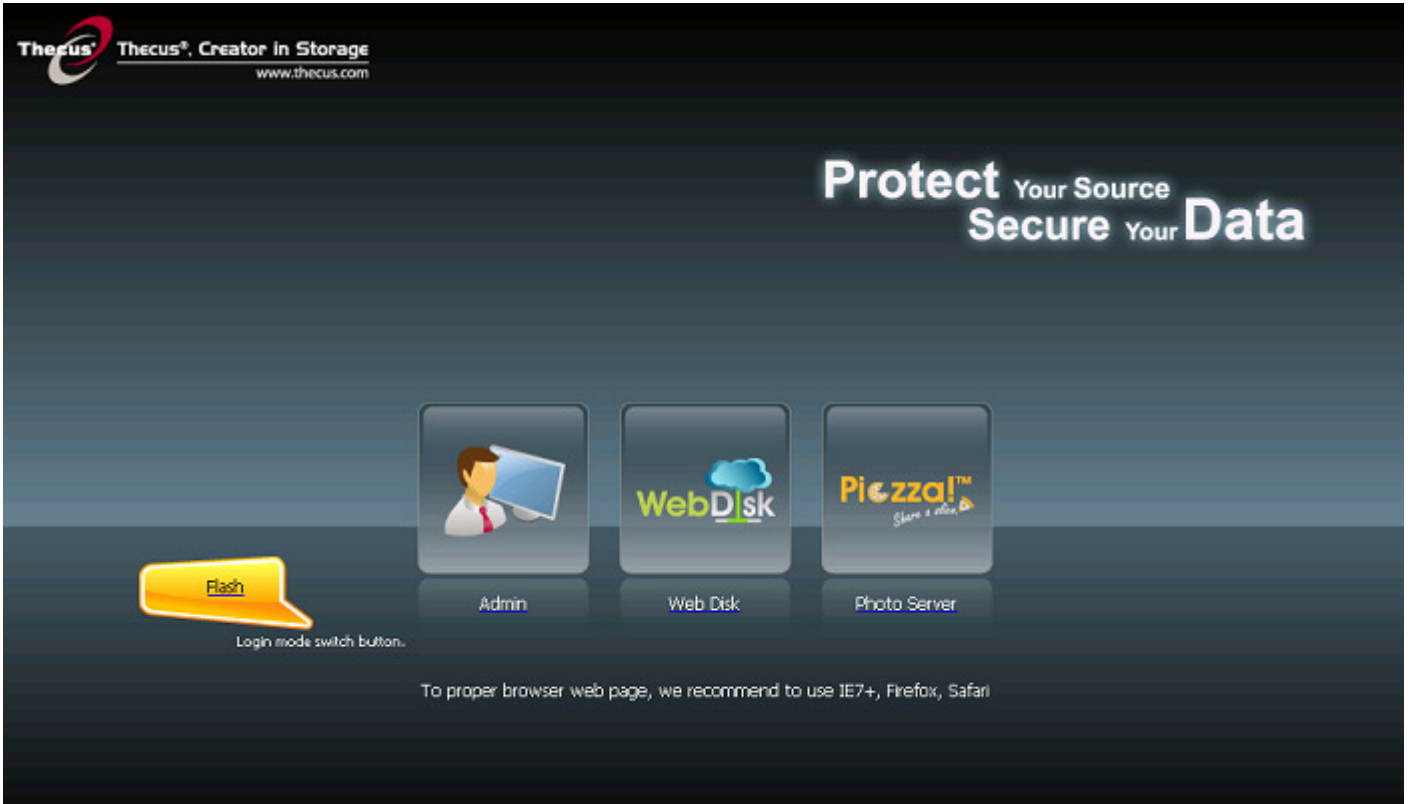


# Web Disk User Guide

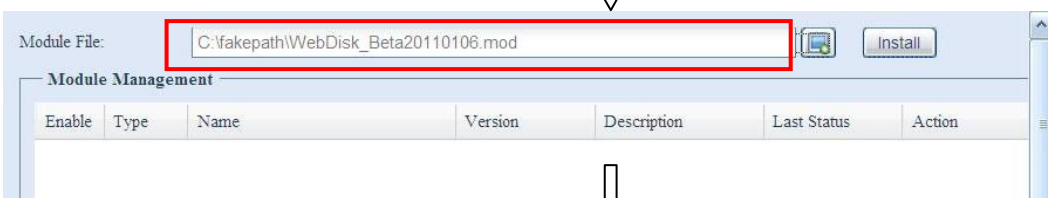
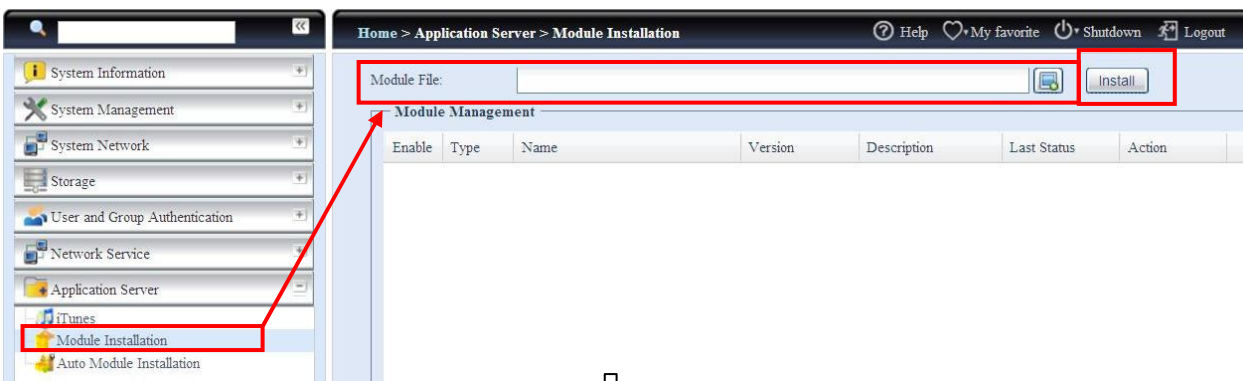
## Using the Web Disk

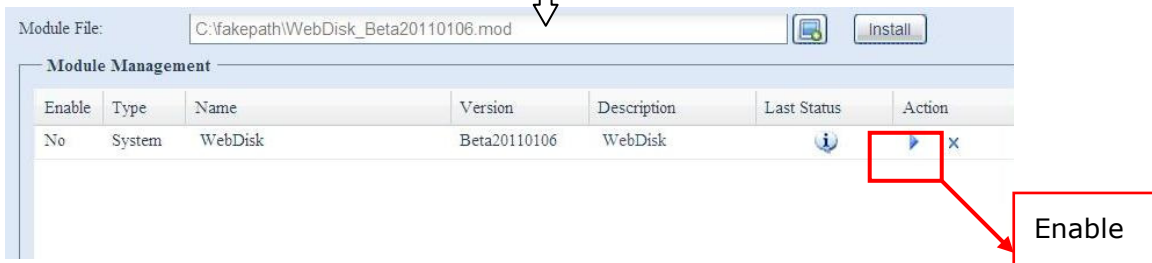
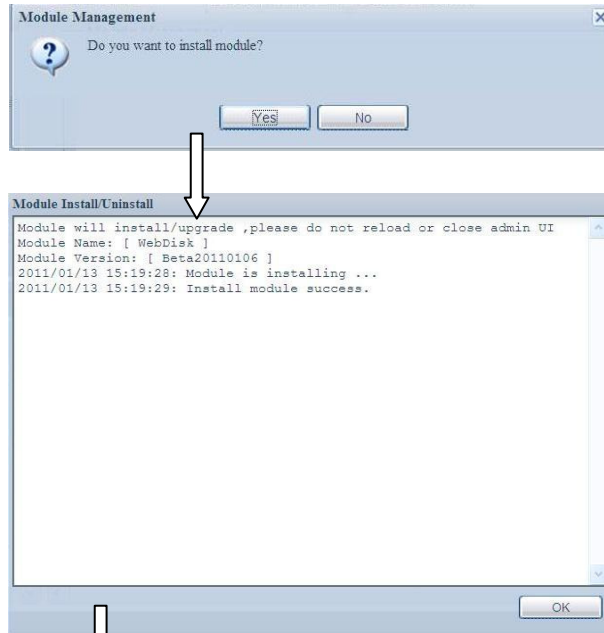


To start with Web Disk, you must first install the Web Disk module. Please install according to the following steps:

### Step 1:

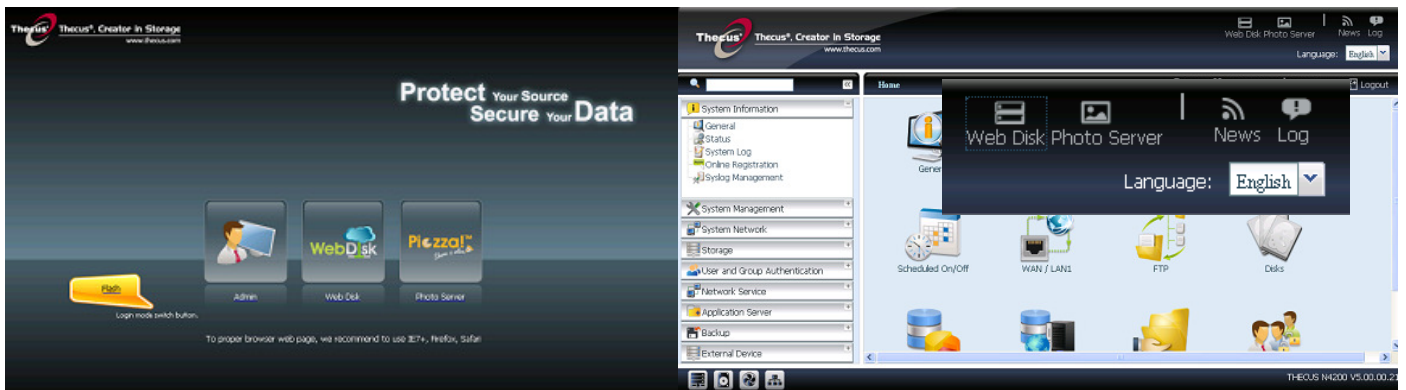
**Select Application Server > Module Installation.** Click the "Browse" button to find and select the Web Disk module from the included Thecus CD:Module. The module's filename is "WebDisk\_xxx.mod". When the file is listed in the **Module File** input bar, click **Install**. Alternatively, you can use **Auto Module Installation (Application Server > Auto Module Installation)**. This allows you to install modules directly from Thecus's module server. After each module is successfully installed, go into **Module Installation** and select the "Enable" button under the **Action** column to activate the module.





**Step 2:**

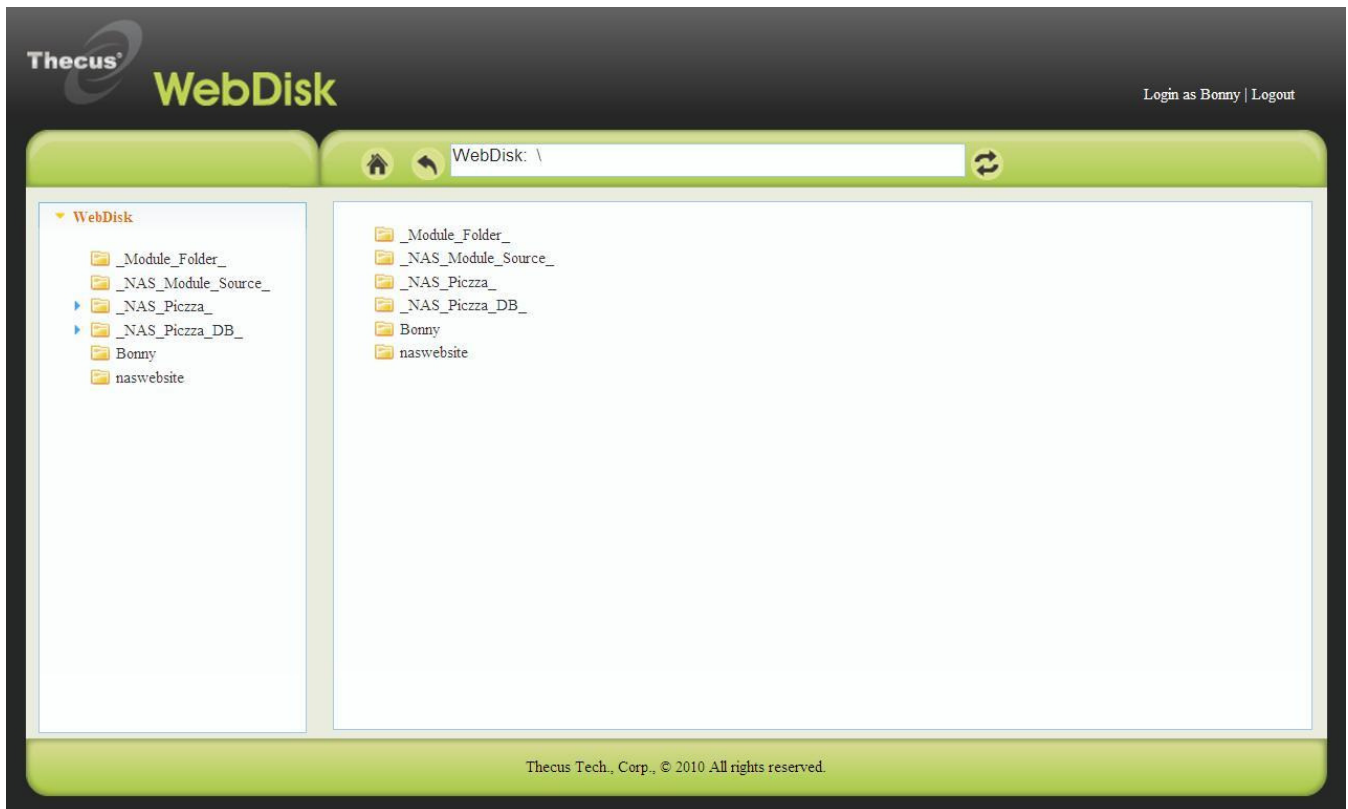
After Web Disk module has been proper installed, there are two login entry can be choose from. One is from the main login page and the one is located top-right hand side of UI.



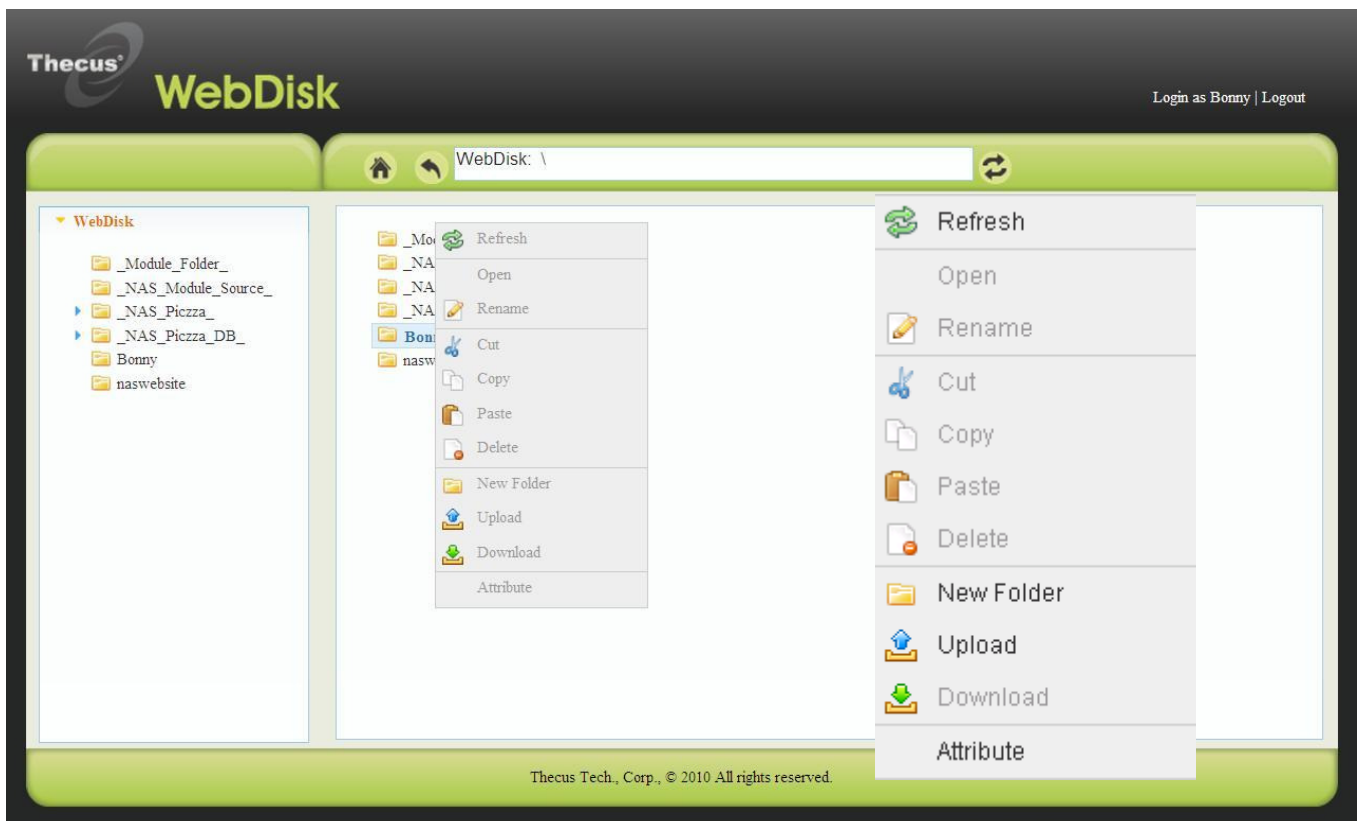
The difference from main login page can login as created local user or authenticated by joined ADS. From the admin UI login Web Disk is user of "Admin".

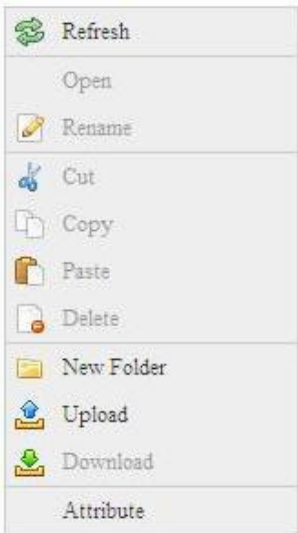



Next, login to Web Disk can see the operate screen as below:

The left hand pane is directory tree of share list of NAS system and right side is details of associated share.

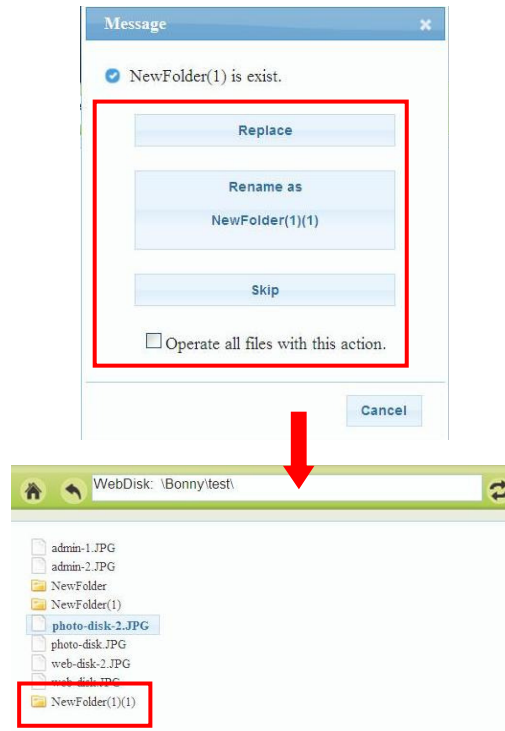


The operation can use the context menu by right-clicking mouse on working area.



Folder Page Button	
Button	Description
	<b>Refresh:</b> Reloads the current list.
	<b>Open:</b> Browses folder contents.
	<b>Rename:</b> Renames a file or folder.
	<b>Cut:</b> Cuts the selected file.
	<b>Copy:</b> Copies the selected file.
	<b>Paste:</b> Pastes the file.
	<b>Delete:</b> Deletes selected files or folders.
	<b>New Folder:</b> Creates a new folder or directory.
	<b>Upload:</b> Upload a file from your computer to the current web disk folder.
	<b>Download:</b> Download the selected file to your web browser's designated download folder.
<b>Attribute:</b> Shows the path/size/access time/modify time/create time of folders and files.	
<b>Hot key:</b>	
<b>Ctrl+a:</b> Select all	
<b>Ctrl+x:</b> Cut	
<b>Ctrl+c:</b> Copy	

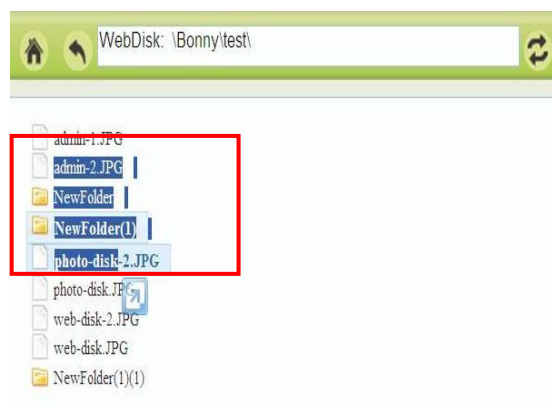
Ctrl+v:  
Paste



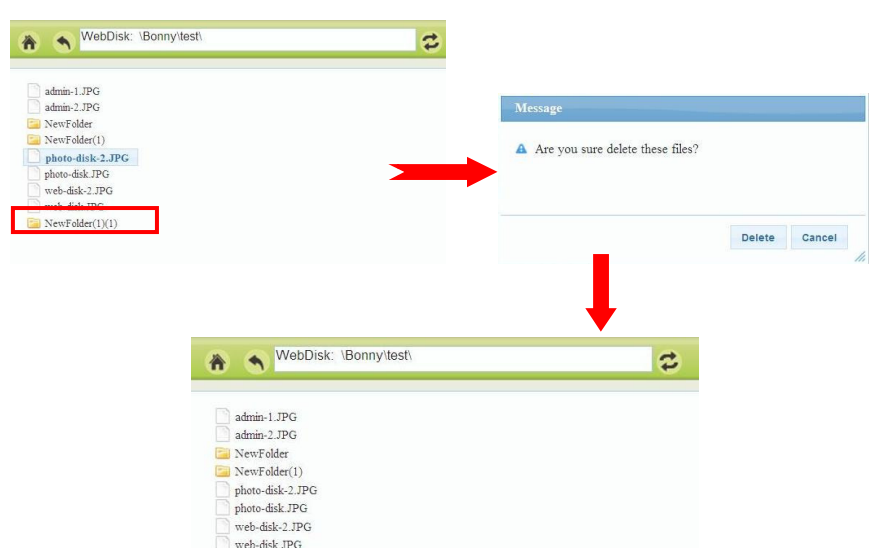
Ctrl+left-click:  
Select single item  
(without opening)

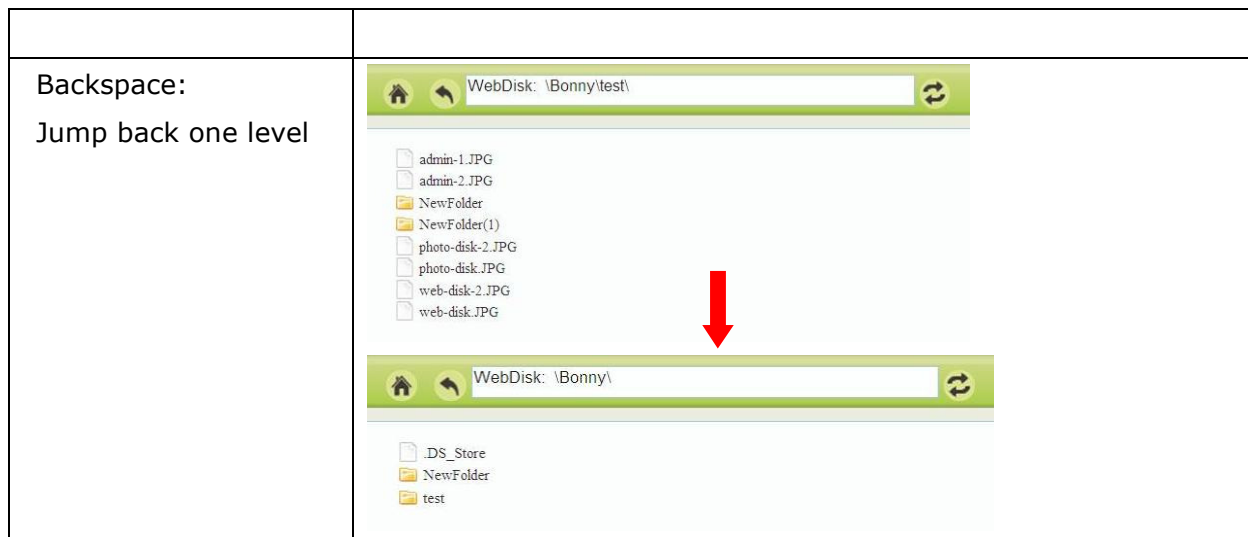


Shift+left-click:  
Select multiple items



Delete:  
Erase the selected files  
from your NAS





**Note:**

1. In the Login page, type in the User ID and password that were previously set for you in the Accounts menu. For more details, see:  
**Chapter 4:User and Group Authentication > Local User Configuration.**
2. The Web Disk page shows folders currently available to you. This can be managed via the **Access Control List (ACL)**.
3. Double-click on a folder name to enter the folder.
4. The folder's page displays files and folders. Click on a file to download the file.
5. To create a new folder within the current folder, right-click and select **New Folder**. Right-click again on the folder icon and select **Rename** to rename it.
6. To upload a file from your computer to the current folder, right-click and select **Upload**. When the upload screen appears, click **Select Files** and locate the file you wish to upload. Press **Upload** and the file(s) will be uploaded to the current folder.
7. You can upload 5 files simultaneously. The maximum file size is 2GB.
8. To delete a file or folder, right-click on the folder and select **Delete**.

To access folders with access control, you must first login with a local user account.

For more information on how to setup user rights to the folders, please check **Chapter 4: Storage Management >Share Folder > Folder Access Control List (ACL)**.