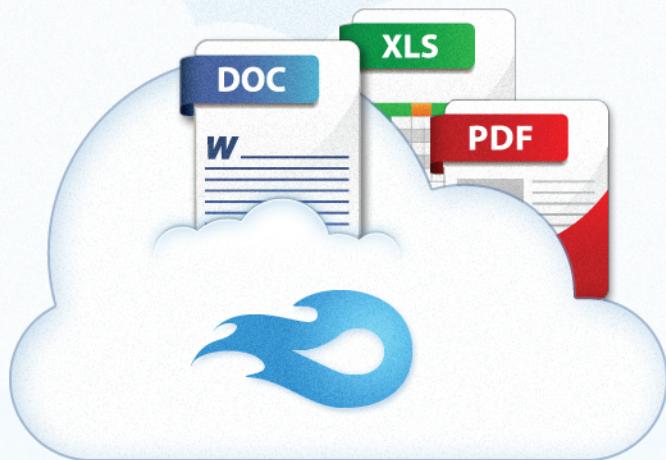




GETTING STARTED



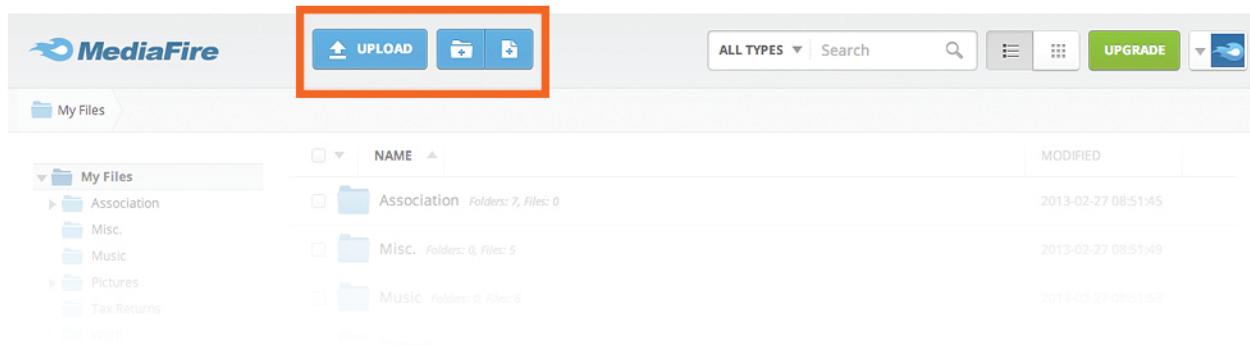
Welcome to MediaFire!

You are about to start storing, organizing, sharing, and editing your files. Here are some quick tips on how to get started.

Getting Started

Since you're reading this Getting Started guide, you've already opened a file in your MediaFire account. Nice job! You're already on your way to getting the most out of MediaFire's simple file system. The page you just opened this file from is called the "**“My Files”**" page and it's where you'll always easily be able to access all your files.

On the top of your "**“My Files”**" page you'll see three major options: "**“Upload”**", "**“Create Folder”**" and "**“Create File”**".



Upload

There are several ways to upload files:

- Press the above mentioned "**“Upload”**" button on the top navigation on the "**“My Files”**" page;
- While on the "**“My Files”**" page, use a shortcut and upload files easily by pressing the **U** key on your keyboard;
- Drag files directly from your desktop and drop them anywhere on the "**“My Files”**" page.

The “Create” buttons let you:

- Organize all your files by creating folders and subfolders.
- Create files that you can view, edit and collaborate on right on MediFire.

There are also a few ways to create a folder. You can either **a)** use the Create Folder button on the top navigation, or **b)** when on My Files page, press the **N** key on your keyboard.

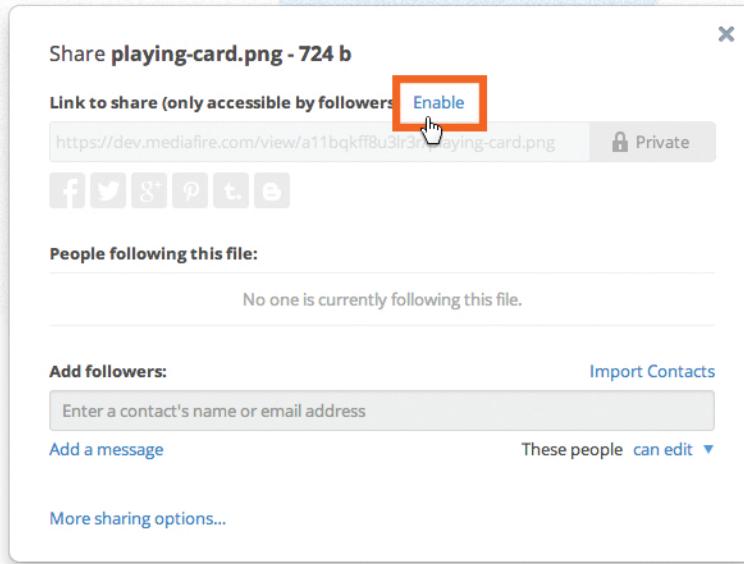
Sharing

MediaFire files and folders are created as private files and folders by default. This means they are visible only to the owner of the files and folders.

In order to share files and folders with others, it is necessary either to enable the share link to be accessible by anyone or to add the person with whom you want to share a file or folder as a follower. A follower is a person who is added to the access control list (ACL) for files and folders.

The first step to sharing a file or folder from the local MediaFire folder is to right click on the file or folder and select Share through MediaFire from the context menu. Right-clicking on a file in your Files app

If you want the sharing link to be accessed by anyone, click the Enable option to the right of the link at the top of the dialog



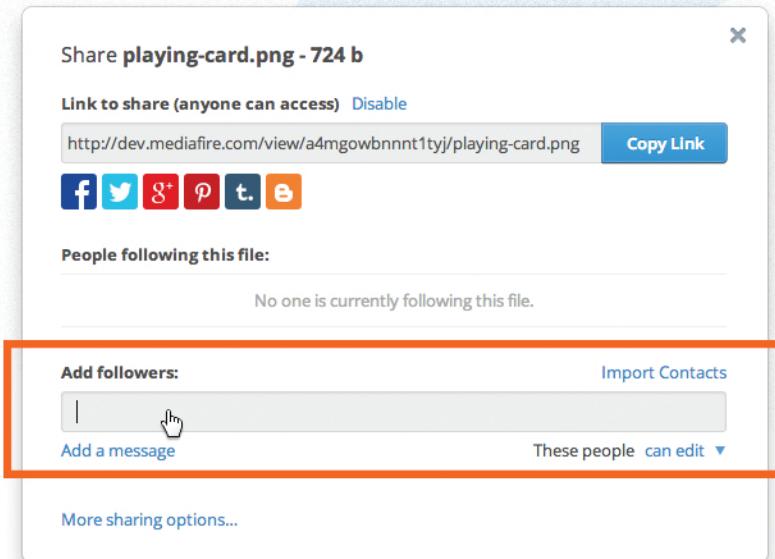
After clicking the Enable option, the dialog shows anyone can access the link. This process gives users view access to the file but not edit access.

View access allows a user to view, copy, and download a file or folder. When a folder is shared, read access is inherited by all of the subfolders and files inside the folder being shared. A user with whom a file or folder has been shared will not be allowed to share the file or folder with someone else or to modify the permissions setup on the file or folder.

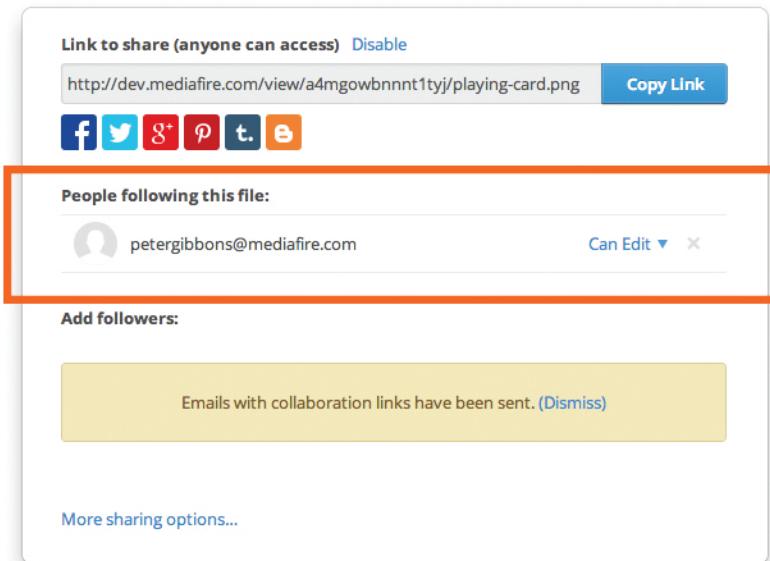
The other type of permission, Edit permission allows a user to view, copy, move, rename, download, and delete a file or folder.

If you want to restrict access to your files and folders, you can add followers to have access to the file rather than changing the link to be accessed by anyone. The process of adding followers allows you to determine whether the follower has view access or edit access.

In the Add followers field, enter the email address of the user(s) who will follow the file, select whether to give them read permissions or edit (write) permissions and hit enter.



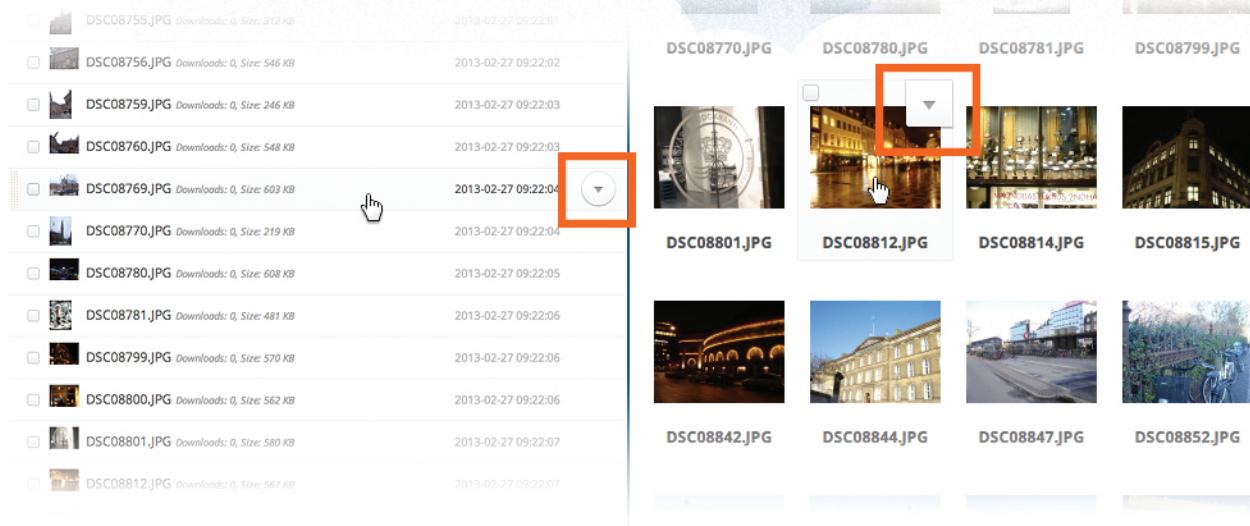
The follower's email address will be displayed under the heading "People following this folder". An email will be sent to the persons added as followers.



When a person is entered as a follower the person will be required to have a MediaFire account. If the person does not have a MediaFire account, he or she will be forced to sign up or log in to a MediaFire account.

Key File Options

Basic options appear when you do mouse over each file. If you are viewing your files in the list mode, then those options appear to the right of the file name, and if you are using the thumbnail mode – then below the file icon:



From there you can download this file, share it with others or open the actions menu to get all other options for this file.

Two screenshots of the MediaFire interface. The left screenshot shows a list view of files under the 'Austin' folder. A file named 'IMG_0818.JPG' is selected, and its details are shown in a preview window. A right-click context menu is open over this file, listing options like 'Copy Link', 'Download', 'Share', 'Send To', 'View', 'Move', 'Copy File To...', 'Delete', 'Rename', 'Description', and 'Advanced Statistics'. The right screenshot shows a grid view where three files ('IMG_0818.JPG', 'IMG_0832.JPG', and 'IMG_0839.JPG') have been selected. A context menu is open over these selected files, listing options such as 'Copy Link', 'View Selected', 'Move Selected', 'Delete Selected', 'Email Selected', 'Download Selected', 'Share Selected', and 'Copy Selected to...'. Both screenshots show the top navigation bar with 'UPLOAD', 'SEARCH', 'UPGRADE', and other account-related links.

To get to the actions menu, simply right click on the file you would like to work with on your “**My Files**” page. There you will see a variety of options, such as View, Move, Rename, make file Public or Private and more.

To perform the same action to more than one file, select the files you need by checking the box on the left side and either right click to open the actions menu, or select the option you need on the top navigation.

Here's how you perform some basic functions from the actions menu:

Moving Files

To move a file, you can either select it and choose the "Move" on the top navigation, or do the right click on the file you want to move and select the same option there.

Deleting Files

- select the file(s), right click, and select "Delete";
- select the file(s) and click "Delete" on the top navigation;
- select the file(s) and press **Del** on your keyboard.

The actions menu also lets you share (be that an individual file, multiple files or entire folders), view files, edit and collaborate (if it is a text document, spreadsheet or a presentation), rename file(s), add description, make your file(s) private or public and more.

Get Organized

We thought you might want to set up the working space to your taste, so we provide a few options here. You can sort all your files by name and do some basic filtering by file type or file status. Too many files and you're getting lost? Search your files using the search option on the top right.

The left screenshot shows the 'Sort Menu' open, displaying options: NAME, MODIFIED, Modified, Size, and Downloads. The right screenshot shows the 'Filter Menu' open, displaying options: All Types, Folders only, Files only, Images, Video, Audio, Documents, Spreadsheets, Presentations, Development, Public items, and Private items. Both screenshots show a list of files in the background, with the 'Austin' folder selected in the navigation bar.

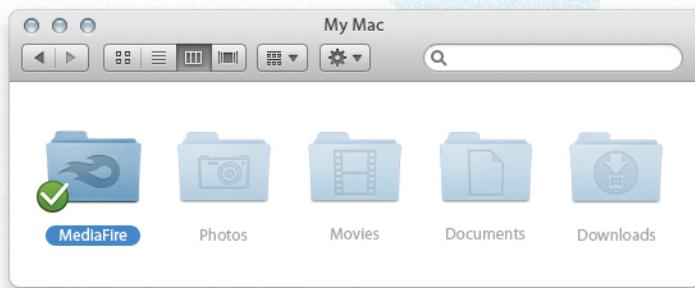
If you want to organize all your stuff into folders, you can either first create a folder and then open it and upload files right from there, or you can move files already uploaded to MediaFire into a freshly created folder or a subfolder.

Whatever you choose to do, you will always be able to keep track of all your files on MediaFire with the "Folders" navigation area on the left side that shows all the folders and subfolders that you have created. So at any time you are free to navigate your account through either the "My Files" page, or through the "Folders" navigation area.

Hopefully, most options and features on MediaFire are pretty self-explanatory. If you do have any trouble, please, - always feel free to let us know. But for now go ahead and give MediaFire a try! We are sure you'll like it.

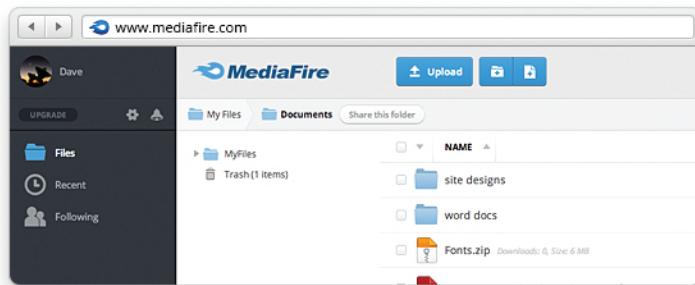
MediaFire Desktop

Your Media folder is much like your other folders, except it syncs all of its contents to the web and any other devices you have connected to your account.



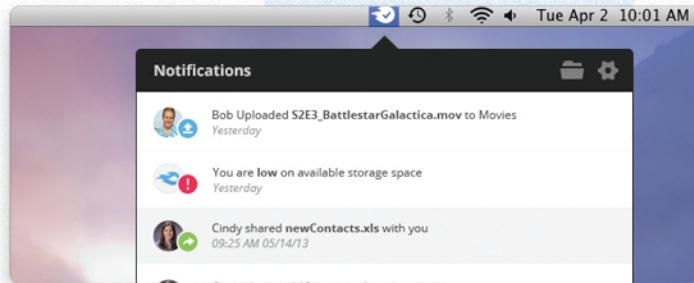
Access your files anywhere

Your Media folder is much like your other folders, except it syncs all of its contents to the web and any other devices you have connected to your account.



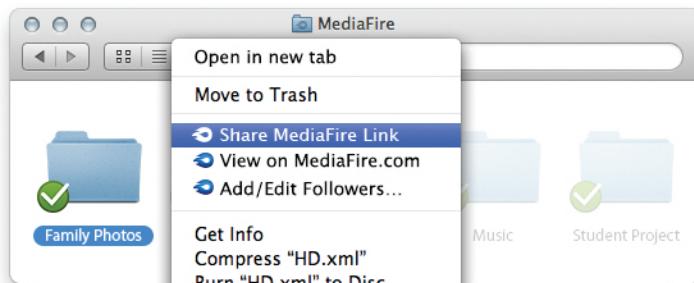
MediaFire menu bar icon

Go to the MediaFire icon in your menu bar to quickly see the status of your synced items, as well as any updates to your files.



Sharing made even easier

Sharing your files is easier than ever. Just right click the file you want to share, and click the "Share MediaFire Link" item



Frequently Asked Questions

Q: Can I use MediaFire on mobile devices?

A: Yes, MediaFire has Free apps that allow you to access your files from any Apple and Android devices.

Q: Is there a way to upload more than 200MB per file to my MediaFire account?

A: Yes, our premium accounts (Professional and Business) allow you to upload 4GB or 10GB per file respectively, starting as low as only \$4.99/month.

Q: Can I download entire folder at a time instead of downloading each file individually on MediaFire?

A: Yes, our Professional and Business plans allow you to download entire folders with one click as a zip-folder.

Q: Will my files be deleted if I don't log in often?

A: MediaFire has a generous retention policy that only requires your account to be active at least once in every 300-700 days. And by "active" we mean logging in to your account, adding, sharing or viewing your files, editing them and collaborating on them etc. Downloading your files counts too, so even if you don't log in for more than 700 days, your account is considered to be active if someone you shared the link to your files with is still downloading them once in a while.

