如果您未曾使用过坚果云，建议您先阅读《坚果云快速向导.pdf》

概述

坚果云可以提高您的工作效率，并且易于掌握。使用坚果云，您可以轻松实现：

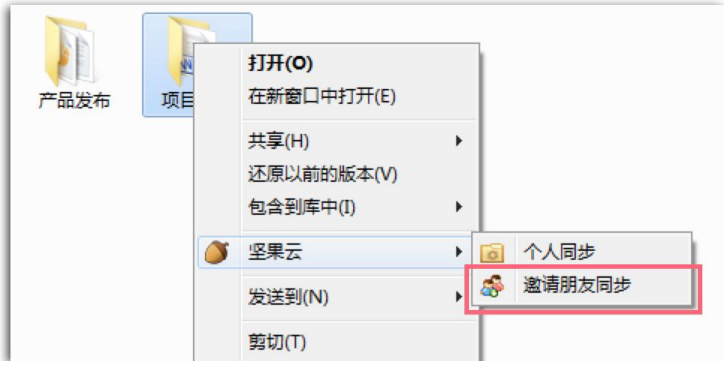
- 与同事同步文件，紧密协同办公
- 同时同步多个文件夹
- 通过电子邮件发送文件，无需上传附件
- 通过网页链接快速分享文件
- 查看、比较文件的历史版本
- 平板、手机设备离线访问，轻松移动办公
- 观看演示视频

同事同步文件

> 同事之间，需要频繁地交换、共享文件。通过 QQ 或邮件发送文件的方式，既浪费时间，又容易造成文件版本不统一。

坚果云可以在几个同事间同步文件，任何人在其中创建、编辑文件，都会自动同步到其他人的电脑中，从而可以很方便的交换文件，无需手动发送，也不用担心版本不统一。

如下图，右击任意需要与同事同步的文件夹，选择“坚果云”->“邀请朋友同步”：



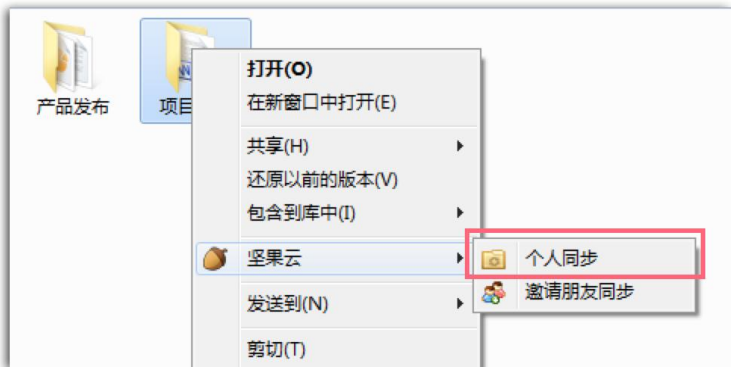
坚果云会向您指定的同事发送邀请邮件。同事接受邀请后，即可将您的文件夹同步到他的电脑上，此后您和您的同事就可以同时操作同一个文件夹了。

同时同步多个文件夹

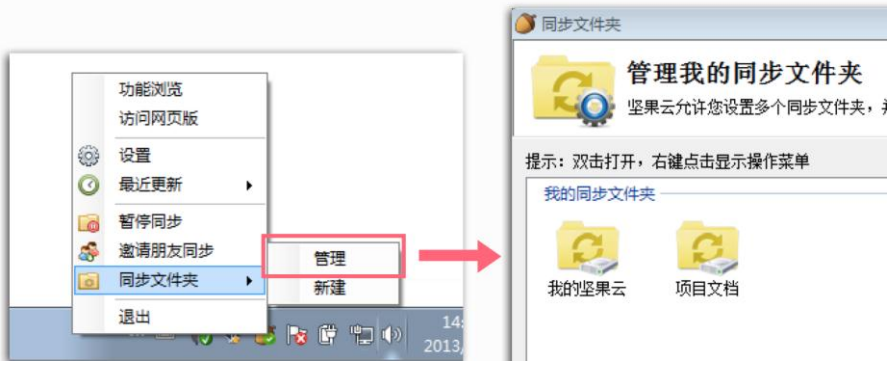
> 想同步的文件分散在电脑磁盘的各个角落，如果要把他们整理到一起再同步，实在是太麻烦了！最好的工具是适应不同人的习惯，而不是让人们适应工具。

坚果云可以同时同步电脑上的多个文件夹，即使它们在不同的磁盘分区也没有问题。您还可以分别设置每个同步文件夹的访问权限，灵活管理自己的文件。

如下图，右击您电脑上的任意文件夹，选择“坚果云”->“个人同步”，创建一个私有的同步文件夹：



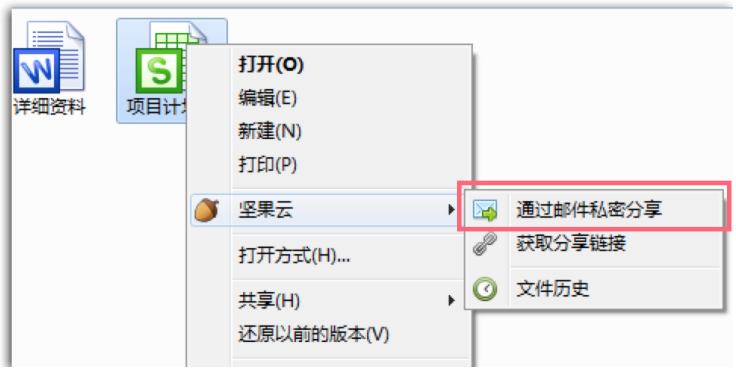
如果您需要对同步文件夹进行设置，可右键点击坚果云图标，选择“同步文件夹”->“管理”，然后右键点击您需要设置的同步文件夹：



通过电子邮件发送文件

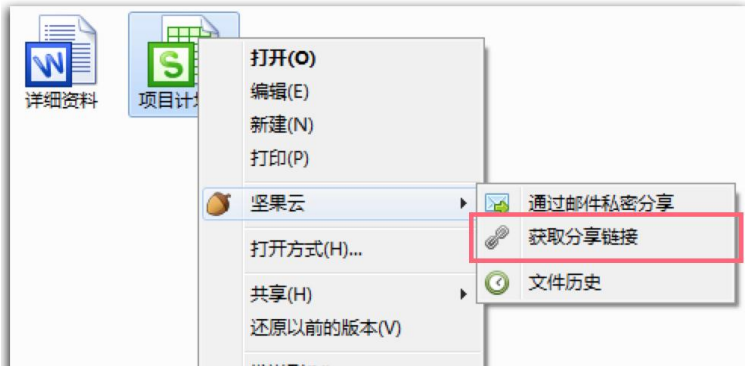
> 邮件是办公场合最常用的沟通方式，然而通过邮件发送文件却费时费力，而且每次更新后需要重新发送邮件。

坚果云可以帮您通过电子邮件，给同事发送文件。无需打开邮箱，无需上传附件，即便捷又安全。同事收到邮件后，可直接回复邮件，与您展开讨论，并且随时看到文件的最新版本。如下图，在任意被同步的文件或文件夹上点击右键，选择“坚果云”->“通过邮件私密分享”：

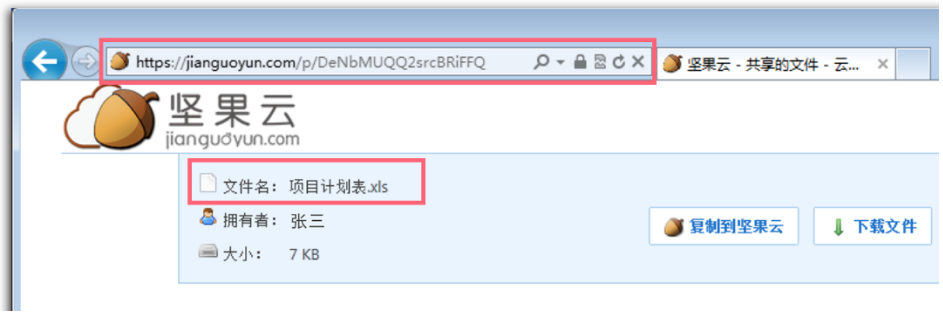


通过网页快速分享文件

您可以通过坚果云将一个文件或文件夹快速分享给同事、客户，供其通过网页查看访问。如图，在任意被同步的文件或文件夹上点击右键，选择“坚果云”->“获取分享链接”：



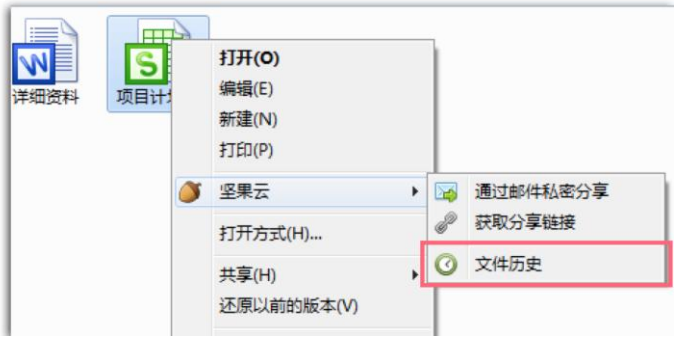
此后，将生成的链接发布出去，别人即可通过该链接访问您分享的文件或文件夹。



查看、比较文件历史版本

> 由于担心文件被改错，很多人在修改文件前，习惯将同一份文档保存好个版本。这样不仅低效，而且容易弄错版本。

文件修改后，坚果云会自动帮您保存它的历史版本。您可以随时查看任何历史版本，甚至将历史版本与当前版本比较，以便查看差异。
如图，在任意被同步的文件上点击右键，选择“坚果云”->“文件历史”：



在这里，您可以看到该文件在什么时间，被什么人修改过。您可以下载选中的文件版本，也可以比较选中的版本与最新版本之间的差异。

平板、手机离线访问

> 随着平板电脑、智能手机的普及，移动办公已越来越普遍。工作不再局限于办公室，家里、出差时、上班路上都可能随时开展工作。

坚果云可以自动将文件同步到您的平板、手机上，即使没有网络连接，也可以离线访问和修改文件。非常适合下班或出差前，快速把资料同步到移动设备上，随时阅读。
首先，在移动设备上安装坚果云客户端后，登陆后即可看到所有被您同步的文件。

选中您经常需要离线访问的文件夹，点击“离线收藏”。此后，每当您进入 WiFi 网络，坚果云就会自动同步该文件夹，以备在离线时访问。

观看演示视频

> 点击以下链接可查看坚果云的演示视频。通过这些演示，您可以更轻松的掌握坚果云的各种功能和应用场景。

文件同步：http://t.cn/8Fur1HQ

多人同步：http://t.cn/8FurdvO

权限设置：http://t.cn/8Fure4p

分享文件：http://t.cn/8FurDAh

恢复已删除文件：http://t.cn/8Furk77

在线编辑文件：http://t.cn/8FurFVl

搜索文件：http://t.cn/8FursAy

管理成员：http://t.cn/8Fudvak

管理公司组织结构：http://t.cn/8FudPKT

If you never use Nutstore before, please read *Nutstore Quick Guide* firstly.

General Description

Nutstore can help you to improve the working efficiency and it is easy to operate. You can achieve the following items easily with Nutstore:

Synchronize the file with colleagues to realize cooperative work

Synchronize multi-folders at the same time

Use Email to send the file without uploading attachment

Share the file quickly through web page

Check and compare the historical versions of the file

Conduct off-line access with tablet and mobile phone to easily realize mobile work

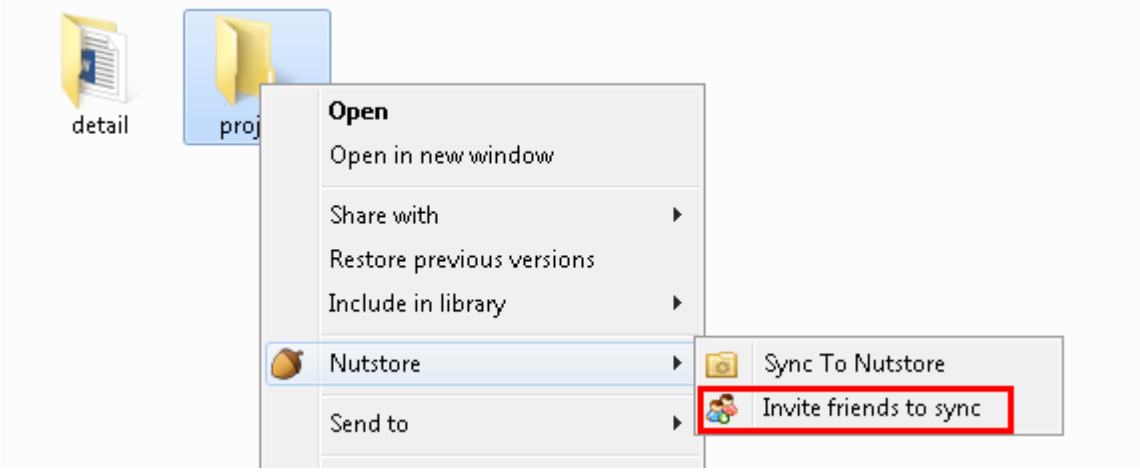
Watch demonstration video

Synchronize File with Colleagues

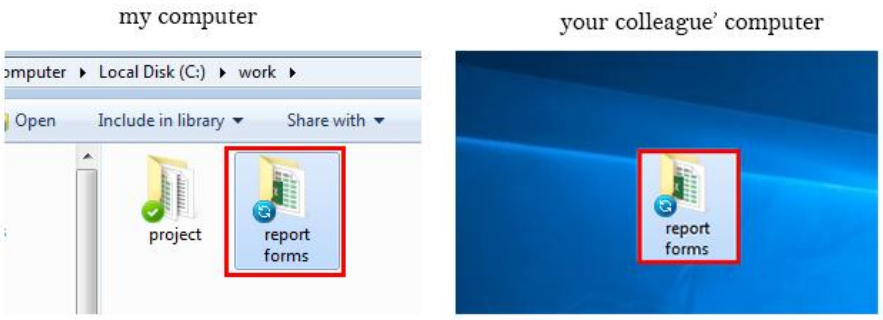
> You may need to exchange and share files frequently among colleagues. If you exchange and share the file through QQ or email, not only does it waste the time, but also it is easy to cause the inconsistence of the file version.

However, Nutstore can achieve the file synchronization among several colleagues. If anyone create or edit the file in Nutstore, Nutstore will automatically synchronize the file to others' computers. Therefore, it is convenient to exchange the file. You don't need to send the file manually and you don't need to worry the inconsistence of the file version.

As shown in the following diagram, right-click the folder needed to be synchronized and select "Nutstore" -> "Invite Others for Synchronization":



Nutstore will send the invitation email to your nominated colleague. After your colleague accepted the invitation, your folder can be synchronized to his/her computer. You and your colleague can operate the same folder thereafter.

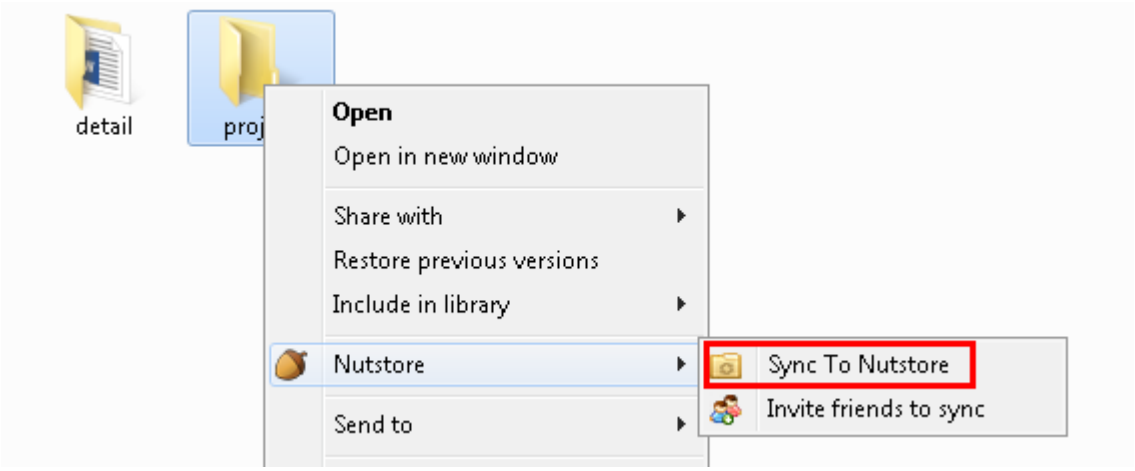


Synchronize Multi-folders at the Same Time

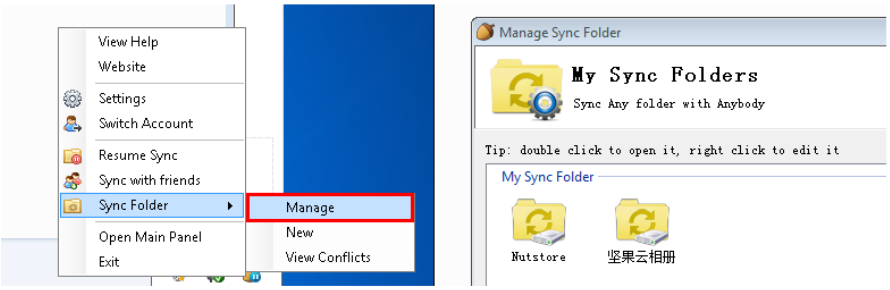
> It is complicated to arrange the folders needed to be synchronized together if those folders are scattered to every corner of your computer. The best tool is that can adapt itself to different habits of different people other than those that need user to cater to it.

Nutstore is able to synchronize several folders at the same time, even if those folders are scattered to every corner of your computer. In addition, you can set the permissions for each synchronization folder to manage your files flexibly.

As shown in the following diagram, right-click any folder, select "Nutstore" -> "Personal Synchronization" to create a personal synchronization folder.



If you need to set the synchronization folder, right-click the Nutstore icon, select "Synchronization Folder" -> "Manage", and then right-click the synchronization folder needed to be set:

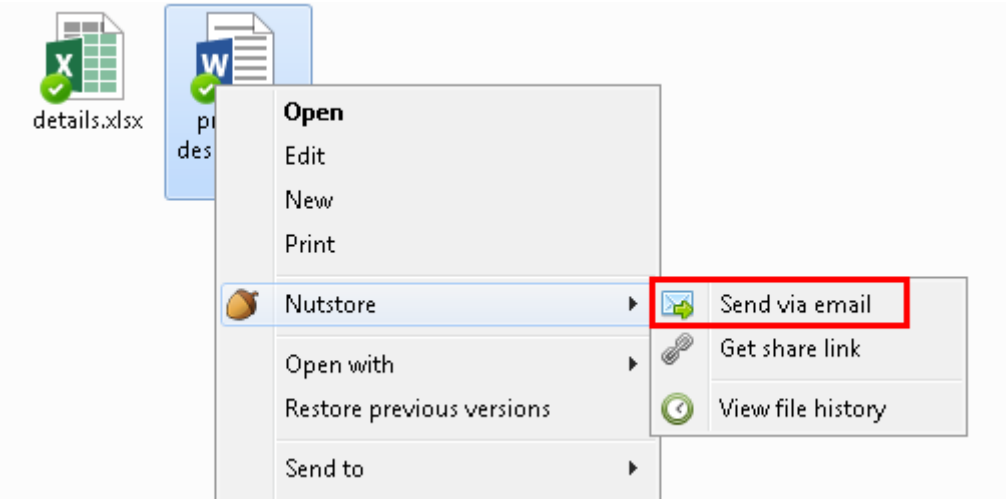


Send File Through Email

> Email is the most common communication method at work. However, sending email wastes time and energy. Besides, you need to send the file again every time after revising.

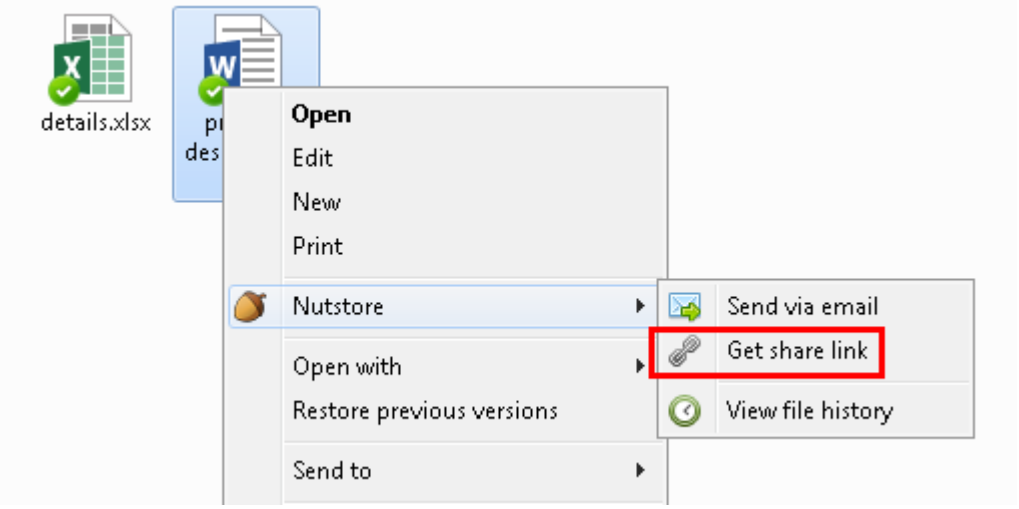
Nutstore can help you send email to your colleague. You no longer need to log in the email to upload attachment. It is convenient and safe. After your colleague received the email, he/she can reply directly to discuss with you. And the file you colleague seen is always the newest version.

As shown in the following diagram, right-click any synchronized file or folder, and select "Nutstore" -> "Private Sharing Through Email":



Quickly Share File with Sharing Link

You can quickly share the file with your colleague and customer through Nutstore. They can see the file through accessing the sharing link.
As shown in the following diagram, right-click any synchronized file or folder, and select "Nutstore" -> "Get Sharing Link":



Then, publish the link, and others can access the shared file or folder by clicking this link.

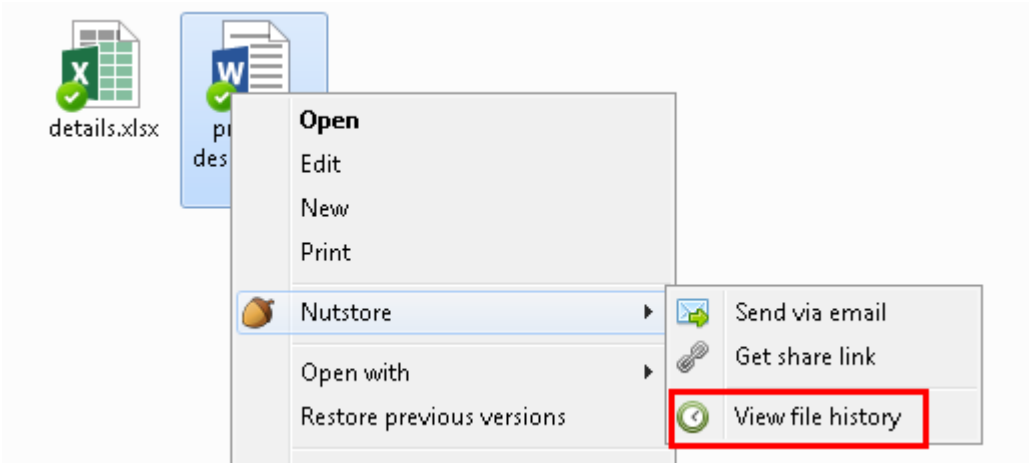
Check and Compare the Historical Versions of the File

Many people will save several versions of one file before revising it, because

they worry that there may be something wrong. This method is inefficient and you are easy to be confused by so many versions of one file.

However, if you revised a file, Nutstore is able to save the historical versions. You can check the historical versions of the file at any time; even you can compare the historical version with the current version to check the differences.

As shown in the following diagram, right-click any synchronized folder and select "Nutstore" -> "Historical Version":



You can see when and by whom the file is revised. You can download the selected version and compare it with the newest version to find the differences.

Off-line Access of Pad and Mobile Phone

> As the common use of pad and smart phone, mobile work is widely adopted. The work is not limited to office anymore. You can work at home, on your business trip, even on your way to the office.

Nutstore can automatically synchronize the file to your pad and phone. Even without Internet, you still can conduct off-line access and revise the file. The only thing you need to do is to synchronize the file automatically to mobile devices before off duty or going for a business trip. Install Nutstore on the mobile device firstly, and then you can see the synchronized file after logging in.

And then select the folder needed frequent off-line access and click "Off-line Collection". Thereafter, the Nutstore will automatically synchronize the file for off-line access as long as there is WiFi.

Watch Demonstration Video

> You can click the following links to watch the Nutstore demonstration videos. Through those videos, you can easily know how to operate Nutstore.

File synchronization: http://t.cn/8Fur1HQ

Multiple people synchronization: http://t.cn/8FurdvO

Permission setting: http://t.cn/8Fure4p

File sharing: http://t.cn/8FurDAh

Deleted file recovery: http://t.cn/8Furk77

Online file editing: http://t.cn/8FurFVl

File searching: http://t.cn/8FursAy

Member management: http://t.cn/8Fudvak

Organization structure management: http://t.cn/8FudPK