
wuala by LACIE

QUICK START TUTORIAL

SECURE ONLINE STORAGE

USER INTERFACE

The image shows a screenshot of a web-based file management interface with several red callout boxes pointing to specific UI elements:

- Action menu:** A gear icon in the top navigation bar.
- Your friends' files:** A circular icon with a person silhouette and the text "My Friends" in the top navigation bar.
- Group files:** A circular icon with a group of people silhouette and the text "My Groups" in the top navigation bar.
- Search your files:** A search input field in the top navigation bar.
- All your files:** A circular icon with a folder silhouette and the text "My Files" in the top navigation bar.
- Share button:** A circular icon with a person silhouette and a plus sign, located over a folder icon in the main content area.
- Shared folder (red):** A red folder icon in the main content area.
- Private folder (yellow):** A yellow folder icon in the main content area.
- Backup folder:** A yellow folder icon with a green checkmark, located in the main content area.
- Public folder (blue):** A blue folder icon in the main content area.
- Storage capacity:** A circular icon with a storage drive silhouette, located in the bottom right area.
- Upload/Download progress bar:** A progress bar icon in the bottom left area.

The interface also features a sidebar on the left with a tree view of folders (Collaboration, Documents, Group Postings, Home Mac, Music, Photos, Public, Videos, Work PC, Trash) and a bottom status bar showing upload/download speeds (0 KB/s) and storage usage (23 GB of 56 GB used).

HOW TO...

HOW TO CREATE OR EDIT YOUR PROFILE

Make your own Wuala profile. Include your name, country, birthday, or any other information that you want to share.

Windows®/Linux

Go to **Tools > Options > Profile**

Mac®

Go to **Wuala > Preferences > Profile**

To change your Wuala image, click on **Change image**. Choose from one of our fun Wuala icons or click **Create New Icon>Open Image>Open** to browse your computer for a photo or graphic of your own.

Adjust the size of the image with the drawer on the right of the window, then click **Ok**. Click **Ok** again.

Choose **Save** to register all changes.

BROWSE, OPEN FILES, AND DOWNLOAD FILES

Select one of the tabs on the upper left to browse **My Files**, **My Friends**, or **My Groups**.

Browsing files:

You will see folders that have been shared when selecting **My Friends** or **My Groups**. See [How to share files and folders](#) for further information.

Open files:

Double-click on the file you want to open.

The file will open with your computer's default application. To select an alternative program, click on the file and go to **File>Open With**.

Download files:

Click on the file and go to **File> Download to...**

Click **Choose** for the target location, choose target location and click **Choose**, then **Ok**.

The option to set a target folder for downloads is enabled by default. To disable this option, go to:

Windows/Linux

Tools >Options >Advanced>Dialogs

Mac

Wuala >Preferences>Advanced>Dialogs

Deselect the check box **Ask for target folder for downloads**. Files will be downloaded to a default folder.

The World

The World offers a portal to search Wuala for images, music, and more. To add The World to your tabs, go to:

Windows/Linux

Tools >Options >Advanced>Filter

Mac

Wuala >Preferences>Advanced>Filter

Check the box for **Show 'World' tab**.

The **World** tab will now be available to the right of the tab **My Groups**.

HOW TO UPLOAD FILES AND FOLDERS FROM YOUR COMPUTER

A folder on Wuala must be open to upload files. You may double-click on an existing folder or create a new folder. To create a new folder, go to **File > New Folder...** Type the name and select **Ok**.

Folders on your computer can be added directly to the **My Files** page or uploaded to a Wuala folder.

Two ways to upload files:

1. File menu:

Open a folder in Wuala.

Go to **File>Add Files...** or **File > Add Folder...**

Choose the file(s) or folder to upload then click **Open**.

The file(s) or folder will be uploaded.

2. Drag and Drop:

Navigate to files or folders on your computer that you want to upload to Wuala.

Drag and drop the files or folders to the destination folder in Wuala.

To determine the upload status of a file, click once on it.

- An empty box with a green bar moving in an upward direction indicates that the file is uploading to Wuala.
- A green box to the right of the file indicates that it has successfully uploaded to Wuala.
- Files in grey have not been completely uploaded.

HOW TO CHANGE THE FOLDER VIEW

You may display files using the thumbnails (default) or details. To change the display settings, go to **View>Details View/Thumbnail** view and make the change according to your preference.

HOW TO ADD DETAILS TO A FILE OR FOLDER

Add details and notes to files and folders. Click on a file or folder and go to **View>Show Details**. The details pane will appear on the bottom of the window.

Click once on **Click here to add a description** to add your description or **Click here to add tags** to add tags. Please separate the tags with a semicolon.

Click on **Click here to comment** to add a comment to the file. The comment window will appear on the right.

Choose **Save** in the lower right corner to register the changes.

HOW TO...

Change the file image:

Click once on the image.

In the Details pane, select **Set Image > Open Image**.

Browse your computer to find the desired image, then choose **Open**. Use the slider to make final adjustments

Click **Ok**.

A prompt will ask you to confirm the change.

Choose **Save** in the lower right corner of the window to register the changes.

HOW TO SHARE FILES AND FOLDERS

Two ways to share files:

1. Visibility

Click on the folder that you want to share.

Go to **File>Share...**

Choose **Visibility** to assign one of the following access rights to your folder:

- **Private:** Limits access to you alone. This is the default setting.
- **Shared:** Access is limited to Wuala Friends or via secret web link for Wuala members and non-members. Only you decide who receives the web link to view the files in a folder.
- **Public:** Access is open to everyone.

2. Email

Click once on the file you want to share via email.

Go to **File>Share...**

Choose **Email** and type the address(es) for sharing.

Notes regarding sharing files:

- Sharing a single file will enable access to all files within the same folder. To limit the amount of files, create a new folder and select only the file(s) you wish to share.
- Web links can be accessed directly in a web browser and do not require Wuala membership.

HOW TO SHARE FILES WITH GROUPS

In order to share files with a Group, you must join it.

- If the Group is **Private**, you are asked to make a request to join.
- If the group is **Public**, you can either join right away or your membership must be confirmed.
- Pending requests can be found in the tab **My Groups**, under the heading **Request Pending**.

Joining a Group:

Go to **User>Search for a Group...**

Type key words for the subject you are seeking in the **Search** window, located on the upper right corner.

Click once on a Group you would like to join.

Click on the green button with a plus.

A pop-up window will ask: "Why would you like to join group 'X'?" Please offer a reason on the line provided.

The new Group has been added to your **My Groups** tab.

Uploading files to a group:

Select the **My Groups** tab to browse your **Groups**.

Double-click a **Group** to upload files. You will now see the Group folders.

Choose a destination folder and upload your files as noted in the **How to upload files and folders** section.

Note: Uploading to a Group requires write access.

HOW TO CREATE A GROUP

Select the **My Groups** tab to browse your **Groups**.

Go to **User >New Group...**

In the new window, define the Group you would like to create (Name, Private/Public, etc.). You may choose to provide access to the Group via secret web link as well.

Click **Create**.

Notes regarding access to newly created Groups:

- **Private:** Membership to this Group is only available by invitation. While a Private Group can have a Public profile, access to files remains limited to its members. A private group may also have a web link.
- **Public:** Membership to this Group is open to the public and the content is accessible to the whole community.

HOW TO MANAGE A GROUP

Select the **My Groups** tab to browse your Groups.

Click on the **Group** you wish to manage.

Go to **User>Roles and Permissions...**

You may now define parameters for any **Member**, **Moderator**, and **Administrator**.

HOW TO FIND YOUR FRIENDS

Select the **My Friends** tab. Go to **User>Find Friends...**

From the new window, search for users or import your contacts from Facebook, Gmail, Yahoo, Hotmail, GMX, and LinkedIn. You may also enter a web address for sites of your choice.

HOW TO...

HOW TO INVITE YOUR FRIENDS

(AND EARN MORE STORAGE AT THE SAME TIME!)

Select the **My Friends** tab. Go to **User > Invite Friends...**

From the new window, enter email addresses or import them from Facebook, Gmail, Yahoo, Hotmail, and many others.

Note: The more, the merrier! Additional storage is added to your account when friends accept the invitation to join Wuala.

HOW TO RESTORE DELETED FILES

From the **My Files** tab, double-click on the **Trash** and select the file(s) you wish to restore to your account.

Go to **File > Restore**.

The file will be restored to its original folder.

HOW TO BACKUP A FOLDER pro

Go to **File > New Backup Folder...**

Browse your computer for the folder to backup to Wuala.

The Backup Folder is automatically created in **My Files**.

Go to **File > Backup Settings...** to adjust the backup settings (i.e. how many times a day the folder is backed up)

HOW TO OPEN PREVIOUS VERSIONS OF A FILE pro

Click on a file.

Go to **File > Open previous version**.

Select a previous version from the list or use the slider on the bottom of the window to choose a specific period of time.

The earlier version of the file will open.

HOW TO INCREASE YOUR STORAGE

As a new or basic user, you receive 1 GB of storage. However, you have the option to grow when storage space becomes a bit tight. There are three ways to increase your storage:

1. Buy additional storage using the storage plan that fits your needs.
2. Trade local storage for online storage.
3. Invite your friends to join Wuala.

HOW TO BECOME A PRO USER

Pro Users enjoy benefits such as Backup and File Versioning.

Becoming a Pro User is easy. You can:

1. Buy additional storage using the storage plan that fits your needs.
2. Trade local storage for online Wuala storage.

HOW TO BUY STORAGE

Go to <http://www.wuala.com/storage/buy> to choose the storage plan that fits your needs. Payment options include most major credit cards and PayPal. All payments are received using PayPal's secure online transaction system.

HOW TO TRADE STORAGE

Trade unused local storage for Wuala online storage.

Windows/Linux

Go to **Tools > Options > Trade Storage**

Mac

Go to **Wuala > Preferences > Trade Storage**

Define how much storage you want to trade and click **Save**.

Note: To qualify for trading storage, you must be online for an average of four hours a day.