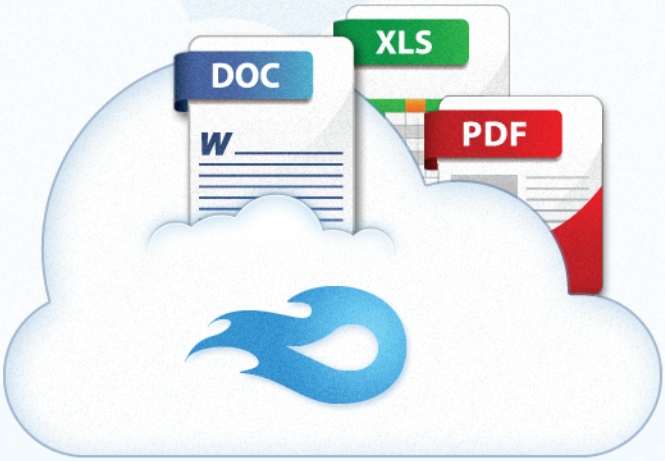
MediaFire®

GETTING STARTED



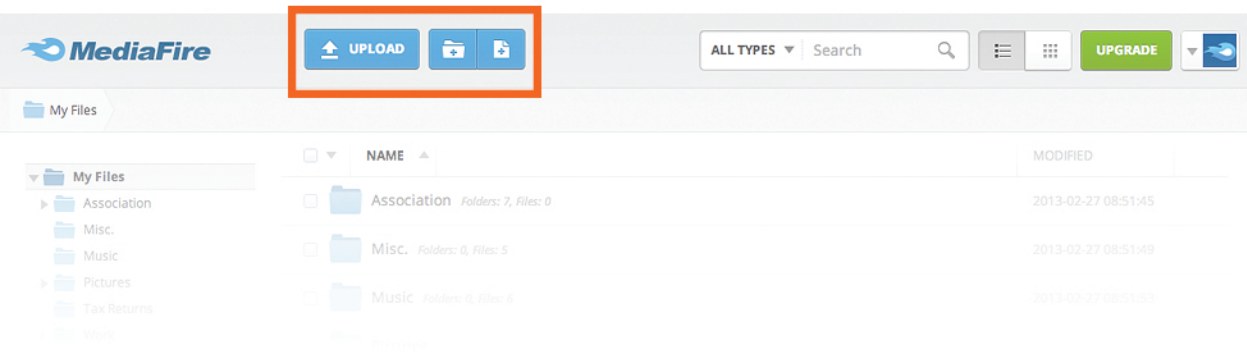
Welcome to MediaFire!

You are about to start storing, organizing, sharing, and editing your files. Here are some quick tips on how to get started.

Getting Started

Since you're reading this Getting Started guide, you've already opened a file in your MediaFire account. Nice job! You're already on your way to getting the most out of MediaFire's simple file system. The page you just opened this file from is called the **"My Files"** page and it's where you'll always easily be able to access all your files.

On the top of your **"My Files"** page you'll see three major options: "**Upload**", **"Create Folder"** and **"Create File"**.



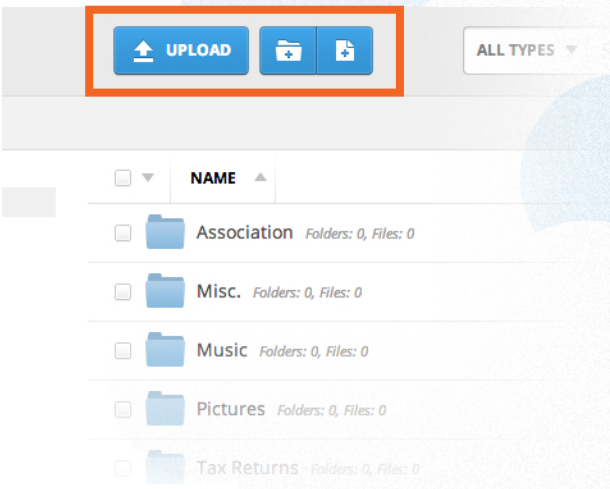
Upload

There are several ways to upload files:

- Press the above mentioned "**Upload"** button on the top navigation on the **"My Files"** page;

- While on the **"My Files"** page, use a shortcut and upload files easily by pressing the **U** key on your keyboard;

- Drag files directly from your desktop and drop them anywhere on the **"My Files"** page.



The "Create" buttons let you:

- Organize all your files by creating folders and subfolders.
- Create files that you can view, edit and collaborate on right on MediaFire.

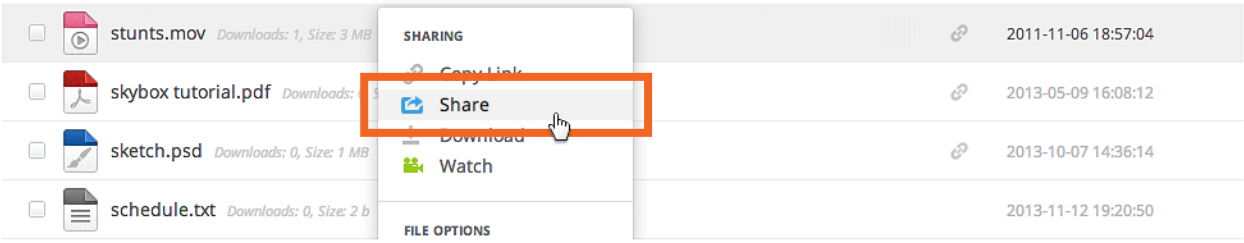
There are also a few ways to create a folder. You can either **a)** use the Create Folder button on the top navigation, or **b)** when on My Files page, press the N key on your keyboard.

Sharing

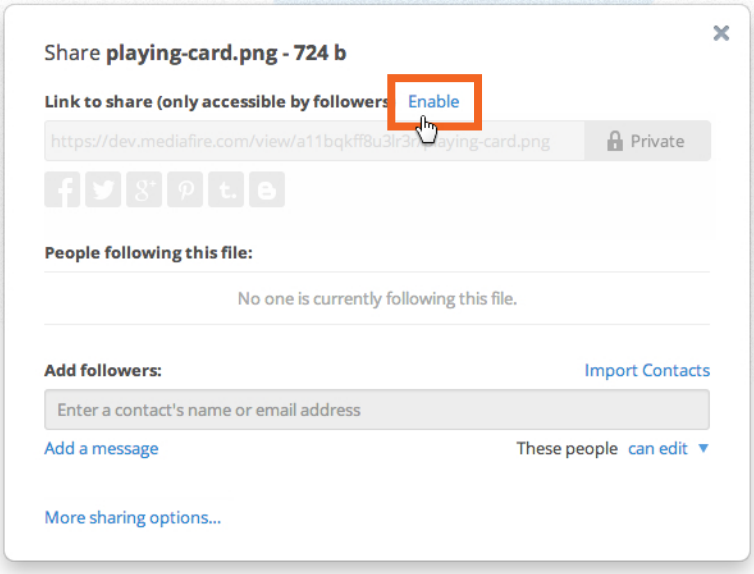
MediaFire files and folders are created as private files and folders by default. This means they are visible only to the owner.

In order to share files and folders with others, it is necessary to enable the share link to be accessible by anyone.

The first step to sharing is to right click on the file or folder and select Share from the context menu.



If you want the sharing link to be accessed by anyone, click the Enable option above the link at the top of the dialog.

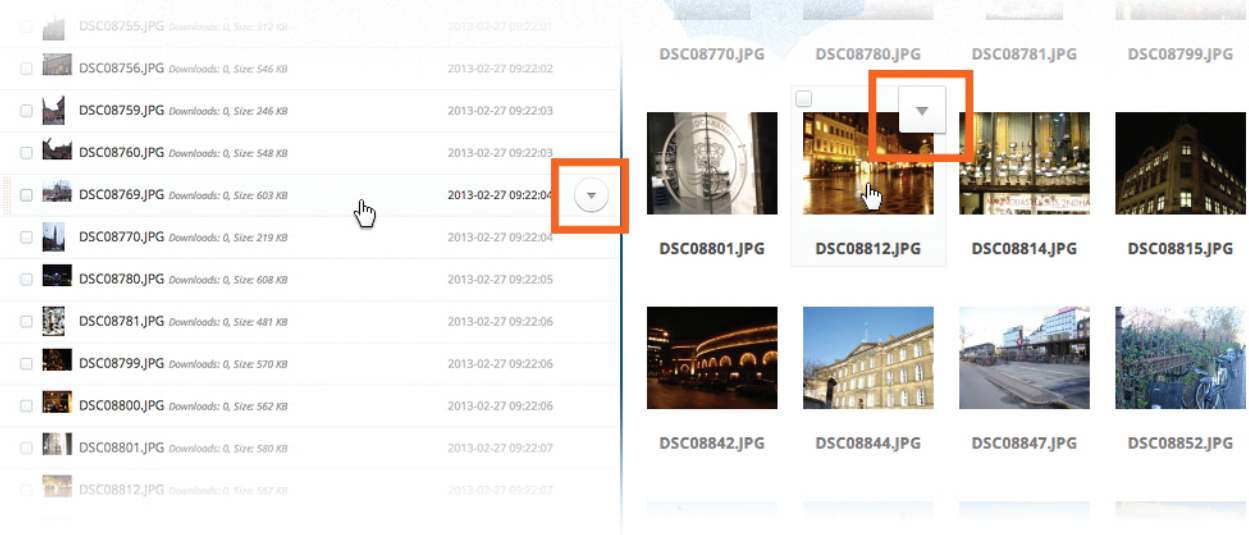


After clicking the Enable option, the dialog shows that anyone can access the link.

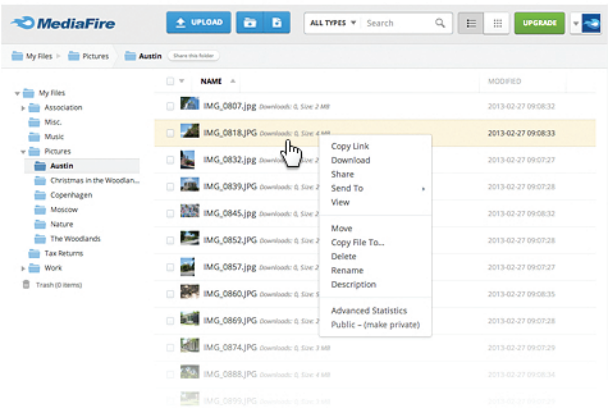
This allows a user to view, copy, and download a file or folder. When a folder is shared, all of the subfolders and files inside of it can be accessed.

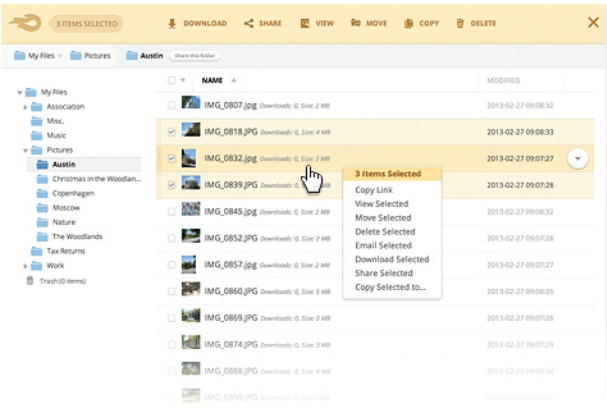
Key File Options

Basic options appear when you do mouse over each file. If you are viewing your files in the list mode, then those options appear to the right of the file name, and if you are using the thumbnail mode – then below the file icon:



From there you can download this file, share it with others or open the actions menu to get all other options for this file.





To get to the actions menu, simply right click on the file you would like to work with on your "**My Files**" page. There you will see a variety of options, such as View, Move, Rename, make file Public or Private and more.

To perform the same action to more than one file, select the files you need by checking the box on the left side and either right click to open the actions menu, or select the option you need on the top navigation.

Here's how you perform some basic functions from the actions menu:

Moving Files

To move a file, you can either select it and choose the "Move" on the top navigation, or do the right click on the file you want to move and select the same option there.

Deleting Files

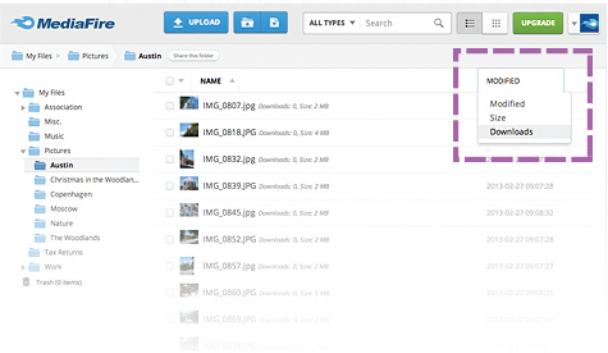
- select the file(s), right click, and select "Delete";
- select the file(s) and click "Delete" on the top navigation;
- select the file(s) and press **Del** on your keyboard.

The actions menu also lets you share (be that an individual file, multiple files or entire folders), view files, edit and collaborate (if it is a text document, spreadsheet or a presentation), rename file(s), add description, make your file(s) private or public and more.

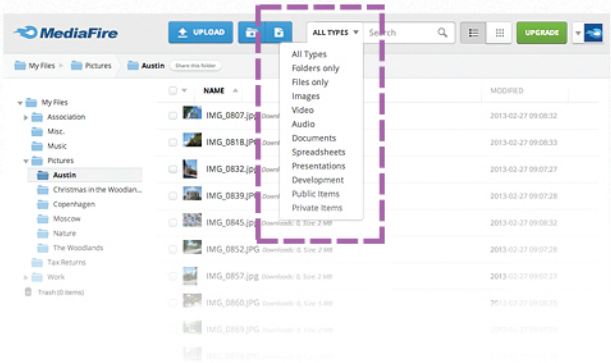
Get Organized

We thought you might want to set up the working space to your taste, so we provide a few options here. You can sort all your files by name and do some basic filtering by file type or file status. Too many files and you're getting lost? Search your files using the search option on the top right.

Sort Menu



Filter Menu



If you want to organize all your stuff into folders, you can either first create a folder and then open it and upload files right from there, or you can move files already uploaded to MediaFire into a freshly created folder or a subfolder.

Whatever you choose to do, you will always be able to keep track of all your files on MediaFire with the "Folders" navigation area on the left side that shows all the folders and subfolders that you have created. So at any time you are free to navigate your account through either the "My Files" page, or through the "Folders" navigation area.

Hopefully, most options and features on MediaFire are pretty self-explanatory. If you do have any trouble, please, - always feel free to let us know. But for now go ahead and give MediaFire a try! We are sure you'll like it.

Frequently Asked Questions

Q: Can I use MediaFire on mobile devices?

A: Yes, MediaFire has Free apps that allow you to access your files from any Apple and Android devices.

Q: Can I download entire folder at a time instead of downloading each file individually on MediaFire?

A: Yes, our Professional and Business plans allow you to download entire folders with one click as a zip-folder.

Q: Will my files be deleted if I don't log in often?

A: MediaFire has a generous retention policy that only requires your account to be active at least once in every 300-700 days. And by "active" we mean logging in to your account, adding, sharing or viewing your files, editing them and collaborating on them etc. Downloading your files counts too, so even if you don't log in for more than 700 days, your account is considered to be active if someone you shared the link to your files with is still downloading them once in a while.