



osf.io Cheatsheet

1. Project

Login and choose the manuscript you are working on.

Title ^ v	Contributors	Modified ^ v
sample project	Park	2019-02-01 3:41 PM

2. Check Out & Download

Choose File > File name (under OSF Storage) > Check out File > Download > Make edits

sample project **Files** Wiki Analytics Registrations Contributors Add-ons Settings

Click on a storage provider or drag and drop to upload

Download View Delete Check out file Rename Filter i

Name ^ v	Size	Version	Downlo...	Modified ^ v
sample project				
OSF Storage (United States)				
sample_document.docx	11.6 kB	1	0	2019-02-01 03:41 PM

3. Upload

Choose File > OSF Storage > Upload

Note: OSF does automatic version control so do not worry about renaming the file.

You can also "drag and drop" to add files.

sample project **Files** Wiki Analytics Registrations Contributors Add-ons Settings

Click on a storage provider or drag and drop to upload

Upload Create Folder Download as zip Filter i

Name ^ v	Size	Version	Downlo...	Modified ^ v
sample project				
OSF Storage (United States)				
sample_document.docx	11.6 kB	2	0	2019-02-01 04:20 PM

4. Check In

Choose File > File name (under OSF Storage) > Check in File

Note: Arrow next to file name indicates file is checked out.

sample project **Files** Wiki Analytics Registrations Contributors Add-ons Settings

Click on a storage provider or drag and drop to upload

Download View Check in file Filter i

Name ^ v	Size	Version	Downlo...	Modified ^ v
sample project				
OSF Storage (United States)				
sample_document.docx	11.6 kB	1	0	2019-02-01 03:41 PM