

Quick Reference Card

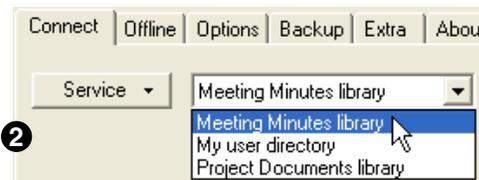
Setting Up and Connecting to a New Oracle Drive Service

1. Open Oracle Drive by clicking the Oracle Drive icon  in the taskbar tray.
2. Click **Service**, and choose **New**. 
3. For **Service name**, enter a unique name for the new service. This name will be added to the list of available services.
4. For **Username**, enter your user name. Usually, you enter your user name without the domain suffix, for example, kate.wong. If you are not sure what to enter, then ask your system administrator.
5. For **Server**, enter the URL of the server (provided by your system administrator) to which you want Oracle Drive to connect. For example:
 http://myserver.mycompany.com/content/dav
 You can specify a particular location on the server, and you can use HTTPS. For example:
 https://myserver.mycompany.com/content/dav/mycompany/users/users-k/kate.wong/
6. Click **OK**. Once you click **OK**, Oracle Drive separates the URL you entered into the server name, port, and server directory. If you need to change the URL, create a new service and delete the old one.
7. Click **Connect**.
8. Enter your password and click **OK**. After Oracle Drive connects to the server, a Windows Explorer window appears.
Note: If you get an error message that states your user name or password is not valid, see the Oracle Drive Troubleshooting and Frequently Asked Questions page at http://www.oracle.com/technology/products/cs/user_info/ocontent_services/drive_index.html.



Connecting to a Service

1. Open Oracle Drive by clicking the Oracle Drive icon .
2. On the **Connect** tab, select the service to which you want to connect.
Note: Select **Reconnect automatically** to connect to this service every time Oracle Drive starts.
3. Click **Connect**.
4. Enter your password and click **OK**.



Working with Files While Offline

With the offline feature of Oracle Drive, files that you accessed recently or chose to be accessible while offline are always available for use, even when you are not connected to the network.

To choose the files and folders you want to work with while offline:

1. While connected to the network, start Windows Explorer, and select the files that you want to be available for use while you are offline. Use the Ctrl (Control) or Shift keys to select multiple files.
2. Right-click the files, and select **Always Available Offline**. If a file is not in your cache, Oracle Drive downloads it.

Note: The **Status** column displays **Present offline** to indicate that the files selected are available for offline use.

To prepare for working with files offline:

1. On the Oracle Drive **Offline** tab, under **Synchronize**, select **On disconnection**.
2. On the Oracle Drive **Connect** tab, click **Disconnect**. Oracle Drive will download files that are not up-to-date in your cache.

To work with files offline after disconnecting from the network:

1. On the Oracle Drive **Connect** tab, select the service that contains the files that you want to work with offline.
2. Select **Work offline**.
3. Click **Connect**. Now, you can work offline with remote files.



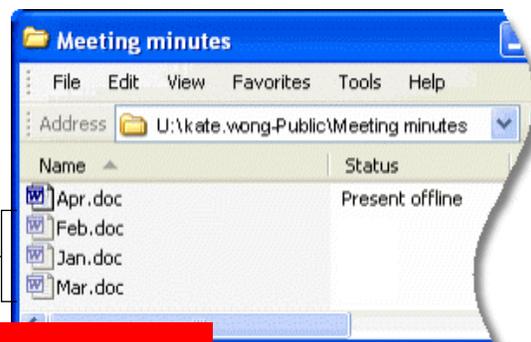
Quick Reference Card

In Windows Explorer, notice the following when you are working offline:

- The drive assigned to the offline service has a red X to indicate that you are offline.
- The files that are not available for offline use appear as gray icons.

To return to working with files online:

1. When you are done working offline, on the Oracle Drive **Connect** tab, click **Disconnect**.
2. On the Oracle Drive **Offline** tab, under **Synchronize**, select **On connection**.
3. After you establish a network connection, return to the Oracle Drive **Connect** tab, and select the service to which you want to connect. Ensure that **Work offline** is not selected.
4. Click **Connect** to reestablish the connection to the remote server and synchronize your changes.



Getting the URL of a File

You can get the URL of a file to paste it into an e-mail message or another file (document) that you are editing. This is a convenient way to provide others with the location of a file, especially if it is a large file that you may not want to send as an e-mail attachment.

To get the URL of a file:

1. In Windows Explorer, right-click the file, and select **Copy URL to Clipboard**.
2. Paste the URL into an e-mail message or a document.

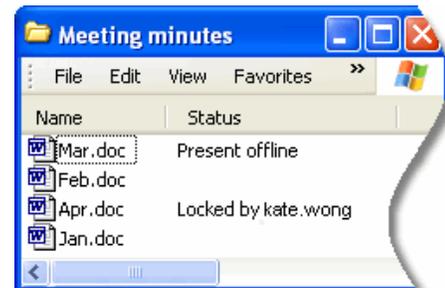
Note: To verify that the e-mail recipients will be able to read the document, right-click the document, select **Advanced Properties**, and then click the **Sharing** tab.



Displaying the Status of Files

You can view the status of files to determine if they were locked by another user or chosen for offline use.

1. In Windows Explorer, go to the Oracle Drive folder that has the files with which you want to work.
2. From the Windows Explorer toolbar, select **View**, then select **Details** to see a list view.
3. From the Windows Explorer toolbar:
 - (Windows XP) Select **View**, then select **Choose Details**.
 - (Windows 2000) Select **View**, then select **Choose Columns**.
4. Scroll down and select **Status**.
 - (Windows XP) Two **Status** columns are listed. Scroll down and select the **Status** column that has a space preceding it: " **Status**"
5. To return to Windows Explorer and view the **Status** column, click **OK**.
6. To make the **Status** column visible for all folders, from Windows Explorer:
 - (Windows XP) Select **Tools, Folder Options, View**, and then select **Apply to All Folders**.
 - (Windows 2000) Select **Tools, Folder Options, View**, and then select **Like Current Folder**.

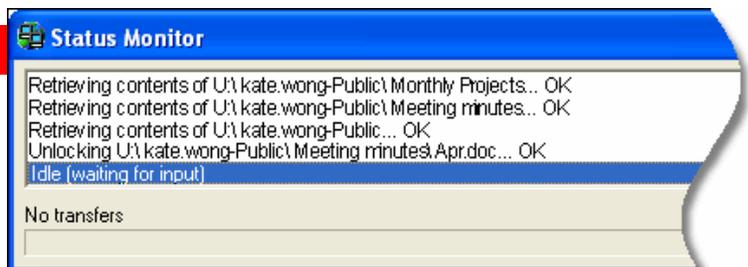


Locked files show as *Locked by username* in the **Status** column. If the **Status** column displays *Present Offline*, then the file is available for offline use.

Monitoring the Progress of File Transfers

You can display the Status Monitor window to monitor the progress of file transfers.

1. To start Oracle Drive, in the taskbar, click the Oracle Drive icon .
2. Click **Status Monitor**.



Accessing Oracle Drive Features

You can quickly access Oracle Drive features using a shortcut menu.

1. In the taskbar, right-click the Oracle Drive icon .
2. Select a feature from the shortcut menu that appears.

Note: By default, Oracle Drive updates folder listings every 3 minutes. Choose **Refresh** from the shortcut menu to clear the Oracle Drive cache so that the next time you open Windows Explorer or choose **Refresh** from the Windows Explorer **View** menu, you will see the latest versions of files on the server.

