



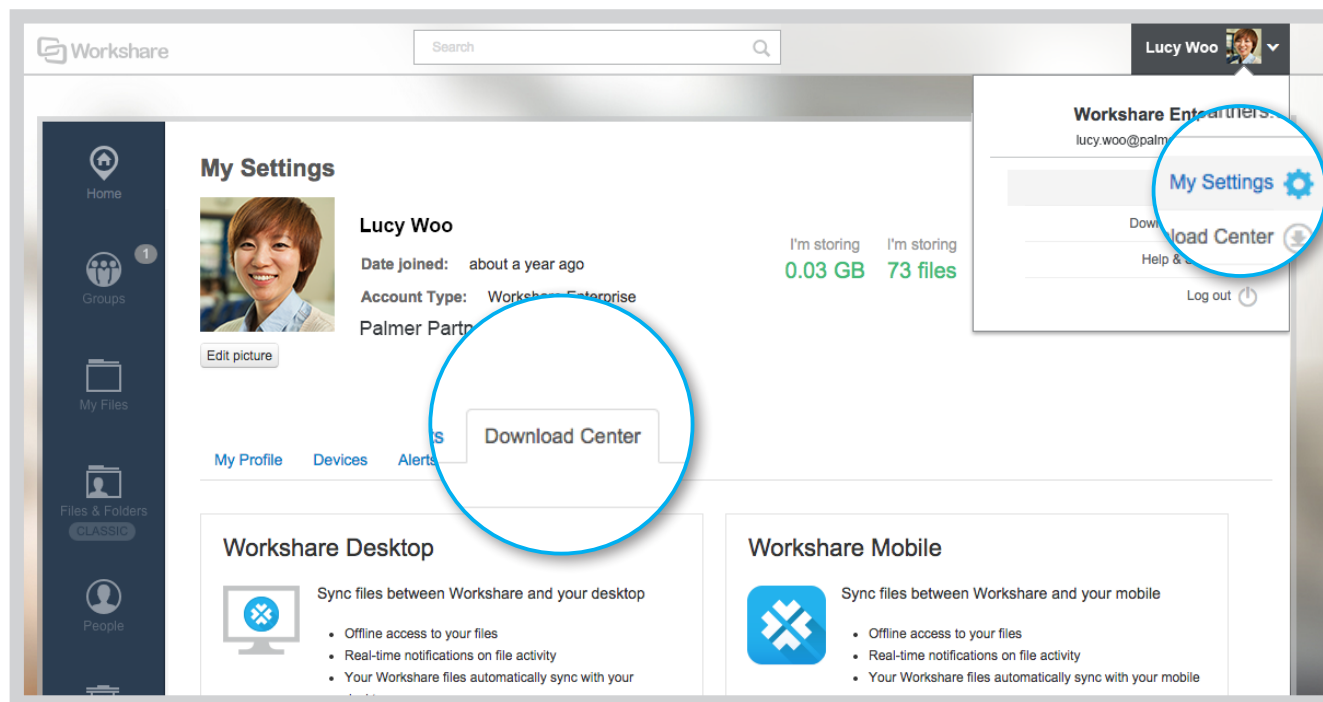
# Workshare Connect Desktop App

# Hello, we're very happy to have you on board

We're all about document collaboration. Workshare Connect helps you work on documents with others by connecting you to the people you work with, the documents you care about and the devices you use.

Workshare Connect for desktop makes it easier than ever to work anywhere you want. It's a free app for syncing content between your PC or Mac and Connect. The documents you sync from your desktop are accessible to you online and on all your devices. When you're ready to work with others, simply sync your documents to a shared workspace – a group. You can keep working when you're offline. As soon as you're back online, your latest updates are instantly available on Connect and to the people you're working with.

To get it, log into the web at [my.workshare.com](https://my.workshare.com) and go to the [Download Centre](#) in [Settings](#). If you aren't able to get it, contact your administrator.

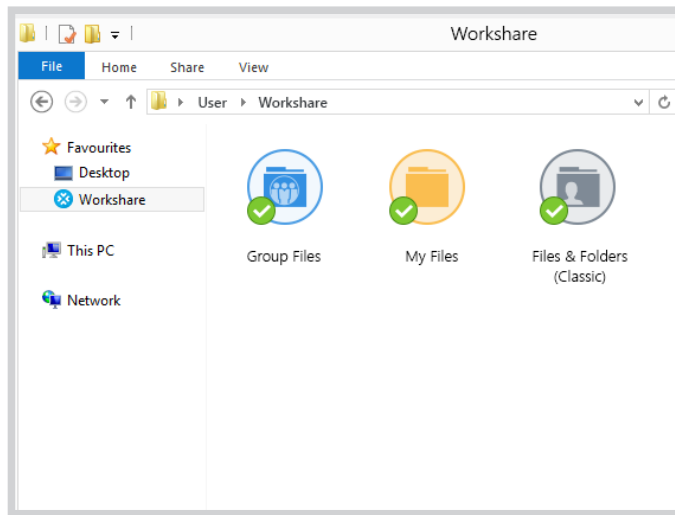




# Workshare Connect for desktop

## Here's how sync works...

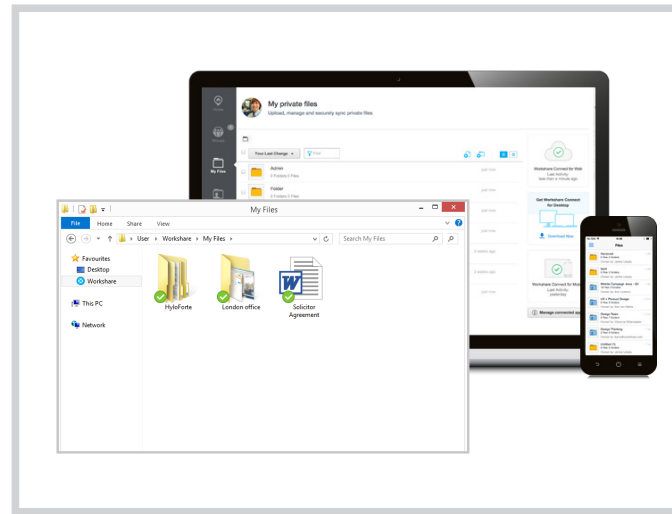
Your **Workshare sync** folder is here on your computer. The documents in it will sync to Connect.



Add or modify files here and as soon as you're online, your updates will be available on Connect.

If you use a Mac, you'll see your Workshare sync folder in Finder.

Synced documents are available **online** and from **all your devices**.

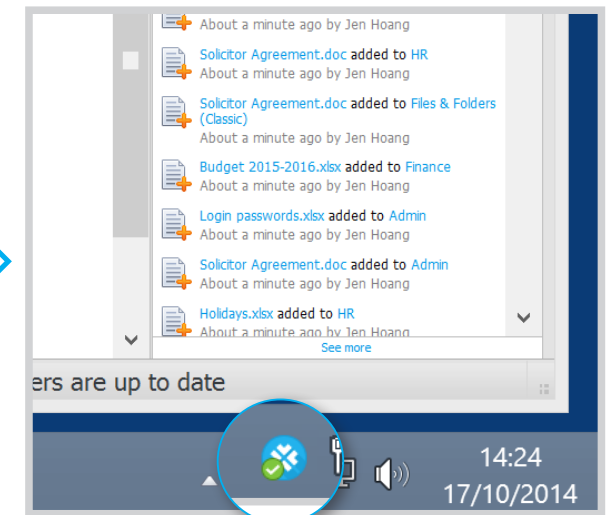


You can securely access your documents from any browser – just go to **my.workshare.com**.

If you want to access them from your tablet or mobile, use the free app available from **iTunes**.

And, of course, you can always sync to another computer by installing Connect for desktop on that computer too.

The **Workshare icon** lets you know when your content's up to date.



When everything's synced, the Workshare icon displays a green checkmark.

In your **Workshare sync** folder, you'll see all the new and updated files from Connect.

## Workshare sync folder

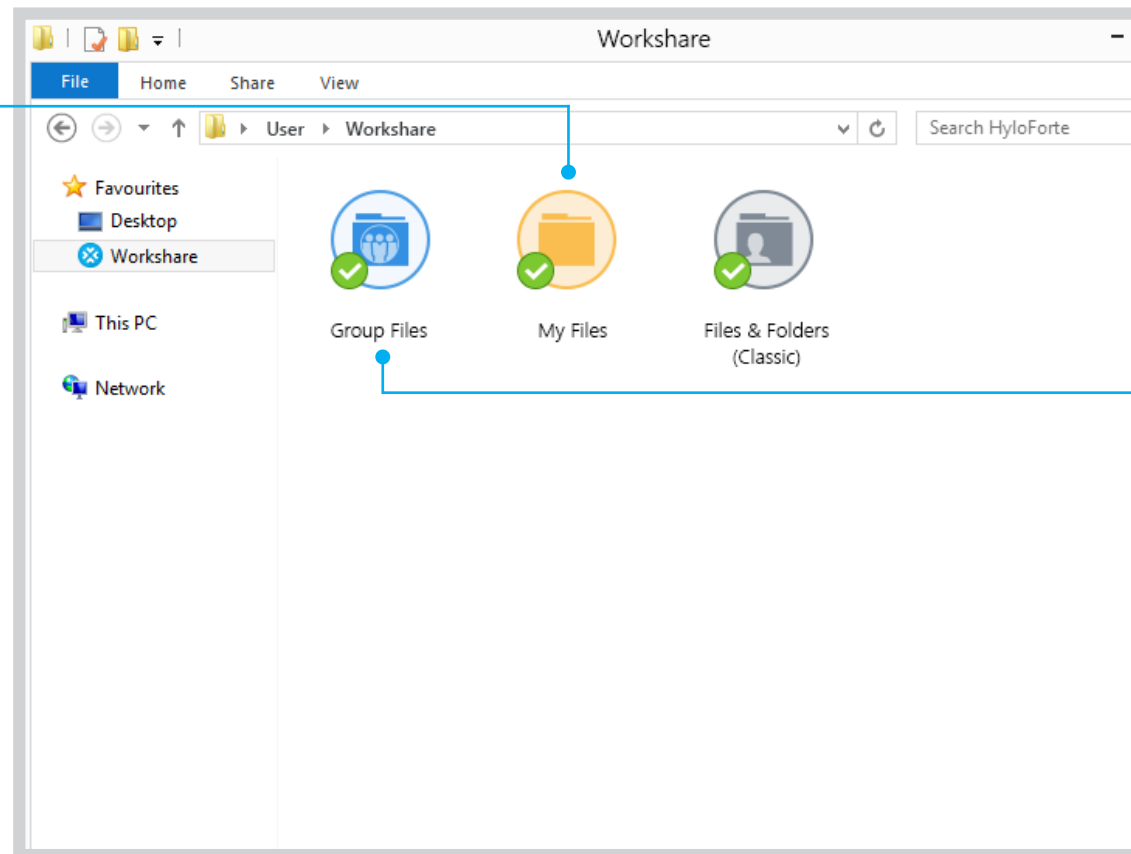
# Sync from your desktop to Connect

Your **Workshare sync** folder is the place to go to access and modify documents on your desktop. Any changes or modifications you make here will be reflected in Connect. This means that if you add, update or delete a file in either the **Workshare sync** folder or Connect, it will be added, updated or deleted in the other location too.

### My Files

When you open **My Files**, you'll see any private files you've stored on Connect for web.

Add files here if you want to work on them but don't want to share them. Edit them, move them or delete them – it won't affect anyone else.



### Group Files

When you open **Group Files**, you'll see folders with the same names as the groups you're sharing on Connect for web.

In each group folder, you'll see the files and folders shared in the group. You can add to, update or delete these files and folders, and everyone in the group will see the changes.

If you want to create a new group, simply go to the web app at **my.workshare.com**

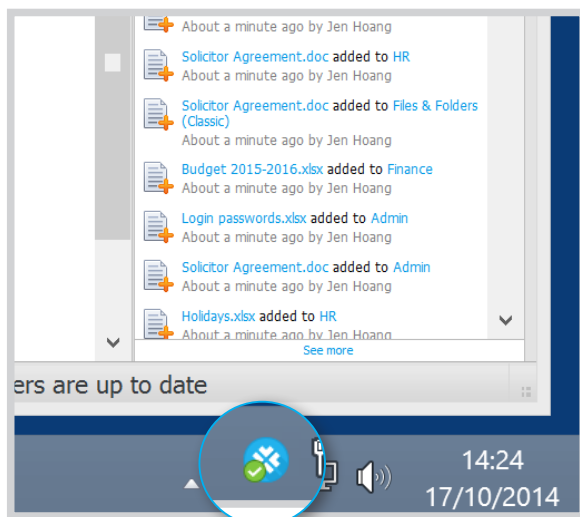
### **i** Files and Folders (Classic)

If you've been using Connect before, you'll see **Files and Folders (Classic)**. To find out more, search "files and folders classic" on the knowledge base: [workshare.force.com/knowledgebase](https://workshare.force.com/knowledgebase)

## Selective Sync

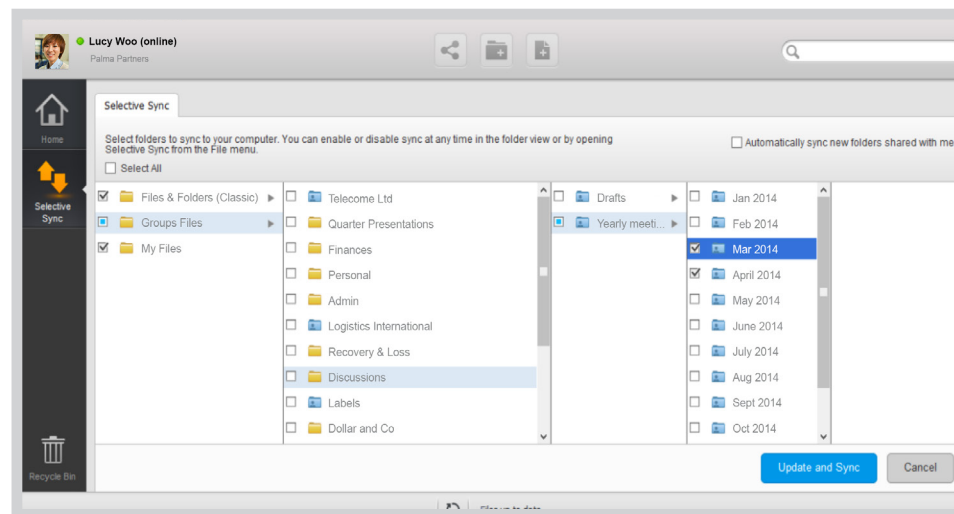
# Control what syncs from Connect to your desktop

By default, your private files and the files shared in a group in Connect will sync to your **Workshare sync** folder on your computer. New folders shared with you are always available in Connect but won't sync by default. You can change which files sync at any time, using Selective Sync.



Click the Workshare icon to open the full app.

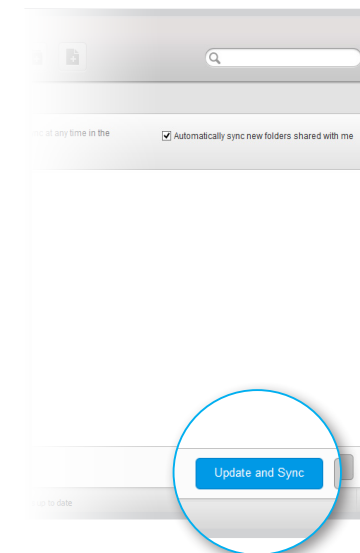
From the app, click **File** and choose **Selective Sync**.



In the Selective Sync dialog, you'll see the areas of your **Workshare sync** folder – **Group Files** and **My Files**. Double-click **Group Files** or **My Files** to see and select specific groups and folders to sync.

- ☒ Indicates all of the files in this area will sync.
- ☐ Indicates some of the files in this area will sync.
- ☐ Indicates none of the files in this area will sync.

To sync all folders shared with you from this point forward, select **Automatically sync new folders shared with me**.



Click **Update and Sync**.

Your files are now syncing.



### Files and Folders (Classic)

If you've been using Connect before, you'll see **Files and Folders (Classic)**. To find out more, search "files and folders classic" on the knowledge base: [workshare.force.com/knowledgebase](https://workshare.force.com/knowledgebase)

### ➤ Other guides

Workshare Connect: Getting Started Guide  
Workshare Connect: The Admin Console

[workshare.force.com/knowledgebase](http://workshare.force.com/knowledgebase)

### ➤ Knowledge base

For step-by-step instructions  
to use these features, see

[workshare.force.com/knowledgebase](http://workshare.force.com/knowledgebase)

### ➤ Technical support

If you've got a support  
license, email us at

[support@workshare.com](mailto:support@workshare.com)

## Other Workshare products



### PROTECT

Metadata removal policy.  
[www.workshare.com/products/protect](http://www.workshare.com/products/protect)



### CONNECT

Secure online file sharing and collaboration.  
[www.workshare.com/products/connect](http://www.workshare.com/products/connect)



### COMPARE

Fast, accurate document comparison.  
[www.workshare.com/products/compare](http://www.workshare.com/products/compare)



### PROFESSIONAL

Compare, Protect and Connect.  
[www.workshare.com/products/professional-8](http://www.workshare.com/products/professional-8)