Open a Connection

1. Open the **Open Connection** dialog box by either
   - (a) Clicking the Open Connection icon (LocalStorage) on the toolbar
   - (b) Selecting **File > Open Connection** from the menu bar
   - (c) Pressing `ctrl + O` (PC) or `⌘ + O` (Mac) on your keyboard
2. From the dropdown box, select your desired connection type
3. Enter your necessary credentials
4. Press the **Connect** button

Your directory and list of files will appear.

Helpful Shortcuts

<table>
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<tr>
<th>Action</th>
<th>Shortcut</th>
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<tbody>
<tr>
<td>Open Connection</td>
<td><code>ctrl + O</code></td>
</tr>
<tr>
<td>Upload File/Folder</td>
<td><code>alt + T</code></td>
</tr>
<tr>
<td>Create New Bookmark</td>
<td><code>ctrl + B</code></td>
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<tr>
<td>Disconnect</td>
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<tr>
<td>Download File/Folder</td>
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<tr>
<td>Open Transfers Window</td>
<td><code>ctrl + T</code></td>
</tr>
</tbody>
</table>

Transfer Files

*First make sure you are in your desired connection location.*

Upload

1. Upload file(s) or folder(s) by either
   - (a) Clicking the Upload icon (LocalStorage) on the toolbar
   - (b) Selecting **File > Upload** from the menu bar
   - (c) Pressing `alt + ↑` on your keyboard
   - (d) Clicking the Action icon (LocalStorage) and selecting Upload
2. Browse for the file(s) or folder(s) you wish to upload
3. Press the **Choose** button

The Transfer dialog box will appear and indicate the status of the transfer.

Download

1. Select the file(s) or folder(s) you wish to download
2. Download file(s) or folder(s) by either
   - (a) Right click your mouse and press download
   - (b) Selecting **File > Download** from the menu bar
   - (c) Pressing `alt + ↓` on your keyboard
   - (d) Clicking the Action icon (LocalStorage) and selecting Download

Tip: You may also drag & drop files or folders to upload and download them.
**Location Guide**

1. **Bookmarks** - Save and have easy access to designated servers
2. **Open Connection** - Start a new server connection
3. **Quick Connect** - List of all servers for one click connections
4. **Actions** - List of actions available for files including Download, Delete, Upload, Synchronize, Etc.
5. **Get Info** - Show general information about selected file including Permissions and Metadata
6. **Refresh** - Reconnects to the server, showing any updates that have been made
7. **Edit** - Locally edit files stored on the server, updating them on save
8. **Upload** - Easily upload files stored locally to the server
9. **Transfers** - Show files being uploaded or downloaded
10. **Disconnect** - Disconnect from currently selected server
11. **Tab Buttons** - Convenient way to switch between Browser, Bookmarks, History, and Bonjour.
12. **Search Bar** - Easily search for files or servers