# Using NetStorage

You can use NetStorage to easily access files stored on the Library's Faculty/Staff file server, ARWEN, using a browser from on or off campus. To use NetStorage, do the following:

1. In the **Address** field of your browser type the following text:

   https://arwen.sdsu.edu/netstorage/

2. Press enter. The **Connect** to dialog box opens (Your browser may have a slightly different look).
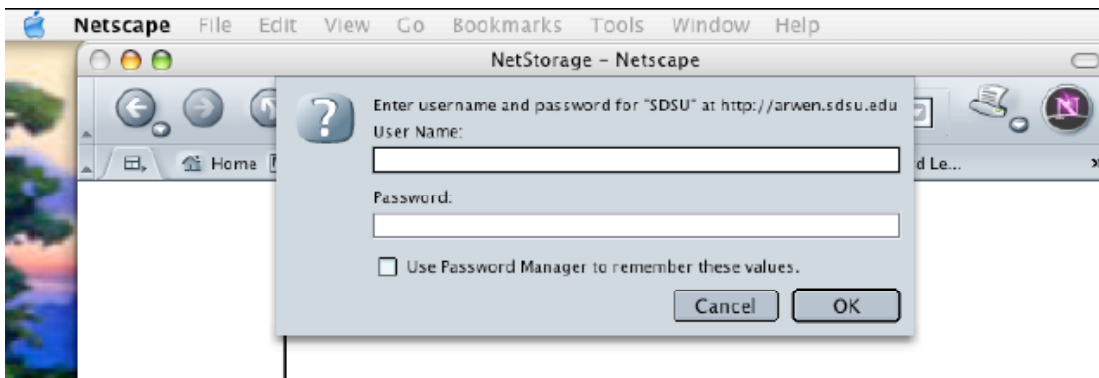
3. In the **User name** field, enter your ARWEN file server (Novell) username, if it is not already there.
4. In the **Password** field, enter your ARWEN file server (Novell) password.
5. click **Ok**. If the information is incorrect, you will see the following displayed.
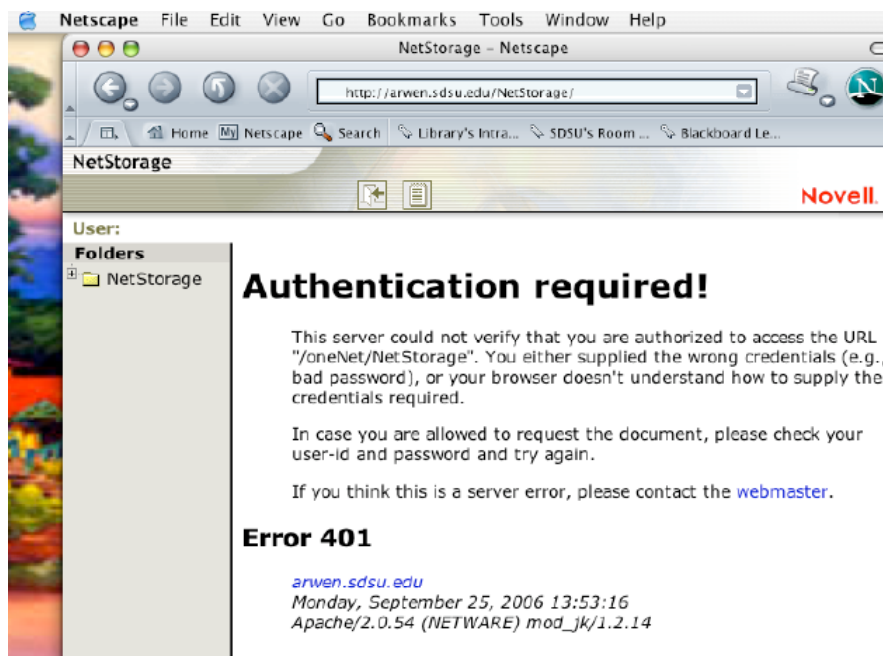
This may only be a typo in what you have entered. If a re-try still fails, contact the InfoSys Service Desk at 46753 for assistance with your Novell account/password. If the information is correct, you will see the following (with your accessible folders/files) displayed
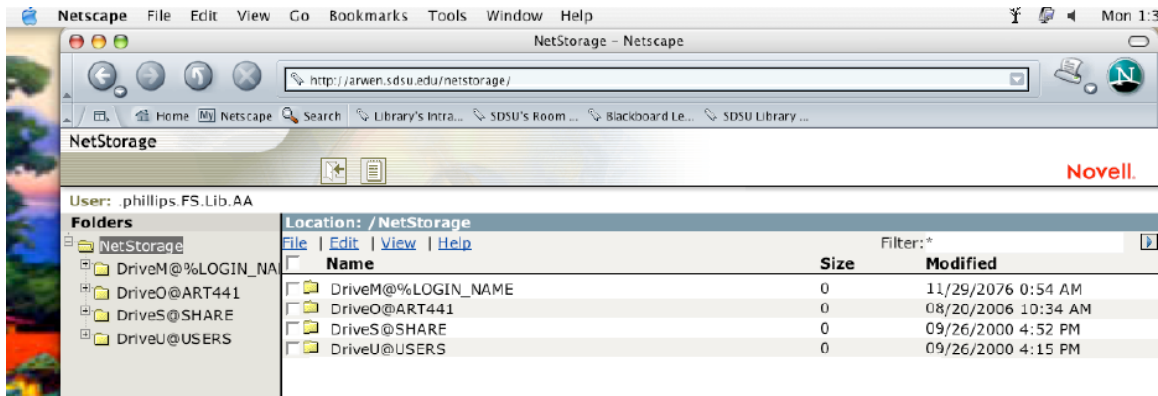
6. The **NetStorage** web page displays the network files and folders accessible to you and will look like the one above. The web page is divided into two frames which have the following functions:

- **Folders** frames on the left-shows the file servers to which you have access.
- **Location:/NetStorage** frame on the right- shows the contents of the folder selected in the **Folders** frame.

7. To view and move around the folder structure do the following:

- Click the **+** sign preceding a folder to expand it and the **-** sign to contract it.
- Click the folder name in the **Folders** frame. The contents of the selected folder display in the **Location** frame.

NOTE: There are display limits on file/folder names. If they are too long, the name will end in dot dot dot. There is no way to expand the name in the frame.

NOTE: If there are more than 75 files/documents, a horizontal scroll bar appears at the bottom of the screen (i.e. showing 35-109 of 143 files). Use this bar to move through the entire list.
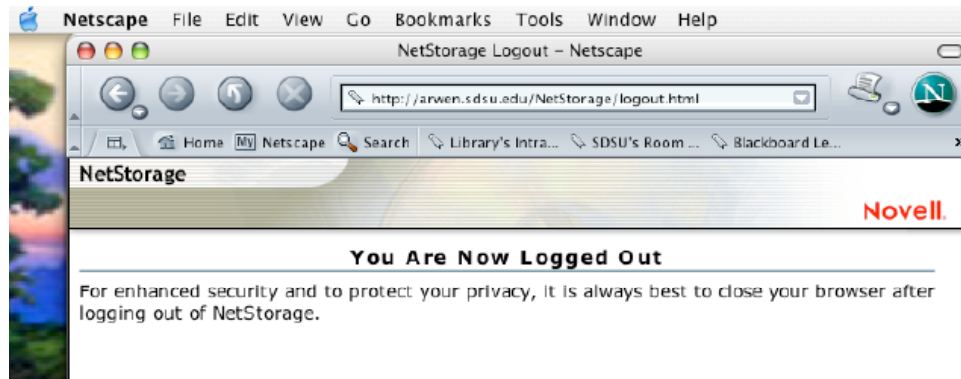

- Double-click a folder name in the **Location** frame to view it contents.

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8. To log out of NetStorage, click above the **Location** frame on the Logout icon.

The following will confirm you are logged out.

Functions Under The File Menu

Based on your login's access rights to files and folders on arwen.sdsu.edu:

Creating a New Folder

1. In the **Folders** frame, select the folder under which you want the new folder to appear.
2. Click the **File** menu, and then select **New Folder**. The **Explorer User Prompt** dialog box opens.
3. Type the new folder's name in the field provided, and, then click **OK**.

Renaming Files or Folders

1. In the **Location** frame, select the folder or file you wish to rename.
2. Click the **File** menu, and then select **Rename**. The name becomes highlighted.
3. You may type a new name, as you do so the old name is overwritten.
4. Press **Enter** to complete the process.

Deleting a File or Folder

1. In the **Location** frame, select the file or folder you wish to delete.
2. Click the **File** menu, and then select **Delete**. A dialog box opens asking for confirmation to delete.
3. Click **OK**.

Restoring Deleted Files

1. In the **Folders** frame, select the folder where you want to restore files.
2. Click the **View** menu, and then select **Show Deleted Files**. Recently deleted files will be listed in the **Location** frame in alphabetical order following the existing files.
3. Select the file you want to restore, then click the **File** menu and select **Undelete** option.
4. You will be prompted to confirm your desire to restore the file. Click **OK**. The file is restored.

Purging a File or Folder

1. In the **Location** frame, select the file or folder you wish to not only delete but permanently erase to the "Nth" degree. This needs to be one you have already deleted, and have now clicked the **View** menu and then click **Show Deleted Files**. The deleted files appear below the file list in a red ~~strikethrough~~ font.
2. After selecting it, click the **File** menu, and then select **Purge**. A dialog box opens asking for confirmation to purge.
3. Click **OK**.

Downloading a File(s) or Folder(s)

1. In the **Location** frame, select the file you want to download to your hard drive.
2. Click the **File** menu and select **Download**. The **File Download** dialog box opens.
3. Click Save. The **Save to Disk** dialog box opens and allows you to save the file on your hard drive.
4. Navigate to the location on your hard drive where you prefer to store the file, and then click **Save**. The file is saved to your hard drive location.

NOTE: If you select multiple files or one or more folders, they will be compressed into a **.zip** file prior to downloading. You have the option to name the .zip file or accept the default filename assigned by NetStorage. This action will require you to use a program like WinZip (Windows) or Stuffit (Mac) to un-zip the saved .zip file and allow you access to the individual files or folders.

Download a File and Lock it

This option allows you to download and work on a file from your computer while locking the file on the server so it cannot be edited by anyone else in your workgroup. When you are finished, you must upload the file to the same location to release it to others.

1. In the **Location** frame, select the file you want to download to your hard drive.

2. Click the **File** menu and select **Download and Loc**k. The File Download dialog box opens.

NOTE: If you have a pop-up blocker enabled, you must disable it before trying this procedure. In the case of the Google pop-up blocker, holding down **CTRL** during this procedure disables the pop-up blocker temporarily.

3. Click **Save.** The **Save As** dialog box opens.
4. Navigate to the location on your hard drive where you prefer to store the file, and then click **Save**. The file is saved to your hard drive location.
5. The **https://arwen.sdsu.edu/NetStorage/ – Waiting for File** dialog box remains open on your computer. When you have finished editing the file, click **Browse**. The **Choose File** dialog box opens.
6. Navigate to and select the file, and then click **Open**. The path to the file appears in the **File** field.
7. Click **Finished**. The file uploads to its previous location. You may close the https://arwen.sdsu.edu/NetStorage/ **– Waiting for File** dialog box.

Upload a File(s)

1. Select a folder on the **Folders** frame.
2. Click the **File** menu, and then click **Upload.**
3. The **https://arwen.sdsu.edu/NetStorage/ – Upload File** dialog box opens.
4. Click **Browse**. The **Choose File** dialog box opens.
5. Navigate to and select the desired file, then click **Open**. The path to the file is added to the **File** field.

NOTE: Click the **+ sign** next to the Browse button to add another file to upload and an additional File field will add to the display. Repeat steps 4 and 5 until all files you wish to upload are listed.

6. Click **Upload.** The file(s) will be written to the previously selected folder. Use the **Refresh** option under the **View** menu to see the added file(s).

Mail

1. In the **Location** frame, select a file.
2. Click the File menu, and then click Mail. The **https://arwen.sdsu.edu Send as Attachment** dialog window appears.
3. Complete the mail window as indicated by the field labels and then click **Send File**.

Archive

1. This command, when chosen, will return an error message – No archive server available. InfoSys has no plans to activate this command.

Properties

1. In the **Location** frame, select a file.
2. Click the **File** menu, and then select **Properties**.

NOTE: If you have a pop-up blocker enabled, you must disable it before trying this procedure. In the case of the Google pop-up blocker, holding down **CTRL** during this procedure disables the pop-up blocker temporarily.

3. You can set file attributes and file rights on the dialog box illustrated below.
4. When you are finished, click **Apply** and then click **Close**.

Function Under The Edit Menu

Copy

1. In the **Folders or Locations** frame, select the folder or file you want to copy.
2. Click the **Edit** menu, then click **Copy**.

Paste

1. In the **Folders** frame, select the folder for the destination of the file you copied.
2. Click the **Edit** menu, then click **Paste.**

Move

1. In the **Locations** frame, select the folder or file you want to move.
2. Click the **Edit** menu, and then click **Move**.
3. In the **Folder** frame, select a destinations folder.
4. Click the **Edit** menu, click **Paste**. The file is deleted from its original folder and appears in the destination folder.

Select All

1. To select all the files and folders in the **Locations** frame, click the **Edit** menu.
2. Click **Select All.**

Invert Selection

1. Click the **Edit** menu
2. Click **Invert Selection**.

NOTE: Invert Selection deselects any files or folders currently selected, and selects all unselected files and folders not currently selected.

Functions Under The View Menu

Name

1. In the **Folders** frame, select a folder.
2. Click the **View** menu, and then click **Name**. The files will be viewed in Name order.

Size

1. In the **Folders** frame, select a folder.
2. Click the **View** menu, and then click **Size**. The files will be viewed in Size order.

Modified

1. In the **Folders** frame, select a folder.
2. Click the **View** menu, and then click **Modified**. The files will be viewed in last date modified order.

Refresh

1. In the **Folders** frame, select a folder.
2. Click the **View** menu, and then click **Refresh**. The files will be viewed in current order.

Show Deleted Files

1. In the **Folders** frame, select folder.
2. Click the **View** menu, and then click **Show Deleted Files**. The deleted files appear below the file list in a red ~~strikethrough~~ font.
3. To return the view to its former state, click the **View** menu, and then click **Hide Deleted Files**.

The Help Menu

Clicking Help displays the help file in another browser window.