

CloudDrafts

User Guide

CloudDrafts

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What sorts of teams use CloudDrafts?

CloudDrafts is made for Small documentation teams .

Who can benefit from using CloudDrafts?

Small and medium size documentation teams can reap immediate benefits from CloudDrafts. There's nothing to install and you're up and running within an hour.

Team size	1-50	You may have 1-50 authors with some contributors outside the documentation group. You may have SMEs (subject matter experts) that need to provide feedback, these participants are easily added as needed
Documentation size and complexity	100s to 100,000s of pages or topics	You document between 2 and 30 products, keeping those documents up to date for as many releases as you need. You may have significant amounts of reuse between documentation sets and product lines.
Content creation	Standard tools (or any tools at all)	You might use Microsoft Word or Adobe FrameMaker (or both) to create content or work in Markdown or DITA (with anything from FrameMaker to oXygen).
Content storage	Shared drives, SharePoint	You likely use a shared file system or SharePoint to store your content. If using DITA, you either don't have a CCMS or you're not happy with it.
Publishing	End users like you to publish documents	You publish to web help, CHM, PDF, HTML, HTML5 and some other formats using customized

		tools that you'd like to keep leveraging.
Archive	Zip files and copies	You probably do a system snapshot or zip/copy folders to store obsolete versions over time.

How it works

Most authors will use CloudDrafts just like a shared file system.

How you worked before CloudDrafts

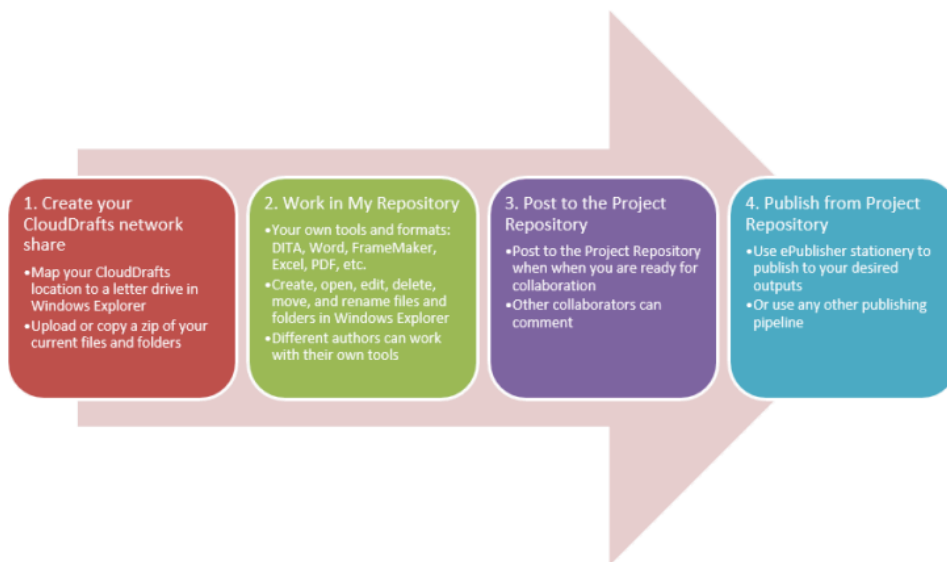
You probably created content in your local drive or a shared drive in Windows Explorer or you've suffered through a bad SharePoint site. You either ignored file locking or dealt with locking problems as they occurred.

You probably copied an entire folder system every time there was a new version of the product. Rolling back changes, keeping track of which files changed, and being able to update two versions of documentation sets at the same time was either difficult or impossible.

How you'll work with CloudDrafts

CloudDrafts takes your authoring and publishing environment to the next level without making life more complicated. Just as you probably already do, you'll work in your authoring tools from a shared drive, but now that shared drive will be CloudDrafts, working hard for you in the background.

Figure 1. How it works with CloudDrafts



Major benefits include:

- Files are never locked (and yet you'll never overwrite someone else's changes).
- Changes can always be rolled back or compared (version history is saved).
- You can share content between documentation projects.
- You can archive or branch documentation projects with a snapshot.
- You can preview, comment, and publish right from CloudDrafts.
- You control access to your projects.
- Different authors can work with different tools.

Installation

There is nothing to install. Everything is in the cloud. The only local software is your editing tools (word processor, graphics editor, etc.), which you probably already have installed.

Collaborators who don't have your tools installed can still view and comment on your content (when you're ready) and create their own content in Word (or equivalent) or a native authoring format using their browser.

CloudDrafts and a Mac

You can use CloudDrafts on a Mac.

There are no limitations on the type of operating system you are using to access CloudDrafts. You may need to perform some operations according to your specific operating system, such as mapping a network drive to set up your network share.

The limitation is on the content and graphics editing tools you want to use. For example, FrameMaker only runs on Windows or through a virtual machine on a Mac.

Working in repositories

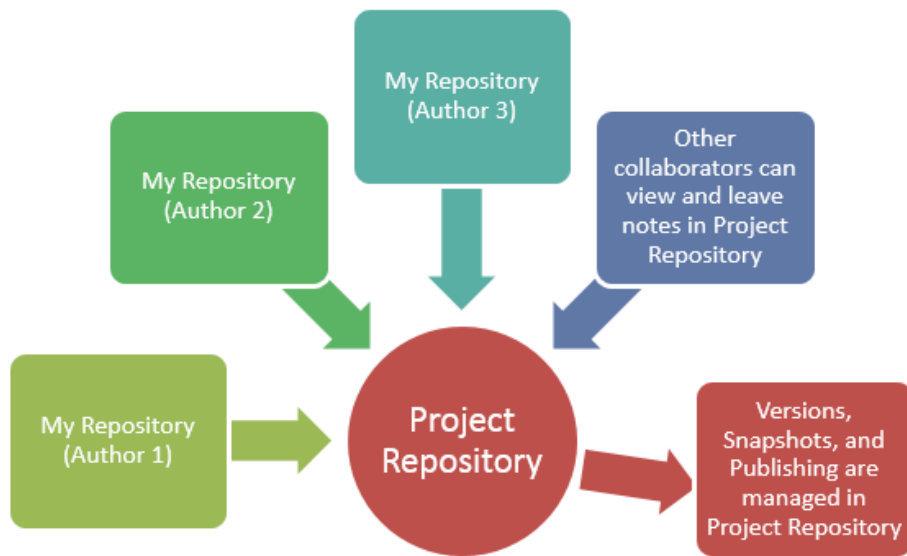
The multi-repository model circumvents the need for file locking while simultaneously providing a fully functional collaborative authoring environment.

The project repository (labeled Project Files) acts as the central storage location for all the content that is not currently being updated by authors. Files are always added, deleted, and modified from each member's **Drafts** repository and then posted into the **Project Files** repository in a controlled fashion. Because no one has write access to the **Project Files** repository and everyone has their own **Drafts** repository to work from, the need for file locking is neatly circumvented, allowing authors to work without fear of file locking errors.

The ability to peek into all the members' **Drafts** repository means that no author is ever truly isolated and gives peers, team leads, and managers the ability to check or oversee without interfering.

This model also means that a single, comprehensive history of all changes to a file can be maintained in one spot and that authors can choose when their content becomes available to other members of the project for review or publishing.

At the same time, this interface is simple and built specifically for technical documentation teams. When compared to Microsoft SharePoint, the overhead and management of CloudDraft's collaborative environment is sleek and simple.



Quick start

Get started using CloudDrafts quickly and easily.

1. [Register as a new user](#)
2. [Create a network share in CloudDrafts](#)
3. [Create a project](#)
4. [Upload files](#)
5. [Author with your tools](#)

Register as a new user

The first time you access CloudDrafts, you need to register as a new user.

You must have the URL for CloudDrafts. This is provided to you after you purchase CloudDrafts. If you are installing CloudDrafts on your own server, your Information Technology department can provide you with the URL.

Every person who accesses CloudDrafts must first be registered as a user. This includes members who may only have read-only access.

1. Using any browser, type in the URL for your CloudDrafts access.
2. Click **Register**.
3. Enter your email and password.
4. Click **Register**.

CloudDrafts sends a confirmation email to the address you provided with subject *CloudDrafts Registration Verification*. If you don't see the email immediately, check your Spam folder.

5. Retrieve the email and click the verification link.

You are now registered as a user with CloudDrafts. If you have been added as a member to any projects, they will be listed. Public projects are also listed (read-only by everyone who registers).


If no projects have been created, you can start by creating the first project.

Create a network share in CloudDrafts

Authors access files stored in CloudDrafts with their preferred editors using a network share environment.

Your network share is a mapped drive to the CloudDrafts repository that lets you work with files and folders the way you would on a shared file system, using Windows Explorer. The network share is how authors will work day-to-day with their files with Microsoft® Word®, FrameMaker®, XML editors, graphics editors, etc.

This task applies to Windows operating systems. For other operating systems, please refer to your system documentation for instructions on mapping a drive.

 **Note:** If you would like Windows to remember mapped drives (some versions of Windows this happens automatically), do the following:

- a. Open a Windows Command Prompt window
- b. On the command line, execute the following:

```
net use /p:yes
```

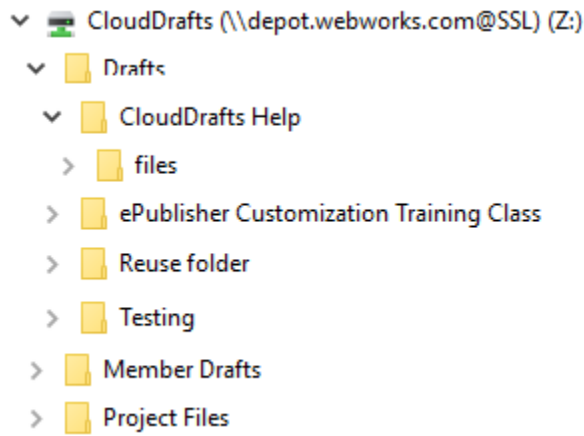
2. Open Windows Explorer.
3. Click on **This PC**
4. Select **Tools** > **Map network drive**.
5. Select a drive letter that is not currently in use.
6. Specify your CloudDrafts location.

If your CloudDrafts location uses `https:` (which indicates encrypted file transfers over a secure sockets layer),

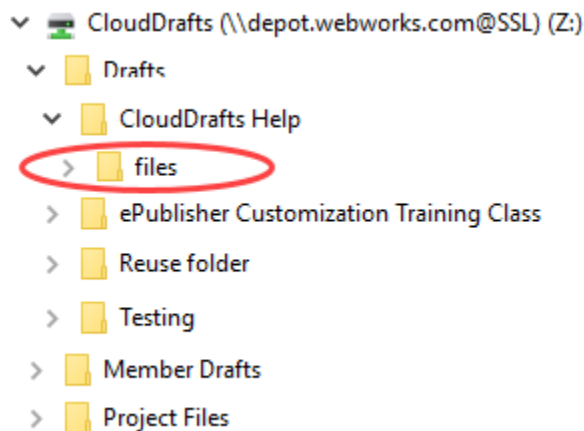
you can append @SSL to improve Windows Explorer's performance.

```
\\site.domain.com\CloudDrafts or \  
\\site.domain.com@SSL\CloudDrafts
```

7. Select **Reconnect at logon**.
8. Select **Finish**.
9. When prompted, enter your user name and password.



Your CloudDrafts repository is now available as a network share on your system. You can work with files and folders directly from this network share in Windows Explorer, in your personal repository location. For example: `Z:\Drafts\Project_Name\files`.



Create a project

A CloudDrafts project is equivalent to a documentation set for one release.

A project is a high-level documentation folder. A project may have related projects that share content but it's mostly a documentation set of one or more guides that are specific to a product release. You create or upload content into a project, add members, update and collaborate on content, and publish it when you're ready.

In the CloudDrafts interface:

1. From the home page, click **New Project**.
2. Specify a name for the project.

This can be modified later.

3. Choose whether the project is public or not.

By default, public projects are visible (read-only) to everyone in your company who registers on CloudDrafts.

You might make departmental information a public project, so you can add files on training, overall schedules, supporting materials, licenses, etc. that everyone needs access to. Most projects will not be public.

4. Add a brief description of the project.

The description will help other users understand the purpose of the project. In addition, your description text will be indexed into the CloudDrafts search mechanism.

5. Select an image to associate with the project by clicking on the image to the left of the name.

Choose an image that will help you quickly find this project in the future. You can change this image later.

6. Click **Add project**.

You are now the project owner, with super rights that cannot be taken away from you except by yourself or a site admin.

The project is added to CloudDrafts and you see the project home page, where you can control everything from members to publishing.


Add members to your project.

Upload files

You can upload all the files you need for a documentation project.

- You must have already created a project.
- If you're uploading many files at once, create a zip file of the entire folder to upload.

Your documentation project likely includes source files, graphics, supporting documentation, folders, PDFs, Microsoft Word and Excel files, and any other files you need to create and maintain your documentation. Store all these files in one project in CloudDrafts.

 **Tip:** If you're working in your network share, you can drag and drop files there too.

1. Navigate to the project you want to upload files to.
2. Click **Upload File**.




A prompt displays, letting you drag and drop files 20 MB or smaller or click to upload larger files.

3. Select your upload options.
 - For individual files or small groups of files, drag and drop from your file system to the drag area.

- For a larger file like a zip file, select **Larger files** > **Choose file** browse to the file to upload and then select **Upload**.

4. If you uploaded a zip file, navigate to the zip location and unzip it.

You can unzip the file in either your network share or in

the CloudDrafts interface: 

5. (Optional) Delete the zip file once it is no longer needed.



Author with your tools

You can author with the tools you have installed using a network share from CloudDrafts.

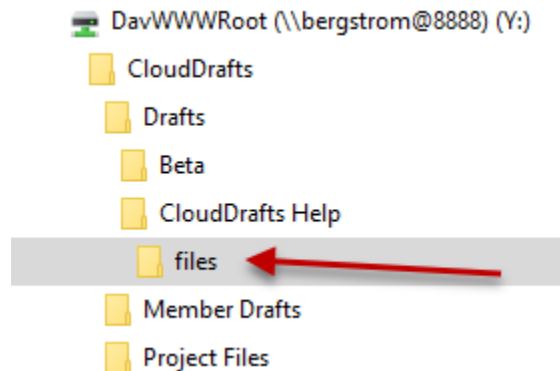
Set up a network share to the entire CloudDrafts repository.

CloudDrafts allows you to work with whatever tools you want. Each author can work in whatever format they need to as long as they have that authoring software installed. The repository itself has no limits on the types of files that can be stored and accessed.

1. Use Windows Explorer to navigate to your CloudDrafts shared drive.
2. With your software tools, open and work with files in your folder.

You can also create, copy, or delete files in this folder.

Y:\CloudDrafts\Drafts\Project_Name\files.



3. Save your files using your content editor (or graphics editor).

When you are ready to share your completed files with the rest of the team, return to your CloudDrafts interface and post the files to the **Project Files** repository.

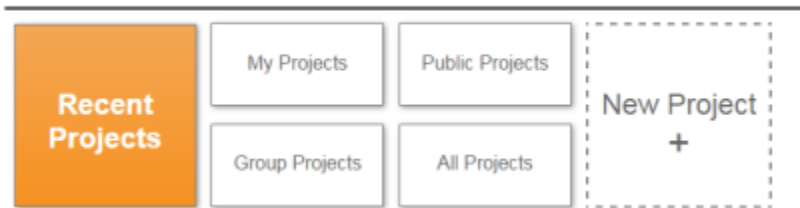


Home page: project navigation

Quickly navigate between and within your projects.

1. Select the projects you want to see.

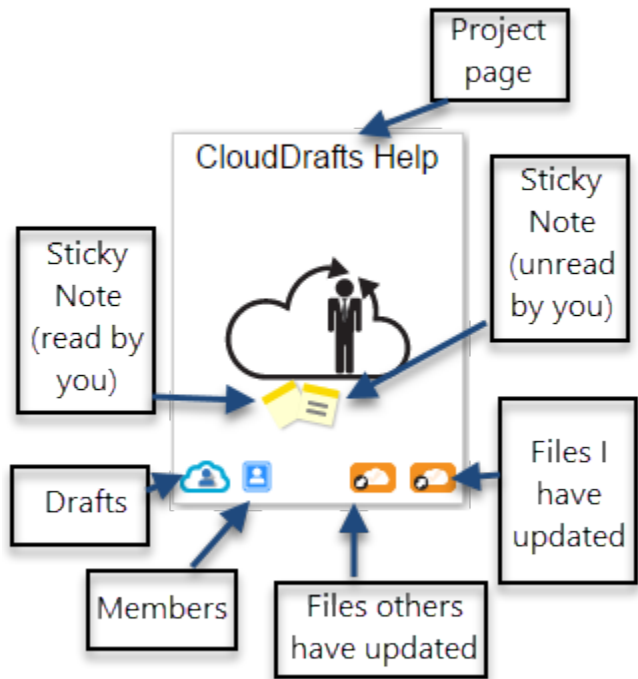
Project Views



Recent Projects	The projects you've worked on most recently.
My Projects	Only the projects where you are the owner.
Public Projects	Projects that are created as public, which everyone can see.
Group Projects	Projects that you are a member of, but that you do not own.

All Projects	Any project that you have access to, presented in alphanumeric order.
---------------------	---

2. Navigate to a spot within your project quickly with clickable mini-icons.





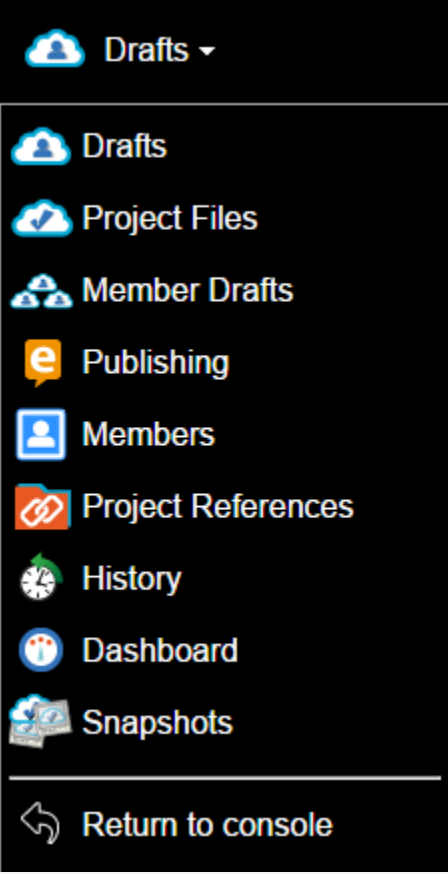

Title of project	Takes you right to your Project Console, with all your options.
Cloud page	Takes you to your Drafts , so you can start authoring right away.
Members	Takes you directly to the Members page, where you can add or remove members (or change their permissions).

Orange clouds	Orange indicates an action is pending: <ul style="list-style-type: none">• files that others have modified and posted to the• files that you have updated in Drafts repository When there is no action pending, the cloud is white.
Sticky Notes (yellow)	Takes you directly to the Project Files repository where a sticky note was added.

Basic navigation

Navigation is pretty easy, but these shortcuts will help you out.

Navigation item...	Takes you...
Breadcrumbs:  Projects » CloudDrafts Help » files	Back up to the home page to navigate between projects or to the Project Console (if you click the name of your project).
Up arrow: 	Takes you up one folder level in the Repository or back from a preview to a list view.
Navigation panel:	Takes you to other parts of your Project or back to your Project Console.


Navigation item...	Takes you...
	
<p>WebDAV:</p> 	<p>Gives you the Windows Explorer/WebDAV location of your file or folder (copy/paste into Windows Explorer).</p>

Create a network share in CloudDrafts

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This task applies to Windows operating systems. For other operating systems, please refer to your system documentation for instructions on mapping a drive.

 **Note:** If you would like Windows to remember mapped drives (some versions of Windows this happens automatically), do the following:

- a. Open a Windows Command Prompt window
- b. On the command line, execute the following:

```
net use /p:yes
```

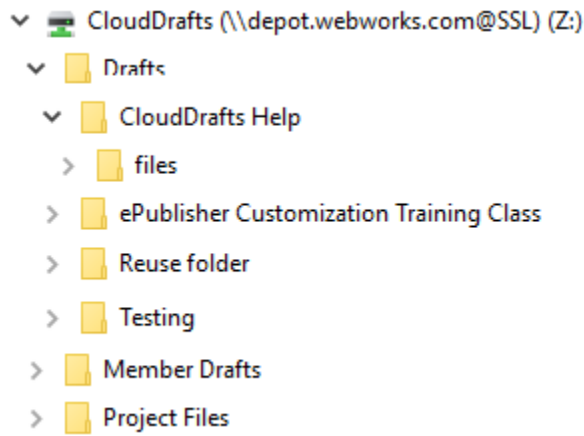
2. Open Windows Explorer.
3. Click on **This PC**
4. Select **Tools** > **Map network drive**.
5. Select a drive letter that is not currently in use.
6. Specify your CloudDrafts location.

If your CloudDrafts location uses `https:` (which indicates encrypted file transfers over a secure sockets layer),

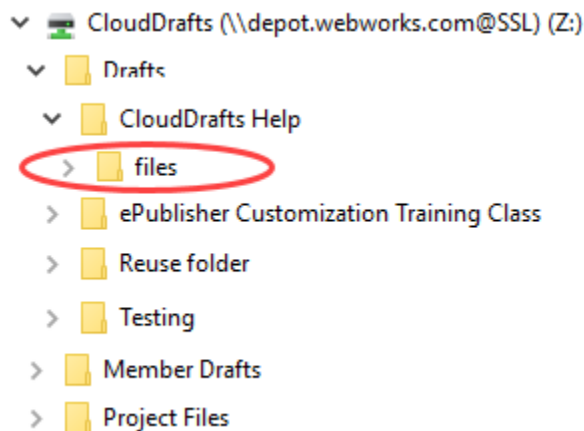
you can append @SSL to improve Windows Explorer's performance.

```
\\site.domain.com\CloudDrafts or \  
\\site.domain.com@SSL\CloudDrafts
```

7. Select **Reconnect at logon**.
8. Select **Finish**.
9. When prompted, enter your user name and password.



Your CloudDrafts repository is now available as a network share on your system. You can work with files and folders directly from this network share in Windows Explorer, in your personal repository location. For example: `Z:\Drafts\Project_Name\files`.



Supported file types

There are no limits to the type of files that can be stored in CloudDrafts; however, only some can be viewed in the web browser.

Store in CloudDrafts project

You can upload and store any files of any type, including Markdown, DITA, Word, FrameMaker, XML, HTML, PDF, Zip archive, Excel, graphic files (i.e. svg, png, jpeg, gif).

Viewable in browser

Only certain file types are viewable in your browser (preview available when in the Project Files repository).

File type
Markdown
DITA/XML (not ditamaps)
FrameMaker Documents (not books)
Word Documents
Image file types: JPEG, GIF, PNG, SVG
PDF
HTML

Upload files

You can upload all the files you need for a documentation project.

- You must have already created a project.
- If you're uploading many files at once, create a zip file of the entire folder to upload.

Your documentation project likely includes source files, graphics, supporting documentation, folders, PDFs, Microsoft Word and Excel files, and any other files you need to create and maintain your documentation. Store all these files in one project in CloudDrafts.

Tip: If you're working in your network share, you can drag and drop files there too.

1. Navigate to the project you want to upload files to.
2. Click **Upload File**.




A prompt displays, letting you drag and drop files 20 MB or smaller or click to upload larger files.

3. Select your upload options.
 - For individual files or small groups of files, drag and drop from your file system to the drag area.

- For a larger file like a zip file, select **Larger files** > **Choose file** browse to the file to upload and then select **Upload**.

4. If you uploaded a zip file, navigate to the zip location and unzip it.

You can unzip the file in either your network share or in

the CloudDrafts interface: 

5. (Optional) Delete the zip file once it is no longer needed.



Create a new folder

You can organize your files using folders.

Use folders just like you do in your file system: to organize and group files.

Tip: Folders (including folder hierarchies) that you upload as part of a zip file or create in your network share are automatically created in your **Drafts** repository. You don't need to re-create them.

In the CloudDrafts interface:

1. Select the project you want to add folders to.
2. Navigate to **Drafts**.
3. Click **New Folder**.




4. Type a name for the folder and click **Add Folder**.


You can rename or move a folder after it is created.

Change a folder name

You can edit a folder's name after it has been created.

You can change a folder name at any time.

 **Caution:** Renaming folders or files will affect any dependencies between files that you have. For example, if you have Markdown topics with images, changing the name of the graphics folder will make all images unresolved.

 **Tip:** If you're working in your network share, you can rename folders there too.

In the CloudDrafts interface:

1. Locate the folder you want to rename.
2. Hover over the folder name and place your cursor to the right-hand side of the screen.
3. Select **Rename item**.



4. Type a new name for the folder.

The folder renaming occurs immediately in your **Drafts** repository and in the **Project Files** repository once you have posted files nested under that folder.

Move a folder

You can easily reorganize your folders.

Just like in a normal file system, you can move folders when you need to reorganize.

⚠ Caution: Moving folders or files will affect any dependencies between files that you have. For example, if you have DITA topics with graphics, moving the graphics folder will make all images unresolved.

In the CloudDrafts interface:

1. Locate the folder you want to move.
2. Hover over the folder name and move your cursor to the right-hand side.
3. Select **Move**.




4. Select a location to move it to.


In the CloudDrafts interface, you can only move a folder to another location in the same project. To move a folder between projects, use your network share environment.

Edit a file name

You can change file names at any time.

File names can be changed from inside the CloudDrafts environment.

 **Caution:** Changing a file name will affect any dependencies between that file and others. For example, if you have cross-reference to that file, the cross-reference will need to be reset.

 **Tip:** You can also change file names from your network share.

In the CloudDrafts interface:


1. Navigate to your project.
2. Select **Drafts**.
3. Find the file you want to rename.
4. Hover over the file and move your cursor to the right-hand side of the interface.
5. Select **Rename item**.



Move a file or folder

You can move files or folders in your project from place to place.

Files or folders can be moved within a project by moving them to a different folder.

 **Caution:** Moving folders or files will affect any dependencies between files that you have. For example, if you have DITA topics with graphics, moving the graphics folder will make all images unresolved.

In the CloudDrafts interface:

1. Navigate to your project.
2. Select **Drafts**.
3. Find the file you want to rename.
4. Hover over the file and move your cursor to the right-hand side of the interface.
5. Select **Move**.



Compare a file against Project Files repository version


You may need to compare your local version of a text file with the latest one in the **Project Files** repository.

You can compare a text-based file in your repository with the version currently in the **Project Files** repository (accessible by everyone). You might want to compare a file if:

- someone else has made changes to a file and posted it to the **Project Files** repository
- you have made changes to the file

there have been changes by others since you started working on your file as well as letting you see what changes you have made since it was last posted to the **Project Files** repository. This is most useful for text files including Markdown and DITA topics and maps.

Binary files such as graphics, Microsoft Word documents, and FrameMaker files cannot be compared this way (they require a third-party tool).

 **Tip:** Files that are bold have changes that are waiting to be posted and can be compared against what is in the **Project Files** repository.

In the CloudDrafts interface:

1. Locate the file you want to compare.
2. Hover over the file and move your cursor to the right-hand side of the interface.
3. Select **View differences**.



If there is no difference between the file in your **Drafts** repository versus the **Project Files** repository, then you cannot compare it. You can compare when there are:

- changes by you: bolded file names (changed since last post)

- changes by others: visual cue to receive incoming

changes   copyright.dita

Comparing a Markdown with the version stored in the **Project Files** repository lets you see what changes you have made to it since it was last posted.


Displaying differences for: TopicOne.md ✕

Project Files	Drafts
<pre>1 # Topic One 2 3 Topic with a procedure and steps. 4 5 ## Procedure Title 6 7 1. First step in the procedure 8 9 10 11 1. Second step. 12 13 1. Final step. 14 - Item to mention. 15 - Another item to mention.</pre>	<pre>1 # Topic One 2 3 Topic with a procedure and steps. 4 5 ## Procedure Title 6 7 1. First step in the procedure 8 9 10 <p style="background-color: 11 green;">Embedded HTML</p> 12 13 1. Second step. 14 15 1. Final step. 16 - Item to mention. 17 - Another item to mention.</pre>

Download a file or folder

You can download **Drafts** or **Project Files** repository files or folders to take offline.

Download files or folders to copy content out of CloudDrafts and send it for translation or a custom publishing pipeline. You can also archive content this way (either source files or published files or both) in addition to using snapshots.

 **Tip:** If you have set up a network share, you can also copy folders and files through Windows Explorer. This folder is read only, so you cannot zip files in this folder you must copy and paste them first.

In the CloudDrafts interface:

1. Navigate to the **Project Files** repository and locate the files or folders you want to download.
2. Hover over the file or folder name and move your cursor to the right-hand side of the browser.
3. Click **Download** (down arrow).

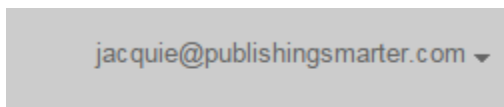
Update content that's part of a project

Authors can work on content simultaneously.

On any given documentation project, you may have 2 or more writers updating content at the same time. CloudDrafts enables this collaborative work environment without using file locking.

In the CloudDrafts interface:

1. Select your project.
2. Select **Drafts**.
3. Check for changes in the **Project Files** repository that you need to receive.



- a. If there are pending changes to receive, click the down-arrow cloud.
 - b. If you want to review file changes, click the name of any file listed to get a before and after view of the file changes (text files only).
 - c. Click **Receive changes**.
4. Make changes to any of the files you need, either using the CloudDrafts interface or through your network share.
 5. When your changes are ready to be shared with the rest of the project:

- a. Click the up-arrow cloud.



- b. Add a message about the changes you made.
- c. Select the file(s) to send to the **Project Files** repository from the list of files that you have changed.
- d. Click **Send Changes**.

See what others are working on

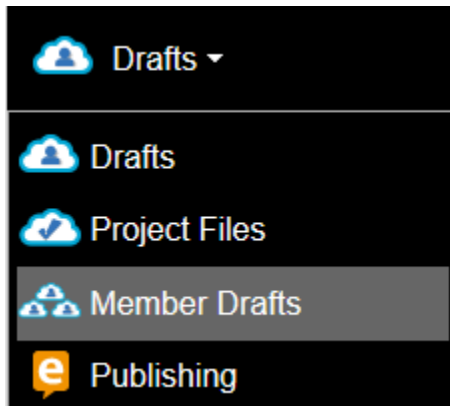
You can peek into the **Drafts** repository of other users that are members of your project.

Occasionally, you may need to check on content that someone else is updating before they send it to the **Project Files** repository.

Tip: You can also view a project member's **Drafts** repository through your network share: `\\site.domain.com\\CloudDrafts\\Member Drafts\\member_name\\Project_Name\\files\\`

In the CloudDrafts interface:

1. Pull the navigation panel down and select **Member Drafts**.




A list of all the members in this project displays.

2. Select the member you want.

You are given read-only access to their **Drafts** repository and its files.

3. Review any files using the CloudDrafts interface or on your

network share with .

Push changes to the project

When you are finished adding, modifying, and deleting files in your **Drafts** repository, you post or save the change to the **Project Files** repository.

To be able to save changes to the **Project Files** repository, you must have made additions, modifications, or deletions of files, folders, or content in your **Drafts** repository.

 **Tip:** Items that have changed and are waiting to be posted to the **Project Files** repository will be bold.

The **Project Files** repository typically holds content that is no longer initial draft and is ready to be reviewed, shared, or published (for review or for end users).

In the CloudDrafts interface:

1. Make changes to any of the files you need, either using the CloudDrafts interface or through your network share.
2. When your changes are ready to be shared with the rest of the project:
 - a. Click the up-arrow cloud.



- b. Add a message about the changes you made.
 - c. Select the file(s) to send to the **Project Files** repository from the list of files that you have changed.
 - d. Click **Send Changes**.

The files you selected are posted to the **Project Files** repository, making your version the current one accessible by others on the team. All project members can then review, modify, or publish them as needed.

Manage changes to a file

You can resolve a conflict if someone else makes changes to a file you are updating.

When someone else makes a change to a file you are working on in your **Drafts** repository and they save their changes to the **Project Files** repository, you are warned when you receive the latest changes and only the history of your topic is updated. To perform this task, the conflict warning must be active:



If someone else makes a change to a topic you are working on, you can review the changes and make a decision about what you want to do.

In the CloudDrafts interface:

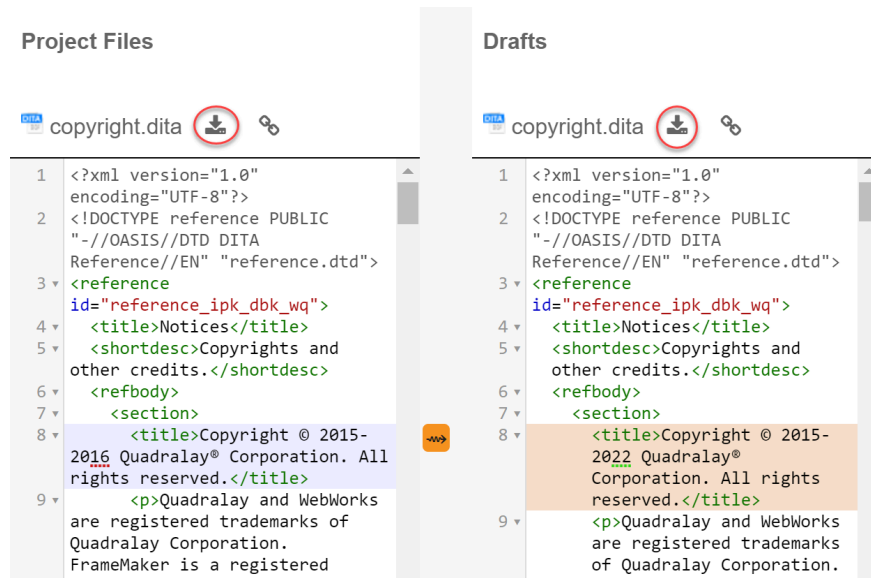
1. Review the differences.

- If you are viewing the list of files in **Incoming changes**, click the file name to review.


- Click **Review differences**. 

2. (Optional) When viewing the differences, you can merge any differences or make edits on the column labeled

Drafts . Also you can download either version to review offline.




3. Make a decision about how to resolve the conflict.

<p>To reject the changes and keep your own version</p>	<p>click the flag then save the topic to the Project Files repository. The version history lists the Project Files repository version that you rejected.</p>
<p>To roll back your changes and accept theirs</p>	<p>select History</p>  <p>and roll back to a previous version then receive changes again until there is no conflict.</p>
<p>To keep both versions</p>	<p>select Download, save it locally, and click the flag to accept.</p>

Invite others to contribute

You can invite other people to contribute content to the project.

- The person you invite must register with CloudDrafts either before or after you invite them.
- If you want someone to update existing files, they must have the software installed on their computer.

 **Note:** Text format files such as Markdown and XML files can be edited directly inside the browser. The default file format for CloudDrafts is Markdown `.md`.

You can invite other users to create content for your project. You can invite them to a project, which gives them access to add, remove, or modify any file in the project.

In the CloudDrafts interface:

- 1.** If they are not already added, add the new person as a user to the project.
 - a.** In the navigation panel, select **Members**.
 - b.** Enter their email address and select **Add member**.

By default, they are added as an Author.
 - c.** Click the user name and review the user role and permissions. Modify if needed.

They receive an automated email notification that they have been added to a Project with a link and their role.



If they haven't yet registered, they will be prompted to do so when they click the link.



Welcome to this instance of CloudDrafts!
Since you do not yet have an account setup, please make sure to **Register** at:
<https://depot.webworks.com/register>
before accessing the project link below for the first time.
You have been added as a member to **mcdow@webworks.com's** CloudDrafts project: **Testing**.

If you are inviting them to the entire project, you are done. If you want them to contribute to a folder or file, continue.

2. In the **Project Files** repository, select to the folder or file you want them to contribute to.

This will display the content of the file in the browser (if the file type is supported).

3. Copy the URL in the browser to your clipboard.
4. Send the collaborator the URL.

Users can collaborate based on the permissions you granted them using the CloudDrafts interface.

Regular, ongoing authors should set up a network share.

Create new files with the Markdown format

The Markdown format can be edited directly in the CloudDrafts browser and needs no software installed.

If you are accessing content through a device that has no authoring software installed or you expect a collaborator to need to access content without having any software installed, then you can create a Markdown file, which is the default file type when new files are created without an extension.

In the CloudDrafts interface:

- 1.** Navigate to the project and folder in your **Drafts** repository where you want to create a new native format file.
- 2.** Click **New File**.
- 3.** Give the file a name, not including file extension.

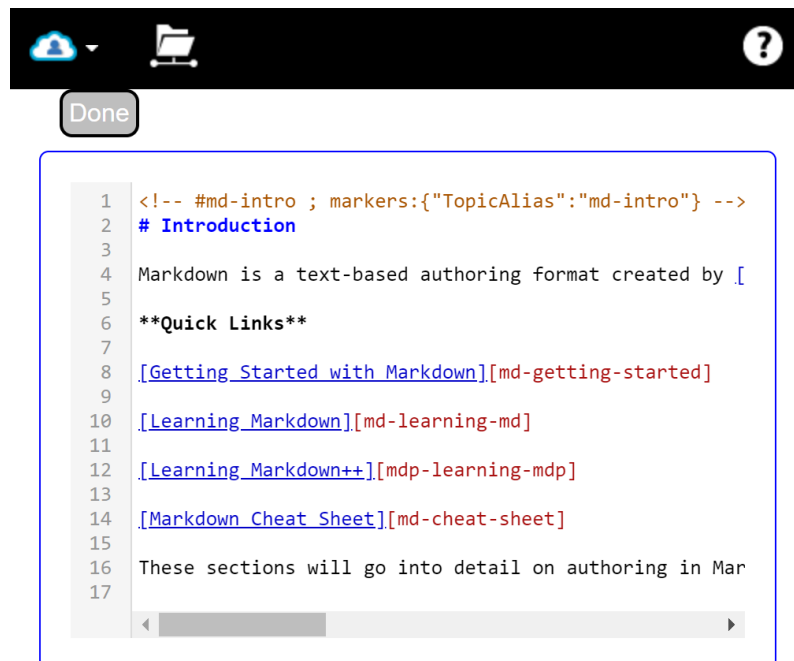
A new file is created with the `.md` extension, and it will be treated by CloudDrafts as a Markdown file format.

4. (Optional) To add content to the file:

- a. Click the file name and then **Edit**.



- b. Click inside the blue box and use markdown syntax to format the source file.



Create new text files

Text files such as Markdown, HTML, XML, or CSS files can be edited directly in the CloudDrafts browser and needs no software installed. These types of files can be useful for knowledge capture and collaboration with a group, however they cannot be used for Publishing.

If you are accessing content through a device that has no authoring software installed or you expect a collaborator to need to access content without having any software installed, then you can create text files with a `.txt`, `.html`, `.xml`, `.xsl`, `.css`, `.asp`, `.wep`, and `.md` (default when no extension given).

Tip: Other file extensions can be used, however they may have a plain icon, to indicate that their function is unknown.

In the CloudDrafts interface:

1. Navigate to the project and folder in your **Drafts** repository where you want to create a new text file.
2. Click **New File**.
3. Give the file a name, and make sure to also include the extension.

Tip: For simple text files use the `.txt` extension.

A new file is created with the extension that you provided when entering the name.

4. (Optional) To add content to the file:

- a. Click the file name and then **Edit**.



- b. Click inside the blue box and start typing to add text.

Reuse: Share content between projects

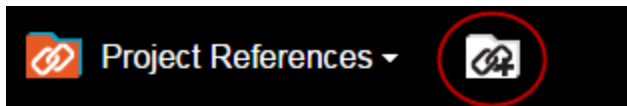
You can create connections between projects so you can share files.

You must be a member of the private project you want to add as a reference or it must be a public project.

Every project can have associated projects so they can share content. You might consider setting up a project meant primarily for reuse of legal content, images, and files that need to be shared across all or most projects. However, you can also simply connect two or more closely-related projects so they can share files.

In the CloudDrafts interface:

1. Use your navigation panel and select **Project References**.
2. Click **Add Project Reference**.



Project References

No references exist on this project.

3. Select the project to add as a reference.

If no projects are listed, you may need to create a new project or change your permissions for the project you want to add.

The second project is now listed as a reference to the current project. All members of the project can now read files in the referenced project. For FrameMaker users, this means you can add files to your books or maps or create text insets from these

files; for DITA writers, you can create topic references to the files in the referenced project.

How previews work

Previews let you see content in the browser in CloudDrafts so you don't need to open it with editing software.

Previews are a WYSIWYG view of content (Markdown, FrameMaker, Word, DITA, HTML, PDF, and image files) that display in your browser. Previews use behind-the-scenes style sheets to make the content viewable in a browser. The preview is an approximate view of content as it might published to HTML. Actual published content will differ depending on the tools, transforms, style sheets, and processes that are used.

Previews are only available in the **Project Files** repository, not in **Drafts** repository.

 **Tip:** Text files display as they would in a text editor.

Preview files by clicking on the file name in CloudDrafts.

Invite others to provide input

Other people can leave notes about the content even if they don't have your content editing software installed.

The person you are inviting must be registered with CloudDrafts.

The **Project Files** repository allows people to leave notes about the content.

In the CloudDrafts interface:

1. If they are not already added, add the new reviewer as a user to the Project.
 - a. In the navigation panel, select **Members**.
 - b. Enter their email address and select **Add member**.

By default, they are added as an Author.

- c. Click the user name and review the user role and permissions. Modify if needed.

They receive an automated email notification that they have been added to a Project with a link and their role.



If they haven't yet registered, they will be prompted to do so when they click the link.



Welcome to this instance of CloudDrafts!
Since you do not yet have an account setup, please make sure to **Register** at:
<https://depot.webworks.com/register>
before accessing the project link below for the first time.
You have been added as a member to **mcdow@webworks.com's** CloudDrafts project: **Testing**.

- 2.** In the **Project Files** repository, locate the folder or file you want reviewed.
- 3.** Copy the URL in the browser to your clipboard.
- 4.** Send the person the URL.

They can see a preview of the content in their browser and can leave a note.

Preview files

Previews are a way to quickly view and add notes to content or graphics.

In the CloudDrafts interface:

- 1.** Navigate to the **Project Files** repository and browser to the file you want to preview.
- 2.** Click the file name.

The contents of the file display in the browser.

- 3.** (Optional) Leave a note or return to the list view and download the file.

Work with sticky notes

You can collaborate with members of a project by creating sticky notes on any file that is viewed from the **Project Files** repository.

Navigate to the **Project Files** repository of a project in which you wish to apply sticky notes.

Any member of a project can create a sticky note and place it at a specific position on the file being previewed. Once a sticky note is created, all other users will be able to see the sticky note. For each user, the sticky note tracks when it has been read by that user. In this way, you always know whether or not there are new sticky notes that you have not read. Furthermore, you can reply to an existing sticky note and eventually mark it **Resolved** when you are finished with it. Once a sticky note is resolved it no longer displays for the user that marked it resolved. You can toggle the visibility of resolved sticky notes.

In the CloudDrafts interface:

1. Navigate to your project
2. Select **Project Files**.
3. Find the file you want to add a sticky note to and select it.
4. Click and drag the **Create New Sticky** icon to the location where you want to place the sticky note.



5. In the yellow text box, type your message which can be as long as you want and then select the **Post** button.

Your sticky note is now active and can be read and replied to by other users.

6. After creating the sticky note, you can double-click the mouse to remove the overlay that shows where the sticky note has been applied.

View Project History

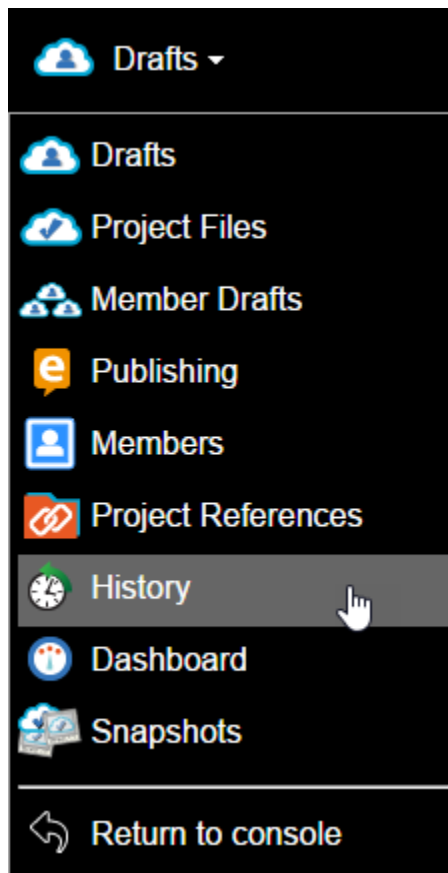
You can view the entire history of all files posted to the Project Files repository.

*Before a project will have any kind of useful history, files must be added and then posted to the **Project Files** repository.*

Every change that is posted to the **Project Files** repository is saved as part of the project's version history. In this way, the project is versioned based on each time a member of the project posts changes. Unlike the version history of a specific file, the project's version history is organized into collections of changed files.

In the CloudDrafts interface:

1. Navigate to **History**.



A list of all posts made to the project, detailing information about the author of the post, date, and a hyperlinked description that can be clicked to reveal the entire post message and which files were modified, added, or removed. For each modified file, you can view the differential (diff) changes to that file from the previous version.

View file version history

You can view the history of any file in CloudDrafts.

Receive any outstanding changes posted to the **Project Files** repository into your **Drafts** Repository.

Every change that is posted to the **Project Files** repository is saved in the history of the file. You can view or roll back to any previous versions of the file.

In the CloudDrafts interface:

1. Navigate to **Drafts**.
2. Click **History**.



The history displays for that file. It includes every save to the **Project Files** repository, including any conflicts you resolved (if applicable) as well as the comments left by you or other authors when they posted files to the **Project Files** repository.

Compare versions of a file

You can compare any older version of a file against the current version in **Drafts**.

For text-based files (rather than binary files), you can compare an older version of a file against the current version in **Drafts**. This is very useful for text, Markdown, HTML, and XML files.

In the CloudDrafts interface:

1. View the file version history.
2. Select the version you want to compare against the current version.



Auto commit.

Updated by mcdow@webworks.com 2 weeks ago



Auto commit.

Updated by mcdow@webworks.com 2 weeks ago



Update procedures based on 2021.1 release effort.

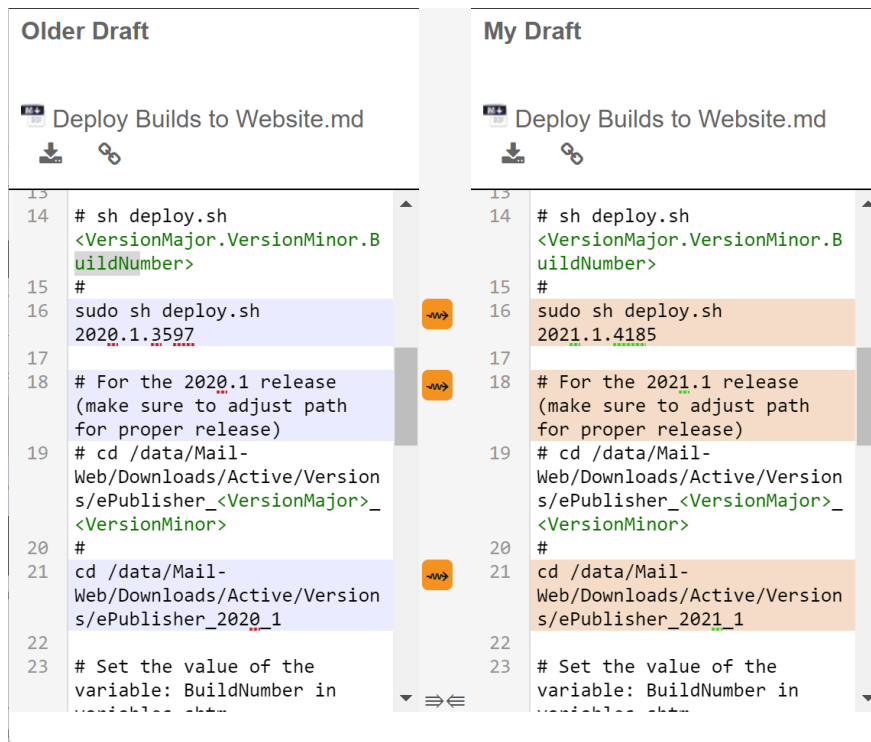
Updated by mcdow@webworks.com 4 months ago



Update instructions for maintaining downloads area.

Updated by mcdow@webworks.com 1 year ago

The differences display, with the older draft on the left and the current version on the right. Lines of text with differences are highlighted in orange. Content removed is underlined in red. Content added is underlined in green.



You can download or roll back to any previous versions of the file.

Download an old version of a file

You can retrieve an older version of a file to review offline.

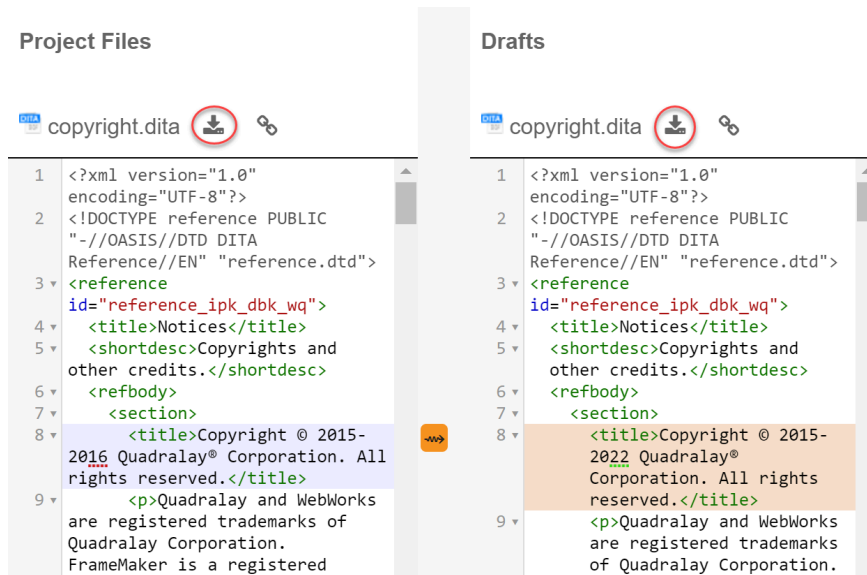
Although you can only visually compare text files like XML files, you can still download previous versions of binary files (for example: graphics, FrameMaker, and Word) if you need to view or retrieve them.

In the CloudDrafts interface:

1. View the version history for the file you want.
2. Select the version you want to download.

The current differences displays, comparing the version you selected against the current version in your **Drafts** repository.

3. Click **Download** (down arrow).



The file downloads to your browser-specific download location.

Move the file to another location on your hard drive or save it back to your **Drafts** repository with a new file name.

Roll back to a previous version

You can roll back to a previous version of a file.

You can roll back to older versions of a file if changes were made to the file by accident or if you need to retrieve someone else's changes that conflicted with yours. You can roll back any type of file (text or binary).

1. View the version history for the file you want to roll back to.
2. Select the version you want to roll back to.

The compare view displays.

3. Under **Older Draft**, click **Switch to this**.

What had been the current version is now the second most recent version (allowing you to undo your rollback if necessary). The version history is updated with an entry named *Auto commit* with a date and time stamp and the file is now bold and waiting to be posted to the **Project Files** repository.

About snapshots

Snapshots (or project versioning) allow you to make a backup of an entire project including its project references.

What is a snapshot?

A snapshot creates a new project that is a copy of all the content in the **Project Files** repository (and any project reference **Project Files** repositories) at the time of the snapshot. Any updates to content that is pending in any member's **Drafts** repository are not captured.

How does a snapshot manage references between files?

Project references (a project that is associated with your project and shares files) are snapshot and moved into a subfolder of the new snapshot, creating two high-level folders in the new project.

References between files, such as cross-references, text insets, DITA references (graphics, topicrefs, etc.) are all resolved properly, even when they were between files in different places, such as project references. The snapshot project will be fully functional immediately after it is created.

Branch or archive?

You can use a snapshot to do either one or both:

- archive: to keep a record of the state of the documentation at release for example
- branch: create two streams of documentation that are both updated and published

Create a new snapshot

A snapshot lets you archive or branch documentation projects.

You must be a project administrator to create a snapshot.

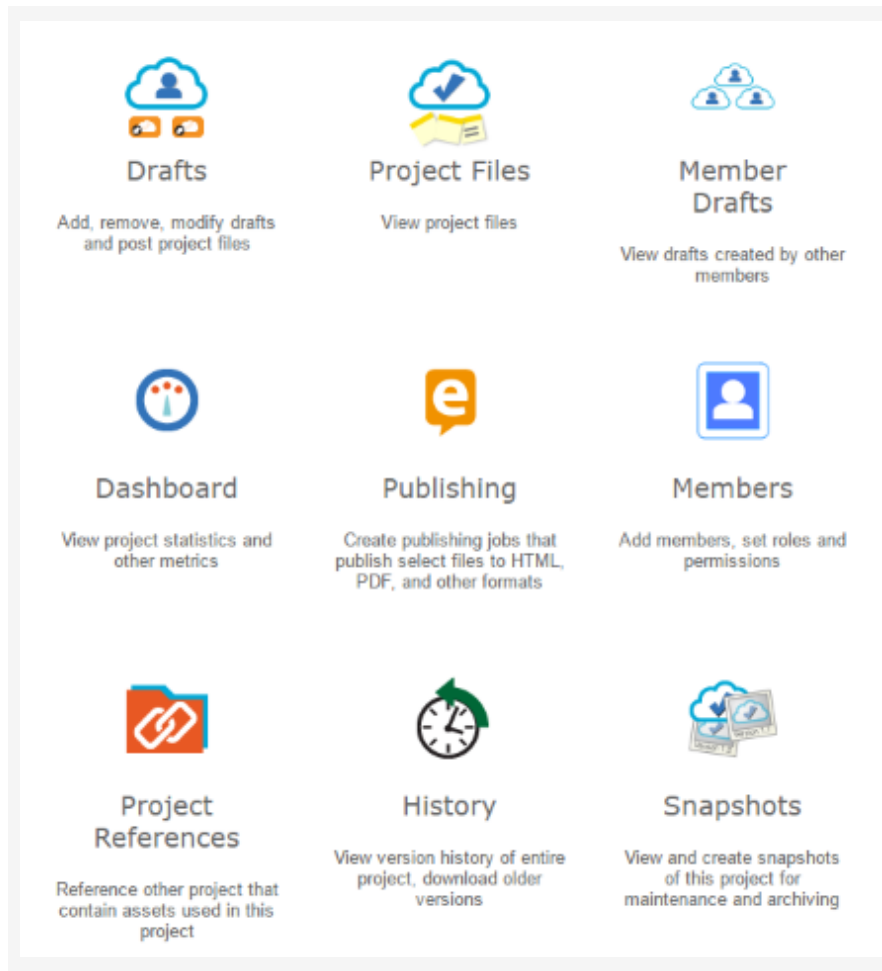
In the CloudDrafts interface:

- 1.** Inform all project members that you are creating a snapshot and ask all project members to post any

outstanding changes from their **Drafts** repository to the **Project Files** repository.

You can peek into the repositories of other members to see if they have pending changes using **Member Drafts**.

2. Navigate to the console page for your project using the breadcrumbs or select your project from the Home page.



3. Click **Snapshots**.
4. Click **Add Project Snapshot**.



5. Type a name for the snapshot that indicates the purpose and label of the project and any other essential information you might need.

- Archive ABC Version 1.1 Beta Release Jan 2015
- Archive ProductA Version 1.0 Release
- XYZ Branch for Custom Client Content

A new project is created based on the current content in the project you created the snapshot from. If you had **Project References**, they are now top-level folders in your new project and all references are resolved. Publishing jobs are copied and available to use in the new snapshot project. All members of the project are removed and the person who created the snapshot is now the owner.

Content in the new project can now be updated independently from the original or stored as an archive.

If needed, add any required members to the newly created project and set permissions.

Manage snapshots

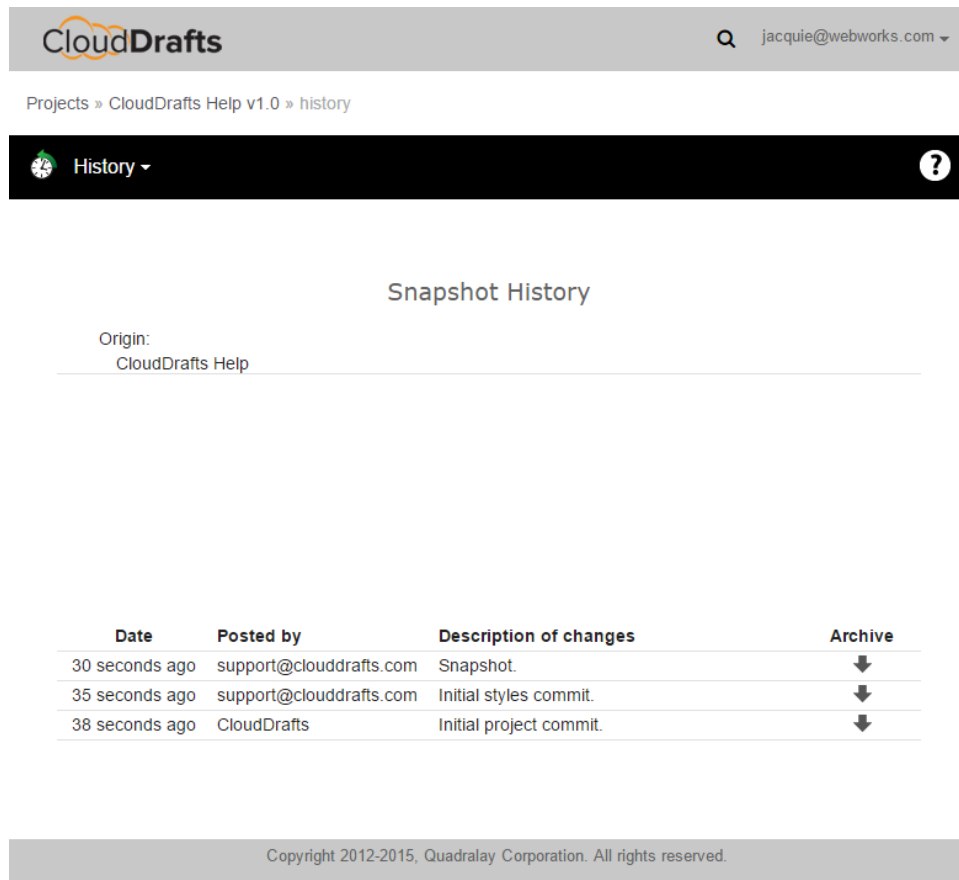
Snapshots provide a robust way to copy a project and all of its dependent content. Once a snapshot is created it simply becomes a new project and the version history is reset.

Snapshots are complete copy of the original project without the version history.

You can determine where a snapshot originated by examining the project's history.

In the CloudDrafts interface:

1. Navigate to the console page of your snapshot project using the breadcrumbs or select your project from the Home page.
2. Click **History**.



CloudDrafts Q jacquie@webworks.com

Projects » CloudDrafts Help v1.0 » history

History ?

Snapshot History

Origin:
CloudDrafts Help

Date	Posted by	Description of changes	Archive
30 seconds ago	support@clouddrafts.com	Snapshot.	↓
35 seconds ago	support@clouddrafts.com	Initial styles commit.	↓
38 seconds ago	CloudDrafts	Initial project commit.	↓

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You can now see the origin project. The version history is now reset so that only changes made to the snapshot project are tracked.

About publishing

CloudDrafts lets you publish directly through the interface using WebWorks ePublisher stationery.

Requirements

To use the publishing functionality:

- You must have a working ePublisher Stationery (created using ePublisher Designer)
- You must be a project administrator or publisher.

However, any project member can view the published output.

How publishing works

WebWorks ePublisher stationery integrates right inside CloudDrafts. ePublisher is an established tool that produces HTML, PDF, Reverb Help (HTML5), Java Help, online help (and many others) output from documentation source files including Markdown, Word, FrameMaker, and DITA.

Stationery specifies the settings ePublisher uses to generate output with the look, feel, and functionality that you need. ePublisher Designer lets you create and manage stationery using a Stationery design project.

A Stationery file has a `.wxsp` file extension that contains formatting, project settings, project overrides, and style information. Writers use the Stationery provided by the Stationery designer when they generate output from CloudDrafts.

If you already use ePublisher to publish, then you already have stationery available.

What if I don't have stationery or want to publish another way?

You have many options:

- Publish directly from your **Drafts** repository using your desired tool
- Download files from the **Project Files** repository and publish outside of CloudDrafts

Manage project stationery

Project stationery can be specific to a project or available site wide.

- You must already have stationery created in ePublisher and the `.wxsp` file and sup
- You must be a publisher or administrator for the project.

Creating a publishing job in CloudDrafts requires that you first add stationery to the project. This may be available to you as a site-wide stationery but you may also want to add specific stationery to a project to

- test how stationery works with your project in CloudDrafts
- produce output custom to a specific client, partner, or end user
- add 2 or more different stationeries to be able to multi-publish from one project

You can add, replace, download, or remove stationery to a project at any time.

In the CloudDrafts interface:

1. Navigate to your project's home page and select **Publishing**.
2. Click **Manage Stationery**.
3. Add, replace, remove, or download stationery.

To add stationery	click Add Stationery .
To replace stationery	click Replace Stationery .
To remove stationery	hover over the file and click Delete .
To download stationery	hover over the file and click Download .

Create a new publishing job

Before you can create a publishing job, you must:

- Have stationery available for your project (you may have site stationery set up already)
- Be a publisher or administrator for the project.

A publishing job lets you generate HTML and PDF (as well as many other formats) from your source files using your stationery.

In the CloudDrafts interface:

- 1.** From the **Publishing** page for your project, click **Add Job**.
- 2.** Walk through the wizard, selecting files to publish, stationery, and desired output formats as well as any merge settings (specific to each target).
- 3.** (Optional) Add one or more job schedules.

A job schedule lets you publish at a specific time and day in hourly, nightly/daily, weekly, or monthly builds of the selected files.

Your publishing job is created and listed on the Publishing page. If it is scheduled, it will run as scheduled (or you can run it any time on demand). If it has no schedule, you can run it on demand.

Publish on demand

You can run any publishing job at any time, whether it is set up with a schedule or not.

You must:

- Be a publisher or administrator for the project.
- Have already created at least one publishing job for the project.

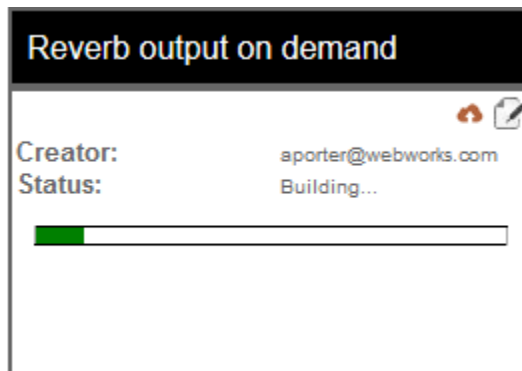
You may want to publish on demand to test that a publishing job will run as expected or to publish a non-scheduled job.

In the CloudDrafts interface:

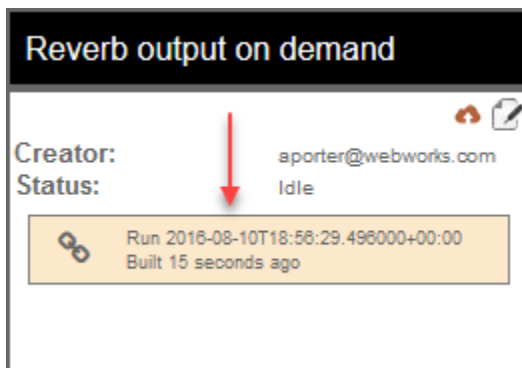
1. Navigate to **Publishing**.
2. Find the job you want to publish then click the **Submit build** icon located in the upper-right corner.



3. The job card will display the status of the publish operation until it is complete.



4. After the job run is complete, the job run completion time will be displayed on the card.



You can now access the results by selecting the highlighted run with run time indicator.

Schedule a publishing job

Documentation can be automatically published at regular, recurring intervals.

Before you can create or edit a publishing job, you must:

- Have stationery available for your project (you may have site stationery set up already)
- Be a publisher or administrator for the project.

Publishing jobs can be set up to run at regular intervals such as nightly, weekly, or monthly builds. You may want to publish nightly builds if you need to send the most recent documentation changes out to internal stakeholders or end users.

1. Create a new publishing job or edit an existing job.
2. As the last step in the job, set up one or more job schedules.

Specify the date, time, and frequency for the builds.

Job Schedules

Publish every every
for in .


Add Job Schedule

Edit an existing publishing job

You must:

- Be a publisher or administrator for the project.
- Have already created at least one publishing job for the project.

You may want to edit an existing publishing job to change the input files, modify the output formats, change stationery, or add, remove, or modify job schedules.

 **Note:** You cannot change the job name.

In the CloudDrafts interface:

1. Navigate to **Publishing**.
2. Find the job you want to edit and click the **Edit** icon.



3. Make any changes you want.
4. Click **Save** in the top left-hand corner.

Examine the last publishing job

You can examine publishing jobs that have already run.

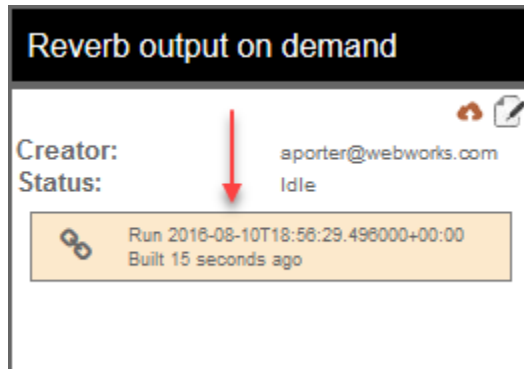
You must:

- Be a publisher or administrator for the project.
- Have already run at least one publishing job for the project.

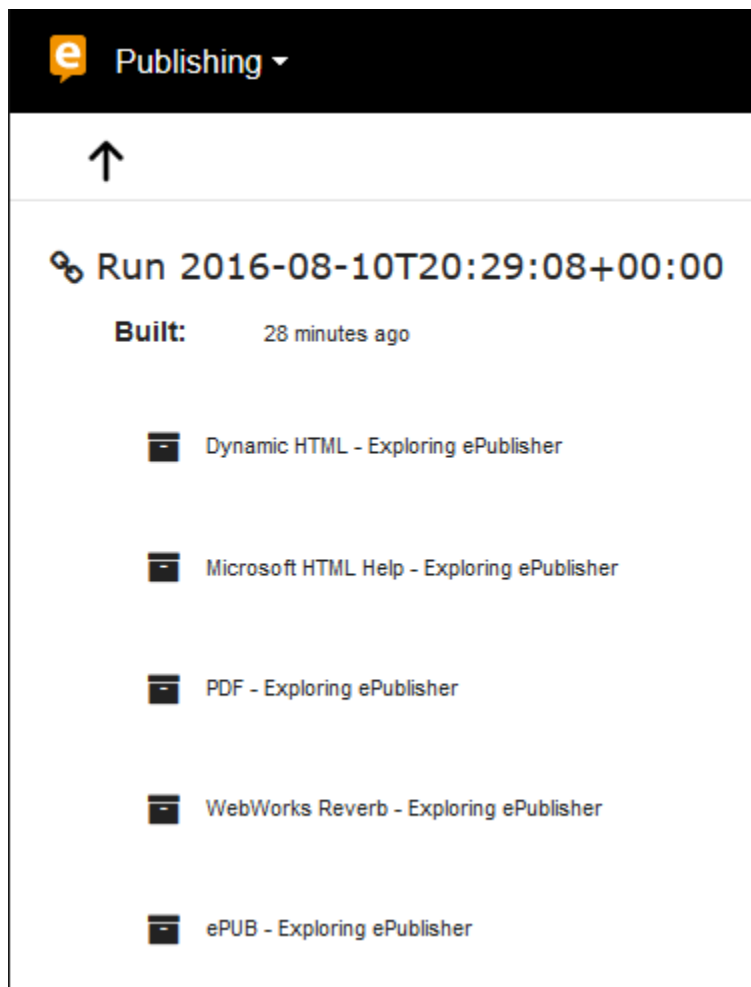
You may want to review the last publishing job to see if there was an error.

In the CloudDrafts interface:

1. Navigate to **Publishing**.
2. Select and click the highlighted region on the job you want to examine.



3. From the list of targets, click the target that you want to examine.



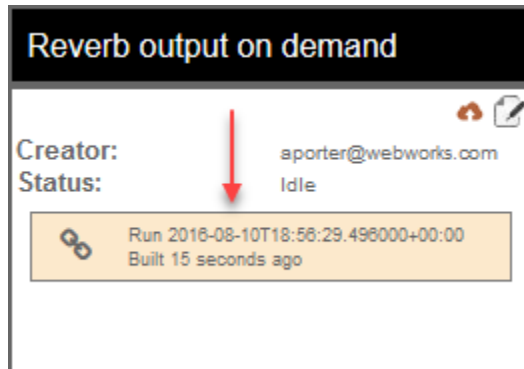
View published files

Jump right to your published files from your publishing job.

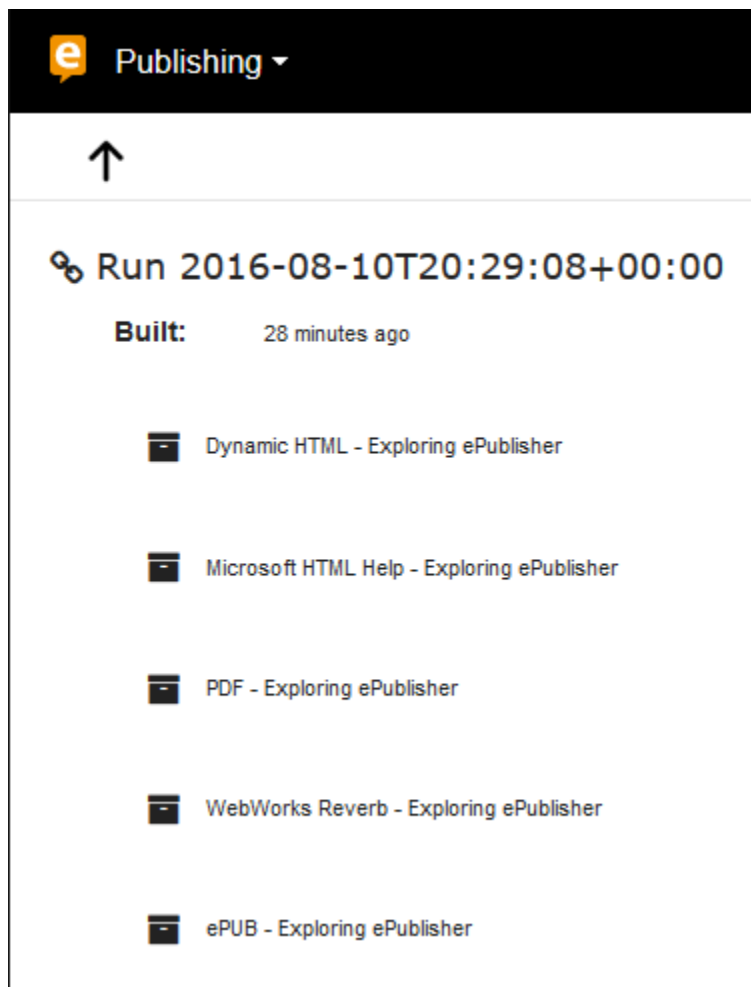
As soon as the build has completed, any member of the project can view the published output.

In the CloudDrafts interface:

1. Navigate to **Publishing**.
2. Select and click the highlighted region on the job you want to examine.



3. From the list of targets, click the target that you want to examine.



Retrieve published files

Every publishing job creates one or more files that you can download.

You must:

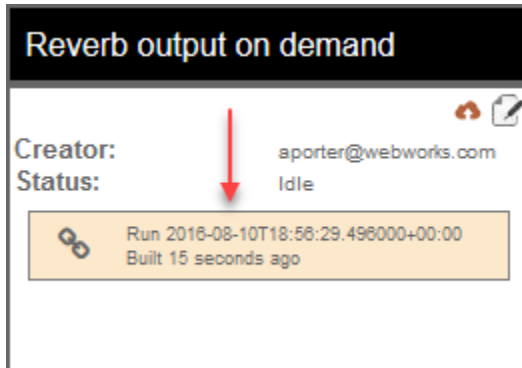
- Be a member of the project.
- One or more publishing jobs successfully run.

Part of your publishing process includes retrieving output files (folders with HTML files, PDF files, etc.) and posting them to a website or otherwise making them available to internal and

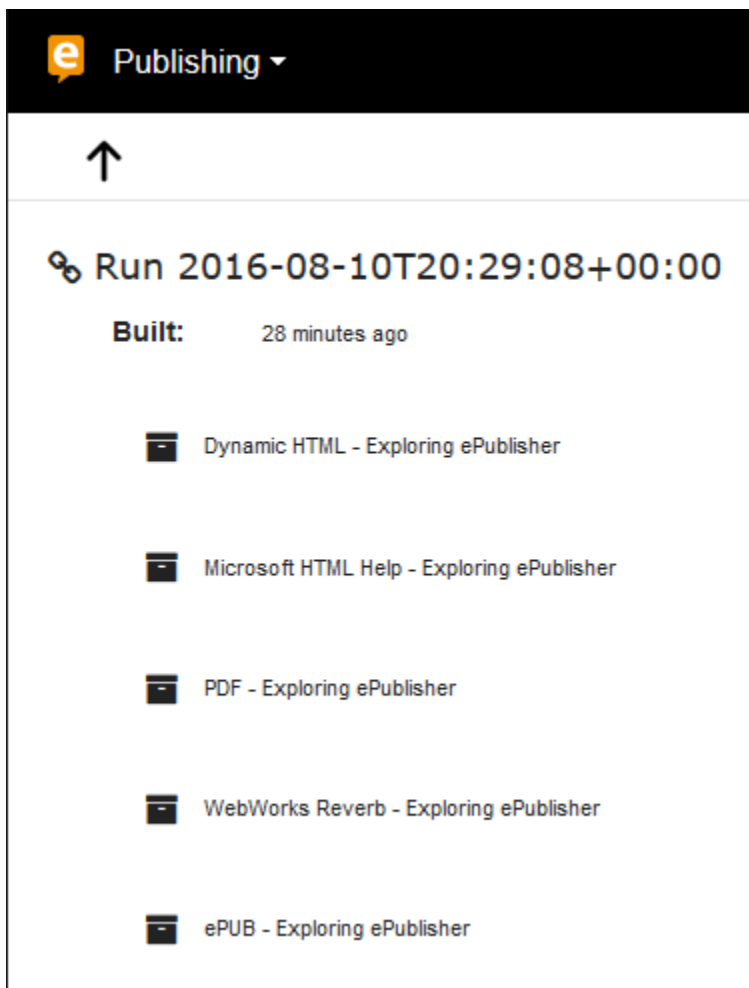
external users. You may also retrieve these files so you can posting them for review or Quality Assurance (QA).

In the CloudDrafts interface:

1. Navigate to **Publishing**.
2. Select and click the highlighted region on the job you want to examine.



3. From the list of targets, click the target that you want to retrieve files for



4. Select the download icon to immediately retrieve all of the

Working in repositories

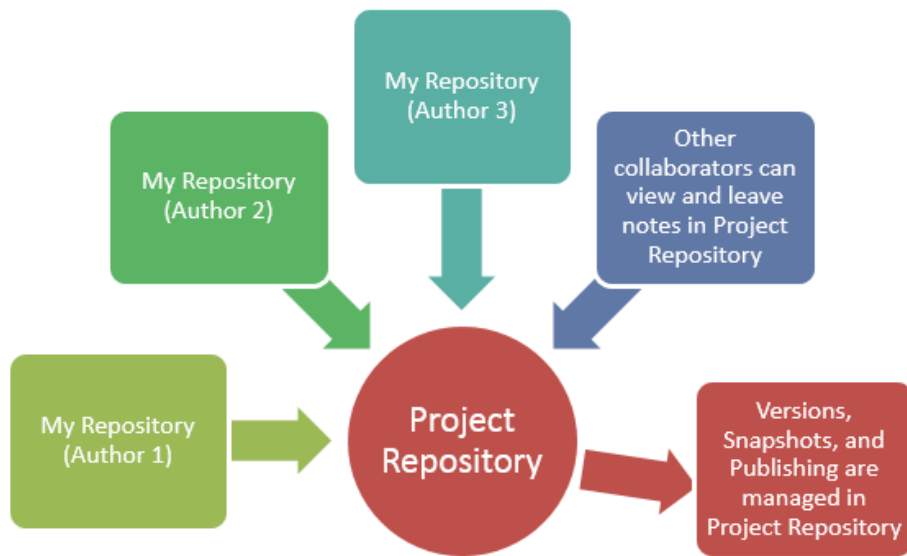
The multi-repository model circumvents the need for file locking while simultaneously providing a fully functional collaborative authoring environment.

The project repository (labeled Project Files) acts as the central storage location for all the content that is not currently being updated by authors. Files are always added, deleted, and modified from each member's **Drafts** repository and then posted into the **Project Files** repository in a controlled fashion. Because no one has write access to the **Project Files** repository and everyone has their own **Drafts** repository to work from, the need for file locking is neatly circumvented, allowing authors to work without fear of file locking errors.

The ability to peek into all the members' **Drafts** repository means that no author is ever truly isolated and gives peers, team leads, and managers the ability to check or oversee without interfering.

This model also means that a single, comprehensive history of all changes to a file can be maintained in one spot and that authors can choose when their content becomes available to other members of the project for review or publishing.

At the same time, this interface is simple and built specifically for technical documentation teams. When compared to Microsoft SharePoint, the overhead and management of CloudDraft's collaborative environment is sleek and simple.



Dashboard

The Dashboard gives you a high-level view of your project, including a log and statistics.

The Dashboard gives you a higher-level view of your project, including a log of publishing jobs that have run, statistics on the number of files and who you are logged in as, as well as Project management actions if you are logged on as an Admin.

The screenshot shows the CloudDrafts dashboard interface. At the top left is the CloudDrafts logo. At the top right is a search icon and the user email 'jacquie@webworks.com'. Below the header is a breadcrumb trail: 'Projects » CloudDrafts Help » Dashboard'. A dark navigation bar contains a 'Dashboard' dropdown menu and a help icon. The main content area is divided into three columns: 'Log', 'Stats', and 'Actions'. The 'Log' column shows two entries for completed publishing jobs. The 'Stats' column shows file count, role, and styles. The 'Actions' column lists management options for an admin user. A footer contains the copyright notice: 'Copyright 2012-2015, Quadralay Corporation. All rights reserved.'

Log	Stats	Actions
mcdow@webworks.com completed commit: 03aac6ddfe05 2016-06-16 18:26:27	File count 2	Edit project information
jacquie@webworks.com completed commit: bddd3b700279 2016-06-16 18:24:24	Role admin	Rename project
	Styles default	Delete project
		Reindex Project

Roles and permissions

Every member has a specific set of permissions for the project, organized by role.

Table 1. Roles and permissions

Project Role	Project Admin	Edit files in Drafts repository	Post changes to Project Files repository	Create publishing jobs	Run publishing jobs
Administrator	#	#	#	#	#
Publisher		#	#	#	#
Author		#	#		
Restricted Author		#			
Read-only					
Custom		Configurable			

There are also site-level roles that may restrict a user's permissions in projects.

Members

A member is any regular member of a project, with varying levels of permissions allowed to them. They are neither owners nor administrators, but they may be publishers, authors, restricted authors, or have read-only access.

Owners

Every project has an owner who is ultimately responsible for the project in CloudDrafts. They have super user permissions; no one but an owner can change who owns the project (except a site admin).

Site admin

The site admin is the overall administrator for all of CloudDrafts for your company. They have full and complete control over the entire site, all users, and (optionally) all projects.

Add members

You can give new members access to the project and set their permissions as desired.

You must be a project administrator.

You add members to a project with they need to access the project, as authors, managers, internal stakeholders, or publishers.

In the CloudDrafts interface:

- 1.** Add the new member.
 - a.** In the navigation panel, select **Members**.
 - b.** Enter their email address and select **Add member**.

By default, they are added as an Author.

- c.** Click the user name and review the user role and permissions. Modify if needed.

They receive an automated email notification that they have been added to a Project with a link and their role.



If they haven't yet registered, they will be prompted to do so when they click the link.



Welcome to this instance of CloudDrafts!

Since you do not yet have an account setup, please make sure to **Register** at:

<https://depot.webworks.com/register>

before accessing the project link below for the first time.

You have been added as a member to **mcdow@webworks.com's** CloudDrafts project: **Testing**.

2. If applicable, direct the new member to set up a network share.

Authors with an editing tool installed on their computers can work faster using a network share.

Change a member's role

You can modify a member's permissions at any time.

If a member's role changes, you can modify that member's permissions to take more or fewer permissions. You can also create custom permissions.

In the CloudDrafts interface:

1. In the navigation panel, select **Members**.
2. Click on the member you want to modify.
3. Select a new role from the list.

Select **Custom** if you want to modify a specific permission and none of the roles is correct for that member.

4. Click **Save**.

Modify a project

A project's description and icon can be modified, as well as its name. You can also remove an unneeded project.

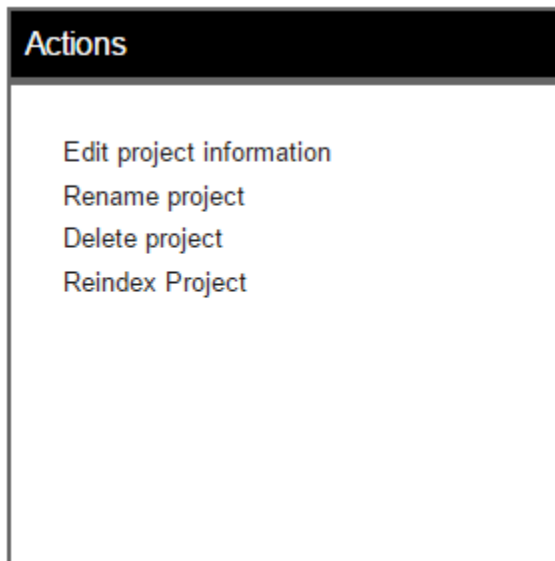
You must be a project administrator.

Projects have icons and descriptions associated with them that you can modify. You can also change the name of the project after it has been created or you can delete a project entirely.

In the CloudDrafts interface:

1. In the navigation panel, select **Dashboard**.

If you are logged in as an administrator, the **Actions** area displays next to **Log** and **Stats**.



2. Choose the action you want to take.

Change the owner of a project

The project owner is the person in charge of the documentation in that project.

You must be the project owner or a site admin (not a project admin).

By default, the owner of a project is the person who created it. An owner has complete control over all aspects of Project functionality and cannot have any permissions revoked while they are an owner.

In the CloudDrafts interface:

1. In the navigation panel, select **Members**.
2. Click **Change Owner**.
3. Select a new project owner and confirm your choice.


The former owner is now a Project admin and the new owner is listed as owner.

Delete a project

If a project is no longer needed either as an archive or a working repository, it can be removed.

You must be a site admin or a project owner to delete a project.

Remove a project once the content inside it is no longer needed or has been otherwise backed up. You might also use this functionality to remove any test Projects you created for fun or to clean up snapshot projects that are no longer needed.

 **Caution:** You should back up any and all files in a **Project Files** repository before you delete the project completely. You cannot recover files from a project once it is deleted.

In the CloudDrafts interface:

1. In the navigation panel, select **Dashboard**.
2. Click **Delete project**.
3. Confirm that you want to delete the project.

The project and its content is removed from the CloudDrafts interface as well as any network share locations.

Supported browsers and other requirements

Supported browsers for using CloudDrafts

Browser support

CloudDrafts is designed to work with most all modern browsers, including:

- Internet Explorer
- Microsoft Edge
- Mozilla Firefox
- Safari
- Google Chrome

File size limits


Individual files loaded into a project must be smaller than 1 GB.

Client requirements

Requirements for users accessing CloudDrafts and all its functionality.

Minimal Requirements

Any device that can run a supported browser.

 **Tip:** CloudDrafts has been designed so that it can also be used on a smartphone or tablet device. Keep in mind that there will be limitations on screensize and available authoring tools, limiting certain tasks.

Users can upload and view all files through a browser.

Users can edit text-based files, including Markdown, DITA, HTML, and XML format files.

All actions in the CloudDrafts UI can be performed.

Recommended Requirements

Windows or MacOS computer that can run your desired authoring programs such as: Microsoft Word, Adobe FrameMaker, DITA editors, Adobe Photoshop, etc.

Users can use WebDav and/or Windows Explorer to access files as if they were on your own computer.

Users can upload and view all files through a browser.

Users can edit text-based files such as Markdown, DITA, XML, and HTML.

All actions in the CloudDrafts UI can be performed.

Tune Windows WebDAV settings

If WebDAV from Windows Explorer is not working the way you want, these tweaks will help.

This task addresses Windows users who may be having trouble accessing files through Windows Explorer using WebDAV. It addresses performance issues related to: thumbnail generation in folders, unnecessary proxy-detection (you don't need to detect proxies if your network environment is not changing), and having the WebClient service automatically start up. In

addition, it describes how to change the maximum allowed file size for use with WebDAV.

1. Set the WebClient service to autostart.
 - a. From **Start**, type `Services`.
 - b. From the list, locate WebClient.
 - c. Right click on WebClient, select **Properties** and on the **General** tab, change **Startup type** to Automatic.
2. Disable proxy detection for Windows Explorer.
 - a. Click **Start** > **Internet Options**.
 - b. Select **Connections** > **LAN Settings**.
 - c. Clear **Automatically detect settings**.
 - d. Click **OK** and **OK**.
3. Disable thumbnails in Windows Explorer.

<http://faq.mydocsonline.com/664/web-folders-runs-slow-on-windows-7-vista/>

- a. Click **Start** > **Control Panel**.
- b. Select **Folder Options** > **Views**.
- c. Select **Always show icons, never thumbnails** and click **Apply**.

4. Allow files larger than the 50 MB default.

<http://support.microsoft.com/kb/900900>

- a. Click **Start** and type `regedit` and click **Yes**.
- b. Locate `HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Services\WebClient\Parameters`.
- c. In the right pane, right-click the **FileSizeLimitInBytes**, and then click **Modify**.

If you cannot see **FileSizeLimitInBytes**, right-click the blank space in the right pane, click **New**, click

DWORD Value, type `FileSizeLimitInBytes`, and then click **OK**.

- d. Select **Decimal option**.
- e. In **Value data**, type a value that is larger than the size of the file that you want to download.

**1GB (default largest file size on CloudDrafts):
1073741824**

- f. Click **OK**.
- g. Quit the Registry Editor and restart your computer.

Site administration

A site administrator has overall responsibility for the entire site

A site administrator controls overall site-wide functionality, including

- Settings
 - Site user preferences
 - Publishing
 - Site-wide stationery
- Security and activity
 - User roles (at the site level)
 - Activities and projects


Site roles and permissions

Site-level roles work in conjunction with project-level roles.

When a person creates a login on CloudDrafts, they become a User. Users can login to CloudDrafts and be identified, but to do anything more, they must have permissions set at the site level.

Table 2. Site-level roles and permissions

Role	
Site Administrator	Configure site settings and site users. Optionally, can add themselves to any project.
User	Can be assigned as members on a project, with read-only access to the project repository and publishing. They do not have access to WebDAV. Can become a publisher for a project (for cases when a publisher is not also an author).
Producer	Authors are both users and producers. Ability to: <ul style="list-style-type: none">• create new projects• have their own Drafts repository on a project• Create/Edit/Remove files in their Drafts repository• access files using WebDAV Specific capabilities on a given project are determined by project-level permissions.
Publisher	Can be given publishing permission at the project level.

 **Note:** A user's permissions on a project cannot exceed their site-level permissions. For example, you can add someone as a Project Administrator, but if that person is only

a User at the site level (not a Producer), they will not be able to perform administrator-level actions.

Manage site users

Site users are eligible to be added to projects.

You can control overall permissions for users at the site level without getting too granular. When a person creates a login on CloudDrafts, they become a User. Users can login to CloudDrafts and be identified, but to do anything more, they must be added to the site and have their permissions set appropriately.

1. In the **Site Users** area, select **Manage Site Users**.
2. Manage users.
 - Add a new user by clicking **Add new user** and setting permissions.
 - Remove a user by hovering over the user name and clicking **X**.


Most authors and project owners will be users, producers, and (optionally) publishers.

3. When done, click **Update**.

Manage site stationery

WebWorks stationery can be a set up for the entire site so it is always available in projects.

You must already have stationery created in ePublisher and the .wxsp file along with all its supporting files and folders must be zipped (.zip).

 **Tip:** We recommend naming your zip file with a meaningful name and date to help you distinguish this stationery zip file from others in the future.

WebWorks stationery can be used to publishing your content. If you have standardized stationery that most or all projects will use, set it up once as site stationery instead of each time in each project. This means that you can make updates to stationery once and in one place.

You can add as much site-wide stationery as you need.

1. In the **Publishing** area, select **Manage Site Stationery**.
 - Add new stationery by clicking **Add Stationery** and selecting your zip file.
 - Replace a stationery by hovering over the replace stationery symbol.
 - Remove stationery by hovering over the zip file to remove and clicking **X**.
 - Download stationery by hovering over the zip file and clicking the down arrow button.