



Web Folder Access

BlueStep™ Web Folders

The BlueStep™ Web Folder (WebDAV) functions are available in Connect™, Team™ and HQ™ and provide an easy and powerful way to load and access files in Shared Files and Media Library. The speed and ease of uploading large files or multiple files is particularly enhanced, as there are no upload size restrictions and the speed is simply the speed at which an individual's computer can process the data.

WebDAV support is integrated into many of the latest operating systems on current computer systems and networks. When files and folders are stored on a remote server, such as those in BlueStep's Shared Files modules, the WebDAV protocol allows users of Windows, Mac or UNIX computers to access these items with the same ease as accessing the desktop on the user's own computer. Microsoft's client WebDAV support is called Web Folders. BlueStep™ has also adopted this name for clarity and ease of identification.

Web Folders may only be used with operating systems and programs that have WebDAV support. These include Windows™ 98/2000/NT/ME/XP and Microsoft Office 2000™ (including later versions). Mac OS X™, Goliath™ for Mac OS 8.1, WebDrive™, Adobe GoLive™, Macromedia Dreamweaver™ and many others also support WebDAV.

The WebDAV function creates a logical database drive right on the user's computer. In other words, anything placed in this folder is actually being placed in the Shared Files or Media Library. Consequently, anything removed on the user's computer is removed from the database.

Web Folder Functions

Web Folders provide several distinct advantages and valuable benefits, including:

- Drag-and-Drop functionality between user's computer and online Shared Files
- Multiple uploads and downloads of files and folders
- File and folder locking to prevent simultaneous updates by multiple users
- Easy availability and integration with the user's desktop
- Same online username/password for Web Folder access as for BlueStep access
- No need to use a browser for direct access of online files*

** There are some advanced file and folder functions within Team™, Connect™ and HQ™ that only BlueStep sites support. You will still need to use a browser to perform these functions.*



Any file may be posted through an online browse-and-upload procedure. Using WebDAV, any file or folder may be added to Shared Files, accessed, moved, edited and deleted using a drag-and-drop method (or other standard keyboard cut-and-paste technique). You may use either method (browser-based or desktop) at any time to perform these functions - using one does not preclude using the other when it is more convenient to do so.

Creating Web Folders

Users of BlueStep™ products may have access to one or many Shared Files, depending upon the number of Teams, Connect™ sites or HQ™ systems available through their organizations. For each Shared File you would like to have available on your desktop, you will need to create a Web Folder. Once a folder is created for a specific Shared File page, you need never do so again. The Web Folders will be available on your desktop (or other area in your file system) and continue to reflect the current state of the online Shared Files unless you disconnect the folders.

At the bottom of each Shared Files page in BlueStep™, you will see a link [Instructions for Accessing via Web Folders \(WebDAV\)](#). Open this link and find the instructions that apply to the system you are using. Instructions are included for Windows 2000, XP, 98, NT, Mac OS X, Mac OS 8.1 or Dreamweaver.

Any operating system may be configured in a variety of ways on any given computer. We have made every effort to offer instructions that are specific, yet point you in the correct direction should your OS vary from the usual set up. The important item in the instructions is the link (beginning with "http..."). Please be sure to copy-and-paste or type it into the appropriate field *exactly* as shown, excluding quotation marks.

Using Web Folders


Once you have created a desktop Web Folder (instructions include adding a folder shortcut to your desktop in most cases, but you may place it anywhere desired in your file system), you may open it and use any of several methods to add, delete or move files, including drag-and-drop, Ctrl C/Ctrl V, etc. Any actions that you take in the desktop folders will also occur within the Team™, Connect™ or HQ™ Shared Files pages.

As noted above, there are some advanced file and folder functions within Team™, Connect™ and HQ™ that only BlueStep sites support. You will still need to access the Shared Files pages online in order to perform these functions. They include: setting file and folder permissions and overriding a file lock. Most WebDAV clients (Windows, GoLive, etc.) will also not allow you to create a slideshow or use advanced locking capabilities. You will need to explore the capabilities of your specific WebDAV client and its configuration to determine which features are available to you, as they are not exclusive to BlueStep and not controlled by our Web Folders interface.

Securing Web Folders

As with all BlueStep™ products, security is one of the prime concerns. All permissions and locks available on the standard Shared Files pages are in force in the Web Folders. For instance, online Shared Files that you do not have permission to edit will still be unavailable for editing when contained in the Web Folder. Any folders that are locked in Shared Files will still be locked in the Web Folder. Conversely, any permissions you have been granted to the files/folders in Shared Files will also be fully granted in Web Folders.



 *If at any time you receive an on-screen message stating that you may not perform a particular function with a file/folder in a Web Folder or if a Web Folder function fails to operate, go directly to the website version of Shared Files where the file/folder is contained and check 1) the locked/unlocked status of the item and 2) the permissions associated with that specific item.*

Following the on-screen instructions and information, as well as requesting that an administrator from your organization edit the permissions, will usually resolve any restrictions you have encountered.