

# *OpenDrive*

A powerful, cloud based drive accessible from anywhere

Simple, Secure Online storage & Backup

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# Getting Started with Drive for Android

## Access the Drive Application

After installation, OpenDrive Android app will be available in your Apps list. Tapping the OpenDrive icon will launch the app.



### Log In

The first time you start the app, you will see the login screen. Enter your OpenDrive username and password and touch the Log In button. The app will log in automatically from then on, each time it starts, unless otherwise specified in Settings.



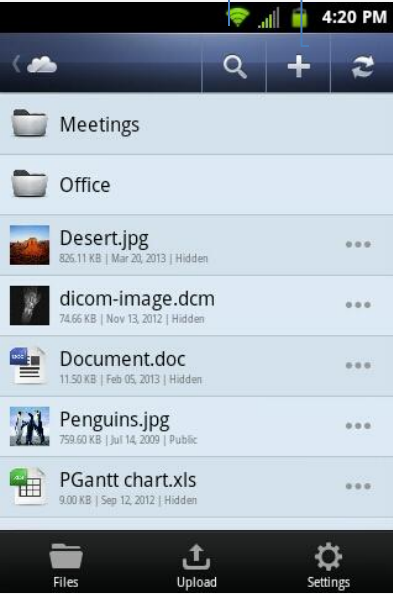
### Sign Up

If you have not yet registered for an OpenDrive account, you can do so through the Sign Up button. Touching the button will change the screen to a signup form that will allow you to enter the information necessary to create a Basic account. To sign up for a premium account that requires payment details, you must do so through the OpenDrive website.

# File Browser

## Browse Files and Folders

This is the main window of the Drive app, which gives you access to the files and folders stored on your OpenDrive. You can also create folders, perform basic file functions, upload and download files and access your account settings.



**Search**  
Touch this icon to search for files or folders that are stored on your OpenDrive account.

**Files and Folders**  
Touch a file or folder to open it, or touch the down arrow next to a file to bring up a file options menu that will allow you to share, download or trash the file.

**Return to File View**  
Pressing your Android device's Settings button and touching the Files icon will return you to the file browser if you are in another screen.

**Create Folder**  
Touch this icon to create a folder in the directory you are currently browsing. Enter the name of the folder you wish to create and click OK. The folder will then appear.

**Refresh**  
Touch this icon to refresh the view. This will update the view to reflect any changes to your files and folders.

**Settings**  
Press your Android device's Settings button and touch the Settings icon to go to the account settings screen, where you can view account info and log out of the app.

**Upload File**  
Press your Android device's Settings button and touch the Upload icon to upload a file to OpenDrive that is saved to your Android device. Choose Gallery Files to select a picture from your photo gallery. Choose Other Files to select a file from another storage location on your Android's internal storage or SD card.

# File Preview

## Work with Files on OpenDrive

Touching the three dots to the right of a file will open the file preview menu, which allows you to share the file, copy the file link, or send the file to the Trash. You can also download any file to your device by touching the file name or icon.

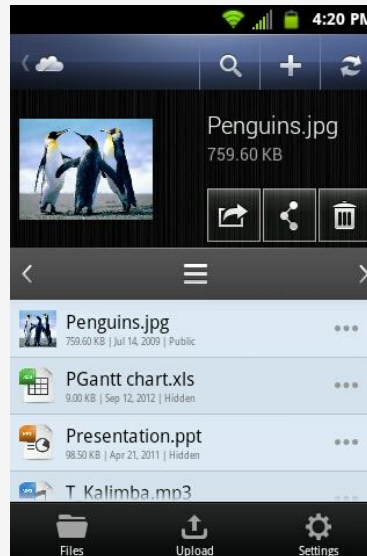


### Share

Touch the Share icon to send a message to a friend that contains the URL of the file. Choose the email client and enter the email address of the recipient. Click Send.

### Copy Link

Touch the Copy Link icon to copy the share link of the file. You can then paste that link into a text message or email.



### Trash

Touch the Trash icon to send the file to the Trash folder.

### Slide to Next File

Touch the left or right arrows on either side of the preview window to slide to the previous or next file in the folder.

# File Options

## More Ways to Work with Files on OpenDrive

Touching the three horizontal lines on the bottom of the file preview will expand the preview menu, which provides more options for working with files and folders on your OpenDrive account.

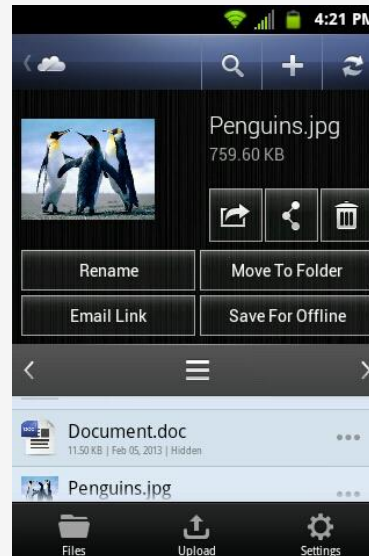


### Rename

Touch the Rename button to rename the file you have selected. Once you have renamed the file, click Rename again to confirm. Click the Cancel button at any time to cancel the renaming.

### Email Link

Touch the Email Link button to email the file link to a friend using an email client you have installed on your Android device.



### Move To Folder

Touch the Move to Folder button to move the file to another folder on your OpenDrive account. Browse to the folder you want and click the box next to the folder to check it. Click the white Move button that appears to complete the move. Click the Cancel button at any time if you change your mind.

### Save For Offline

Touch the Save for Offline button to automatically save a copy of the file to your device's default storage location.

# Viewing and Playing Files

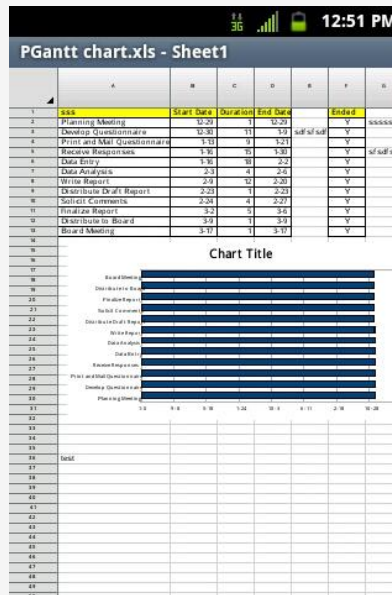
## View and Play Files

Viewing documents and pictures and playing music and videos is easy with the OpenDrive Android app. Simply touch the icon for the file you want to view or play.



### View File

View your documents, pictures, spreadsheets, PowerPoint presentations, etc., with one touch.



### Play File

Open a music or video file and select the player you wish to use. The file will begin streaming within moments. **NOTE: Download times will vary depending on the connection speed of your cell provider and whether or not you are connected to a Wi-Fi network.**

# Settings

## Account Settings

The Settings screen contains basic account information and options to delete all offline files, set security options, log out of the app, or tell a friend about OpenDrive.



### Account Info

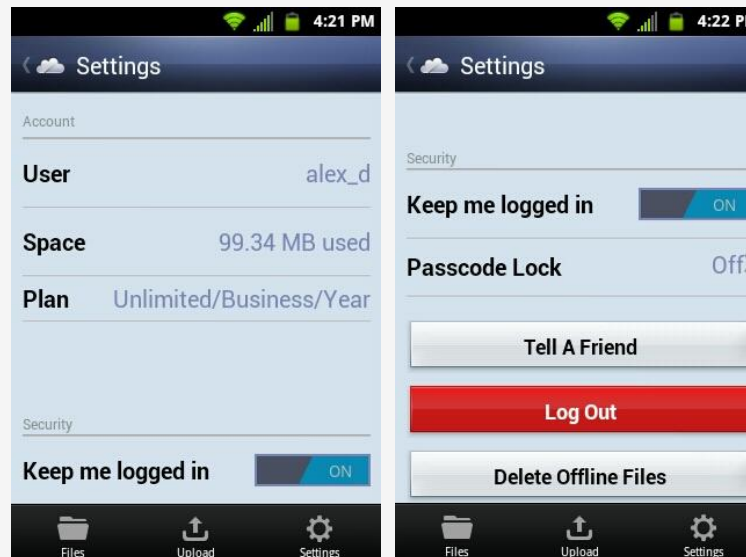
Shows your account username, the space you have on your plan, the type of plan you have and the app version.

### Keep Me Logged In

Set to On by default, this feature allows you to choose whether or not you wish to stay logged in when closing the OpenDrive app. Setting this to Off will require you to enter your login info each time you start the app.

### Passcode Lock

Enabling this feature allows you to choose a 4-digit security passcode that you will be prompted to enter when starting the app. You can also choose to erase all app data after 10 failed passcode attempts. This protects your data in case your device is stolen.



### Tell a Friend

Touch Tell a Friend to send an email or text to someone recommending that they try OpenDrive for the file storage and sharing needs.

### Log Out

Touch the red Log Out button to log out of your OpenDrive account. This will return you to the Log In screen, where you can securely close the app so it will not automatically log back in at next startup.

### Delete Offline Files

Touch Delete Offline Files to remove all copies of OpenDrive files from your iOS device to free up storage space.