FileWay User’s Guide

Version 3
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Supported Browsers

FileWay supports the following browsers:

- Internet Explorer 6.0 and up (Windows)
- Netscape Browser 8.0 and up (Windows)
- Firefox version 1.5 and up (Macintosh and Windows)
- Safari 3.0 (Macintosh and Windows)
Overview

FileWay enables you to securely access corporate network folders and drives to which you have been given remote access. All you need is a supported browser to perform the following functions:

- view, download, upload, copy, rename and delete files
- send files as email attachments
- add, copy, rename or delete folders

When you log on to FileWay, you see the folders and drives to which you have been given remote access. In the example below, notice the name John Smith VM that appears in the Address field and also the three shared folders. In this example, the user has access to three folders grouped under the name John Smith VM. Your Administrator may have given you access to other such groups. If so, you can view them by clicking the down arrow at the end of the Address field.

The first time you log on to FileWay, you may want to explore the various functions.
Playing Media Files

This section describes how to play media files. You can play a single media file or all the media files within a folder. Media files include files of the following types: mpg, mp3, mp4, WMV, MPEG.

There are three ways to play media files:

- Using the **Action** icon in the FileWay toolbar
- Right-clicking a file or folder and selecting **Play** (or **Play Folder**)
- Selecting a media file or folder and clicking the **SecureView** icon in the FileWay toolbar

Proceed as follows to use the **Action** icon.

1. Within the **FileWay** window, navigate to the folder where the file or folder you need is stored.
2. Click the file or folder that you want to play.
3. Click the **Action** icon.
   - The **Action** pop-up menu appears.
4. Click **Play File** or **Play Folder** in the **Action** menu.
Selecting Toolbar Style

This section describes how you can select a different FileWay toolbar style.

Proceed as follows:

1. Click the **Preferences** icon.

   The **Preferences** menu appears.

2. Click **Toolbar Style**.

   The **Toolbar Style** options appear.

3. Select one of the options.

   The **Classic Look** is the default setting and appears in all the pictures of the FileWay Toolbar in this document. If you select the Vista Look, the FileWay toolbar will appear as follows:
Logging Off of FileWay

Click the **Key** icon in the FileWay toolbar to log off of FileWay. After you click the **Key** icon, the following message appears confirming that you logged off of FileWay. You will need to log on in order to use FileWay again.
Viewing Files Securely

This describes how to view files securely from any remote computer using the SecureView function. The files you view are secure because no files whatsoever (not even temporary files) are downloaded to the computer you are using nor are they cached. This function is recommended if you are using a computer that is not your own.

**Note:** This function is optional; if the function has not been enabled by an Administrator, it will appear grayed out.

There are four ways to view files:

- Using the **Action** icon in the FileWay toolbar
- Right-clicking a file and selecting **SecureView**
- Selecting a file and clicking the **SecureView** icon in the FileWay toolbar
- Double-clicking a file will open the file using the default SecureView type (only works if SecureView is enabled).

**Tip**

You can specify preferences for the way files appear when you view them. Refer to Specifying SecureView Options for details.

Proceed as follows to use the **Action** icon.

1. Within the **FileWay** window, navigate to the folder where the file you need is stored.
2. Click the file that you want to view.
3. Click the **Action** icon.

   The **Action** pop-up menu appears.

4. Click **SecureView** in the **Action** pop-up menu to expand the menu.

   The **SecureView** options appear.

5. Click the option you require.

   Select **Standard** to maintain all document formatting, and to create and insert a table of contents and a page preview window for the document. Each table item becomes a hyperlink to the corresponding page in the document allowing for quick navigation. It is ideal for long documents.

   Select **Text Only** to remove all graphics and complex page formatting. It is the most efficient view.

   Select **Table of Contents** to maintain all formatting and to create and insert a Table of Contents. Each table item becomes a hyperlink to that page of the document. It is ideal for long documents. It is very similar to Standard View without the preview page.

   Select **Navigation** to maintain all document formatting and insert a floating navigation bar at the top of the page. It is ideal for viewing PDF or PowerPoint documents.

   Select **Print** to maintain all original formatting, fonts, and colors, but in a print-ready layout.

   The file opens in a new browser window.
**Editing Files**

Files cannot be edited remotely; if you need to edit files while away from the office, proceed as follows:

- download the file you want to edit (refer to Downloading and Opening Files)

- edit the file on your local computer (note that the required application must be installed on that computer)

- upload the edited file (refer to Uploading Files to the Server)
Downloading Files

This section describes how to transfer individual files (from a folder stored on a remote system) onto the computer that you are currently using. Refer to Zipping and Downloading Files and Folders for a way to reduce the size of the download.

Tip

It is possible to view files without downloading them to the local computer which is better if you are using a computer that is not your own. Refer to Viewing Files Securely for more information.

There are four ways you can use to download and open files:

- Using the icon in the FileWay toolbar
- Using the Action icon in the FileWay toolbar
- Right-clicking a file and selecting Download
- Double-clicking a file (if SecureView is not enabled)

Proceed as follows to use the Download icon:

1. Within the FileWay window, navigate to the folder where the file you need is stored.
2. Click the file that you want to download.
3. Click the Download icon.

The following dialog appears if you are using Internet Explorer in Windows (the appearance of the dialog will vary depending on which type of browser and computer you are using).
4. Click **Save**.

**Tip**

Administrators can disable downloading.
Zipping and Downloading Files and Folders

This section describes how to transfer large files or large numbers of files in FileWay (from a folder stored on a remote system) onto the computer that you are currently using. The files are compressed on the remote system before they are downloaded.

There are two ways you can use to zip and download files and folders:

- Using the Action icon in the FileWay toolbar
- Right-clicking a file or folder and selecting Zip and Download

Proceed as follows to use the Action icon.

1. Within the FileWay window, navigate to the folder where the file or folder you need is stored.
2. Click the file or folder that you want to zip and download.
3. Click the Action icon.

   The Action pop-up menu appears.
4. Click Zip and Download in the Action menu.

   A new browser window appears displaying a progress bar. This indicates that the file or folder is being zipped (compressed).

   Once the file or folder is zipped, the following message appears.

   **The file/folder has been zipped. Please click continue to start download.**

5. Click Continue.

   The following dialog appears if you are using Internet Explorer in Windows (the
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appearance of the dialog will vary depending on which type of browser and computer you are using).

6. Click **Save**.

The following dialog appears if you are using Windows. (the appearance of the dialog will vary depending on which type of computer you are using).
7. Browse for the location where you want to save the zip file, and then click **Save**.

The following dialog appears if you are using Windows. (the appearance of the dialog will vary depending on which type of computer you are using).

Once the download process is complete, you will find the file in the folder you specified on your local computer.

**Tip**

Alternatively, you can zip and download a file or folder by right-clicking it, and then clicking **Download**.
Uploading Files from the Local Machine to the Remote System

This section describes how to transfer files from the computer that you are currently using to a folder stored on a remote system.

Proceed as follows:

1. Click the file or folder that you want to upload a file to on the remote system.

2. Click the **Upload** icon.

   The following dialog appears if you are using Internet Explorer in Windows. (The appearance of the dialog will vary depending on which browser and type of computer you use.)

3. Click **Select** to navigate to the file that you want to upload.

   The following **Upload** dialog appears if you are using Internet Explorer in Windows. (The appearance of the dialog will vary depending on which browser and type of computer you use.)
4. Navigate to the file you want to upload, select it and click **Open**.

   The **Upload** dialog reappears displaying the file you selected.

   ![Choose file dialog](image)

   To include another for upload, click **Add** button. The **Choose file** dialog will reappear and you can select a file. Alternatively, you can click **Select** next to the empty field to choose a file for upload.

   You can remove a file selected for upload by selecting the check box beside the corresponding file name and clicking **Remove**.

   You can remove one or more files selected for upload by selecting the check box beside each corresponding file name and clicking **Delete**. Note that **Remove** and **Delete** do not remove any files that have already been uploaded.
5. Once you have selected all the files that you want to upload, click **Upload**.

A window appears showing the progress of the download.

Once the upload is successful, the window is replaced with the following window if you are using Internet Explorer in Windows. (The appearance of the dialog will vary depending on which browser and type of computer you use.)
Creating New Folders

This section describes how you can create a new folder in FileWay.

Proceed as follows:

1. Within the FileWay window, navigate to the folder in which you want to create a new folder.

2. Click the folder in which you want to create a new folder.

3. Click the Create Folder icon

   A new folder is added at the bottom of the Web page.

4. Type a name for the new folder, and then click outside the folder name

   Note: If you do not have write privileges at the location where you want to create the folder, an error message may appear.
Creating Shortcuts to Files and Folders

This describes how you can create shortcuts to files and folders in **FileWay**.

There are two ways to create shortcuts to files and folders:

- Using the **Action** icon in the FileWay toolbar
- Right-clicking a file or folder and selecting **Create Shortcut**

Proceed as follows to use the **Action** icon.

1. Within the **FileWay** window, navigate to the folder where the file or folder you need is stored.
2. Click the file or folder to which you want to create a shortcut.
3. Click the **Action** icon.
4. Click **Create Shortcut**.

You will find the shortcut at the top level of the file system hierarchy in FileWay as shown in the figure below. You can also find the short cut in the **Address** pull-down menu (see Navigating in FileWay).
Deleting Shortcuts

This section describes how you can delete shortcuts to files and folders in FileWay. Shortcuts are stored at the top level of the file system hierarchy in FileWay.

There are two ways to delete shortcuts to files and folders:

- Using the Action icon in the FileWay toolbar
- Right-clicking a file or folder and selecting Delete Shortcut

Proceed as follows to use the Action icon.

1. Within the FileWay window, navigate to top level of the file system hierarchy where the shortcuts are stored.

2. Click the shortcut that you want to delete.

3. Click the Action icon.

The Action pop-up menu appears.
4. Click **Delete Shortcut** in the **Action** menu.

   A confirmation dialog appears.

5. Click **Yes** in the confirmation dialog.

**Tip**

Alternatively, you can delete a shortcut by right-clicking it, and then clicking **Delete Shortcut**.
Deleting Files and Folders

This section describes how to delete files or folders in FileWay.

There are two ways to delete files and folders:

- Using the Action icon in the FileWay toolbar
- Right-clicking a file or folder and selecting Delete.

Proceed as follows to use the Action icon:

1. Within the FileWay window, navigate to the folder where the file or folder you want to delete is stored.
2. Click the file or folder that you want to delete.
3. Click the Action icon.
   The Action pop-up menu appears.
4. Click Delete in the Action menu.
   A confirmation dialog appears prompting you to confirm the deletion.
   Note: If you do not have write privileges at the location where you want to delete the folder, an error message may appear.
5. Click OK.
   The file or folder is deleted.

Tip

Alternatively, you can delete a file or folder by right-clicking it, and then clicking Delete.
Copying Files and Folders

This section describes how to copy files or folders to a different folder in FileWay.

There are two ways to copy files and folders:

- Using the Action icon in the FileWay toolbar
- Right-clicking a file or folder and selecting Copy.

Proceed as follows to use the Action icon.

1. Within the FileWay window, navigate to the folder where the file or folder you need is stored.
2. Click the file or folder that you want to copy.
3. Click the Action icon.

   The Action pop-up menu appears.
4. Click Copy in the Action menu.
5. Navigate to the folder in which you want to copy the file or folder.
6. Right click and click Paste.

   The file or folder is copied to the current folder.

**Tip**

Alternatively, you can copy a file or folder by right-clicking it, and then clicking Copy.
Sending Files as Email Attachments

This section describes how you can send a file as an email attachment.

**Note:** This function is optional; if the function has not been enabled, it will appear grayed out.

Proceed as follows:

1. Within the **FileWay** window, navigate to the folder where the file you want to send is stored.
2. Click the file that you want to email.
3. Click the **Email as Attachment** icon.

   The following dialog appears.

   ![Email dialog](https://www.ABC12.com:4433 - FileWay - Message - Microsoft Internet Explorer)

   1. Enter the relevant information.

   ![Attachment preview](https://www.ABC12.com:4433 - FileWay - Message - Microsoft Internet Explorer)

4. Enter the relevant information.
5. Click ✉️ at the top left of the dialog.

A progress bar appears and the email is sent.

Once the email is successfully sent, the following message appear in the dialog.

MAIL SENT

Tip

Alternatively, you can email a file by clicking it, and then clicking the Action icon in the FileWay toolbar.
Opening Folders

This section describes three ways to open folders.

The main way to open the folder is to double-click it. Use ✓ to determine in advance whether the folder opens in the current FileWay window or in a separate new FileWay window.

Another way to open a folder is to right-click the folder and select Open or Open in a new window.

Lastly, select the folder and click the Action icon. The Action pop-up menu appears and you can select either Open or Open in a new window.

For a description of folder options, refer to Specifying Folder Options
Moving Files and Folders

This section describes how to move files or folders to a different folder in FileWay.

There are two ways you can use to move files and folders:

- Using the Action icon in the FileWay toolbar
- Right-clicking a file or folder and selecting Cut

Proceed as follows to use the Action icon.

1. Within the FileWay window, navigate to the folder where the file or folder you need is stored.
2. Click the file or folder that you want to move.
3. Click the Action icon.
   - The Action pop-up menu appears.
4. Click Cut in the Action menu.
5. Navigate to the folder to which you want to move the file or folder.
6. Right click and click Paste.
   - The file or folder is moved to the current folder.
Renaming Files and Folders

This section describes how to rename files or folders.

There are two ways to copy files and folders:

- Using the **Action** icon in the FileWay toolbar
- Right-clicking a file or folder and selecting **Rename**

Proceed as follows to use the **Action** icon.

1. Within the **FileWay** window, navigate to the folder where the file or folder you need is stored.
2. Click the file or folder that you want to copy.
3. Click the **Action** icon.
   - The **Action** pop-up menu appears.
4. Click **Rename** in the **Action** menu.
5. Enter a new name for the file or folder then click anywhere outside the text box.
   - The file or folder is renamed.
Specifying how Files and Folders Appear

This section describes how you can specify the way files and folders appear in FileWay. You can sort by small or large icons or by size, type, or modification date.

Proceed as follows:

1. Click the **Display Option** icon.
   
   The following list appears.

   ![Display Option Icons](image)

   - **Large**
   - **Small**
   - **List**
   - **Details**

2. Click the option you require.

   Select **Large** to view your folders and files as large icons.

   Select **Small** to view your folders and files as small icons.

   Select **List** to view your folders and files as a list.

   Select **Details** to view your folders and files details i.e. Name, Size, Type and Modification Date.

**Tip**

You may also use the **Details View** bar to sort your folders and files in ascending/descending order.
Specifying SecureView Options

This section describes how you can specify the default way files appear when you view them using SecureView. Refer to Viewing Files Securely for details.

Proceed as follows:

1. Click the Preferences icon.
   
   The Preferences menu appears.

2. Click SecureView Default View.
   
   The SecureView options appear.

   The SecureView options are used with the SecureView function which allows you to view files without downloading them to your local computer. Refer to Viewing Files Securely for details about this function.

3. Select one of the options.
   
   Select Standard to maintain all document formatting, and to create and insert a table of contents and a page preview window for the document. Each table item becomes a hyperlink to the corresponding page in the document allowing for quick navigation. It is ideal for long documents.

   Select Text Only to remove all graphics and complex page formatting. It is the
most efficient view.

Select **Table of Contents** to maintain all formatting and to create and insert a Table of Contents. Each table item becomes a hyperlink to that page of the document. It is ideal for long documents. It is very similar to Standard View without the preview page.

Select **Navigation** to maintain all document formatting and insert a floating navigation bar at the top of the page. It is ideal for viewing PDF or PowerPoint documents.

Select **Print** to maintain all original formatting, fonts, and colors, but in a print-ready layout.
Specifying Folder Options

This section describes how you can specify various folder options.

Proceed as follows:

1. Click the Preferences icon.

   The Preferences menu appears.

2. Click Folder Options.

   The Folder Options appear.

3. Click the options you require.

   Select the Display the Full Path in Title Bar to display the full path of your location on the Remote machine in the Title bar.

   Select Show Hidden Files and Folders to display hidden files and folders.

   Select Open each Folder in a New Window to open each folder in a new window.
Specifying how Files and Folders Are Sorted

This section describes how you can specify the way files and folders are sorted in FileWay. You can sort by name, size, type, or modification date.

Proceed as follows:

1. Click the **Sort Option** icon.

   The following list appears.

   ![Sort Options]

2. Select the option you require:

   - Select **Name** to sort your folders and files alphabetically.
   - Select **Size** to sort your folders and files according to their sizes.
   - Select **Type** to sort your folders and files according to their types.
   - Select **Modification Date** to sort your folders and files according to their modification date.

**Tip**

You may also use the **Details View** bar to sort your folders and files in ascending/descending order.