



## Storing and Sharing Files on the Internet



Your Mac is the center of your digital life. But how do you share what you create? Or what if you want to work on your creations on more than one computer?

iDisk combines the creative power of your Mac with the connecting power of the Internet, so you can move files between computers or share them with other people. Storing your digital photos, movies, and files on your iDisk means you can access them from any computer connected to the Internet.

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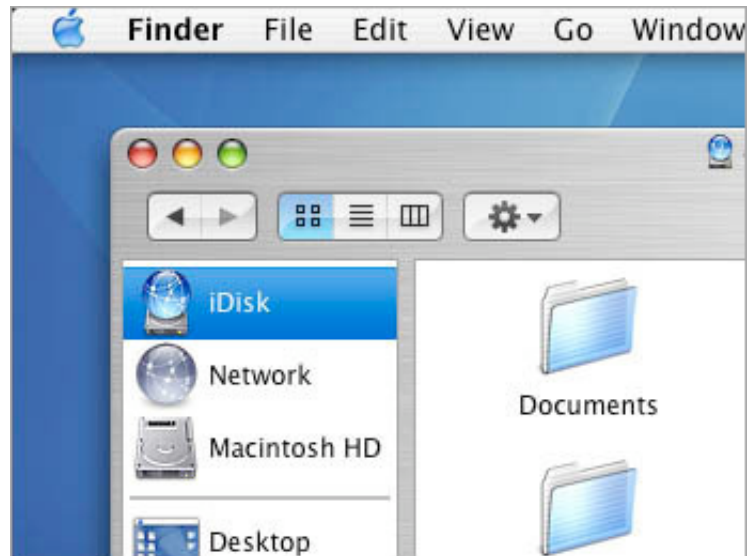
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## Get to Know Your iDisk



With iDisk, you can use your files even when you're away from your Mac. You can access your files from any computer connected to the Internet, or even share your files with your friends and coworkers. iDisk is built right in to Mac OS X, so it's a lot like using your internal hard disk. And iDisk is specifically designed to work with other great .Mac features—so the files you store on your iDisk can be quickly and easily included on your web pages, or used to make custom iCards.

In Mac OS X, the iDisk icon appears in the Finder window Sidebar just like your hard disk. iDisk is already set up with folders for all kinds of files.

## Get to Know Your iDisk

Look at the folders already set up on your iDisk:

- 1 Backup: Data files that are backed up to your iDisk using the Backup application appear in this folder.
- 2 Documents: Store your personal documents here.
- 3 Library: Applications such as iSync use this folder for the supporting files they need to work.
- 4 Movies: Copy QuickTime movies to this folder so that you can use HomePage to display them on your web pages.
- 5 Music: Copy music files and playlists to this folder.
- 6 Pictures: Copy JPEG or GIF files to this folder and use them to create custom iCards or display them on your Web pages. iPhoto saves files here for use with HomePage and .Mac Slides.
- 7 Public: Share items with other people by placing them in this folder.
- 8 Sites: HomePage stores your web pages in this folder. You can also save web sites that you create with other applications here.
- 9 Software: This folder holds the Members Only folder in which you'll find software and files available exclusively to .Mac members.
- 8 iWeb: iWeb stores websites in this folder. iPhoto stores Photocasts here as well.
- 9 Groups: If you are part of a .Mac Group you can access all of of your Group files here.

## Get to Know Your iDisk

### Increasing your iDisk storage space

With your .Mac membership you get 1 GB of space to share between your email storage and iDisk. By default each is set to 512 MB. You can easily change the amount of space allocated. For example, if you need more space to transfer files using your iDisk, you can allocate more space for your iDisk and less for email. In the Account section, click the Storage Settings button and use the popup menu to adjust your storage settings.

### Share files with other people using iDisk

You can share items with other people by placing them in the Public folder. When you give your .Mac member name to others, they can connect to your Public folder. Also, you can create a file sharing page in HomePage that allows people to download files from your Public folder.

### Add files to and delete files from your iDisk

You can use iDisk like you might use your computer's hard disk or any other external hard disk connected to your Mac. Just open a Finder window and then click the iDisk icon in the Sidebar. Drag your files to the folders in the iDisk window. (You can't copy files to the top level of the iDisk; you have to copy them to one of the folders.) When you want to delete files from your iDisk, drag them to the Trash on your desktop.

### iDisk folders used by other applications

Some applications use folders on your iDisk. For example, data files that are backed up to your iDisk using the Backup application appear in the Backup folder. Also, applications such as iSync use the Library folder for the supporting files they need to work.

### Save directly to your iDisk

You can even save files directly to one of the folders on your iDisk from any application. Choose Save in the File menu, and then click the iDisk icon in the Sidebar of the Save dialog and choose a folder.

### Download software from your iDisk

The Software folder of your iDisk holds the Members Only folder in which you'll find software and files available exclusively to .Mac members.

### Store your media on your iDisk

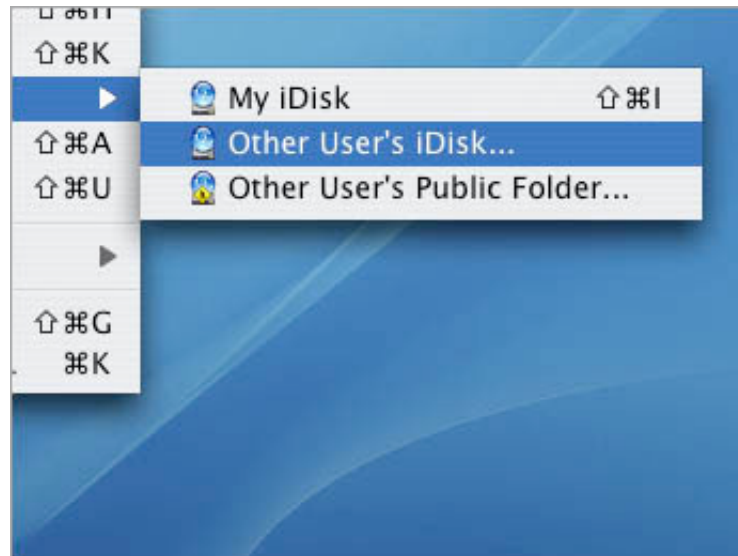
When you can store your media files on your iDisk, you can access them from .Mac applications. For example, when you copy your QuickTime movies to the Movies folder, you can use HomePage to display them on your web pages. If you copy JPEG or GIF files to the Pictures folder, you can use them to create custom iCards or display them on your web pages. Also, iPhoto saves files to the Pictures folder for use with HomePage and .Mac Slides. HomePage stores your web pages in the Sites folder. You can also save web sites that you create with other applications in the Sites folder. You can store music files and playlists to the Music folder. iWeb stores websites in the iWeb folder. And

all of your .Mac Groups files will be stores in the Groups folder.

**Get to Know Your iDisk**

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## Accessing Your iDisk From Another Mac



Because you can access everything on your iDisk from any Mac connected to the Internet, you don't have to save files to a disk to move them between your home computer and your work computer, or struggle with emailing really large files. And because you can work on one file on more than one computer, you don't have to worry about which version of the file is the most up-to-date.

iDisk stores the files you want on Apple's servers, so you can access them from any computer connected to the Internet. You can post changes back onto your iDisk, so you know you'll always have the latest version.

## Accessing Your iDisk From Another Mac

Access your iDisk from another Mac by following these steps:

- 1 In the Finder, open the Go menu, choose iDisk, and then choose Other User's iDisk.
- 2 Enter your user name in the Member name field and your password in the Password field.
- 3 Click Connect.
- 4 After a moment your iDisk will appear on the desktop of the computer you're using.

## Accessing Your iDisk From Another Mac

### If you're using Mac OS X version 10.1 or 10.2

Choose Connect To Server from the Finder's Go menu and type `http://idisk.mac.com/membername` (where "membername" is the person's .Mac member name). Type the member name in the username field, and then type the password in the Password field.

**Accessing Your iDisk From Another Mac**

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## Accessing Your iDisk From a Windows-based PC



If you use a PC that's connected to the Internet, you can access your iDisk from it. For example, if your work computer uses Microsoft Windows, you can work from home on your Mac without carrying disks back and forth, taking a laptop with you everywhere, or trying to email large files that may or may not arrive successfully. You can access your iDisk with a supported web browser to upload files to your iDisk and download them to another computer without downloading additional software.

iDisk is not only on the Internet, it's also cross-platform. If your PC uses Windows XP, use iDisk Utility for Windows XP to access your iDisk. If your PC uses Windows 2000, you can map a network drive to your iDisk Web Folder. On Windows 98, add a Web Folder to My Computer.

## Accessing Your iDisk From a Windows-based PC

Download iDisk Utility for XP by following these steps:

- 1 Go to the Member Central page on .Mac.
- 2 Click on the download link for iDisk Utility for Windows.
- 3 In the File Download window select “Save” to save iDisk Utility for Windows XP to your computer.
- 4 In the pop-up file browser, choose a location (such as Desktop) for the download and click Save.
- 5 Double-click the downloaded file iDisk Utility for Windows XP to extract the application using the Windows extraction wizard.
- 6 Once the file is extracted, click on the Install iDisk Utility for Windows icon. Follow the Windows installation wizard prompts. The application will be installed in C:\Program Files\Mac Utilities\iDisk Utility for Windows by default unless you specify a different location in the installation wizard.

## Accessing Your iDisk From a Windows-based PC

### Access your iDisk using Windows XP

If you use a PC regularly, you might want to download i Disk Utility. Open the iDisk Utility for Windows XP application. Make sure the iDisk option is selected. Enter your member name and password, and then click Connect.

### Access your iDisk using Windows 2000

Open My Computer, choose Map Network Drive from the Tools menu, and then click "Web folder or FTP site." Type the following as the location to add:  
<http://idisk.mac.com/membername> (where "membername" is your .Mac member name). Use your .Mac member name and password for authentication.

### Access your iDisk using Windows 98

If you're using Windows 98, open My Computer, double-click the Web Folders icon, and then double-click Add Web Folder. Enter the following as the location to add:  
<http://idisk.mac.com/membername> (where "membername" is your .Mac member name). Use your .Mac member name and password for authentication.

### Access your iDisk from a web browser

Access your iDisk with a supported web browser to upload files to your iDisk and download them to another computer without downloading additional software.

## Using Your iDisk to Share Files with Others



iDisk makes it easy to securely share large files with friends and coworkers. You can control who can access your files, and decide if you want them to write and delete files to your iDisk.

iDisk includes a Public folder that you can use to share files with others. You can create a password to protect your Public folder.

## Using Your iDisk to Share Files with Others

Share a Public folder by following these steps:

- 1 From the Finder, choose Go > iDisk > My iDisk.
- 2 Copy the files you want to share to your Public folder.
- 3 To let a Mac user view or copy your files, give your .Mac member name to them so they can connect to your Public folder in their own finder.
- 4 Windows and PC users can use <http://idisk.mac.com/> /Public/?view=web - non-.Mac members will go to this link with your ID and then type in public@ as the login.

## Using Your iDisk to Share Files with Others

### Protect your Public folder with a password

If you're using Mac OS X version 10.3 or later, open System Preferences and click .Mac. Click iDisk and select the "Password protect your Public Folder" option. Type the password in the Password and Confirm fields, and then click OK. If you're using Mac OS X version 10.2, open System Preferences and then click Internet. Click iDisk, and then click the "Use a Password to Protect your Public Folder" checkbox. Type the password in the Password and Confirm fields, and then click OK. Click Apply Now. If you're using a version of Mac OS X earlier than version 10.2, use the iDisk Utility to password-protect your Public folder.

### Assign read-write access to your Public folder

If you're using Mac OS X version 10.3 or later, open System Preferences and then click .Mac. Click iDisk, and then click the Read & Write button. If you're using Mac OS X version 10.2, open System Preferences and then click Internet. Click iDisk, click the Read-Write button, and then click Apply Now. If you're using a version of Mac OS X earlier than version 10.2, use iDisk Utility to assign the Public folder read-write access privileges.

### Access your Public folder in Mac OS X 10.2 or earlier

If you're using Mac OS X version 10.1 or 10.2, choose Connect To Server from the Go menu. Type `http://idisk.mac.com/ /Public/?view=web` (where "username" is your .Mac member name). If your Public folder is protected with a password, type "public" in the Name field, and then type the Public folder password in the Password field.

### Access your Public folder in Mac OS 9

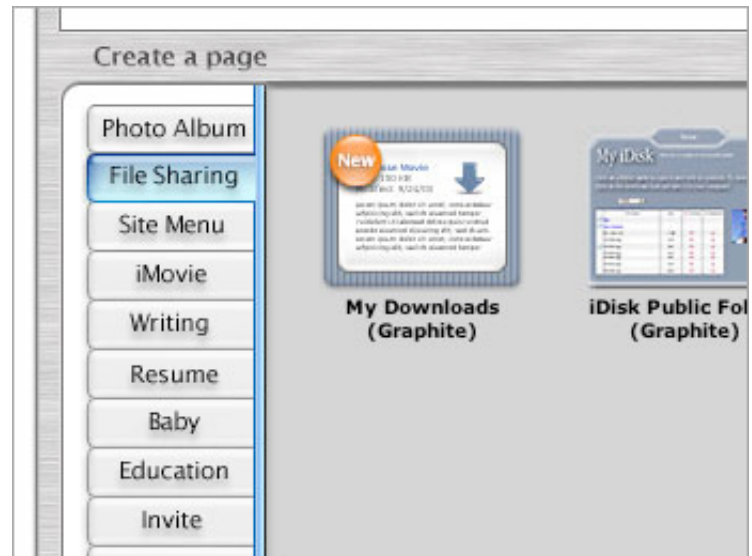
Mac OS 9 Chooser and Network Browser use an Internet protocol called AFP that iDisk does not support, so you cannot add and remove files from a Public folder. To access your Public folder on a computer running Mac OS 9, you will need to download and install software that enables WebDAV, the supported protocol for iDisk access. To download WebDAV software, go to the WebDav website.

### Access a Public folder from Address Book

If a contact in your Address Book has a Mac.com email address, you can easily open the Public folder on their iDisk. Select the contact in the Name column, click the label next to the contact's Mac.com email address, and then choose Open iDisk from the pop-up menu.

## Using Your iDisk to Share Files with Others

## Setting Up File Sharing Using Homepage



You may have some files that you want to make easily accessible to a large audience, for example, the map and directions to the company picnic. One of the best ways to give lots of people easy access to your files is to create a file sharing web page. That way, anyone with a web browser can access the files you want to make available.

iDisk works seamlessly with HomePage so you can make your files available to anyone on the Internet. You can create a password to give access only to the people you choose.

## Setting Up File Sharing Using Homepage

Create a file-sharing web page for your iDisk public folder by following these steps:

- 1 Go to [www.mac.com](http://www.mac.com).
- 2 Click HomePage in the .Mac menu bar.
- 3 Select File Sharing in the list of page categories.
- 4 Select one of the iDisk public folder themes for your File Sharing page.
- 5 Enter a name for your page and a brief description of the contents of your public folder.
- 6 Click Publish.

## Setting Up File Sharing Using Homepage

### Add a password to your file-sharing web pages

Go to [www.mac.com](http://www.mac.com) and click HomePage in the .Mac menu bar. If you have only one site, click "Protect this site." If you have more than one site, select one in the Sites list and then click edit. Select the Password option, type a three-to-eight character password in the text field, and click Apply Changes. Even if you use a password to protect your iDisk Public folder, you still need to use HomePage to establish a password to protect your file-sharing web page.

### Change a site's password

You can change a site's password at any time using the same steps you used to add a password. You'll notice that the "Protect this site" link is retitled "This site is protected."

### Name files for sharing

To offer your files to the widest possible audience, use filenames that are compatible with as many computers as possible. Make sure that the filenames are short and only use letters, numbers, and underscores ( \_ ). Don't use any other characters. Use filename extensions to indicate the file type, for example, the ".doc" in the filename "letter.doc" or ".jpg" in "picture.jpg".

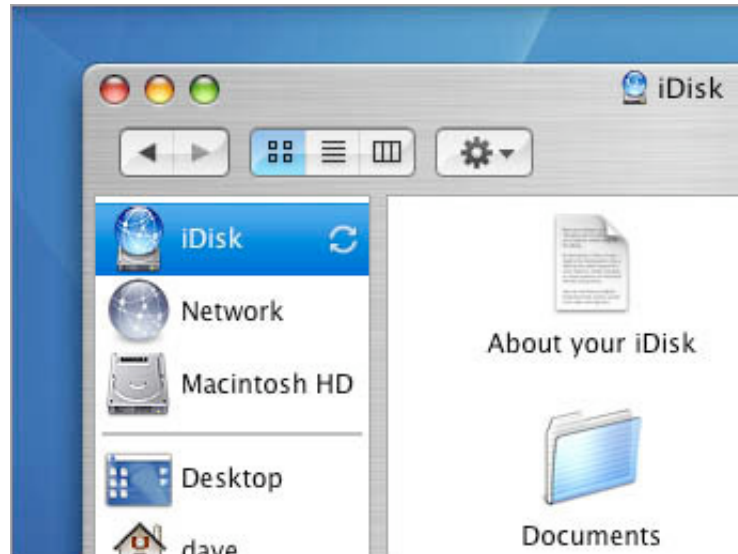
### Using the My Downloads template

When you use the My Downloads template, you can add files from almost anywhere on your iDisk to create a personalized webpage for your downloadable files. When you are in the HomePage section of .Mac, select the File Sharing tab, and choose the My Downloads template. When the template shows up, name the page, and provide a short description. To add files to your download page click the Choose files button and choose the files you would like to add. You can even add thumbnail images for each file. When you are done, click the publish button.

### Setting Up File Sharing Using Homepage

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## Creating a Local Copy of Your iDisk



When you start to use your iDisk regularly, you may want to work on files you store there even when you're not connected to the Internet. Having a "local copy" of your iDisk means not having to depend on an Internet connection to access your iDisk files.

Creating a local copy of your iDisk puts a copy of your iDisk on your internal hard disk. You can just open the copy of your iDisk wherever you are and work with your files. When you connect to the Internet again, the changes you make will be copied from your local copy to your iDisk.

## Creating a Local Copy of Your iDisk

Create a local copy of your iDisk by following these steps:

- 1 From the Apple Menu, choose System Preferences.
- 2 Click .Mac.
- 3 In .Mac preferences, click the iDisk button.
- 4 Click the Start button under iDisk Syncing.
- 5 From here you can choose to have your iDisk automatically updated or manually.

## Creating a Local Copy of Your iDisk

### Automatically synchronize your iDisk

You can choose to have the changes you make to the local copy of your iDisk automatically synchronize with your iDisk on .Mac. To set your local copy to automatically synchronize, click the Synchronize Automatically button in iDisk preferences.

### If you quit while iDisk is syncing

If you log out, restart, or shut down your computer while iDisk is synchronizing between .Mac's servers and your local copy, iDisk will finish syncing when you log in again.

**Creating a Local Copy of Your iDisk**

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## Using Your iDisk on More Than One Mac



With iDisk, you can be sure that each of your computers has the latest versions of your files. You can access an important file from all of your computers without carrying a disk around or worrying about working on an old version. You can save the file to your iDisk at work, go home, and then open file on your iDisk on your Mac at home.

You can set up as many Macs as you want to use your iDisk. Anytime you want a Mac to share your iDisk, just open System Preferences, click .Mac, and enter your .Mac member name and password.

## Using Your iDisk on More Than One Mac

There are no steps for this topic.

## Using Your iDisk on More Than One Mac

### If you make changes to the same file

If you frequently work with the same file on different computers, you might make changes in separate locations. If iDisk finds a discrepancy between the versions of the files, you will be asked which version of the file you want to keep when you sync.

**Using Your iDisk on More Than One Mac**

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