













坚果云工作效率提高指南

中/EN

第一章 移动办公

-  最智能最自动的扫描仪
-  如何批量保存微信文件和照片？
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-  把思维逻辑可视化工具-坚果云思维导图
-  流程图、组织架构图坚果云也能画

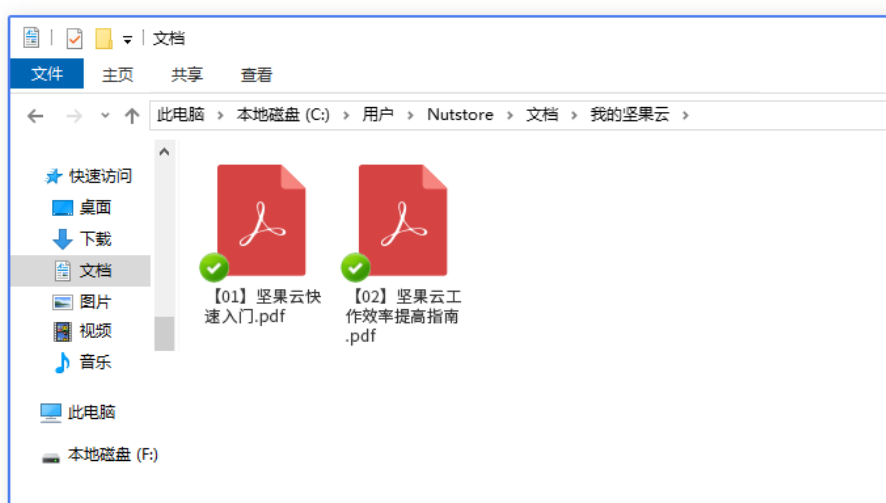
第三章 高级版vs个人

-  了解坚果云高级版

最智能最自动的扫描仪

坚果云扫描支持多种类型扫描，添加水印，自动上传到坚果云等功能，免费无广告。

1. App Store或者各大软件商店搜索「坚果云扫描」安装
2. 登录坚果云帐号
3. 手机扫描后, 打开电脑端「我的坚果云→坚果云扫描」即可找到您刚才扫描的文档



如何批量保存微信文件和照片？

出去游玩，微信群里发了大量的照片，下载起来很麻烦？学生把报名资料全都发到了微信群里，收集起来很吃力？微信占用大量手机储存空间，不敢清理，不知如何下手？坚果云收藏帮您解决以上问题。

1. 微信小程序搜「坚果云收藏」
2. 登录账号
3. 备份微信文件→导入
4. 选择某个对话



重要文件万米高空也能查看

坚果云手机APP可以随时随地联网查看文件，但是如果经常出差，飞机高铁上没有网络，目的地网络环境也不可控，这个时候该怎么办呢？不用担心，打开坚果云APP，找到常用的文件夹，点击文件夹右侧图标，选择“离线收藏”，快速下载文件夹到手机，即时在飞行模式下也可以随时打开文件。

如果想修改“离线收藏”中的文件，只需下载Office、WPS等第三方应用，本地编辑查看



精彩瞬间太多?手机存储不够?

想把手机照片快速传到电脑? 需要把大量照片共享给团队? 担心手机照片视频丢失? 那试试照片备份吧。坚果云相册同步, 为您的手机瘦身, 留住每一刻精彩。

1. 安卓 iOS手机安装坚果云
2. 设置→自动备份相册
3. 或进入任意文件夹→上传→上传到这里

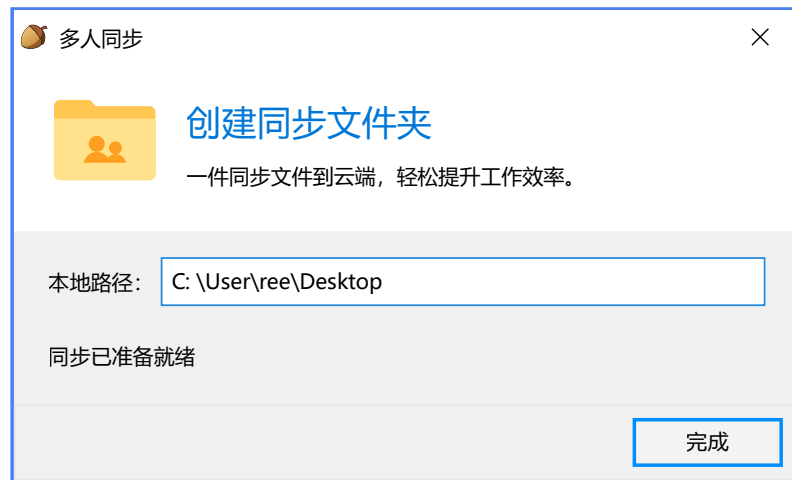


让你的桌面文件万无一失

坚果云可以直接同步桌面文件夹，不需要改变操作习惯，自动备份你的桌面文件，不怕误删除。

同步桌面文件夹

1. 办公室电脑右击“桌面文件夹”
2. 坚果云→同步该文件夹



假如误删除桌面上的文件（文件夹）可以通过 ([方式进行还原。

登录网页版坚果云，进入同步桌面的文件夹

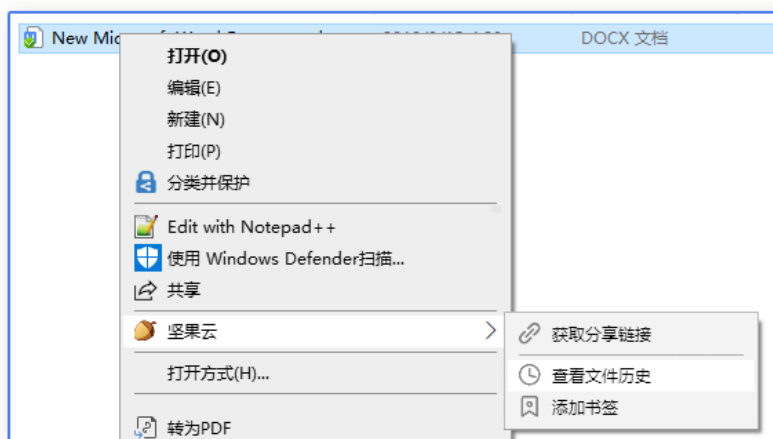
1. 点击页面右上方「回收站」按钮
2. 可被恢复的文件或文件夹上有「×」标志
3. 选中相应文件后，点击顶部「恢复」



凡走过必留痕迹, 凡修改过必有记录, 财务数据究极安全帮手

一份数据报表反复修改了好多遍, “初稿、二稿...最终稿、最最终稿...”, 电脑上存了无数个版本, 最后自己都分不清哪个才是最终版本了。文件混乱不说, 一个文件占用了好几倍的电脑磁盘空间。坚果云的历史版本功能可以记录同一个文件在一段时间内每次编辑修改保存关闭后的版本。

1. 选中文件, 右键点击选择坚果云
2. 查看文件历史



需要收集多人资料, 汇总麻烦?「坚果云收件箱」帮你高效完成

难得公司大手笔要组织出国团建，收集员工信息却成了问题。微信群消息太多，有效信息很容易被淹没，私聊又耗时耗力，聊天窗口点到手抽筋。还有人迟迟不肯提交天天都要去催。

一键发布文件收集链接，无需注册即可提交文件。文件提交后自动重命名，方便整理和查询收到的文件无需手动下载，可自动保存到指定文件夹。比传统邮箱收集文件更简单，更方便！

- 1. 登录坚果云网页端
- 2. 左侧应用推荐
- 3. 坚果云收件箱



- 1. 微信小程序搜「坚果云收件箱」
- 2. 登录账号
- 3. 开始收集文件



想多人同时编辑excel、word?

一份 Excel 表格需要搜集一个部门所有人的差旅报销信息，每个人都填好了自己的信息发给负责人，负责人就不方便整理，合并文件可能需要复制粘贴很久，但如果交给同事自己去完成，交叉填写相互之间可能需要等待很久，又很可能填漏或填错，坚果云在线编辑就可以完美地解决这个问题，多人可以同时编辑，甚至可以看到一起同时编辑的同事正在编辑的内容，不会冲突。

开通坚果云在线Office的团队版用户请按如下方式操作

- 1. 文件上右键→坚果云→获取分享链接
- 2. 权限设置
- 3. 把允许上传改为「是」
- 4. 复制链接给小伙伴，他们就能共同在线编辑了



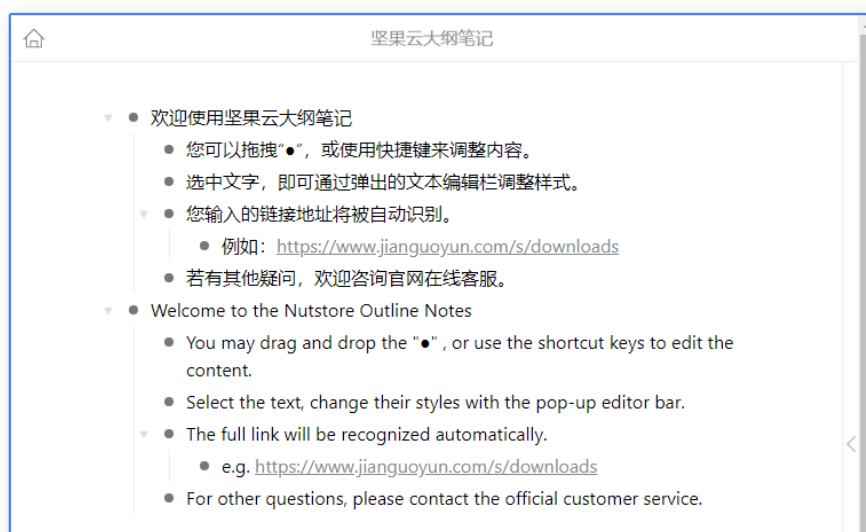
PS：仅限高级团队版

如何让你的工作总结,述职报告更有逻辑?

写周报有很多方式,比如邮件、Excel,或者直接给领导发文字信息,不妨换一个不一样的协作方法?使用坚果云大纲笔记,可以简单迅速帮你梳理出一周的工作成果,以及对于未来一周的展望。

登录坚果云网页端

1. 新建—大纲笔记
2. 点击文件进入编辑模式



文字工作者如果还不知道Markdown,那有点落伍

普通的纯文本文件，大部分人已经写得很得心应手了，有没有想过通过简单的命令、语法给自己的文本带来不一样的效果呢？坚果云 markdown 或许能给你带来不一样的文字体验比如数学公式，或者代码字段，就算是简单的调节文字大小、标题，也可以通过简单的语法来完成哦！

登录坚果云网页端

1. 新建—Markdown文件
2. 点击文件进入编辑模式



把思维逻辑可视化工具-坚果云思维导图

进行写作创意时，故事的情节、走向以及人物画像和关系，都需要进行梳理敲定，大脑不一定记得住，好的创意、点子可能过一会儿就想不起来了，坚果云脑图可以帮助你复印大脑里的发散思维，让每一条思路都能被铭记。

登录坚果云网页端

1. 新建—思维导图
2. 点击文件进入编辑模式

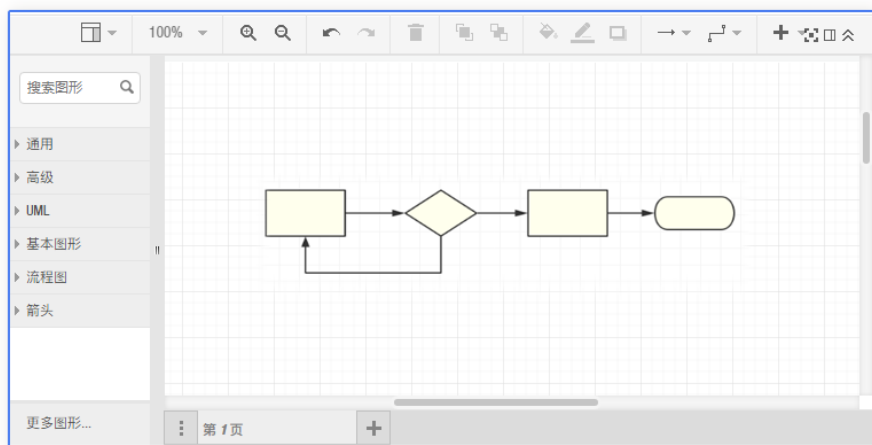


流程图、组织架构图坚果云也能画

有些人数比较多的大型传统企业，人员多、公司结构也比较复杂，HR 同事可能对新型互联网产品并不熟悉，想梳理出公司的组织架构图很费工夫，大部分时候会选择使用 PPT 去作图。坚果云绘图可以代替 PPT，让作图这件事情变得简单易操作，就算是画图小白，也很容易上手。

登录坚果云网页端

1. 新建—绘图文件
2. 点击文件进入编辑模式



第3章 高级版 VS 个人版

管理增强

高级团队版的行为日志审计功能可以记录团队成员每一个敏感操作，同时还可以限制成员给外部分享文件，限制登录IP段，有效防止核心部门的资料外泄。

个人版由于每个账号是相互独立的，无法统一管理，除了共享文件夹中的操作记录，其余信息均无法查看。

安全增强

高级团队版可以强制成员开启短信二次验证并强制开启密码锁，避免由于设备遗失或账号密码泄露带来的安全隐患，员工失去文件夹访问权限后可以远程擦除数据，避免人员变动导致的资料泄露。

个人版仅可以对自己的账号开启二次验证，无法强制他人开启，同时也无法在员工离职后擦除数据。





功能增强

坚果云的云桥模式让您可以从桌面设备查看所有文件，在您不需要时，文件也不占用硬盘空间，不用再为存储空间烦恼。









Guide to Enhancing Working Efficiency

中/EN

Chapter 1 Mobile Office

-  The smartest automatic scanner
-  Batch saving WeChat files and photos?
-  Viewing important files even onboard
-  Too many great moments, but mobile phone storage not enough?

Chapter 2 Office

-  Making your desktop perfectly safe
-  Perfect helper for financial data security
-  Nutstore Inbox - Efficient for summarizing data
-  Multi-user simultaneous editing of Excel and Word
-  Making work summaries and reports more logic
-  You need to know Markdown for word processing
-  Nutstore Mind Map - A tool for visualizing thinking logic
-  Using Nutstore for making flow charts and organization charts

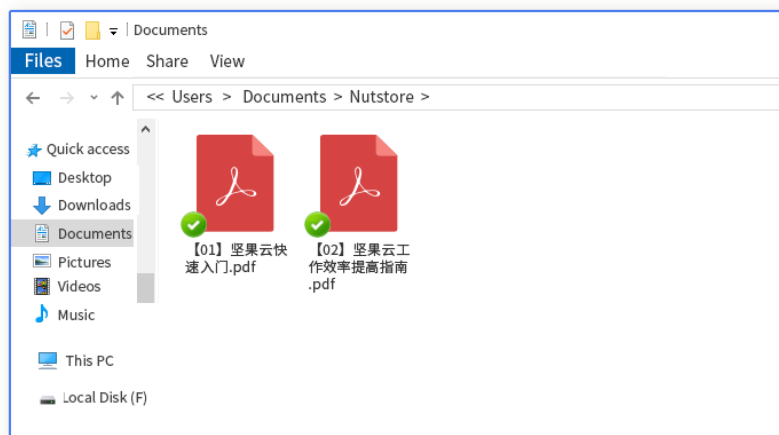
Chapter 3 Advanced Edition VS Personal Edition

-  Nutstore Advanced Edition

The smartest automatic scanner

Nutstore Scanner boasts various functions, such as supporting various types of scanning, adding watermarks, and automatic unloading to Nutstore. And it's free of charge and advertising-free.

- 1 . Search [Nutstore Scanner] at App Store or App markets to install it;
- 2 . Log in your Nutstore account;
- 3 . After scanning it with your mobile phone, open [My Nutstore→Nutstore Scanner] on your computer to find the file you have scanned.



Batch saving of WeChat files and photos

You think it's troublesome to download numerous photos after each trip? It's hard to collect students' registration data from a WeChat group? You don't know how to clean the storage space consumed by WeChat? Don't worry! Let Nutstore Favorite solve these problems.

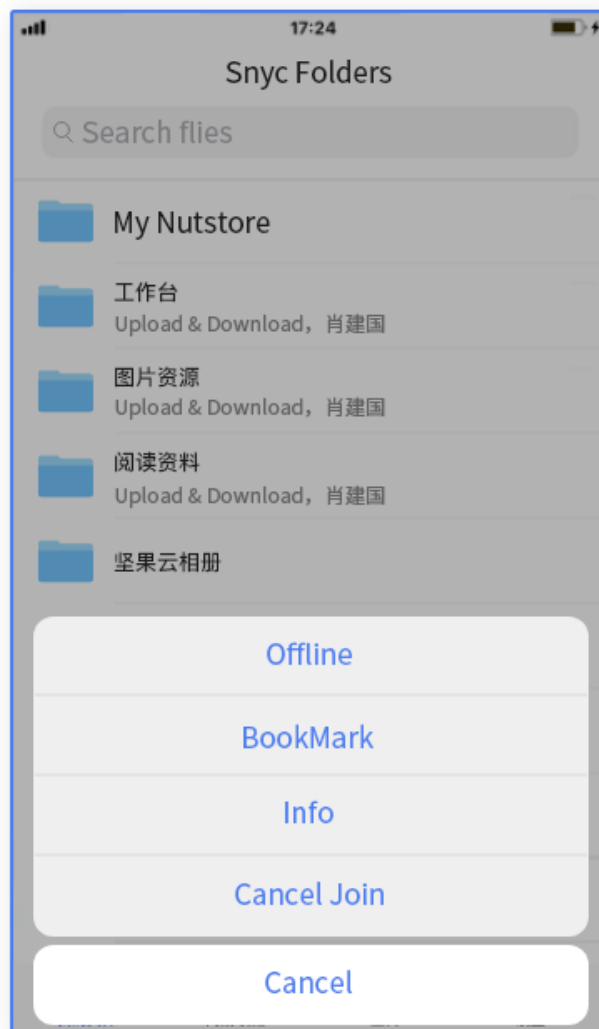
1. Search [Nutstore Favorite] in WeChat Applet;
2. Log in your Nutstore account;
3. Back up a WeChat file → Import it;
4. Choose a dialogue.



Viewing important files even onboard

You can view files anywhere and anytime by using the Nutstore App. What can you do if network is unavailable on airplanes or high-speed trains and that at your destination is uncontrollable? Don't worry! Find your commonly used folder on the Nutstore App. Right click the folder and choose "Offline Favorite" to rapidly download it to your phone. Now you can open the folder anytime even in airplane mode.

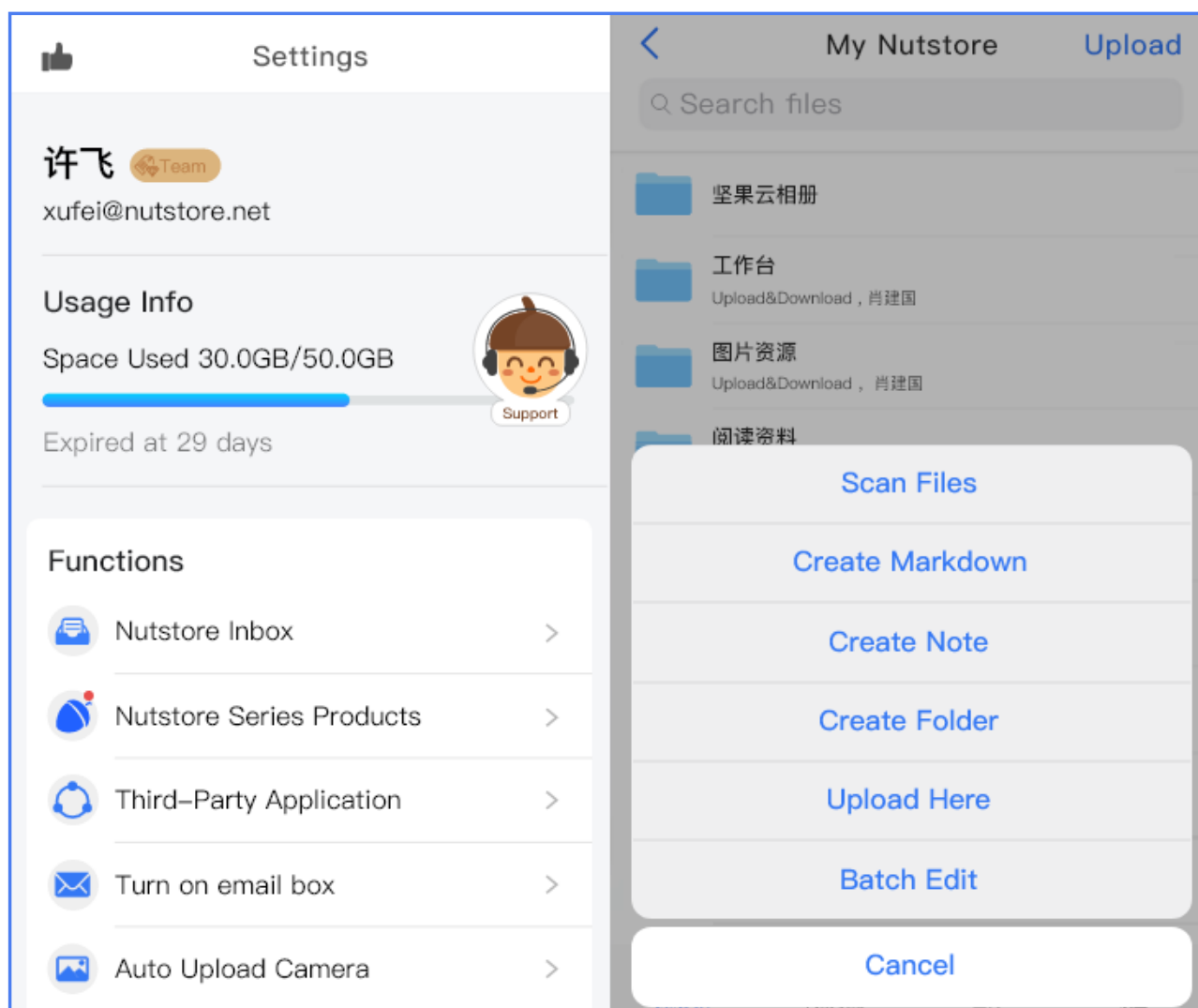
You can download Office or WPS for local editing or viewing if you need to modify any file in "Offline Favorite".



Too many great moments, but mobile phone storage not enough?

Need to transfer the photos in your mobile phone to your computer or share them with your team? Worry that you may lose the photos and videos in the phone? Use the function of "Photo backup". By synchronizing to Nutstore Album, you can save the storage space of your phone and record all great moments.

- 1 . Install Nutstore in your Android or iOS phone;
- 2 . Setting → Automatic backup in the album;
- 3 . Or access any folder → upload → upload it here.

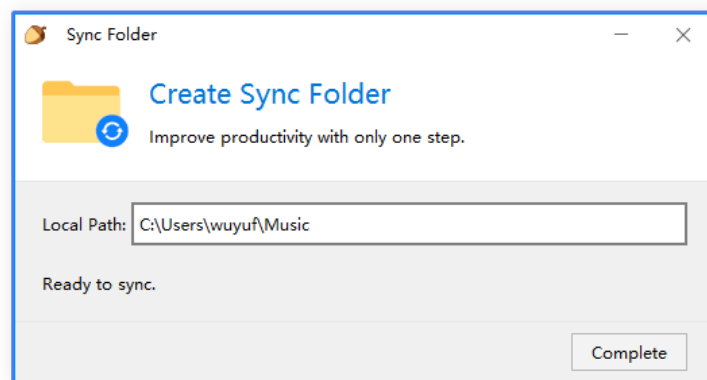


Making your desktop perfectly safe

You can directly sync your desktop folders by using Nutstore without changing any habit. The desktop files are backed up automatically, and you needn't worry about deleting them accidentally.

Synchronizing desktop folders;

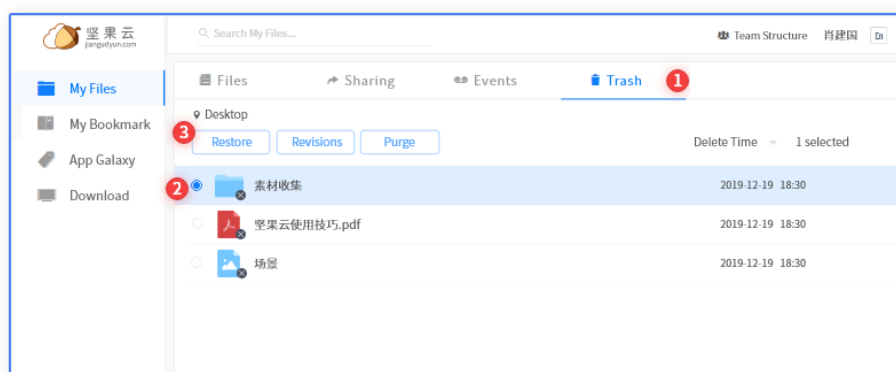
1. Right click a "desktop folder" in your office computer;
2. Nutstore→Sync the folder.



You can undelete any desktop file (folder) you delete accidentally by using the following ways.

Log in the Nutstore webpage and access the synchronized desktop folder

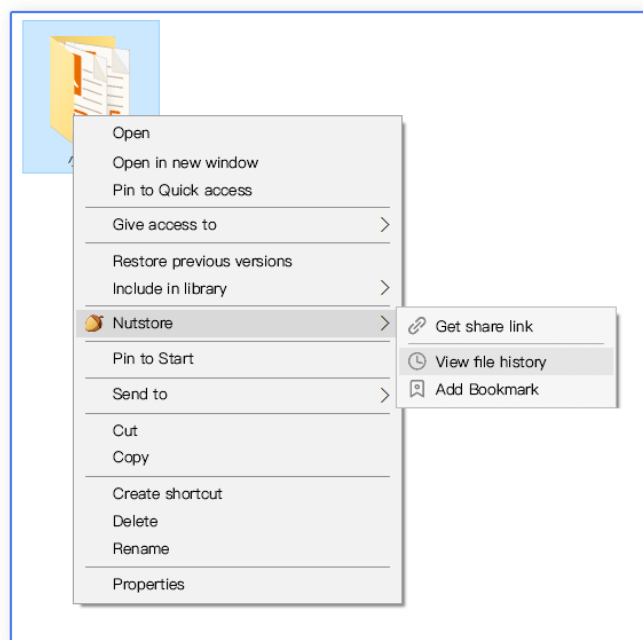
1. Click the [Recycle Bin] button at the upper right of the desktop.
2. Any recoverable file or folder has an [x] mark.
3. After choosing relevant file, click the top [Undelete] button.



Perfect helper for financial data security

After a data report is modified repeatedly, you cannot figure out which one is the final version because there are so many versions in your computer. Besides the confusion, one file can occupy massive disk space. By using Nutstore's previous versions, you can easily view all those edited and modified versions of the same file.

1. Select the file and right click Nutstore;
2. View the previous versions of the file.

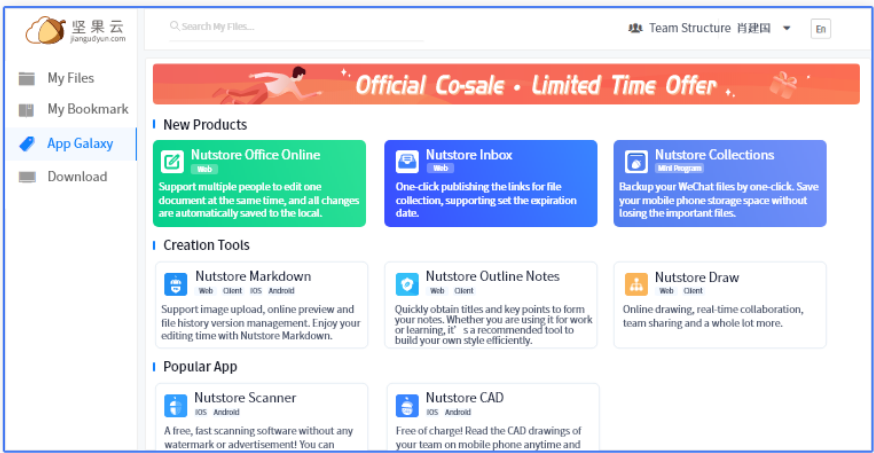


Nutstore Inbox - Efficient for summarizing data

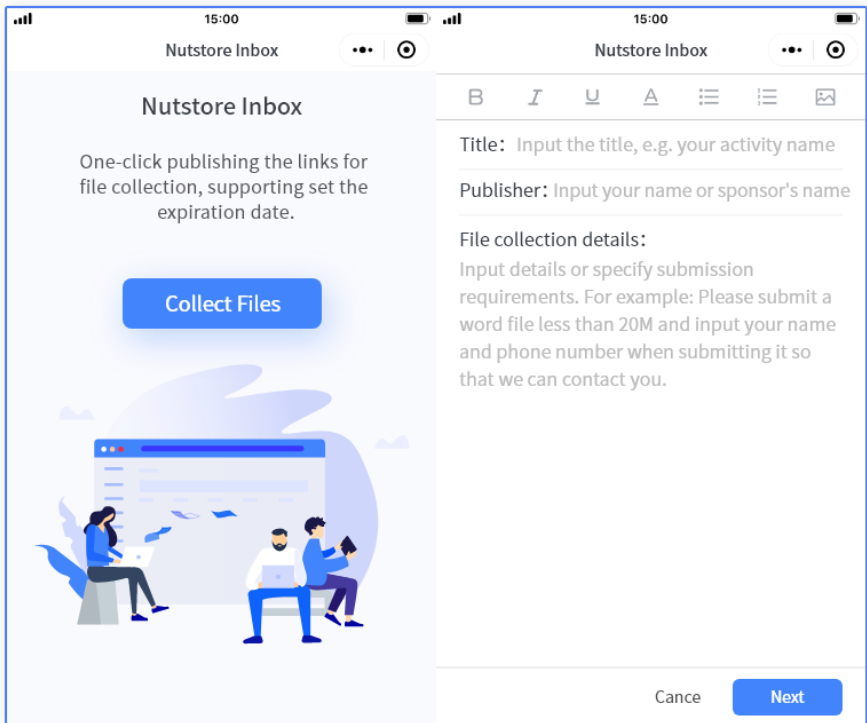
An overseas team building activity is approaching, but it's hard to collect employee information. You may miss some effective information because there are tons of messages in the WeChat group. It's time-consuming and troublesome! Some guys are late for submitting their information, and you need to urge them frequently.

Press one button to release a collection link, and files can be submitted even you are unregistered. The file will be renamed automatically for easy processing and inquiry. You needn't download any received file because it is saved in the designated folder automatically. Compared with regular emails, the tool is easier and better!

- 1. Log in the Nutstore webpage;
- 2. Click App recommendation on the left;
- 3. Nutstore Inbox.



- 1. Search [Nutstore Inbox] in WeChat Applet;
- 2. Log in your Nutstore account;
- 3. Collect files.

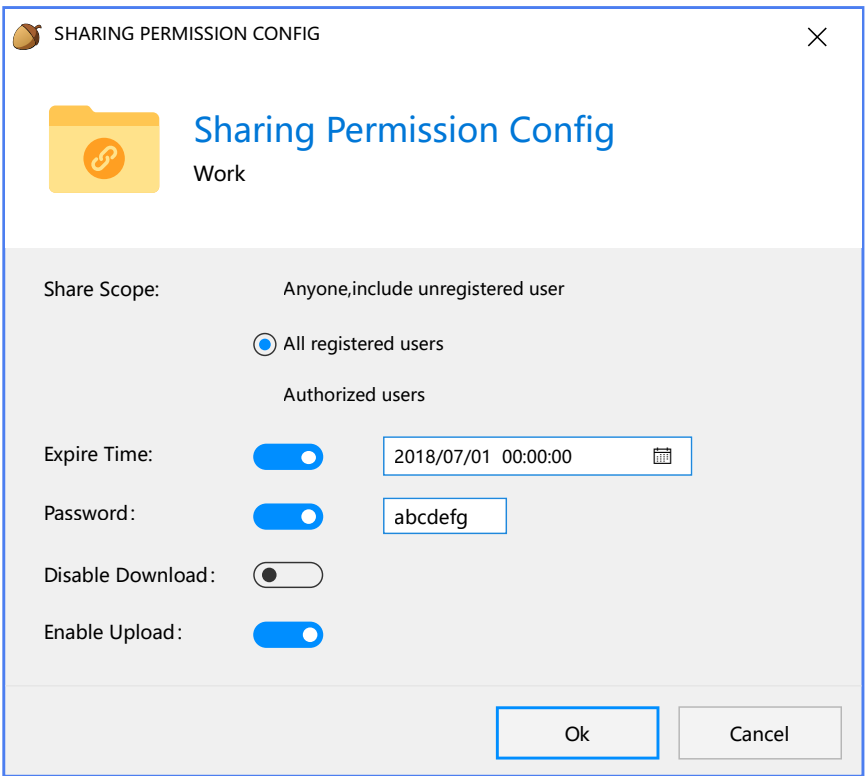
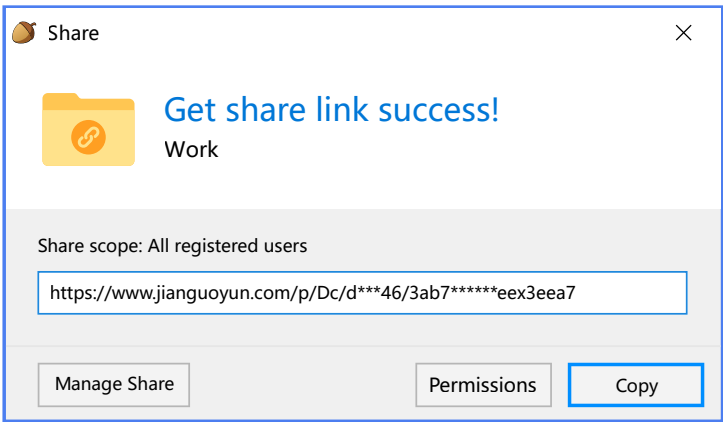


Multi-user simultaneous editing of Excel and Word

You need to collect the travelling expenses data of the whole department to make one Excel. Each employee sends his or her info to the head after filling in it. It may take a long time for the head to process the Excel. If all the employees finish it by themselves, the task may be time-consuming and have many mistakes. Don't worry! The problem can be perfectly solved by using Nutstore. Several users may edit one file simultaneously, or view the contents that being edited by others to avoid conflicts.

Team edition users with Nutstore online Office may operate as follows:

- 1. Right click a file → Nutstore → Obtain a link for sharing;
- 2. Set up the permission;
- 3. Change the permitted uploading to [Yes];
- 4. Send the link to others for multiuser online editing.



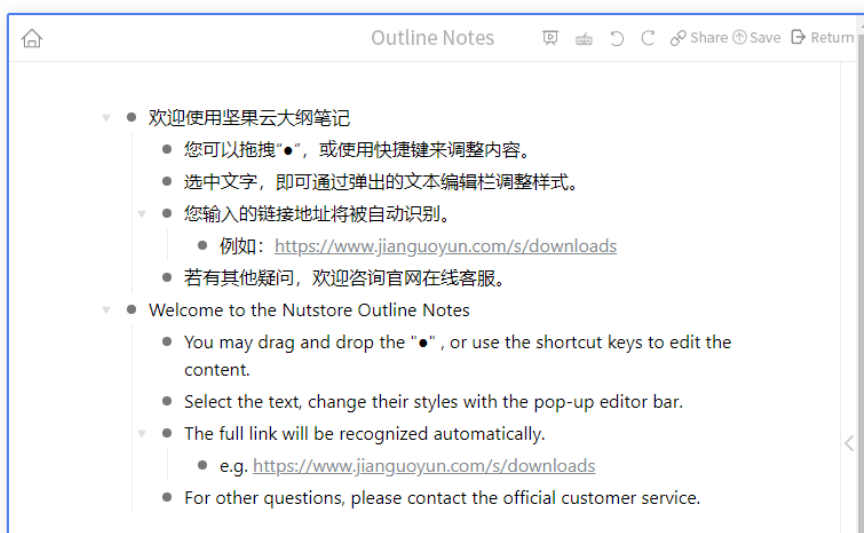
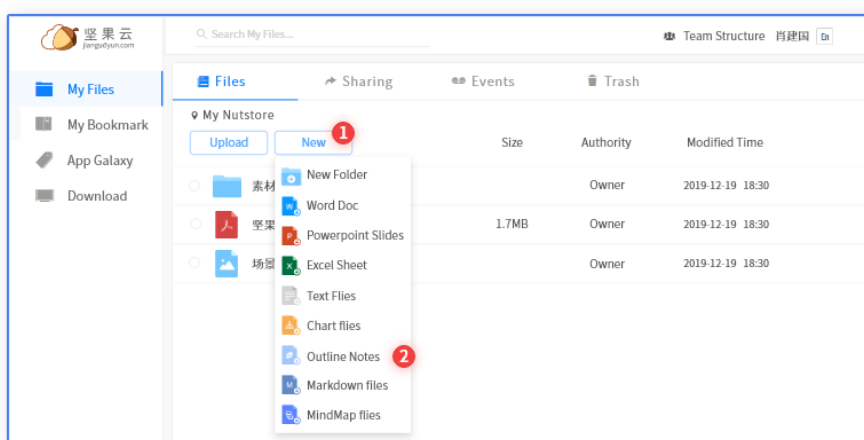
PS: For advanced team edition users only.

Making work summaries and reports more logic

You can make weekly reports through several ways, such as emails, Excel, or written information. Try a unique approach? By using Nutstore Outline Note, you can easily figure out the achievements for the past week as well as the expectations for the new week.

Log in the Nutstore webpage

1. Create an outline note;
2. Click the file to enter edit mode.

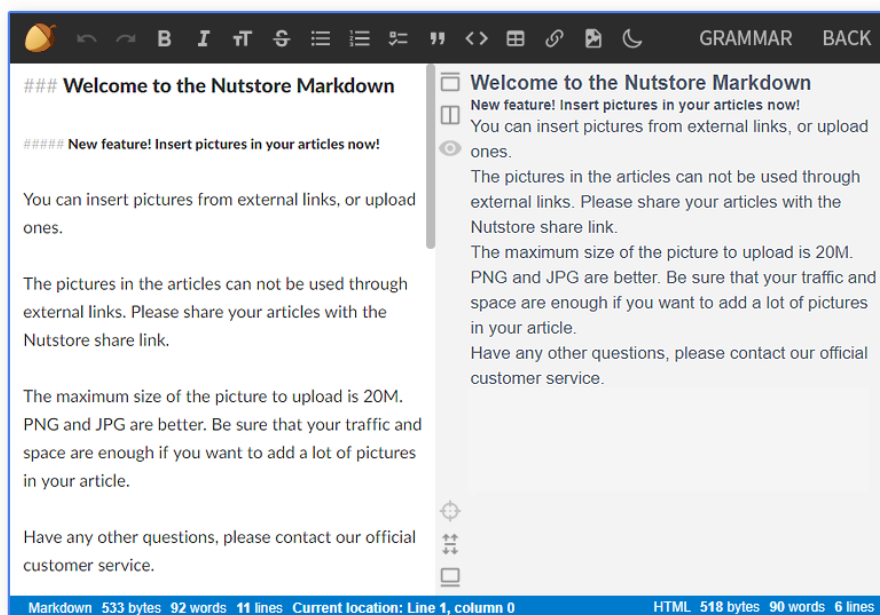
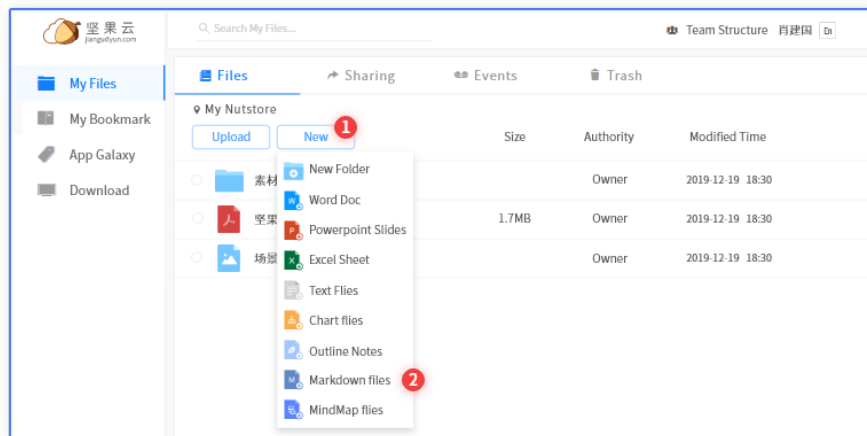


You need to know Markdown for word processing

Most users have been good at using ordinary pure text files. Wanna make your text unique by using simple commands and grammar? Nutstore markdown can give you different experiences. For instance, mathematical formulas, code fields, or even the adjustment of font size and titles can be done by using simple grammar!

Log in the Nutstore webpage

1. Create a new Markdown file;
2. Click the file to enter edit mode.

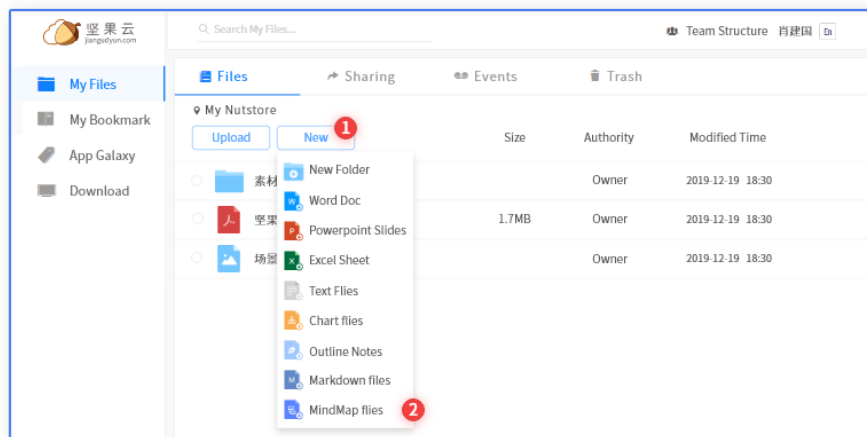


Nutstore Mind Map - A tool for visualizing thinking logic

When writing something, you need to process and decide the plot, development, profiles, and relationships. It may be hard for you to remember so many things, and you may forget them after a while. Perhaps you will miss good ideas. Nutstore Mind Map can help you conduct divergent thinking and remember each of your ideas and thoughts.

Log in the Nutstore webpage

1. Create a mind map;
2. Click the file to enter edit mode.

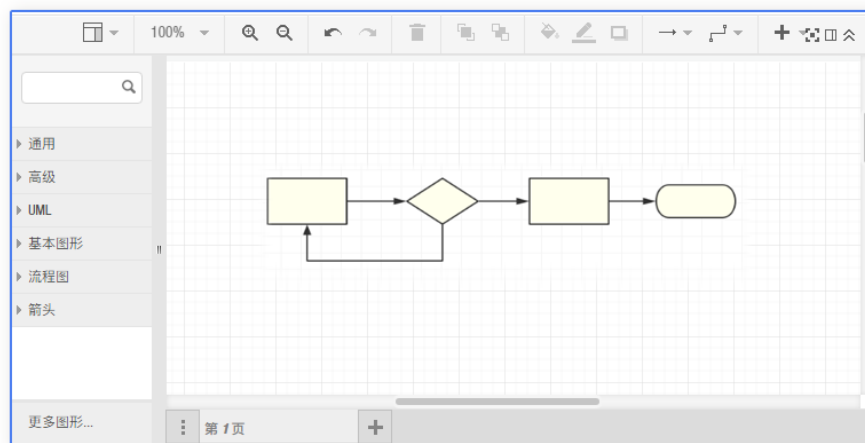
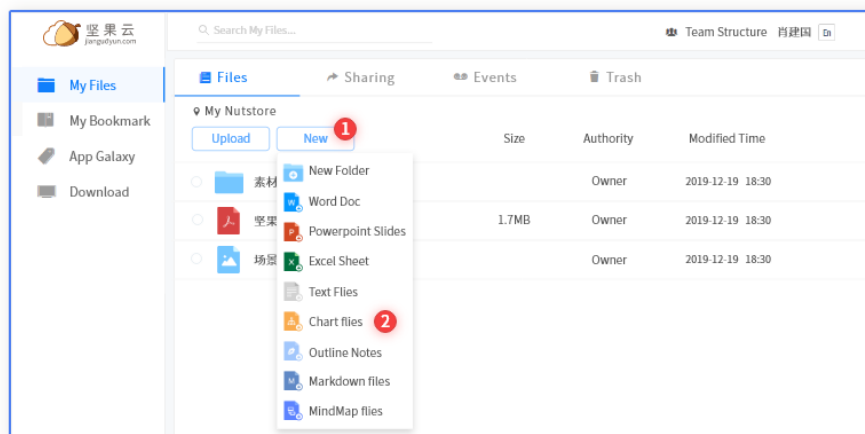


Using Nutstore for making flow charts and organization charts

Some traditional large companies have many employees and complicated corporate structures. The HR executives may not be familiar with new type Internet-based products. It's difficult for them to make their organization charts, and they may use PPT for this purpose. Replace with PPT with Nutstore Drawing to make flow charts and organizations so easy!

Log in the Nutstore webpage

1. Create a mind map;
2. Click the file to enter edit mode.



Chapter 3 Advanced Edition VS Personal Edition

Enhanced management

By using the behavior log audit function of the advanced team edition, the each sensitive operation made by each member can be recorded. In addition, the files shared with others can be restricted and the IP segments for login can be restricted to prevent the data of core departments from being disclosed effectively.

The accounts for the personal edition are independent, meaning that unified management cannot be realized for them. Except for the operation records of shared folders, other information cannot be viewed.

Enhanced security

By using the advanced team edition, the user has to use double verification and activate the code lock to avoid safety perils due to the loss of device or revealed password. In case any employee loses relevant permission, relevant data can be erased remotely to avoid data leakage because of personnel changes.

Any user of the personal edition can use double verification, but he/she cannot compel others to use such method. In addition, relevant data cannot be erased after relevant employee leaves office.

Enhanced functions

The advanced team edition supports multiuser online editing of Office as well as the online preview of MP4/Ogg/WebM videos less than 100M.

The users of the personal edition can edit Office files in local computers only, and they cannot watch videos online.