CLOUDF

USER'S GUIDE

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WHAT IS CLOUDF?

Cloudf is a cloud storage system designed and built by Fragile Development.
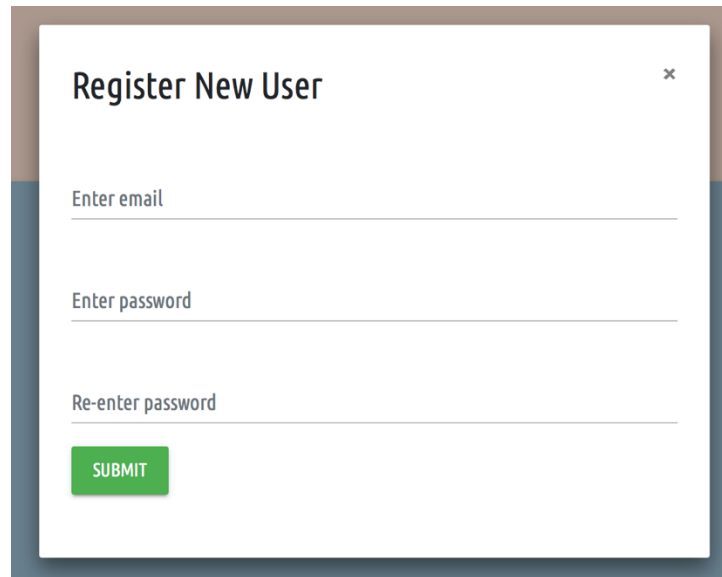
Cloudf allows you to store and manage your files online through a simple and

intuitive interface, and lets you access those files online from wherever you want

to log in. If you're working collaboratively, Cloudf also supports file sharing
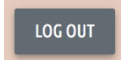
between registered users.

USER MANAGEMENT

The first thing that you'll see when visiting Cloudf is a login page:

If you already have a Cloudf account, you can login easily just by entering your email and password and clicking the "Log In" button. If you don't yet have an account, just click the "No Account? Sign Up" button, and a pop-up will appear:


Here, you can enter you email address and the password you want to use for Cloudf (and re-enter the password to make sure it is correct), then click the "Submit" button to create your account and log in.

Once you are finished using Cloudf, click the [LOG OUT] button in the upper right corner of the screen to end your session.
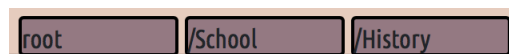
FILE MANAGEMENT

Cloudf can be interacted with in a very similar manner to a desktop file system. A file looks like this:
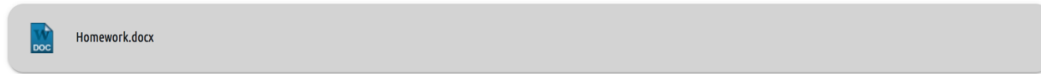
And a folder looks like this:

To enter a folder, simply double-click on it. In order to move back to a parent folder you can left-click on one of the tabs at the top of the window, which show the path of the folder you are currently viewing:


You may also create a new folder by clicking the create folder button in the bottom right corner of the screen.

Files may be moved around by left-clicking on them and dragging them to a folder icon or file-path tab. Left-clicking directly on a file or folder will display a sidebar about that item containing its name, filetype, date of upload, and (if a shared file) who originally owned the file. You may edit the name of an item by double clicking on its name in the sidebar and pressing enter when finished. You may delete a file by clicking on the delete button in the sidebar and confirming that you really want to delete it.

UPLOADING AND DOWNLOADING

Downloading files from Cloudf is very simple: click on an item to open the file sidebar and click the download button . Both files and folders may be downloaded, but folders will be compressed into a .zip archive before being saved to your computer. Any downloaded files will be stored in your default download directory.
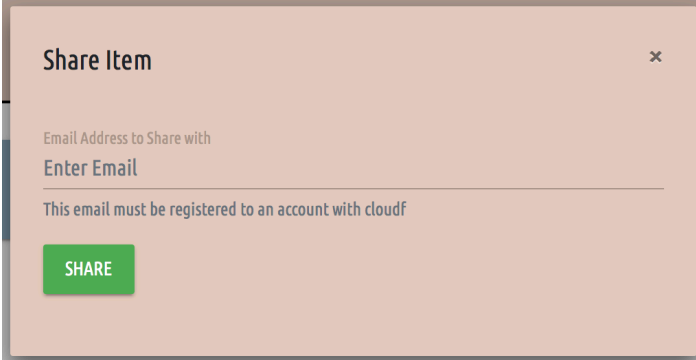
Uploading files to Cloudf requires a couple of additional steps. First, click the upload button at the bottom of the screen to bring up the upload dialog:
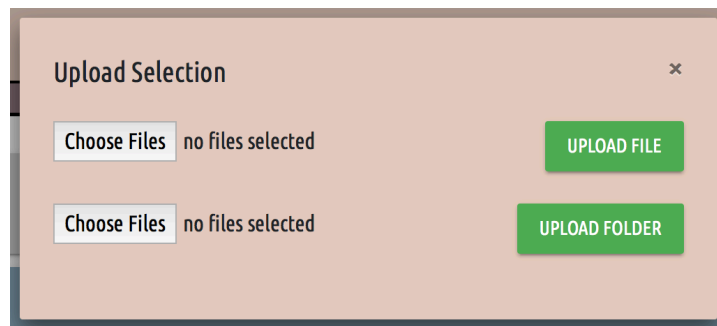
To upload a single file, click the upper "Choose Files" button, select the file you want to upload inside the navigator that appears, and confirm. The filename should appear next to the upper "Choose Files" button. Then, click "Upload File" to perform the upload. To upload a directory instead, click the lower "Choose Files" button, select the folder you want to upload inside the navigator that appears, and confirm. Then, click "Upload Folder" to perform the upload.

SHARING FILES

One of Cloudf's most useful features is the ability to quickly and easily share files and folders with others. To share an item, click on it to open the file sidebar, then click the share button . The following dialog will open:

To share the item, enter the email of the person you wish to share it with (the email must be registered as a user in Cloudf) and click the "Share" button. A copy of the item will then be added to that user's Shared folder in the top-level root directory, with a notification that you were the one who shared it with them. Don't worry if someone you share a file with modifies or deletes the file—any changes that they make won't affect your original copy.