digest notifications at a schedule established by your site administrator.
Email only: Filr sends one email message for every new or changed file. The email messages do not include an attachment of the actual file, but include information about the file and the activity that occurred. Filr sends all types of individual notifications every five minutes.
Email with Attachments: Filr sends one email message for every new or changed file and messages include an attachment of the actual file.
- 3 (Conditional) If you are subscribing to multiple files or folders, you also see the following options beneath each notification type:
Clear item subscriptions: Clears the subscription for all folders or files that are selected. For example, if you are modifying the subscription settings for two files and you select *Clear item subscriptions* beneath the Digest option, all digest subscriptions for all selected files and folders are removed.
No changes: This option is selected by default when you subscribe to multiple files and folders. When it is selected, no changes are made to previously defined subscription settings for any of the files or folders that are selected.
- 4 Click *OK*.

3 Sharing Files and Folders

Novell Filr enables you to share folders and files with other Filr users as well as users external to your organization.

This functionality must first be enabled by your Filr administrator. If you cannot share files and folders as described in this section, the ability has not been enabled.

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3.1 Understanding Access Rights

Access rights are how you define which users are allowed to do what with the files and folders that you share with them.

You can grant users the following rights when you share files and folders with them:

Viewer: Users can view individual files that are shared with them or all files within the folder that is shared with them.

Editor: Users can view and modify individual files that are shared with them or all files within the folder that is shared with them.

Contributor: (Applies only when sharing folders). Users can create files in the folder, rename existing files, modify files, move files, and delete files inside the folder. Users cannot perform actions on the folder itself.

Allow re-share with: If you want to allow the share recipient to share the item with other users, you can select from the following re-share rights:

- **Internal users:** Can re-share items with internal Filr users.
- **External users:** Can re-share items with external Filr users.
- **File Link:** Can re-share items by distributing a File Link, as described in Section 3.4, “Distributing a Link to a File,” on page 18.

3.2 Understanding Sharing Options

Filr provides various methods of making files and folders available to others. How you decide to make files available might depend on various factors, such as the sensitivity of the information you are distributing or the relevance of information to certain individuals.

- ♦ **Sharing with individual users and groups:** Sharing allows you to share files and folders with specific users and groups internal to your organization or with specific users external to your organization. When you share a file or folder, you define the level of access users have to the item. For example, you might give a user Viewer access only. Or, you might give a user Editor access to a file and allow them to re-share the file with others.

Sharing with specific users and groups provides the greatest level of security for your files and folders. Users receive a notification about the shared item and the item is displayed in their Shared with Me area.

For more information, see Section 3.3, “Sharing Files and Folders,” on page 16.

- ♦ **Distributing a File Link:** You can distribute a link (URL) to a file. When you distribute a link to a file, any user with the link can access the file. However, the file is not displayed in the Public area, so users must have direct access to the link in order to view the file.

For information about how to distribute a File Link, see Section 3.4, “Distributing a Link to a File,” on page 18.

3.3 Sharing Files and Folders

You can share folders and files with both internal and external users. To share folders and files:

- 1 Navigate to the folder that you want to share or navigate to the folder that contains the files that you want to share.
You can share folders and files in your My Files , Shared with Me , Net Folders  or Shared by Me  tabs.
- 2 Select one or more files and folders that you want to share, then click *Share>Share* or
Click the drop-down arrow  next to the file or folder that you want to share, then click *Share File* or *Share Folder*.
The Share dialog box is displayed.

- 3 You can share with internal Filr users and external users:
 - ◆ To share with internal Filr users, begin typing the name of the user or group with whom you want to share the file or folder, then click the name when it appears in the drop-down list.
 - ◆ To share with users external to your organization, specify a user's email address, then press Enter
or
Click the *External User* icon , then specify the user's email address and click *OK*.
For more information about sharing with external users, see Section 3.5, "Sharing with People Outside Your Organization," on page 20.
 - ◆ To quickly share with many users, you can copy user email addresses from one location and paste them into the *Add a user, group or email address* field on the Share dialog box.
Email addresses can be for internal or external users and must be separated by a comma (,) or a space.
- 4 In the *Shared With* column, click the name of the users or groups whose share settings you want to modify. You can select multiple users and modify the share settings simultaneously.
The share settings for the user you most recently added to the *Shared With* column are already displayed.
- 5 Select the access rights that you want to grant to the user or group.
You cannot modify access rights when distributing a File Link.
 - ◆ **Viewer:** Users can view individual files that are shared with them or all files within the folder that is shared with them.
This is the only option available when sharing with the public or when distributing a File Link.
 - ◆ **Editor:** Users can view and modify individual files that are shared with them or all files within the folder that is shared with them.
 - ◆ **Contributor:** (Applies only when sharing folders). Users can create files in the folder, rename existing files, modify files, move files, and delete files inside the folder. Users cannot perform actions on the folder itself.
- 6 In the *Allow re-share* with section, select whether you want them to be able to share with internal users, external users or via a File Link.
- 7 In the *Expires* field, select from the following options:
 - ◆ **Never:** The share never expires.
 - ◆ **On:** Select a given day for the rights to expire.
Rights expire at the beginning of the day that you select.
 - ◆ **After:** Specify a certain number of days for the rights to remain active.
Each day is counted as a 24-hour period from the time that you set the expiration.
- 8 If you want to include a personal note in the share, specify a note in the *Note* field.
Only the users and groups that you share with can read the note.
The share note cannot exceed 255 characters in length.

- 9 Select from the following notification options:
 - ◆ **All recipients:** All recipients in the share list are notified.
 - ◆ **Only newly added recipients:** Only recipients that you add to the share list are notified.
 - ◆ **New and modified recipients:** Only new recipients and recipients whose share rights you are modifying are notified.
 - ◆ **None:** No notifications are sent.

Notifications contain the following information:

- ◆ A link to the shared item
 - ◆ The note that was entered specifically for the user that the item is being shared with (see Step 8)
 - ◆ When the share expires (See Step 8)
- 10 Click *OK*.

3.4 Distributing a Link to a File

You can distribute a link (URL) to a file. When you distribute a link to a file, any user with the link can access the file. However, the file is not displayed in the Public area, so users must have direct access to the link in order to access the file.

3.4.1 Copying a File Link

You can copy the File Link and distribute it in whatever manner you prefer. For example, you might copy the link and send it as part of an instant message or text message.

- 1 Navigate to the file for which you want to copy the File Link.
- 2 Click the drop-down arrow  next to the file, then click *Copy Link*
or
Select multiple files, then click *Share>Copy Link*.
The Copy File Link dialog box is displayed.
- 3 (Conditional) If a link has not been previously generated for the file, click *Get File Link*.
- 4 Copy either of the following links:
Separate links are available for each file that you selected.
View File Link: This link displays the file in a web browser in an HTML view. If the file type cannot be displayed in a web browser, this link is not available.
Download File Link: Depending on browser settings, users are either prompted to download or open the file, or the file is automatically displayed in the browser.
This link allows users to access the file directly.
- 5 Click *Close*.

3.4.2 Emailing a File Link

You can email a File Link either by using Filr's built-in email system or by using your default email client.

Using Filr's Built-In Email System to Email a File Link

- 1 Navigate to the file for which you want to email the File Link.
- 2 Click the drop-down arrow  next to the file, then click *Email Link using Filr* or
Select multiple files, then click *Share>Email Link using Filr*.
The Email File Link dialog box is displayed.
- 3 Specify the email address where you want to send the File Link, a personal message to include, and when the link will expire.
- 4 Click *Send*.
The following links are included in the email:
View: This link displays the file in a web browser in an HTML view. If the file type cannot be displayed in a web browser, this link is not available.
Download: Depending on browser settings, users are either prompted to download or open the file, or the file is automatically displayed in the browser. This link allows users to access the file directly.

Using Your Default Email Client to Email a File Link

- 1 Navigate to the file for which you want to email the File Link.
- 2 Click the drop-down arrow  next to the file, then click *Email Link*.
A new email is displayed, with the following URLs included in the message body:
View: This link displays the file in a web browser in an HTML view. If the file type cannot be displayed in a web browser, this link is not available.
Download: Depending on browser settings, users are either prompted to download or open the file, or the file is automatically displayed in the browser. This link allows users to access the file directly.
- 3 Specify the users who you want to email, then send it.

3.4.3 Editing or Removing a File Link

After a File Link has been distributed either by copying the link or by emailing it, you can modify it if you have appropriate rights. You can modify the expiration date or note associated with the link, or you can remove the link so that the file is no longer accessible to users who have access to the file via the link.

Editing the Expiration Date or Deleting the File Link

- 1 Navigate to the file for which you want to edit the File Link.
- 2 Click the drop-down arrow  next to the file, then click *Edit Link*.
The Edit File Link dialog box is displayed.
- 3 (Conditional) To edit the expiration date for the File Link, click the drop-down arrow next to the *Expires* field, then select the day that the link will expire or the number of days before the link expires.
- 4 (Conditional) To delete the File Link, click *Delete>Yes*.

Editing the Note Associated with a File Link

To edit a note associated with a File Link, you must also have Share rights on the file. To edit the note, you modify the File Link via the Share dialog, as described in Section 3.8, “Modifying or Removing a Share,” on page 22.

You can also modify the expiration date or delete the File Link via the Share dialog.

3.5 Sharing with People Outside Your Organization

Filr enables you to designate specific users who are not part of your organization and grant them access to view and collaborate on your corporate files.

When you share an item with a user external to your organization, a Filr account is automatically created for that user by using the user’s email address. The user must then register on the Filr site.

3.5.1 Logging in As an External User to See a Shared Item

When a user external to the Filr site receives a shared item, a Filr account is automatically created for that user by using the user’s email address.

The user must then register on the Filr site in order to log in.

At least one unexpired item must be shared with you for you to be able to log in to the Filr site.

- 1 In the email notification that you received notifying you about the shared item, click the link to the shared item.



- 2 On the Filr login page, specify your first and last name, then create a password. Your User ID is your email address where the shared item was sent and cannot be changed.
- 3 Click *Register*.
- 4 You are authenticated to the Filr system and the shared item is displayed.

3.6 Viewing Items You Have Shared

Filr makes it easy to see items that you have shared. You can quickly adjust users' access rights to shared items, send notes to those you are sharing with, and so forth.

Click *Shared by Me*  from any Filr page.

All files and folders that you have shared are displayed, along with the following information:

Comments: Comments associated with the shared item.

Shared with: The users who you shared the item with. If you shared the item with more than one user, each user is listed.

Shared on: The date and time the item was first shared.

Expire: The date the share expires. After this date, users no longer have access to the shared item.

Access: The level of access that users have to the shared item. Depending on the access rights that users have been granted to the item, they can view, edit, or share the item. If the item that was you shared is a folder, users might also be able to manage files within the folder. For more information about the various levels of access, see Section 3.1, "Understanding Access Rights," on page 15.

Note: A note specifically for any user who receives the share. Only the users and groups who receive the share can read the note.

3.7 Viewing Items Others Have Shared with You

Filr makes it easy to find items that others have shared with you. You might also receive an email notification with a link to the shared item.

Click *Shared with Me*  from any Filr page.

All files and folders that have been shared with you are displayed, along with the following information:

Comments: Comments associated with the shared item.

Shared by: The users who shared the item with you. If more than one user has shared a particular item with you, each user is listed.

Shared on: The date and time the item was first shared with you.

Expire: The date the share expires. After this date, you no longer have access to the shared item.

Access: The level of access that you have to the shared item. Depending on the access rights that you've been granted to the item, you can view, edit, or share the item. If the item that was shared with you is a folder, you might also be able to manage files within the folder. For more information about the various levels of access, see Section 3.1, "Understanding Access Rights," on page 15.

Note: A note specifically for you and any other user who receives the share. Only the users and groups who receive the share can read the note.

3.8 Modifying or Removing a Share

If you have granted a user access to a file through sharing, you can modify or revoke the user's access.

- 1 Click *Shared by Me*  from any Filr page.
- 2 Select one or more files or folders being shared with one or more users whose access you want to modify or remove, then click *Share>Share*
or
Click the drop-down arrow  next to the file or folder that is being shared with one or more users whose access you want to modify or remove, then click *Manage Shares*.
The Manage Shares dialog box is displayed.

- 3 (Conditional) To modify user access:
 - a. Select the users whose access rights you want to change, then select the new level of access in the Access Rights section.

You can choose from the following rights:

 - ♦ **Viewer:** Users can view individual files that are shared with them or all files within the folder that is shared with them.
 - ♦ **Editor:** Users can view and modify individual files that are shared with them or all files within the folder that is shared with them.
 - ♦ **Contributor:** (Applies only when sharing folders). Users can create files in the folder, rename existing files, modify files, move files, and delete files inside the folder. Users cannot perform actions on the folder itself.
 - b. In the *Allow re-share with* section, select whether you want them to be able to share with internal users, external users, or via a File Link.
 - c. In the *Expires* field, select from the following options:
 - ♦ **Never:** The share never expires.
 - ♦ **On:** Select a given day for the rights to expire.
Rights expire at the beginning of the day that you select.
 - ♦ **After:** Specify a certain number of days for the rights to remain active.
Each day is counted as a 24-hour period from the time that you set the expiration.
 - d. If you want to include a personal note in the share, specify a note in the *Note* field.

Only the users and groups that you share with can read the note. The share note cannot exceed 255 characters in length.
- 4 (Conditional) To remove user access, select the share that you want to remove, then click *Delete*.
- 5 Click *OK*.

3.9 Obtaining URLs (Permalinks) of Shared Files and Folders

Filr assigns URLs to each file and folder in the Filr system. You can use these URLs (called Permalinks) as a quick way to either point users to a file or folder or to download a file that is located in the Filr system.

IMPORTANT: Users must already have access to the file or folder via an individual share or a public share in order to access the file or folder from a permalink. Just because a user has a permalink to a file or folder does not necessarily mean that user has access to view the file or folder or to download the file by clicking a permalink. For information about how to share a file or folder, see Section 3.3, “Sharing Files and Folders,” on page 18. For information about how to distribute a File Link (which also grants access to a file), see Section 3.4, “Distributing a Link to a File,” on page 18.

To obtain a permalink for a file or folder:

- 1 Navigate to the location of the file or folder for which you want to obtain the permalink.
- 2 (Conditional) To obtain a permalink for a file, click the drop-down arrow ▾ next to the file, then click *View Details*.
- 3 (Conditional) To obtain a permalink for a folder, click the folder name.
- 4 Click the *Permalinks* link at the bottom of the page.
- 5 Copy one of the available permalinks. After a user clicks the permalink, the function of the permalink differs depending on which link is used:
Permalink: Links to the file or folder in Filr. Users who are not already logged in are prompted to log in, unless the file or folder is shared with the public.
File Download Permalink: (Does not apply to folders) Depending on browser settings, users are either prompted to download or open the file, or the file is automatically opened. This link allows users to access the file directly.

4 Managing and Using Folders

The topics in this section describe how to perform management functions for folders in Novell Filr.

- | | |
|---|--|
| 4.1 <i>Creating a New Folder</i> | Errore. Il segnalibro non è definito. |
| 4.2 <i>Renaming a Folder</i> | Errore. Il segnalibro non è definito. |
| 4.3 <i>Deleting a Folder</i> | Errore. Il segnalibro non è definito. |
| 4.4 <i>Copying a Folder</i> | Errore. Il segnalibro non è definito. |
| 4.5 <i>Moving a Folder</i> | Errore. Il segnalibro non è definito. |
| 4.6 <i>Downloading All Files in a Folder</i> | Errore. Il segnalibro non è definito. |
| 4.7 <i>Adding Files to a Folder</i> | Errore. Il segnalibro non è definito. |
| 4.8 <i>Viewing Who Has Access to a Folder</i> | Errore. Il segnalibro non è definito. |
| 4.9 <i>Subscribing to Email Notifications from a Folder</i> | Errore. Il segnalibro non è definito. |
| 4.10 <i>Sending an Email to Folder Contributors</i> | Errore. Il segnalibro non è definito. |

4.1 Creating a New Folder

Novell Filr enables you to create folders and subfolders in any workspace or folder where you have appropriate rights.

- 1 Navigate to the folder or location where you want to create the new folder.
- 2 Click *New Folder*.
The New Folder dialog box is displayed.
- 3 Specify the name of the new folder.
- 4 Click *OK*.

4.2 Renaming a Folder

- 1 Navigate to the folder or location that contains the folder that you want to rename.
- 2 Click the drop-down arrow ▼ next to the folder name, then click *Rename Folder*
or
If you are in the folder that you want to rename, click the *Configure* icon  next to the folder name, then click *Rename Folder*.
- 3 Specify a new name for the folder, then click *OK*.

4.3 Deleting a Folder

Folders must be deleted and cannot be recovered.

IMPORTANT: Deleted items cannot be recovered.

- 1 Navigate to the folder or location that contains the folder that you want to delete.
- 2 Select the check box next to the folder that you want to delete, then click *Delete*
or
If you are in the folder that you want to delete, click the *Configure* icon  next to the folder name, then click *Delete Folder*.
Click *OK*.

4.4 Copying a Folder

Novell Filr enables you to copy a folder into any folder where you have appropriate rights.

The access control settings for the files are changed to match the access control settings of the destination folder.

- 1 Navigate to the folder or location that contains the folder that you want to copy.
- 2 Select the check box next to the folder that you want to copy, then click *More>Copy*
or
If you are in the folder that you want to copy, click the folder name, click the *Configure* icon  next to the folder name, then click *Copy Folder*.
The Copy page is displayed.
- 3 In the *Destination Folder* field, begin typing the name of the folder where you want to copy the folder, then click the folder name when it appears
or
Click the *Browse* icon  and click on the location where you want to copy the folder.
- 4 Click *OK*.

4.5 Moving a Folder

Novell Filr enables you to move a folder into any folder where you have appropriate rights.

The access control settings for the folder are changed to match the access control settings of the destination folder.

- 1 Navigate to the folder or location that contains the folder that you want to move.
- 2 Select the check box next to the folder that you want to move, then click *More>Move*
or
If you are in the folder that you want to move, click the folder name, click the *Configure* icon  next to the folder name, then click *Move Folder*.
The Copy Folder page is displayed.
- 3 In the *Destination Folder* field, begin typing the name of the folder where you want to move the folder, then click the folder name when it appears
or
Click the *Browse* icon  and click on the location where you want to move the folder.
- 4 Click *OK*.

4.6 Downloading All Files in a Folder

This section describes how to download all files in a folder as a .zip file. For information about how to download specific files within a folder or area, see Section 6.4, “Downloading Files,” on page 32.

Consider the following when downloading files in a folder:

- ♦ You cannot download a folder that contains a total of more than 1,000 files. (Files can be located in the folder itself and any sub-folders.)
- ♦ If the combined size of all files in the folder that you are downloading exceeds 4 GB, you must have the Zip64 extension installed on the workstation where you are downloading the files.

To download all files in a folder:

- 1 Navigate to the folder or location that contains the files that you want to download.
- 2 Click the drop-down arrow ▼ next to the folder name, then click *Download All Files as Zip*
or
If you are in the folder where you want to download all files, click the *Configure* icon ⚙ next to the folder name, then click *Download All Files as Zip*.
- 3 Save the .zip file to your workstation, then extract it. Any folder hierarchy is maintained in the .zip file.

4.7 Adding Files to a Folder

Novell Filr enables you to import files from any location and add them to a folder.

- 1 Navigate to the folder or area where you want to add the files.
- 2 Drag a file from one location, such as your desktop, and drop it into a folder or area (such as the My Files area or a folder within the My Files area)
or
Click *Add Files* in the Folder toolbar, then click *Browse* and browse to the file to add it.
If a file with the same name already exists in the folder, a File Conflicts dialog box is displayed, asking if you want to overwrite the existing file.

4.8 Viewing Who Has Access to a Folder

- 1 Navigate to the area or folder that contains the folder where you want to view who has access.
For example, if the folder is in your My Files area, navigate to your My Files area.
- 2 Click the drop-down arrow ▼ next to the folder name.
- 3 Click *View Who Has Access*.
The Who Has Access dialog box is displayed, listing the users and groups who have access to the folder.

4.9 Subscribing to Email Notifications from a Folder

You can configure a folder to send you email notifications to inform you about activity that takes place in the folder.

For information about how to subscribe to receive email notifications from a folder, see Section 2.6, “Subscribing to a Folder or File,” on page 14.

4.10 Sending an Email to Folder Contributors

You can send an email to all users who have added files to the folder. A link to the folder is automatically created in the Message field in the email message and users who have added files to the folder are automatically added to the recipient list. This can be a quick way to contact all users who have an interest in the specific folder.

- 1 Navigate to the folder where you want to send an email to folder contributors.
- 2 Click the *Configure* icon  next to the folder name, then click *Send e-mail to contributors*.
The Send Email window is displayed. A link to the folder is automatically created in the *Message* field in the email message and users who have added files to the folder are automatically added to the recipient list.
- 3 Continue filling out the Send Email form, then click *Send*.

5 Performing Administrative Tasks on Your Folders

As a folder owner, you can configure Novell Filr to send other users email notifications, in order to inform them of any activity in the folder and any subfolders of the folder. If a user does not want to be informed of activity in the folder, the user can change the notification settings. A user’s individual settings override or cancel notifications established by folder owners.

You cannot directly configure a subfolder to send email notifications; instead, you must configure the parent folder.

- 1 Navigate to the folder from where you want to send the email notifications.
- 2 Next to the folder name, click the *Configure* icon , then click *Subscribe Others to Folder*.
The *Subscribe Others to Folder* page is displayed.
- 3 In the *Subscribe Notification Type* section, select the type of email notification that you want to send.
 - ◆ **Digest Email (includes all changes in the folder):** Filr sends one message that summarizes all of the activity in the folder and its subfolders (available for folders only). Filr sends digest notifications at a schedule established by your site administrator.
 - ◆ **Email Only (each time a change occurs):** Filr sends one message for every new or changed file. The email messages do not include an attachment of the actual file, but include information about the file and the activity that occurred. Filr sends all types of individual notifications every five minutes.
 - ◆ **Email with Attachments:** Filr sends one message for every new or changed file and messages include an attachment of the actual file.
 - ◆ **Text Message:** Filr sends a message suitable for viewing as a text message. The content of the message includes only the file title and a link to the new or changed file. Filr sends all types of individual notifications every five minutes.
- 4 Specify the users who you want to receive the email notifications.
You can specify specific email addresses, users, or groups.
- 5 Click *Apply>Close*.

To configure the folder to stop sending email notifications:

- 1 Ensure that no email addresses, users, or groups are specified.
- 2 Click *Apply>Close*.

6 Working with Files

In addition to working with files within Filr as described in the following sections, you can also use the Novell Filr desktop application to synchronize Filr files with your desktop. You can create files and much more.

Novell Filr gives you easy access to your folders and files.

You can even share files with your co-workers and have discussions around them.

For more information about Net Folders and other types of files in Filr, see Section 2.3, “Accessing Files and Folders in the Shared Drive (Net Folders),” on page 11 and Section 2.4, “Accessing Your Personal Files and Folders (My Files),” on page 12.

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6.1 Creating a File Entry

When you create a file entry, you upload a file to the Filr site. Depending on your access rights, you can upload files to your My Files area, to a folder that another user has shared with you, and to a Net Folder.

My Files is your personal file area on the Filr site and can be accessed by clicking *My Files* from any page in Filr. (For more information about My Files, see Section 1.1.2, “My Files,” on page 3.) Net Folders are folders on your corporate file system and can be accessed by clicking *Net Folders* from any page in Filr. (For more information about Net Folders, see Section 1.1.1, “Files in Net Folders,” on page 3.)

For information about how to upload a file, see Section 4.7, “Adding Files to a Folder,” on page 27.

6.2 Viewing Files in Read-Only Mode

Filr enables you to easily view files.

The following sections describe how to view files in a text editor or in your web browser in HTML format:

6.2.1 Viewing a File in a Text Editor

When you view a file that you don't have rights to modify in a text editor, the file is opened in Read-Only mode.

- 1 Navigate to the file that you want to view.
- 2 Click the name of the file.

6.2.2 Viewing the File in Your Web Browser

If you want to quickly view a file, you can view it in HTML format in your web browser. Some file types cannot be viewed in HTML format, such as PNG, JPG, GIF, and PDF.

File types that can be viewed in HTML format: *.123, .bmp, .db, .doc, .docx, .dotm, .drw, .dxf, .htm, .html, .lwp, .odf, .odg, .odp, .ods, .odt, .pct, .ppt, .pptx, .prz, .qpw, .rtf, .sdw, .shw, .swx, .tif, .txt, .vsd, .wpd, .xls, .xlsx, .xsi*

If files are too large or complex, the request times out after 30 seconds and the file is not displayed.

You can view only the file itself or the file and its metadata:

Viewing the File

To view a file in HTML format:

- 1 Navigate to the file that you want to view.
- 2 Click the drop-down arrow ▼ next to the file that you want to view, then click *View HTML*.

Viewing the File and Its Metadata

You can view the file along with the file's metadata in your web browser. As you view the file, you can view Shared with and Shared by information related to the file and make comments on the file.

- 1 Navigate to the file that you want to view.
- 2 Click the drop-down arrow ▼ next to the file that you want to view, then click *View Details*.

6.3 Viewing Who Has Access to a File

- 1 Navigate to the file for which you want to view who has access, then click the drop-down arrow ▼ next to the file name.
- 2 Click *View Who Has Access*.
The Who Has Access dialog box is displayed, listing the users and groups who have access to the file.

6.4 Downloading Files

You can download individual files or multiple files simultaneously.

Downloads are done via a pop-up. If you are having trouble downloading a file, ensure that pop-ups are enabled.

6.4.1 Downloading Single Files

- 1 Navigate to and open the folder or area that contains the file that you want to download.
- 2 Click the name of the file that you want to download.
Depending on the browser, the default behavior is to either download the file or open it in a new tab.
- 3 (Conditional) If the file is not downloaded when you click the file name, click the drop-down arrow ▾ next to the file or folder name, then click Download as Zip. If the file size exceeds 4 GB, you must have the Zip64 extension installed on the workstation where you are downloading the file.

TIP: This is a faster way to download files if you have a slow connection to the Filr server.

or

Right-click the file name, then click *Save Link As*.

- 4 Save the file to your workstation. You can rename the file or keep the original name.

6.4.2 Downloading Multiple Files and Folders

You can download multiple files and folders as a *.zip* file. Consider the following when downloading multiple files and folders:

- ♦ When you download a folder that contains sub-folders, the folder hierarchy is retained in the *.zip* file.
- ♦ You cannot download a folder that contains a total of more than 1,000 files. (Files can be located in the folder itself and any sub-folders.)
- ♦ If a file that you are downloading exceeds 4 GB, or if the combined size of all files you are downloading exceeds 4 GB, you must have the Zip64 extension installed on the workstation where you are downloading the files.

To download multiple files and folders:

- 1 Navigate to the folder or location that contains the files that you want to download.
- 2 Click the drop-down arrow ▾ next to the folder name, then click *Download All Files as Zip*
or
If you are in the folder where you want to download all files, click the Configure icon ⚙ next to the folder name, then click *Download All Files as Zip*.
- 3 Save the *.zip* file to your workstation, then extract it. Any folder hierarchy is maintained in the *.zip* file.

6.5 Renaming Files

- 1 Navigate to the location that contains the file that you want to rename.
- 2 Click the drop-down arrow ▾ next to the file name, then click *Rename File*.
- 3 Specify a new name for the file, then click *OK*.

If the file is located in a Net Folder and if a user whom you have shared the file with is editing the file at the time you rename it, a new file is created with the original name when the user editing the file saves the changes.

6.6 Moving Files

Novell Filr enables you to move files into any folder where you have appropriate rights. The access control settings for the file are changed to match the access control settings of the destination folder.

IMPORTANT: Any shares associated with this file are removed when moving a file from your My Files area to a Net Folder, or from a Net Folder to your My Files area. This means that this file will no longer be displayed in users' Shared with Me and Shared by Me areas after it is moved.

If you do not have sufficient rights, this option is not available to you.

- 1 Navigate to the folder that contains the files that you want to move.
- 2 Select one or more files that you want to move.
- 3 Click *More>Move*.

- 4 Choose one of the following actions:
 - ♦ In the *Destination Folder* field, begin typing the name of the folder where you want to move the files, then click the folder name when it appears.
 - ♦ Click the *Browse* icon  and browse to and select the folder where you want to move the files.
 - ♦ If the location where you want to move the file is already displayed in the *Current Destination Folder* field, you do not need to make any selection. The *Current Destination Folder* field displays the destination where you most recently copied or moved an item.
- 5 Click *OK*.

6.7 Copying Files

Novell Filr enables you to copy files into any folder where you have appropriate rights, including to and from Net Folders. The access control settings for the file are changed to match the access control settings of the destination folder.

If you do not have sufficient rights, this option is not available to you.

- 1 Navigate to the folder that contains the files that you want to copy.
- 2 Select one or more files that you want to copy.
- 3 Click *More>Copy*.
The Copy dialog box is displayed.
- 4 Choose one of the following actions:
 - a. In the *Destination Folder* field, begin typing the name of the folder where you want to copy the files, then click the folder name when it appears.
 - b. Click the *Browse* icon , then browse to and select the folder where you want to copy the files.
 - c. If the location where you want to copy the file is already displayed in the *Current Destination Folder* field, you do not need to make any selection. The *Current Destination Folder* field displays the destination where you most recently copied or moved an item.
- 5 Click *OK*.

6.8 Deleting a File

Novell Filr enables you to delete files from any folder where you have appropriate rights. If you do not have sufficient rights, the option is not available to you.

- 1 Navigate to the folder or area that contains the files that you want to delete.
 - 2 Select one or more files that you want to delete.
 - 3 Click *Delete*.
-
- IMPORTANT:** Deleted items cannot be recovered.
-
- 4 Click *OK*.

6.9 Marking a File as Read

- 1 Navigate to the location of the file that you want to mark as Read.
- 2 Do one of the following:
 - ◆ Click the name of the file to download and view it in a text editor.
 - ◆ Click the drop-down arrow ▼ next to the file that you want to mark as Read, then click *View Details*.
 - ◆ Click the blue circle to the left of the unread file.

6.10 Marking a File as Unread

- 1 Navigate to the location of the files that you want to mark as Unread.
- 2 Select one or more files, then click *More>Mark as Unread*.

6.11 Subscribing to Email Notifications about a File

If you are particularly interested in a specific file, you can subscribe to that file. When you subscribe to a file, Filr notifies you of any activity that takes place in the file.

For information about how to subscribe to receive email notifications about a file, see Section 2.6, “Subscribing to a Folder or File,” on page 14.

6.12 Sending an Email to File Contributors

You can send an email to all users who have commented on a certain file. A link to the folder is automatically created in the *Message* field in the email message and users who have commented on the file are automatically added to the recipient list.

This can be a quick way to contact all users who have an interest in the specific file.

- 1 Navigate to the folder that contains the file where you want to send an email to contributors.
- 2 Click the drop-down arrow ▼ next to the file name, then click *View Details*.
- 3 Click *More>Send email to contributors*.

The Send Email window is displayed. A link to the folder is automatically created in the *Message* field in the email message and users who have commented on the file are automatically added to the recipient list.
- 4 Continue filling out the Send Email form, then click *Send*.

A Troubleshooting

The following sections provide guidance for issues you might encounter when using Novell Filr:

- A.1 *Files Disappeared from Shared with Me or Shared by Me* **Errore. Il segnalibro non è definito.**
- A.2 *Cannot Upload a File Because it Is Too Large* **Errore. Il segnalibro non è definito.**
- A.3 *Files that Contain Extended or Double-Byte Characters in the File name Are Corrupt After a ZIP File Is Extracted* **Errore. Il segnalibro non è definito.**

A.1 Files Disappeared from Shared with Me or Shared by Me

Problem: Files that were once in your Shared with Me or Shared by Me area are no longer there.

If a file was removed from your Shared with Me area, it is likely that the share expired or that the share was revoked by the user who shared it with you.

If a file was removed from your Shared by Me area, the file might have been moved to another location. When a file is moved from a Net Folder to a My Files area, or from a My Files area to a Net Folder, the file is no longer displayed in your Shared by Me or Shared with Me area.

For more information about moving a file, see Section 6.6, “Moving Files,” on page 33.

A.2 Cannot Upload a File Because it Is Too Large

Problem: You are having trouble uploading a file because the file is too large.

You might be able to fix this problem by increasing the default amount of memory used by Java applets.

A.2.1 Increasing the Default Memory Amount on Windows

- 1 Navigate to the Control Panel.
- 2 Double-click *Java*.
The Java Control Panel is launched.
- 3 Select the *Java* tab.
- 4 In the *Java Applet Runtime Settings* section, click *View*.
- 5 For each of your Java Runtime Versions, add `-Xmx256m` as a Java Runtime Parameter.

- 6 Click *OK*.
After increasing the default memory size for Java applets, you must exit all browsers and restart them before the change can take effect.

This setting causes the applet used for uploading files into a Novell Filr folder to start up with 256 MB of memory. If the applet still indicates that there is not enough memory to run the applet, you might need to reduce this number.

A.2.2 Increasing the Default Memory Amount on Linux

- 1 Locate the JRE or JDK being used for the browser plug-in.
The location of the JRE or JDK varies, depending on your system.
- 2 In the bin directory of the JRE or JDK, run the *ControlPanel* file.
The Control Panel is launched.
- 3 Select the *Java* tab.
- 4 In the *Java Applet Runtime Settings* section, click *View*.
- 5 For each of your Java Runtime Versions, add *-Xmx256m* as a Java Runtime Parameter.
- 6 Click *OK*.
After increasing the default memory size for Java applets, you must exit all browsers and restart them before the change can take effect.

This setting causes the applet used for uploading files into a Filr folder to start up with 256 MB of memory. If the applet still indicates that there is not enough memory to run the applet, you might need to reduce this number.

A.3 Files that Contain Extended or Double-Byte Characters in the File name Are Corrupt After a ZIP File Is Extracted

Problem: When Filr is used to create a ZIP file with files that contain extended or double-byte characters in the file name, the downloaded file names are corrupted when either of the following methods is used to unzip the downloaded ZIP file:

- ♦ Native Windows Explorer on Windows XP and Windows 7
- ♦ File Roller from the graphical interface on Suse Linux Enterprise Server (SLES) 11

To successfully unzip the downloaded ZIP file on Windows XP and Windows 7, use a different program such as Winzip, 7-Zip, or ZipGenius.

To successfully unzip the downloaded ZIP file on SLES 11, use File Roller from the command line with the *-S* switch.

B Accessibility for People with Disabilities

Users with disabilities can use assistive technology such as a screen reader to access pages in Novell Filr. Assistive technology users must adapt to the following Filr functionality:

- B.1 *New Windows Opened without Notification* **Errore. Il segnalibro non è definito.**
- B.2 *Text Added to a Page Is Not Conveniently Available* **Errore. Il segnalibro non è definito.**
- B.3 *Drop-Down List Access* **Errore. Il segnalibro non è definito.**

B.1 New Windows Opened without Notification

When you click certain areas in Novell Filr, the Filr interface opens new windows. However, Filr does not notify the assistive technology user that it is opening a new window. As assistive technology users become familiar with Filr, they identify and remember where new windows are opened.

B.2 Text Added to a Page Is Not Conveniently Available

For some actions, Novell Filr adds text to a page that is already displayed. However, assistive technology software is not able to recognize that new text has been added unless the page is refreshed. After the page refreshes, the newly added text is available at the bottom of the page. The assistive technology user must move to the bottom of the page and then move backwards up through the new content.

B.3 Drop-Down List Access

In fields where you type text and a drop-down list appears, press Enter to move the focus into the list. Press Tab to move down through the list, then press Enter to select an item in the list.