Getting started with Shunt

This guide contains everything you need to make the most out of Shunt.

For anything not explained here, try the **FAQ** and **Support** sections at https://my.shunt.io/

Basic usage

- Any files copied into this site's Dropbox folder will automatically appear in your Shunt site.

- Try putting some files and folders in the site's Dropbox folder. They should appear on the Shunt site as soon as they've finished syncing.

- **IMPORTANT:** If you move the site folder within your Dropbox, make sure to update the site folder path in your site settings at https://my.shunt.io/

Changing the order of your files

- The order that files appear in is determined by their filename.

- If a filename starts with a number (e.g. `01 Invoice.pdf`), this number will be used to determine the file ordering.

- File ordering numbers won't be shown in the Shunt site.

Categorising your files

- Files can be categorised into groups.

- To create a file group, just make a new folder in your site folder and put files inside it.

- File groups are ordered by their folder name, just like the file ordering.

- File groups can contain sub-groups that are used to filter within a file group.

- To create a sub-group, just make a new folder inside the file group folder and put files inside it.

- Sub-groups are ordered by their folder name, just like the file ordering.

- **IMPORTANT:** Any files nested deeper than the sub-group level will not show up in the site.

Collaborating with others

- You can share the site's Dropbox folder with other Dropbox users to allow them to collaborate on your Shunt site.

- Any changes they make to the site folder contents will be reflected in the Shunt site.

Password-protecting your site

- You can protect this site by requiring users to log in with a username/password combination.

- To enable password protection for this site:

  1. Log into your account at https://my.shunt.io/
  2. Click the **Edit site** link next to this site's name
  3. Under the **Site access** section, check the **Password protect this site** checkbox
  4. Click the **Save changes** button to make the site private
  5. Under the **Password protection** section, edit the **Registered users** to set the username/password combinations that allow access to the site

Changing site settings

- To edit this site's settings:

  1. Log into your account at https://my.shunt.io/
  2. Clicking the **Edit site** link next to this site's name
  3. Update the site settings
  4. Click the **Save changes** button

Using a custom domain name

- See the **FAQ** section at https://my.shunt.io/ to learn how to set up a custom domain name for this site.