# A Brief Tour of Seafile

Seafile is a file management and collaboration platform for teams and organizations. Let's show you how Seafile manages and syncs your files, and how you can share your files.

## Accessing via the web

You can access this service via https://seafile.mma.edu (or during cruise on the TSSOM ) https://seafile.tssom.mma, Make sure your use your full @mma.edu address when signing in. On cruise, use @tssom.mma.
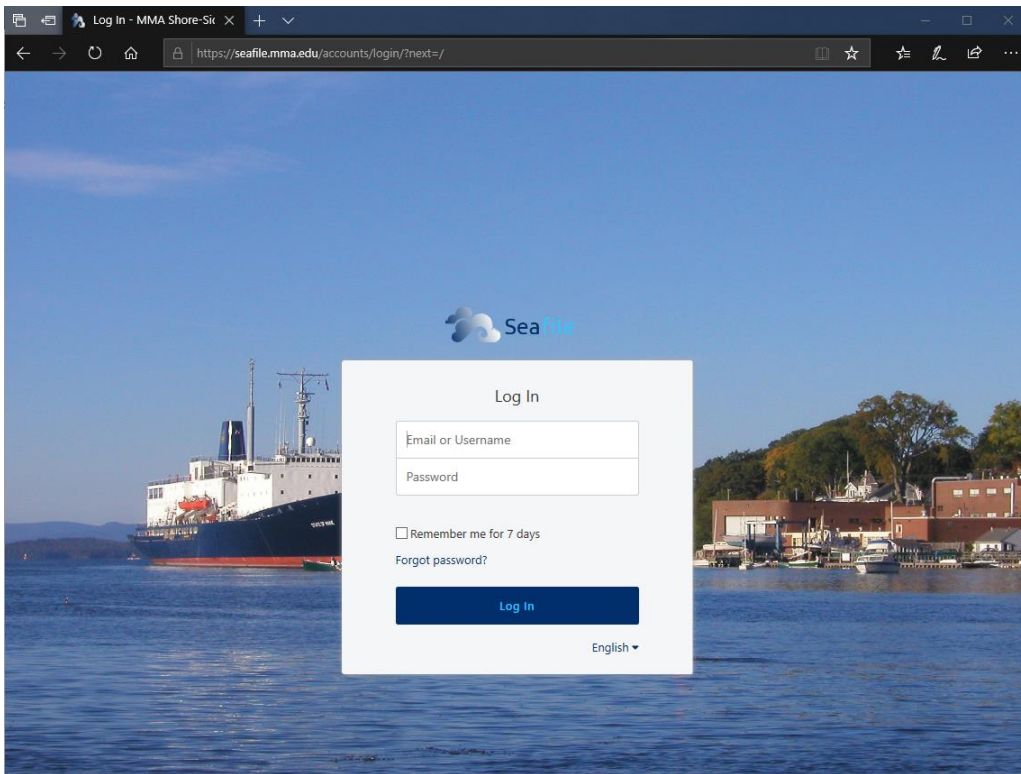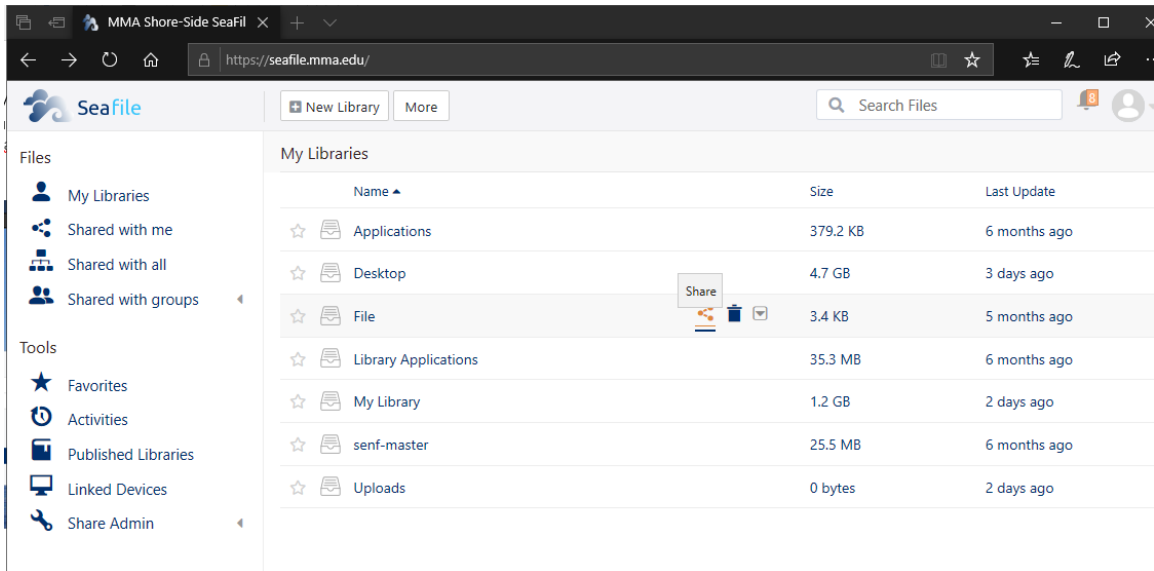
Once signed in, you can upload and share files by using the "share" icon. The icon will appear as you hover your mouse over what you would like to share,

## Libraries
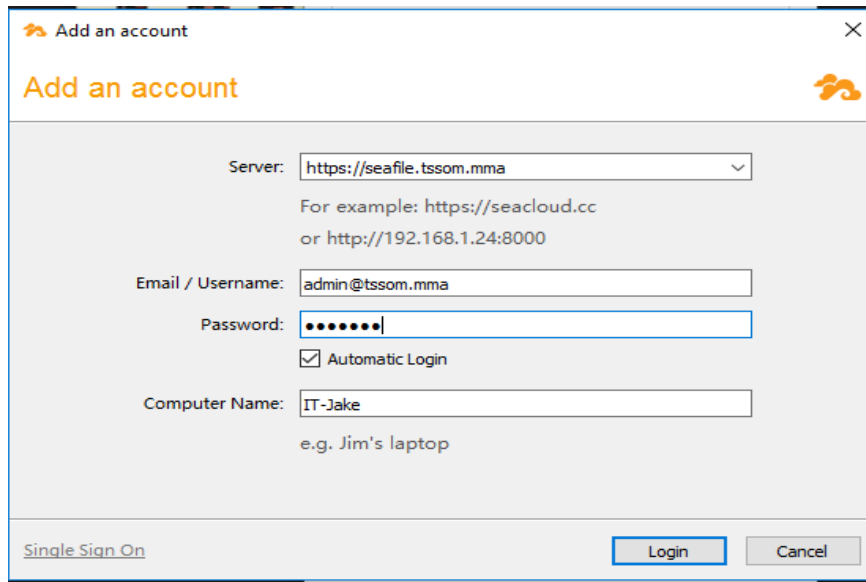
Seafile organizes your files into file libraries. Each library can be synced and shared separately. When you log in to Seafile website for the first time, Seafile creates a personal library for you.

You may have a look at the default library.

# Syncing a Library

You can sync a library to your computer after installing the Seafile client. Please contact the MMA helpdesk for installing the client. After installation, you need to login to your Seafile server by entering the server address https://seafile.mma.edu (or during Cruise on the TSSOM )https://seafile.tssom.mma your account email address.



You will also be presented with a certificate error, this is normal and should not be a source of concern.
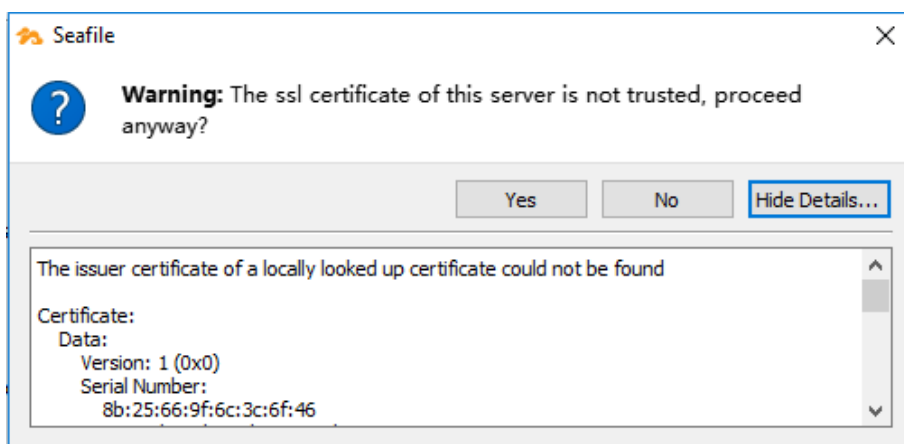


After you successfully login, Seafile client syncs your personal library to your computer. A virtual disk pointing to the downloaded personal library folder will be created. Any files or folders you drop into the virtual disk will be synced to Seafile server.

You can find more libraries in the client's window. You may sync them to the computer when you need them.
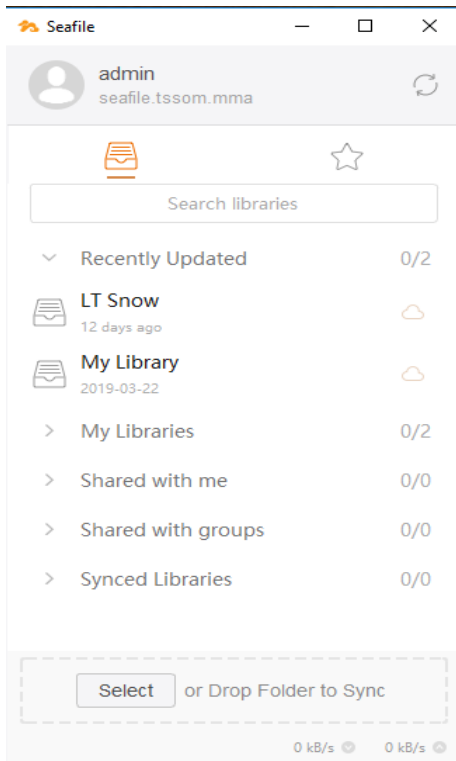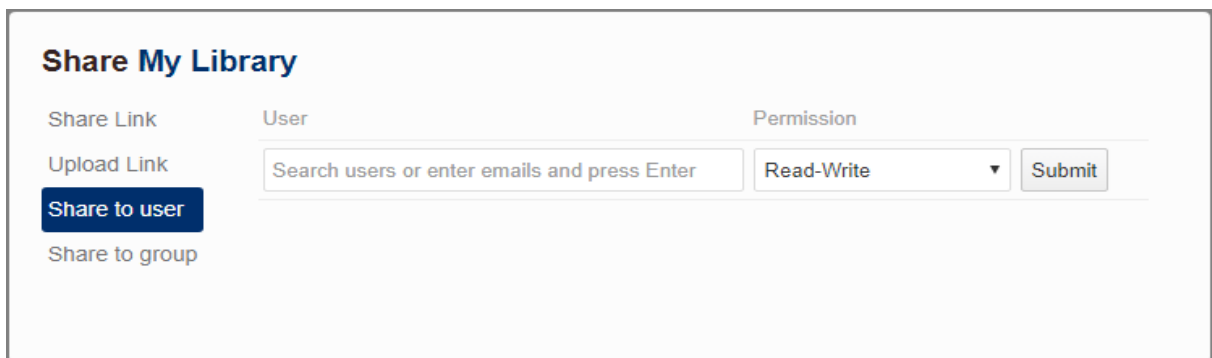


## Sharing Libraries

On the Seafile website, you can share libraries or folders in a library to other users. You may share to individual users or to a group.

There're two ways to share a library to a group:

- Create a shared library in a group;

- Click the "share" button next to the library on the "My Home" page.

You can fine tune the permission of this share. You may either set "read-write" permission or "read-only" permission.

## Mobile Clients

Seafile comes with clients for iOS and Android. From mobile clients you can access and share your files, or participate in group discussions.
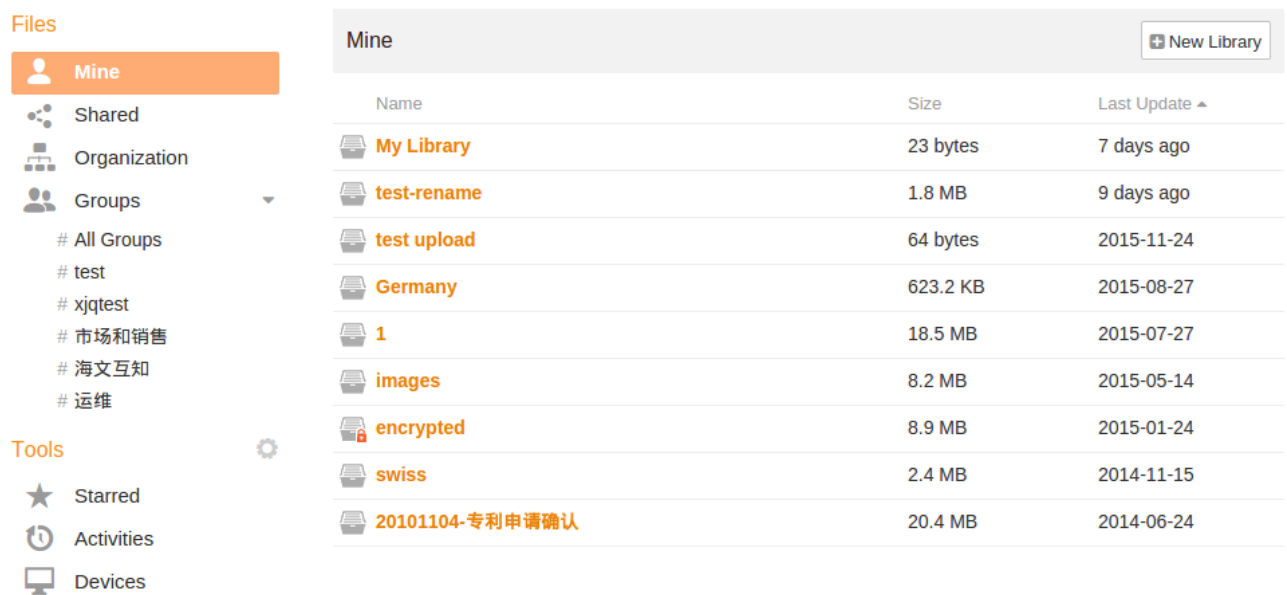
## Managing files with libraries

Seafile uses "libraries" to organize your files. A library is a top level container for a set of files and folders. You can create a library for each project you work on, or each document type you want to save in Seafile. A library works mostly like a top level folder. But it also has some special properties:

Each library keeps its own file modification history. There is no global file modification history across all libraries.
Each library can be synced to desktop clients separately. You can choose which libraries to be synced.

When you log into Seafile's web app for the first time, Seafile automatically creates a default library named "My Library" for you. You can also create more libraries. Here is what it looks like when you've created a few libraries.

| Files | | | |
|---|---|---|---|
| **Mine** | Mine | | New Library |
| Shared | Name | Size | Last Update ▲ |
| Organization | My Library | 23 bytes | 7 days ago |
| Groups | test-rename | 1.8 MB | 9 days ago |
| # All Groups | test upload | 64 bytes | 2015-11-24 |
| # test | Germany | 623.2 KB | 2015-08-27 |
| # xjqtest | 1 | 18.5 MB | 2015-07-27 |
| # 市场和销售 | images | 8.2 MB | 2015-05-14 |
| # 海文互知 | encrypted | 8.9 MB | 2015-01-24 |
| # 运维 | swiss | 2.4 MB | 2014-11-15 |
| Tools | 20101104-专利申请确认 | 20.4 MB | 2014-06-24 |
| Starred | | | |
| Activities | | | |
| Devices | | | |

You can navigate into a library and manage your files and folders. You can upload, download, rename, move, copy and delete files.

Files

- Mine
- Shared
- Organization
- Groups
  - # All Groups
  - # test
  - # xjqtest
  - # 市场和销售
  - # 海文互知
  - # 运维

Tools

- Starred
- Activities
- Devices

Share Admin

Groups / 海文互知 / seafile-design /

| | Name ▼ | Size | Last Update |
|---|---|---|---|
| ☐ | 📁 宣传用材料 | | 2014-11-11 |
| ☐ | 📁 宣传册 | | 2014-11-11 |
| ☑ | 📁 设计参考 | | 2015-04-28 |
| ☐ | 📁 名片 | | 2014-11-13 |
| ☐ | 📁 seafile截图 | | 5 days ago |
| ☐ | 📁 old | | 2015-07-11 |
| ☐ | 📁 not-used | | 2015-04-03 |
| ☐ | 📁 new-design | | 3 days ago |
| ☐ | 📁 mac | | 2014-12-09 |
| ☐ | 📁 logo | | 2015-07-27 |

Rename
Move
Copy
Open via Client

After syncing a library with desktop client, you can do any file operations inside the local library folder. The operations will be uploaded to the server.

# Restoring Deleted Files and Folders

Each library in Seafile tracks your file deletion operations automatically. Sometimes you find files are deleted mistakenly. You can find back your delete files in the trash bin of each library. Here is how to use the trash bin feature:

- In Seafile Web App, navigate into the parent folder containing the deleted file or folder.
- Click the "trash" icon in the library operation bar. The deleted files and folders will be listed in deletion time order. In the bottom of the list, you can click the "more" button to load more deleted files.
- In the deleted files list, you can restore file and folders. If a file or folder's parent folder has been deleted, it will be restored to the library's root folder.
- Note that the trash bin only contains files and sub-folders deleted under the current folder. Files deleted in the sub-folders of the current folder are also included in the list.

# Finding Older Version of Files

Seafile tracks the modification history of all files. Whenever a file is modified, a new version is created, while the old version is still kept for a configurable period. When you want to access an older version of a file, the file history feature becomes very handy.
To list all the versions of a file:

- In Seafile Web App, navigate into the folder containing the file. Move the cursor onto the row of that file. An operation menu will appear. You can click the "History" button in that menu.
- A list of all versions of that file will be displayed in time order, from newer to older. The list also contains the file's rename history.

- You can download, restore, view any version of the file. For text files, you can also compare the content of two versions.

# Library History and Snapshots

Seafile tracks modification history for the entire library. Whenever a file operation applies to a library (file update, file deletion etc.), Seafile creates a "snapshot" of the previous state of the library. The snapshot contains the complete file and folder structure of the library.

In some cases, you have changed a lot of files in the library, and find that you want to revert all these changes. Restoring many files to their old versions can be tedious. At this time, the snapshot feature becomes very handy. You can restore the entire library to any point in the past. All the files in the library will be restored to that point of time, all at once. It works like a "time machine" for the library.

To view library history and snapshots:

- In Seafile Web App, navigate into the root folder of a library. Click the "History" icon in the library navigation top bar. All the change record of the library will be displayed in a list.
- Click the "view snapshot" link on any modification record. You'll see the library state at the point of time.
- In the snapshot view, you can download or restore any file or folder. If you're the library's owner, you can restore the entire library to this point of time.

# Setting Library History Retention Period

A library's history retention period length controls how long can you access your history data in the following features:

- **Restore deleted files**: you cannot restore files and folders deleted before the retention period.

- **File versions**: you cannot access file versions older than the retention period.

- **Library history and snapshots:** you cannot access library snapshots older than the retention period.

The retention period of old files versions can be configured for each library, separately. You must be the library's owner to set the retention period. To set retention period length:

- In Seafile Web App, click the "Mine" tab in the navigation panel (as in the below screen shot). All libraries owned by you will be listed.
- Move the cursor onto the row of the library. An operation menu will appear. Click "History Setting" in the drop-down menu.
- In the pop-up dialog, you can set the length of file retention period.

# Deleting a Library

You can delete a library you own. Unlike the files and folders in the library, a deleted library currently cannot be restored by the user. But the Seafile server's administrator can restore a deleted library for users. In the future, we may allow the end users to restore a deleted library. After a library is deleted, it has following effects:

- Share of the files and folders within this library are all canceled.
- Desktop clients synced with this library cannot sync with it any more. But the local files on the client won't be deleted.

# Viewing Files within Web App

Some document types can be directly opened and viewed within the Seafile Web App. When you click on these files in the web app, a new tab will be opened in the web browser to show the contents. The currently supported document types are:
- Microsoft Office Doc: .doc, .docx (Pro Edition Server only)
- Microsoft Office PowerPoint: .ppt, .pptx (Pro Edition Server only)
- Microsoft Office Excel: .xls, .xlsx (Pro Edition Server only)
- LibreOffice files
- PDF files
- Image files (shown in galery view): .jpg, .png
- Markdown files: .md
- Various source code files
- Text files: .txt, .log

# Editing Markdown Files

Markdown is a lightweight markup language. It allows people "to write using an easy-to-read, easy-to-write plain text format, then convert it to structurally valid XHTML (or HTML)". Seafile supports editing and viewing Markdown files directly in the web app.

# Full-text File Search

If you're using a Pro Edition Server, you can search file and folder names, as well as the content of certains files, in the Seafile web app. Currently Seafile can search the contents of the following file types:

- Microsoft Office Doc: .doc, .docx (Pro Edition Server only)
- Microsoft Office PowerPoint: .ppt, .pptx (Pro Edition Server only)
- Microsoft Office Excel: .xls, .xlsx (Pro Edition Server only)
- LibreOffice files
- PDF files
- Markdown files: .md
- Various source code files
- Text files: .txt, .log

Note that your Seafile system administrator may not have enabled the full-text search feature. In that case, you can only search file and folder names.