

WebFile (Standard-HTML)



What Is WebFile?

WebFile is a way for you to access your Institutional File Space using a web browser. Institutional File Space at Notre Dame is also known as NetFile, AFS, H: and I: drives, Courseware, NDAccess, etc.

WebFile allows you to access your space from anywhere in the world, as long as you have a current web browser. It's secure, it's versatile, and most of all – it's easy!

Accessing WebFile?

To access WebFile, just visit: <https://webfile.nd.edu>

Then sign in with your NetID and password. It is highly recommended that you use the following browsers to access either version of WebFile:

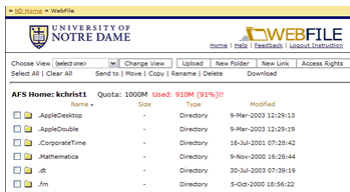
- On Windows: Internet Explorer 5.5 or later, Netscape 7 or later
- On Mac: Netscape 7 or later
- On Solaris: Netscape 4.7 or later
- On Linux: Netscape 6 or later

Other browsers may work with the standard-HTML version of WebFile, but it is still recommended that you use a supported browser. The advanced version of WebFile requires one of the browsers listed above.

WebFile Display

In the standard version of WebFile, your display will look similar to the following graphic.

- Browse a folder or view a file by clicking on the folder or file name.
- You can switch between viewing AFS space, NetFile space, or Courseware by using the Choose View drop-down menu.
- Sort your list of folders and files by clicking on the column headings (Name, Size, etc.)
- Select files or folders for use with any of the available functions by placing a check in the box to the left of the folder or file name.
- Select all the folders and files within your current view, or clear all check marks within your current view, by using the links near the top of the screen.



Need Help?

Call the OIT Help Desk at 574-631-8111.



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Uploads & Downloads

Because WebFile works through a web browser, you cannot manipulate files and save them directly to WebFile as you would with a mapped drive. Instead, you will need to download and upload files when you want to edit them.

Downloading files or folders:

- 1) Place a check mark in the box next to the folders or files that you want to download.
- 2) Click the **Download link** near the top of the page.
- 3) A dialog box should appear asking if you want to open the file or if you want to save it. Choose to **Save** the file, and select a location on your local computer to save it. (Folders are downloaded in compressed (.zip) format.)
- 4) Now you can edit or manipulate the file locally. If you downloaded a folder, you will need to uncompress the .zip file you downloaded before editing any files within the folder.

Once you are done editing a file, or if you want to add new files to your space, you will need to upload them.

Uploading files:

Important: There is an upload file size limit of 10 MB.

- 1) Click the **Upload button** near the top of the screen.
- 2) In the Upload dialog that appears, use the **Browse** buttons to select the files on your local computer that you want to upload to WebFile. (Note: You can upload a maximum of four files at one time.)

WEBFILE Upload File

Upload File to kchrist1/Private

You may upload up to 4 files by the following form. Click "Browse..." to select file from your computer. If you do not rename it, your file's original name will be used.

Upload 1	<input type="button" value="Browse..."/>	You may rename it as: <input type="text"/>
Upload 2	<input type="button" value="Browse..."/>	You may rename it as: <input type="text"/>
Upload 3	<input type="button" value="Browse..."/>	You may rename it as: <input type="text"/>
Upload 4	<input type="button" value="Browse..."/>	You may rename it as: <input type="text"/>

- 3) Once you have selected the files you want to upload, click the **Upload button** near the bottom of the page to put the files in your space. You will receive a notification when the upload is successful.

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Creating Folders

Within WebFile, you can also create new folders. To do this:

- 1) From within the folder in which you want to create a new folder, click the **New Folder** button near the top of the Screen. *Note: In NetFile, you cannot create folders in the root folder.
- 2) The Add Folder dialog will appear. Type in the new folder name, and then click the **Add Folder** button near the bottom of the window. You will receive a notification when the new folder has been successfully created.

Renaming & Deleting

Within WebFile, you can also rename or delete files and folders.

To Rename a File or Folder:

- 1) Place a check in the box next to the folder or file you want to rename.
- 2) Click the **Rename** link near the top of the screen.
- 3) The Rename dialog will appear. Type in the new name you want to give the file or folder.
- 4) Click the **Rename** button near the bottom of the window. You'll receive a notification when the renaming is successful.



To Delete a File or Folder:

- 1) Place a check in the box next to the folder or file you want to delete.
- 2) Click the **Delete** link near the top of the screen.
- 3) The Delete dialog will appear.
- 4) Click the **Confirm to Delete** button near the bottom of the window. You'll receive a notification when the file is successfully deleted.



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Emailing

You can send files and folders to yourself, or other users, directly from within WebFile through email. To email a file or folder:

Important: There is an email attachment size limit in WebFile of 5 MB.

- 1) Place a check in the box next to the folders or files that you are wanting to send via email.
- 2) Click the **Send to** link near the top of the screen.
- 3) The Send Files as Attachments dialog will appear. It is formatted similar to any compose email window. Follow the on-screen instructions and click the **Confirm to Send button** when you are ready to send the email. (Note: Folders are automatically compressed into .zip format before they are sent.)
- 4) You will receive a message when the email has been sent successfully.

Cut, Copy, & Paste

You can move files or folders in WebFile by cutting or copying a file or folder in WebFile, and then pasting it into a different folder in WebFile. (Note: You can not cut, copy, or paste a file from the local hard drive into WebFile – instead you must use the upload feature.)

Important: There is a file/folder move size limit of 2 GB.

- 1) Place a check mark in the box next to the folders or files that you want to move or copy.
- 2) Select the **Move** or **Copy** link near the top of the screen. (Move will actually move the file; Copy will place a duplicate in another location.)
- 3) The Move or Copy dialog will appear. Follow the on-screen instructions to place the file in a different location.

Copy File/Folder from kchrist1/.

Be sure to click "Copy" button when decided to copy.
CAUTION: Be aware that the folder/file to be copied will overwrite the folder/file with the same name in the destination folder!

Name	Size	Copy Action
.solregis	3K	<input type="checkbox"/> Yes <input type="checkbox"/> No
basics.doc	32K	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Specify a destination folder by one of the following two ways:

Choose a top folder (NetFile or AFS), then fill in NetID and subfolder in the text field.

(select one) with subfolder

e.g. NetFile

Specify the absolute path of the folder to copy to.

Path

e.g. /afs/nd.edu/user30/joe_user or /netfile/w01/joe_user/Public

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Add & Remove Views

Within the WebFile plain-HTML version, you can also add views of others' folders. This allows you to quickly get to another folder. To do this:

- 1) Click on the **Change View** button near to the top of the screen.
- 2) The Change View dialog will appear. Follow the on-screen instructions to add another view of a folder in NetFile or in AFS. (You can also use the Change View dialog to remove views.)
- 3) When you are done, click the **Change View** button near the bottom of the window, and you will return to your main WebFile page.

WEBFILE Change View

If you have access rights to other's folder, you may use the following form to add or delete. Note: the basic view (e.g. your home folder or CourseWare) can not be changed.

Add New View

Choose a top folder (**NetFile** or **AFS**), then fill in NetID or NetID with subfolder in the text filed and specify a name label.

(select one) View Dir. of with Label
e.g. NetFile joe_user/www joe_user www

Or, specify the absolute path of the folder to add.

Path with Label
e.g. /afs/nd.edu/user30/joe_user joe_user

Delete Existing User-Added View

View Label	View Path	Change
Test	/netfile/w01/cberkeley/www	<input type="checkbox"/> Delete

Change View Clear

Important: You can only add up to 15 new views to your WebFile View.

AFS Access Rights

WebFile also allows you to manage the access rights (also known as access control lists or ACLs) for your folders within AFS.

To manage your AFS folder access rights:

Choose View (select one) Change View Upload New Folder New Link Access Rights
Select All | Clear All Send to | Move | Copy | Rename | Delete Download

- 1) Navigate to the AFS folder in which you want to change the Access Rights. (You need to be viewing the contents of the folder.)
- 2) Click the **Access Rights** button near the top-left of the screen.
- 3) The Manage ACLs dialog will appear. Read the on-screen instructions carefully in order to change the access rights for that folder.

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Creating Links

WebFile also allows you to create symbolic links to other folders. To do this:

- 1) From the folder in which you want to create a new link, click the **New Link** button near the top of the screen.
- 2) The Add Link dialog will appear. Follow the on-screen instructions to add a link to another folder in NetFile or in AFS.
- 3) When you have selected the folder and name you want to give to the link, click the **Add Link** button near the bottom of the page. You will receive a message when the link is created successfully.

WEBFILE Add Link

Add Link to kchrist1/Private

If you have access rights to someone else's folder, you can use the following form to make a symbolic link (shortcut) to that folder. The folder you want to access is called source.

Choose a top folder (NetFile, AFS or CourseWare), fill in NetID with subfolder in the text field to define the source, then specify a file name for the link.

(select one) link to Link name:

e.g. NetFile joe_user/Public joe_user

Specify the absolute path of the source to link.

Path Link name:

e.g. /afs/nd.edu/user30/joe_user/Public joe_user

Restoring Backups

If you accidentally delete a file or folder, or you need to go back to a previous version of a file or folder, WebFile allows you to access backups of your NetFile and AFS space.

To access the previous night's backup of your AFS space:

- 1) Within your AFS Home folder, navigate to the **YESTRDAY** folder.
- 2) You can copy any files or folders you need and paste them into your current AFS space in order to use them.

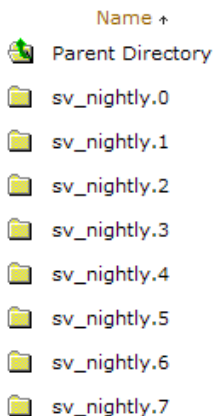
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Restoring Backups

To access your eight days of NetFile backups:



- 1) Go to the **Choose View** drop-down menu and select **NetFile Home**.
- 2) Click the **To My Backup** button near the top-right of the screen.
- 3) The folder/file listing will now display a list of nightly snapshots of your NetFile space for the past eight days. The folder `sv_nightly.0` displays the backup taken last night; the folder `sv_nightly.1` displays the backup taken the night before last; etc.
- 4) Within a backup folder, you can copy any files or folders you need and paste them into your current NetFile space in order to use them.



You can also place a check in the box next to a particular folder or file and click the **Restore** link near the top of the screen. It will place a copy of the backup folder or file in its original folder within your current NetFile space. (For example, if you restore your `www` folder from last night, the restore will be placed in `NetFile Home > www > Restore`.)

Cautions

- ★ If you are at a publicly accessible workstation (e.g., podia or clusters), make sure to close all browser windows after you finish using WebFile. Make sure it does NOT save your password in the password list. Otherwise, other people can use the browser you opened to access your file space!!!
- ★ You will not be able to run applications or databases from WebFile. If you need to do so, you will need to map a drive to NetFile or AFS.