

sharedirect

USER GUIDE

1.3

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Technical Support Contact Information

Web: Visit <http://www.laplink.com/support/> for a list of international support numbers.

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Laplink® ShareDirect User Guide

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Welcome to ShareDirect

Welcome to ShareDirect! ShareDirect makes sharing files across networks and systems as easy as sending an email. Don't want to worry about firewalls, FTP sites, security, viruses, or file size limitations? Don't want to find the network administrator every time you want to share files with a colleague? Then ShareDirect is the solution for you. ShareDirect allows you to securely share any folder on your computer over the Internet with other ShareDirect Contacts using Windows Explorer.

Only ShareDirect Contacts that you invite can access and retrieve your encrypted and virus-checked files.

Your files are not visible to the general public when using ShareDirect. They remain on your PC, and are only accessible by Invited Contacts you provide permission.

ShareDirect works by using the Internet to create instant private networks of individual Contacts. The networks are created when Contacts invite each other to share specific folders on their computers and are secured using advanced encryption methods.

What's New in version 1.3

- **NEW- SpeedSync™:** Enjoy faster file transfer with SpeedSync® technology, which transmits only the changed portion of previously downloaded files. Perfect for large media assets.
- **NEW- Integrated, Secure Messaging:** Communicate in realtime with individual ShareDirect members. ShareDirect messaging is protected by 256-bit encryption - the highest level **commercially available.**
- **NEW- Online/Offline Awareness:** See which of your contacts and their files are online and accessible at any time.
- **NEW- Group Functionality:** Organize members under editable group headings. Copy or move members across several groups with drag-and-drop simplicity and send convenient group invitations to share a folder.
- **NEW- Online Help and Tutorials:** Access online voice/text chat tech support and tutorials.
- **NEW- Proxy Support:** Share your folders and files with ShareDirect even if your computer uses a proxy server to connect to the internet.
- **IMPROVED- Privacy Feature:** "Allow" or "Block" members from seeing your online or offline status for enhanced privacy.

Prior to Installation

Go to www.laplink.com, click on Products, and select ShareDirect. Take a few minutes to read through the different plans available. Choose the plan that best suits your needs, either one of the pay subscriptions or the free trial version. Regardless of which plan you choose, you can always update your plan later.

If you choose to purchase, you will be sent an email at the end of the purchase process confirming your purchase, and this email will include your ShareDirect serial number. Keep this email and serial number available, as you will need it when registering ShareDirect.

Installing ShareDirect

Installing ShareDirect is very simple. Go to www.laplink.com, and click on Products>ShareDirect. Choose a subscription plan that suits your needs, or select the Download Free Trial button. Click Save to save the file called SHAREDIRECTSETUP.EXE to your PC, either as a free trial or at the completion of the purchase process. *If you are upgrading from a previous version, proceed to the next section.*

If you are installing ShareDirect for the first time, double-click on the **ShareDirectSetup.EXE** file, and follow the installation instructions. When the installation is complete, follow the registration process to complete your ShareDirect installation and registration process. For a walk-through of the registration process, see the ShareDirect tutorial.

Upgrading ShareDirect

Are you upgrading from a previous version of ShareDirect? Upgrading is a two-step process. First, you must uninstall the previous version of ShareDirect. After uninstalling, you can proceed with installing your new ShareDirect software.

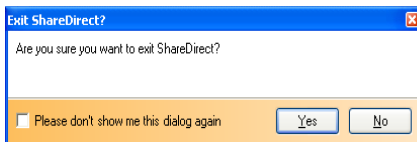
Step 1: Uninstalling ShareDirect

It is necessary to uninstall your previous version prior to upgrading. To uninstall, you must first close ShareDirect on your PC, if it is running.

To determine whether ShareDirect is running on your PC, look for the ShareDirect icon in your System Tray, as seen below. If the icon is present, ShareDirect is running. To close ShareDirect, right-click on the ShareDirect icon in your system tray, then choose Exit from the right-click options.

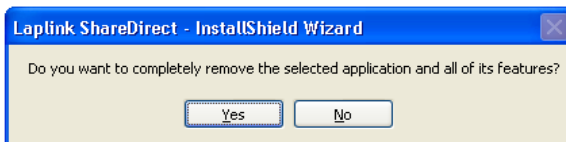


Confirm your choice to exit ShareDirect by clicking Yes.

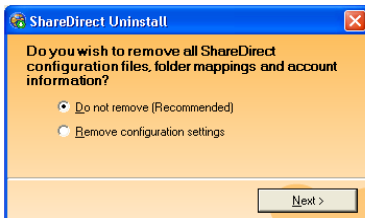


Once ShareDirect is no longer running on your PC, you are ready to uninstall the software.

Click on *Start>Programs>Control Panel>Add and Remove Programs*, and select ShareDirect, then click Remove. Confirm your choice at the screen below by clicking Yes.



ShareDirect offers 2 different uninstall options. When upgrading, it is best to choose the top option, which performs the uninstall but leaves certain files on your system that help in the upgrade.



Upon completion of the uninstall, it is necessary to reboot your computer for file changes to take effect. After rebooting, you are ready to install the new version of ShareDirect.

Step 2: Installing the New ShareDirect

Upon reboot, double-click on the **ShareDirectSetup.EXE file** you downloaded from the Laplink website, and follow the installation instructions. The installation will detect your account information, and when the software is finished installing, your system will be ready for you to begin using Laplink ShareDirect 1.3.

Using ShareDirect for the First Time

Now that the ShareDirect software has been successfully installed, you are ready to begin using ShareDirect to share files.

NOTE: To share files with another person, BOTH computers sharing files must have ShareDirect software installed and running.

What is the ShareDirect service?

The ShareDirect service stores and manages Contact information on the ShareDirect system.

For example, when you install ShareDirect, an account is created on the ShareDirect directory server. The directory server stores the credentials (email address and password) of ShareDirect Contacts. When you invite a Contact to share your folder, your invitation is authenticated by this service.

What is a ShareDirect Contact?

A ShareDirect Contact is a registered ShareDirect user. Their email address (i.e. Contact name) is stored by the ShareDirect service.

You can invite as many ShareDirect Contacts to share your folders as you want. You can add or remove Contacts from your shared folders at any time. You can share different folders with different Contacts, or you can share the same folder with everybody. You can also block access to your folders and decline invitations

All you need to know to invite someone to your ShareDirect folder is their ShareDirect Contact name.

What is a ShareDirect folder?

A ShareDirect folder is a Windows folder that you have decided to share with selected ShareDirect Contacts.

Sharing a folder is a two-way relationship. When you share with someone, they can see the folder you've shared with them and you can see the folder they've shared with you.

You can choose to share a folder with a single ShareDirect Contact or with multiple Contacts. ShareDirect does not allow other Contacts to place files on your system, or allow you to place files on other Contact's computers.

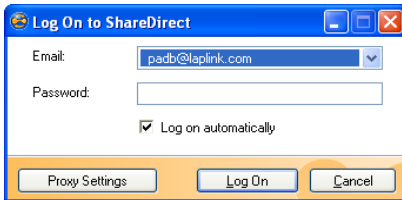
Only the folder you share will be accessible by connecting ShareDirect Contacts. For example, if you share a folder that has subfolders, only files within the folder you share will be accessible by other Contacts.

Launching ShareDirect

ShareDirect launches automatically when you start your computer. You can also choose to disable the automatic logon by unchecking the Logon Automatically checkbox on the logon screen. There are many ways to connect to and use ShareDirect. Below is a list of ShareDirect components, and how to access and use them.

Logging in to ShareDirect

If not already logged into ShareDirect, click on Start>Programs>Laplink ShareDirect>ShareDirect.



The email address you used to register ShareDirect will appear in the email screen. Enter the password you used to set up your account during the registration process, and click LogOn.

The ShareDirect Console

The ShareDirect Console allows you to manage Contacts, share folders with other Contacts, log on or off, and much more. You can choose from 4 different methods to access the ShareDirect Console.

- One method is to double-click on the ShareDirect Icon, located in your System Tray. This launches both the ShareDirect Console and the Contacts console. See picture below.

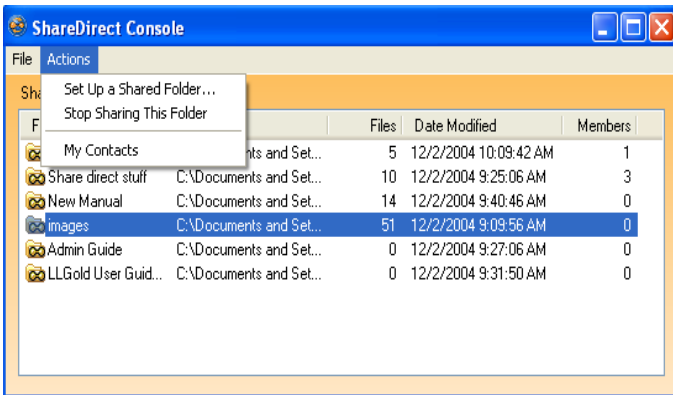


- Second, you can access the ShareDirect Console by clicking on **Start > Programs > Laplink ShareDirect > Launch ShareDirect.**



- Third, double-click on your Desktop icon to access the ShareDirect Console.
- Last, right-click the ShareDirect icon in your System Tray, and choose the **My Shared Folder** option.

As a default, you are logged in to the ShareDirect service when you first run the software after installing.



About Setting ShareDirect to Start Automatically

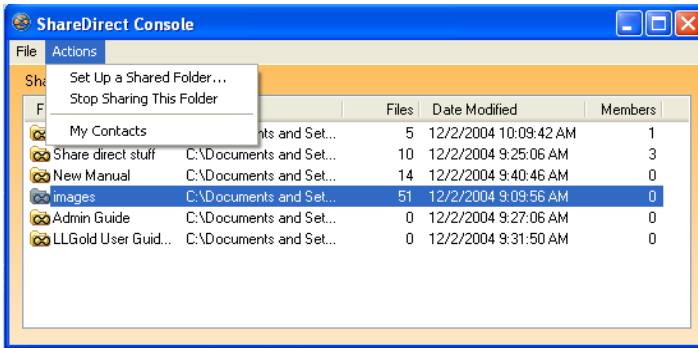
ShareDirect is most effective when it's always running so that you can always see your Contacts' files or content and they can always see yours.

When your computer is not connected to the Internet, you are logged off of ShareDirect.

Other ShareDirect Console Features

On the ShareDirect Console, click on the Action Menu to Setup a Shared Folder or to Manage Contacts.

Shared Folders list- The ShareDirect Console lists your local folders that are currently shared. See below:



Double-click on any folder listed on the ShareDirect Console to bring up the ShareDirect folder view.

Under **File**, you can choose to **Log Off** ShareDirect, or **Close** the ShareDirect Console.

Under the **Action** drop-down menu, you can choose **Set Up a Shared Folder**, **Stop Sharing a Folder**, or **My Contacts**.

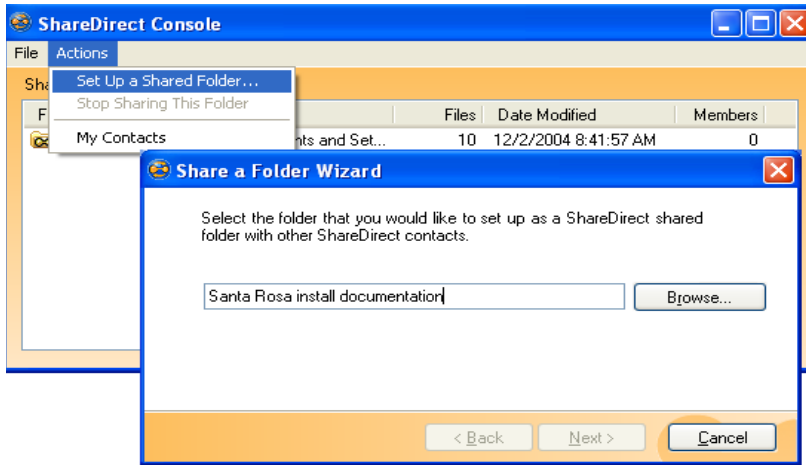
Creating a ShareDirect folder

There are three ways to create a ShareDirect folder: from the ShareDirect Console, Windows Explorer, and the ShareDirect toolbar. All three methods are described below. You can choose the method that you find easiest.

Creating a ShareDirect folder from the ShareDirect Console

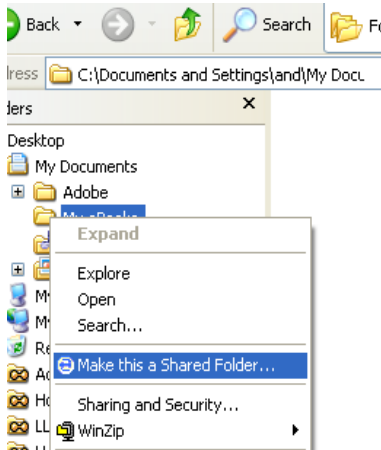
- 1 Double-click on the ShareDirect icon in your system tray to open the ShareDirect Console.

2 Click **Actions**, and select **SetUp a Shared Folder**.



3 The **ShareDirect Folder Wizard** opens. Click the **Browse** button to choose a folder to share.

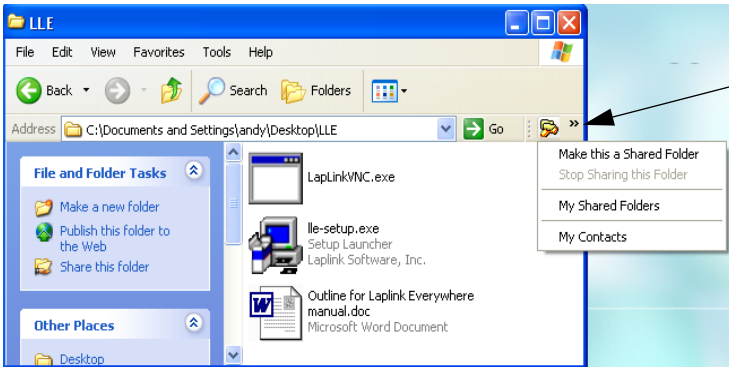
Creating a ShareDirect Folder from Windows Explorer



- 1 Right-click on any folder, either using Windows Explorer or from your desktop.
- 2 From the drop-down menu, choose **Make this a Shared Folder.**

Creating a ShareDirect Folder from the ShareDirect Toolbar

You can also create a folder from the ShareDirect toolbar. The ShareDirect Toolbar is located in Windows Explorer, on the upper right side of the Toolbar.



The ShareDirect Toolbar is accessible by clicking on the ShareDirect icon on the toolbar in Windows. See left.

Setting Shared Folder Options

Whatever method you use to share folders, you'll have many different options for managing Contacts and folders.

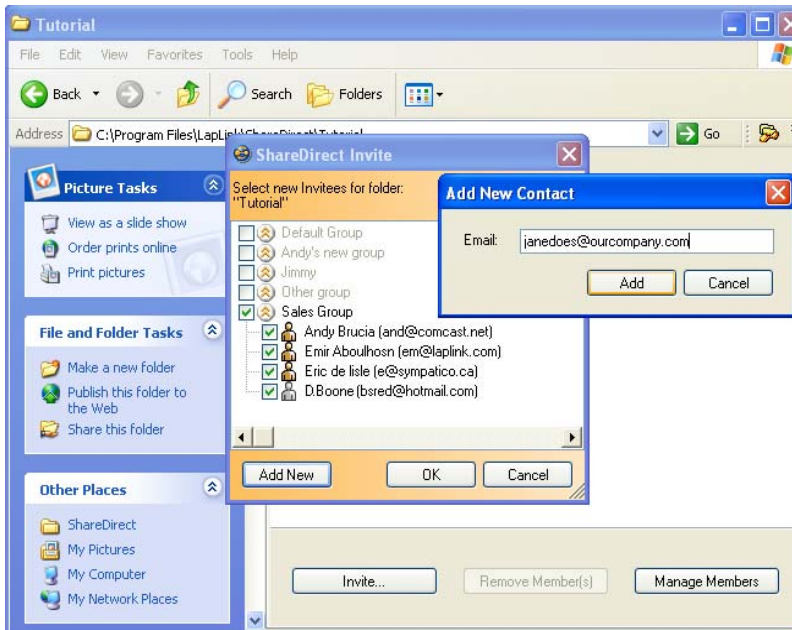
Inviting a ShareDirect Contact to Share Your Folder

Once you have created a ShareDirect folder, you are ready to invite Contacts to share it.

NOTE: As ShareDirect is a two-way sharing system, in order for someone to see a folder on your computer, they must also share a folder on their computer with you.

NOTE: Inviting a ShareDirect Contact to share a folder is only possible in Folder view, and not from the ShareDirect Console.

1 Select the **Contacts** tab from your new ShareDirect folder.



2 Click the **Invite** button.

3 The **ShareDirect Invite** screen appears. Choose entire groups or individual Contacts you want to have access to this folder.

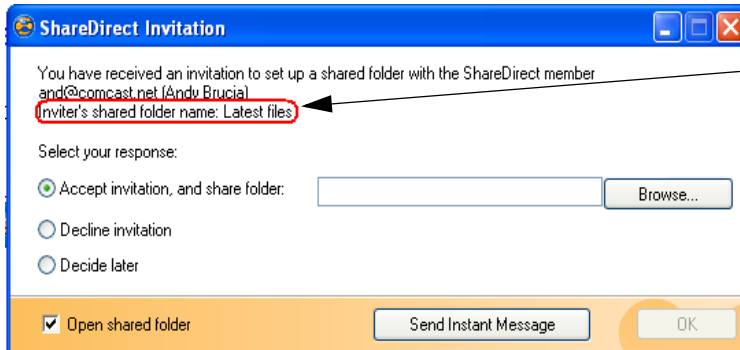
4 To invite a Contact who isn't already on the list, click the **Add New** button and enter the email address of the Contact you wish to share your folder(s) with. Click **Add**. The new Contact will appear on the ShareDirect Invite list.

5 Check the checkbox by the new contact's name, then click OK to finish inviting the new Contact.

Accepting an Invitation

When you invite a Contact to share a folder, or another ShareDirect Contact invites you to share one of their folders, an invitation is sent. No folders or files can be shared without an invitation being sent and accepted.

When you receive an invitation from a ShareDirect Contact, the ShareDirect Invitation window opens.



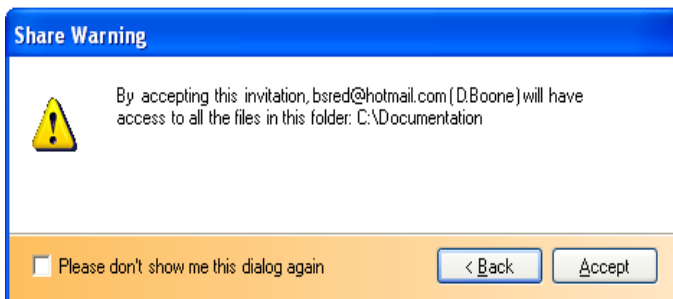
Note that the **Inviter's shared folder name** is listed in the invitation. You may want to create a folder of the same name to be consistent.

- 1 Hit the browse button and select the folder you want to share. Click OK.
- 2 Click OK to confirm your folder choice.

Accept an Invitation, and share folder by clicking OK. You can also choose to **Decline an Invitation** by selecting this checkbox. Choosing the **Decide Later** button will decline the invitation for now, but will give you the option to accept it the next time you log into ShareDirect.

Send Instant Message- At any time during this process, you can choose to click on the **Send Instant Message** button to chat with the Contact inviting you to share the folder. To learn more about Using ShareDirect Chat, see ["Using Chat" on page 24](#).

The **Share Warning** window opens automatically each time you accept a new invitation. This window provides an extra measure of protection against accidentally sharing files you didn't intend to share. In the **Share Warning** window, click **Accept** to accept the invitation, or **Back** to change your preferences.



Stop Sharing Folders

At some point you may wish to stop sharing a folder. Choosing to stop sharing a folder makes this folder unavailable to ALL Contacts. You can use the ShareDirect Console or navigate to the folder to stop sharing it, or stop sharing it from the ShareDirect toolbar.

1 From the ShareDirect Console, select the folder and click **Stop Sharing Folder**.

or

1 **Browse** to the ShareDirect folder you want to stop sharing.

2 Right-click on the ShareDirect folder and select **Stop sharing this folder**.

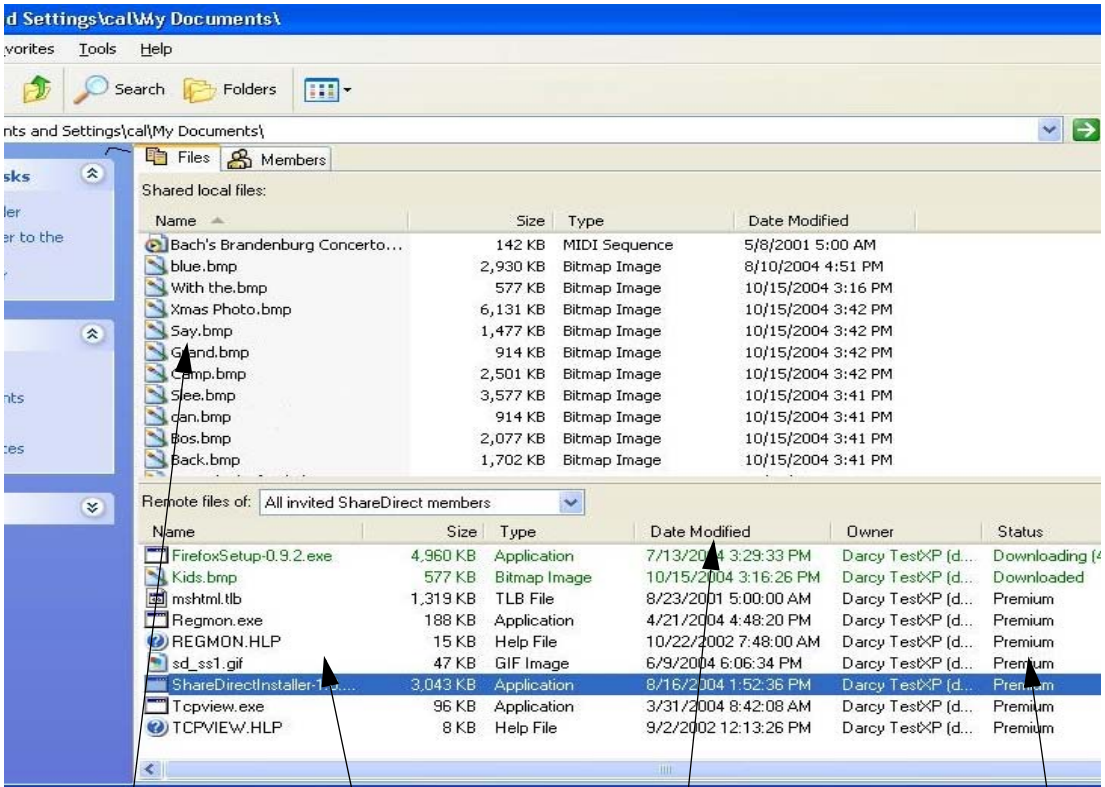
or

1 Open the ShareDirect folder you want to stop sharing.

2 Click on the ShareDirect toolbar icon, and select **Stop sharing this folder**.

The folder is no longer available on ShareDirect. If you choose to share this folder again, you will need to reinvite Contacts.

Managing Your ShareDirect folder



View the files in your shared folder that are available to other ShareDirect Contacts in the upper pane

View the remote files of ShareDirect contacts who have accepted the invitation to share your folder in the lower pane

Sort files by clicking on column headings.

View the progress of a file download.

ShareDirect lets you instantly share the contents of Windows folders with your ShareDirect Contacts. Once you've used ShareDirect to share a folder, you'll notice two changes in the way folders appear:

- The folder view has been modified with the ShareDirect icon.
- When you open the folder, you now have a folder that is divided in half horizontally.

The **Shared local file** pane in the top half of the window displays the files that are in the shared folder on your computer. These files are visible to the Contacts you've invited to share this folder.

The **Remote files of** pane in the lower half of the window displays files that are available for download from other Contact's machines that have been shared with you.

If you have shared the folder with more than one person, you can see files from all contacts' folders listed in the **Remote files of** pane. You can sort them by clicking on the column heading. You can also display the files available from a single Contact's computer by selecting the Contact's name from the drop-down list.

The remote shared files in the bottom pane will be displayed with one of the following status descriptions:

- **Direct:** The file is available for download from this Contact's folder.
- **Premium:** The file is available for download from this Contact's folder. See "[Premium vs. Direct Connections](#)" on page 33 to learn more about the differences of these connection types.
- **Unavailable:** The file is not available for download from the Contact's machine because the Contact is offline.
- **Downloading:** The file is currently being downloaded to your PC.
- **Downloaded:** The file has completed downloading to your PC.
- **Virus Infected:** The file you tried to download was infected with a virus , and deleted from your computer.
- **Scanning for Virus:** After files are downloaded, ShareDirect automatically scans the file for viruses. During that brief period, this status is displayed.
- **Pending:** ShareDirect downloads the file(s) in the download queue 10 files at a time, even when you choose more files to download. When one file completes downloading, the next file will begin automatically. Files that are not currently being downloaded but are waiting to download will read Pending.

Color Coding for Easy File Management:

ShareDirect utilizes a straightforward color coding system so that you can recognize available, previously copied and unavailable remote files.

GREY: File unavailable

Red: Virus

Green: Downloading/Downloaded

At a glance, you know which files you have on your computer and which files are available in remote, shared folders. You even can filter the remote files by user to make easy to choose whose file you want to download.

Downloading Files

You can download a remote file to your PC using any one of these options:.

To download a file:

- Drag and drop any Available file from the **Remote files of** (lower) pane to the top pane (your shared folder).
 - Drag and drop any Available file from the **Remote Files of** (lower) pane to any other location (to another folder, onto your desktop, et cetera.)
 - Double-click an Available file from the **Remote files of** (lower) pane.
- 3** Right-click on any Available file from the **Remote files of** (lower) pane, and click download.

NOTE: If you double-clicked the file, it appears in the **Shared local file** pane.

NOTE: If you downloaded the file into your shared directory, other Contacts you have shared this folder with can view and download the file.

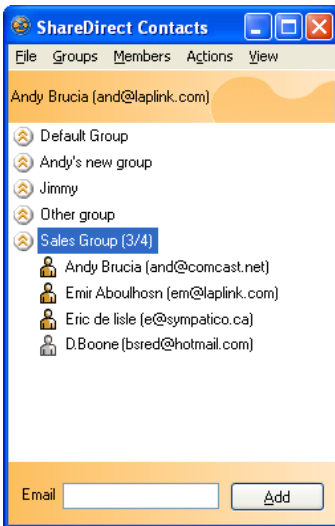
Managing Contacts

With ShareDirect it is easy to manage your Contact lists. You can add or remove a Contact from a specific shared folder, or delete a Contact entirely. The contact manager lets you add ShareDirect Contacts to your system without actually sharing any folders with them. This creates a Contact list that you can use to easily invite Contacts to your shared folders.

Manage Contacts is accessed by going to the **Actions** menu on the ShareDirect Console, and choosing **Manage Contacts**. You can also access it by right-clicking on the ShareDirect icon in the System Tray, and selecting **Manage Contacts**.

Adding a Contact

You can add Contacts to share files and folders easily using ShareDirect. From either method, choose Manage Contacts. The **ShareDirect Contacts** screen appears. See below.



NOTE: Adding a Contact does not automatically share a folder with another Contact. You must Invite a Contact in order to share a folder with them.

To add a Contact, enter the email address of the new Contact, and click Add. ShareDirect will check to make sure this email address matches that of a registered ShareDirect user. Then this person will be added to your Contact list.

NOTE: If the email address does not match that of a registered ShareDirect Contact, a screen will appear, giving you the option of inviting this person to try out ShareDirect. When this person becomes a ShareDirect Contact, you can add them as a Contact.

Blocking a Contact

When another ShareDirect user adds you to their Contacts, you will receive a message notifying you that you have been added, and allowing you to add this user to your Contacts.

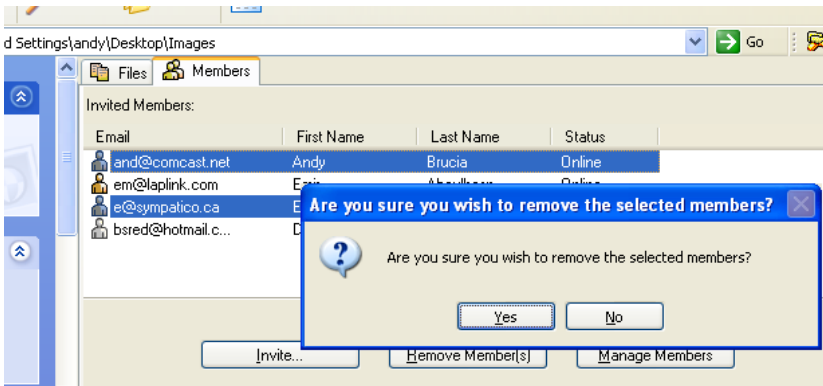


If you click **Yes**, this user will automatically added to your contact list. If you choose **No**, this user will be permanently blocked from sharing folders with you.

Removing a Contact

You may want to stop sharing a specific folder with a Contact. Removing a Contact removes this Contact's access to the folder, but leaves them as a Contact in your contact list. To remove a Contact's access to a specific folder:

1 In Windows Explorer, go to the shared folder.



2 Select the **Contacts** tab.

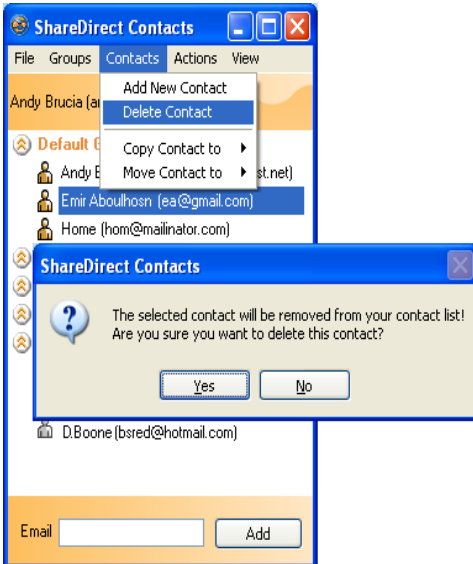
3 From the **Invited Contacts** list, select the Contact(s) you want to remove from this folder.

4 Click the **Remove Contact(s)** button. Click Yes to confirm removing folder access for this Contact to this folder. This Contact will no longer have access to this specific folder, and you no longer have access to their folder. However, the Contact is still in your contact list.

Deleting a Contact

Deleting a Contact deletes this Contact from your contact list entirely. Using this option will remove your access to all this Contact's folders, and your access to their shared folders. To delete a Contact:

1 Go to the **ShareDirect Contacts dialog screen**.



2 Click on the Contact you want to delete.

3 Choose the Contacts drop-down menu, and select **Delete Contact**.

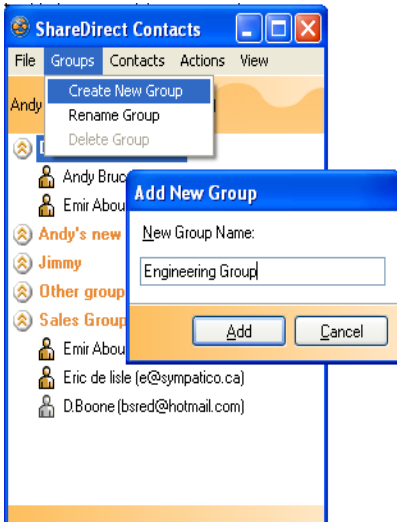
4 Click **Yes** at the confirmation screen to permanently delete this Contact.

NOTE: You can also delete a contact by right-clicking on the Contact you want to delete, and selecting **Delete Contact**. The Contact you selected is removed from *all* folder(s) you had shared, and you are removed from their shared folder(s).

Managing Groups

Managing Groups in ShareDirect allows you to share files with an entire group of Contacts in a single step. A group is a way to organize ShareDirect Contacts on your desktop by creating names and definitions that best suit your needs. Groups allow you to define a group of users, then share with them quickly and easily.

To access Groups, choose the Groups drop-down menu in ShareDirect Contacts.



Create New Group- Allows users to Create a new ShareDirect group.

Delete Group- Allows users to delete the selected group from ShareDirect. Does not delete users.

Rename Group- Allows users to rename selected group.

Note: Group options are enabled only in Group view. See [“Viewing Contacts” on page 24](#) for details.

Create New Group adds a new group category; you add the users into the group after it is created. You can group your Contacts using any grouping method that suits your needs.

Delete Group- Deletes the group category where the Contacts are currently collected. Deleting will not remove any Contacts, just the group category itself.

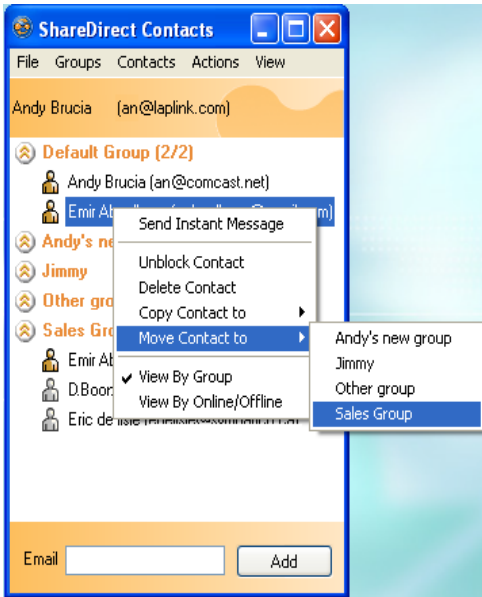
Rename Group- Allows you to change the name of the currently selected group. Remember, these changes only affect groups on your machine, so set your group names to best suit your needs.

Adding Contacts to a Group

Once you've created your groups, it is easy to Delete, Block, Copy or Move Contacts into the new groups.

The simplest way is to select a Contact, then drag and drop the Contact into the group you'd like.

You can also right-click on a user, and choose from several options:



Delete Contact- Allows you to delete selected Contact from the selected folder, and/or as a ShareDirect Contact in your Contact list.

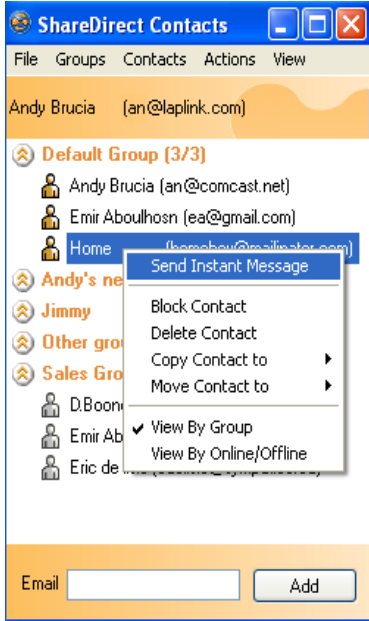
Copy Contact To- Allows you to copy the selected Contact to another group. Contacts can be in multiple groups, and this option provides the ability to place Contacts in many groups.

Move Contact To- Moves the selected Contact to another group, removing the Contact from the original group in the process.

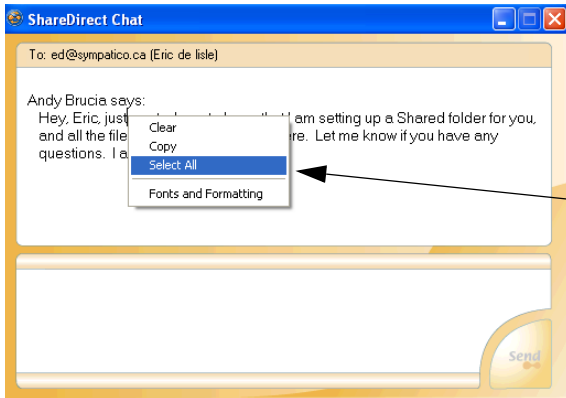
Block\Unblock Contact- blocks or unblocks a contact, preventing them from sharing folders or chatting with you, or seeing you as online in ShareDirect. You can choose to Unblock at any time.

Using Chat

ShareDirect provides real-time Chat with any Contact in your Contact list. This can be helpful when setting up and naming shared folders, sharing files, notifying and more.



Right-click on the Contact you'd like to Chat with, and select Send Instant Message, or simply double-click on the Contact. The ShareDirect Chat screen, as seen below, will appear.



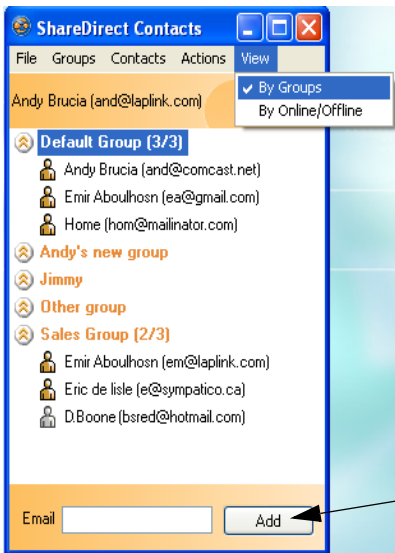
Enter your Chat text in the bottom screen, then click Enter, or click the Send button in the bottom right.

Right-clicking on your text will bring up your text options.

Viewing Contacts

The View menu offers two ways to view ShareDirect Contacts. You can choose to view Contacts by Group, or by which Contacts are currently online or offline.

To access the different view options, click on the **View menu**.



By Groups- Lists Contacts by groups. Note that Contacts can be in multiple groups.

By Online/Offline- Lists Contacts according to their current online/offline status.

Email- enter email address of ShareDirect Contact to add them to your Contacts list.

The ShareDirect Contacts screen must be in Groups view in order to Add, Delete or Rename groups.

Right-Click Options

ShareDirect has many options that are available when right-clicking on the ShareDirect icon in your System Tray. The right-click menu offers a way to access features in other menus, such as My Contacts, and also includes options only available here.

Right-click on the ShareDirect icon, located in your System Tray. This brings up your right-click options.



Right-click on the ShareDirect icon, located in your System Tray. This brings up your right-click options.

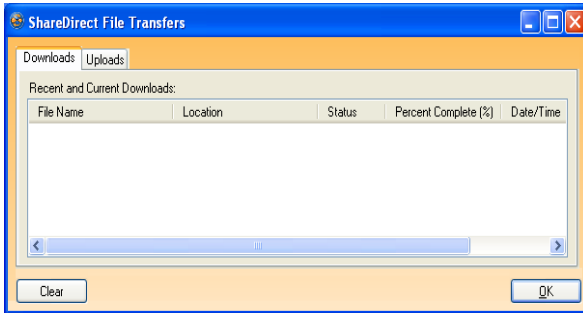
Log On, Log On As and Log Off

There are many different ways to log in and out of ShareDirect, including double-clicking on the ShareDirect icon on your desktop. The right-click menu offers another method, and also allows you to log on with a different ShareDirect user account if you choose.

My Shared Folders

Right-clicking on My Shared Folders brings up the ShareDirect Console, which also occurs when double-clicking on the ShareDirect icon. To review the options available from the ShareDirect Console, [See "The ShareDirect Console" on page 8.](#)

File Transfers



The ShareDirect File Transfer activity log is only available when right-clicking the ShareDirect icon in your System Tray.

Selecting File Transfer in the right-click menu brings up the File Transfer activity log. This activity log provides details about recent ShareDirect uploads and downloads. Select clear on the bottom left to clear your activity log.

Premium Usage

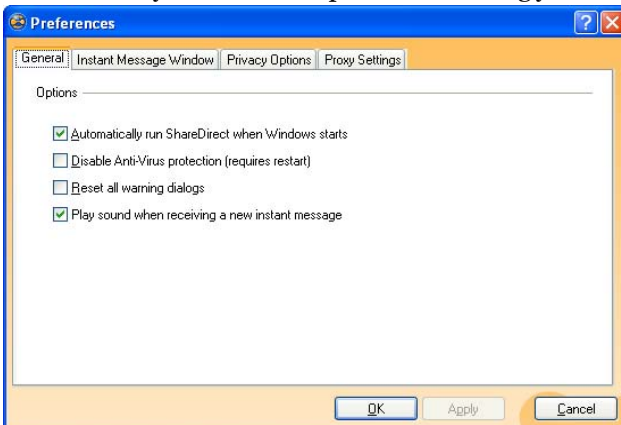
Right-clicking on Premium Usage provides access information about the type of connection you are using, and how much Premium Usage you have logged and have available. To learn more about Premium Usage, See [“Premium vs. Direct Connections” on page 33.](#)

My Contacts

Selecting My Contacts from the right-click menu brings up the the ShareDirect Contacts console. To learn more about managing contacts and using this console, See [“Managing Contacts” on page 19.](#)

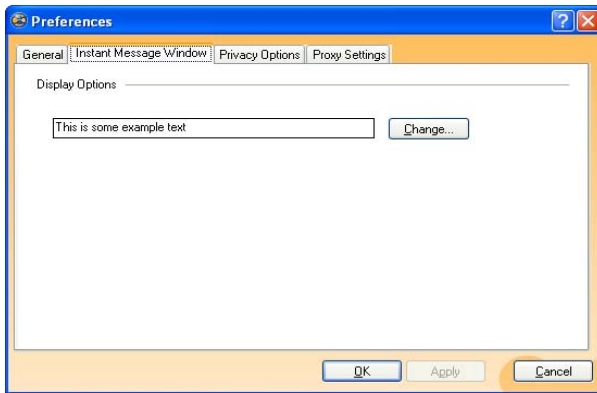
Preferences

The Preferences console, available only when right-clicking the ShareDirect system tray icon, includes many different tab options for refining your ShareDirect user interface to suit your needs.



General Tab Options

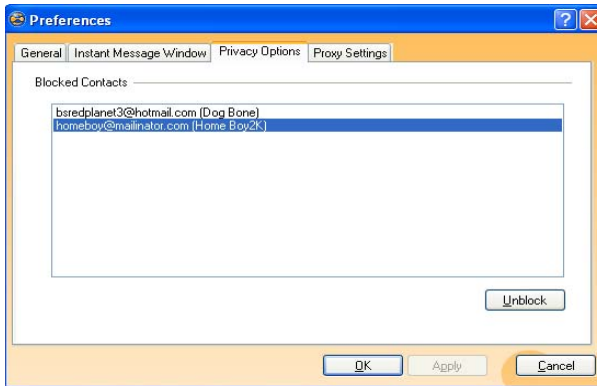
- Automatically run ShareDirect when Windows starts.
- Disable anti-virus protection temporarily or permanently (requires a system restart to take effect).
- Reset all warning dialogs back to system defaults.
- Play sound when receiving a new instant message from another ShareDirect contact.



Instant Message Window

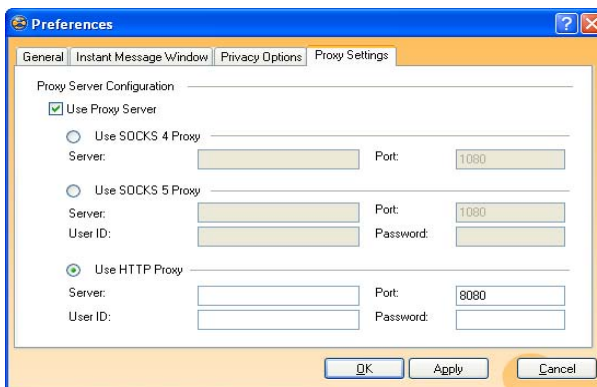
When choosing the Instant Message Window tab, you have the ability to manage the look and feel of the instant message text you send.

Click the Change button on the Display Options screen to change the font, style and size of your instant message text.



Privacy Options

Under privacy options, select previously blocked contacts, then click the Unblock button, to Unblock contacts. Blocking and Unblocking contacts is also possible in the ShareDirect Contact Console. To learn more, [See "Blocking a Contact" on page 20.](#)



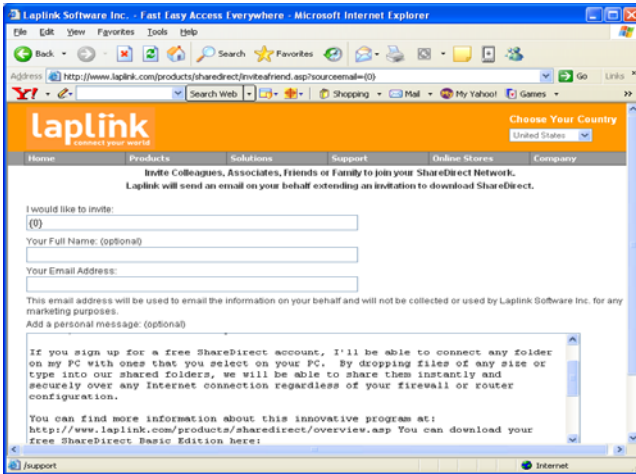
Proxy Settings

Companies often run proxy servers to control internet activities for security reasons. A proxy server has the capability of caching and filtering content.

ShareDirect supports connections through several different proxy server types, and these settings can be accessed from the right-click menu by selecting the Proxy Settings tab.

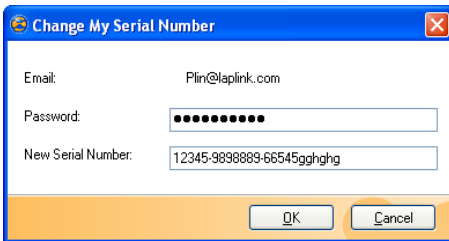
Expand My Network

Choosing the Expand My Network right-click option opens a browser screen that allows you to invite non-ShareDirect users to try out ShareDirect and share folders with you.



Change My Serial Number

Choosing the Change My Serial Number option allows you to manually edit the serial number, and enter your new serial number. This option is only available on the right-click menu.



NOTE: You can check your current serial number by right-clicking on the ShareDirect icon in the System Tray, then choosing About.

NOTE: If you are upgrading from a trial to a subscription, it is suggested you use the Manage My Subscription option to perform this upgrade. See ["Manage My Subscriptions" on page 30](#) for more information.

If you already had a ShareDirect subscription, and chose to purchase a different subscription plan from the website but didn't use the Manage My Subscription option to update your subscription, you will have to manually change this number for your new subscription plan to take effect.

- 1 After purchasing your new subscription, you will be sent an email containing purchase information, including your ShareDirect serial number.
- 2 Copy this serial number, either by selecting the text and choosing copy, or by manually writing it down.

- 3 Right-click on the ShareDirect icon in your System Tray, and select Change My Serial number.
- 4 Paste your new serial number in the bottom field, enter other info as required, and click OK.

NOTE:If you type your serial number, it is necessary to type dashes as well.

NOTE:Your serial number has been changed, and your account should now reflect your new subscription plan.

Online Help and Online Tutorial

Choosing these options brings you to the Help and Tutorial information available. The Online Help outlines the common uses and functions of ShareDirect, and the Tutorial steps you through the basics of ShareDirect, including installation and registration. Both are excellent resources if you have questions about using ShareDirect.

Manage My Subscriptions

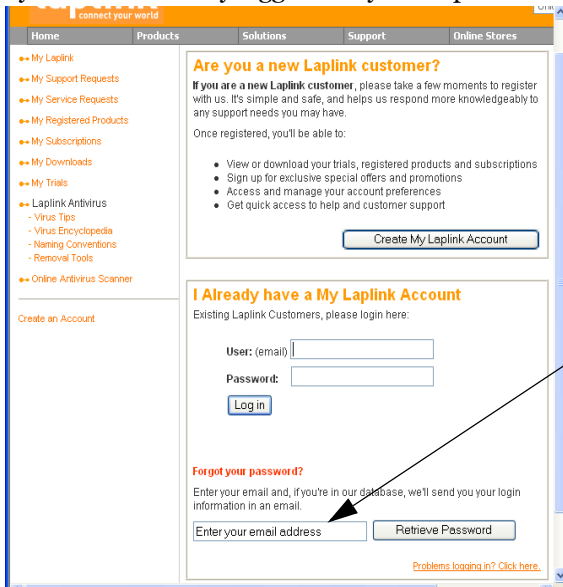
Choosing Manage My Subscriptions from the right-click menu will take you to your My Laplink account, where you can update your subscriptions.

Your My Laplink account is automatically created when you register any Laplink product.

The My Laplink account site is your account management site for all of your Laplink products. From here, you can obtain downloads, manage your subscriptions, obtain product serial numbers, and more.

You do not log into ShareDirect, or any other Laplink product, from this site, but you can obtain information necessary to using your Laplink product here.

If you are not already logged into your Laplink account, you will be asked to log in first.



Not sure of your account information?

In many instances, your Laplink account was created automatically during the installation and configuration process, and your password was created automatically.

Your full email address (joeQ@public.com) and your password are required to log in to your Laplink account.

To obtain this password, enter the *email address you used when registering your Laplink product*, and click the *Retrieve Password* button, and your password will be sent to that address.

My Registered Laplink Subscriptions



Once you've logged in, you will be taken to your Laplink Subscriptions. Click the Change Subscription button, then the down arrow to select the ShareDirect subscription option that best suits your needs.

Your account settings will automatically reflect your account management changes the next time you log into ShareDirect.

Updating a subscription

If you want to update your ShareDirect subscription plan, either from a trial to a subscription product, or from one subscription plan to another, follow the steps below:

- 1 Right-click on the ShareDirect icon in your System Tray, and choose Manage Your Subscriptions.
- 2 If necessary, log into your My Laplink account, following the instructions above.
- 3 Click the Change Subscription button, and choose the ShareDirect subscription plan that suits your needs best.
- 4 Go through the purchase process to complete your subscription change.
- 5 Restart ShareDirect so that your subscription changes will take effect.

If you purchased a ShareDirect subscription without using the Manage Your Subscriptions button, you will need to manually make this change. Go to [“Change My Serial Number”](#) on page 29 to learn more.

About



Accessing **About** from the right-click menu gives you useful information about your Laplink account, including your Serial Number, Plan Type, Version information, as well as a link to Manage My Subscriptions.

About ShareDirect Antivirus

ShareDirect's integrated antivirus feature keeps your computer safe from virus infection by checking all downloaded files with Laplink's powerful virus scanning engine, and deleting any infected files. ShareDirect automatically checks for updates each time you log on, ensuring you have the latest virus definitions to keep your computer safe. Virus definitions are provided free of charge for one (1) year from the registration date.

Premium vs. Direct Connections

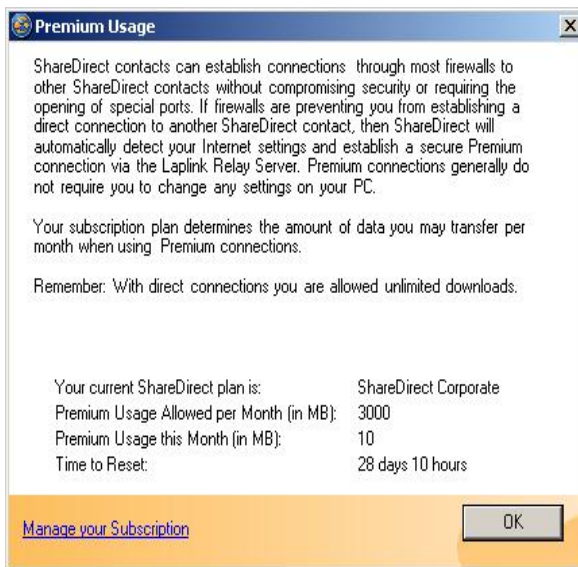
Connect through firewalls or routers - no configuration required

Unlike other P2P applications you may have used, ShareDirect works through nearly all firewalls and routers. Using ShareDirect's Premium connection technology, no special configuration is required.

ShareDirect will automatically detect your internet settings and establish a secure Premium connection through the Laplink Relay Server. Premium connections do not require you to change any existing Internet configurations. Whenever ShareDirect establishes a connection through firewalls to other ShareDirect Contacts, it does so without compromising your security or requiring the opening of special ports.

Name	Size	Type	Date Modified	Owner	Status
FirefoxSetup-0.9.2.exe	4,960 KB	Application	7/13/2004 3:29:33 PM	Darcy Test&P (d...	Downloading (48%)
Ki.bmp	577 KB	Bitmap Image	10/15/2004 3:16:26 PM	Darcy Test&P (d...	Downloaded
mshhtml.tlb	1,319 KB	TLB File	8/23/2001 5:00:00 AM	Darcy Test&P (d...	Premium
Regmon.exe	188 KB	Application	4/21/2004 4:48:20 PM	Darcy Test&P (d...	Premium
REGMON.HLP	15 KB	Help File	10/22/2002 7:48:00 AM	Darcy Test&P (d...	Premium
sd_ss1.gif	47 KB	GIF Image	6/9/2004 6:06:34 PM	Darcy Test&P (d...	Premium
ShareDirectInstaller-1.0...	3,043 KB	Application	8/16/2004 1:52:36 PM	Darcy Test&P (d...	Premium
Tcpview.exe	96 KB	Application	3/31/2004 8:42:08 AM	Darcy Test&P (d...	Premium

The ShareDirect subscription plan you purchase determines the amount of data you may transfer *per month* using Premium connections (the "Premium Usage"). If you are able to establish direct connections with ShareDirect, the amount of data you can download is unlimited and Premium Usage restrictions do not apply.



Note: The premium usage window is reached by right-clicking the ShareDirect icon in the System Tray.

File transfers are unlimited with no additional costs when using Direct P2P connections

If you are able to establish direct P2P connections with ShareDirect, the amount of data you download or you upload is unlimited and Premium Usage restrictions do not apply. When you share a folder with a ShareDirect Contact, you will immediately know if the file you desire to download requires a Premium connection or if a Direct P2P connection is available. This allows you to manage your Premium Usage and maximize the value you receive from ShareDirect.

Case Scenario

You are in charge of a large project, a software implementation at several sites. You need to share a lot of files with a group of colleagues. Some of your colleagues work at your company, some work for your partner, some are contractors. You have a lot of materials you need them all to review. Many of the files are very large, some of them 20 to 30 megabytes. You've sent enough large files to know that most of them won't go through as email attachments, due to file-size restrictions on sending and receiving.

What do you do? Burn the files to 10 CD's and snail mail them to everyone, only to have the files change before the CD's arrive, then having to burn 10 CD's again tomorrow? Try to get your IT manager to give network access to outsiders? What's the easy, instant way to safely share files and folders with teams, some who have local network access and some who don't? ShareDirect is the answer.

ShareDirect allows you to securely create instant, private networks with anyone who uses email.

ShareDirect must be installed on each machine, and each person must be a ShareDirect Contact, in order to create this private network. Here's a typical way you can use ShareDirect to share your files with others.

1. Add Contacts

First, who do you want to share your files with? Add the Contacts you want to have access to these folders. Click ["Managing Contacts" on page 19](#) to learn more about working with Contacts.

2. Create Groups

This isn't your only project. Use groups to manage teams and projects quickly and easily. Add the Contacts you want to have access to these files to this group. To learn more about working with Groups in ShareDirect, go to ["Managing Groups" on page 22](#).

3. Share a Folder

Next, you'll want to share the folder with your team. Select the folder you want to share, or create a new one. To review Sharing a folder, go to ["Creating a ShareDirect Folder from the ShareDirect Toolbar" on page 12](#).

4. Invite Contacts to Share your New Folder

Go to the folder in Windows Explorer, choose Contacts, and click Invite. Invite groups or individual contacts you want to share this folder. When you click OK, each contact will receive an Invitation to share this folder. To learn more, go to ["Inviting a ShareDirect Contact to Share Your Folder" on page 13](#).

5. Chat

Open Chat with Contacts, and let them know what you're calling your shared folder. Suggest they use the same name. (This isn't required, but might help keep the project organized.) To learn more about Chat, go to ["Using Chat" on page 24](#).

Sharing Complete!

Your folder, and the files in it, are now shared with your entire team. No file size, firewall or CD hassles. Now the work of sharing work and collaborating with colleagues really begins. ShareDirect makes it seamless and easy to instantly share files. Hours, even days that would have been spent working through these headaches are now spent working on the project. ShareDirect allows you to manage the group and the information easily. Maybe tonight, you'll actually get to leave work on time for a change!

System Requirements

In order to install and use ShareDirect you must meet the requirements for both ShareDirect and for Microsoft .Net Framework 1.1.

ShareDirect Requirements

To install and run ShareDirect your computer must meet the following requirements:

- .Net Framework 1.1
- 128MB RAM
- Active Internet connection (high speed connection recommended)
- Windows 2000, XP Home or XP Professional.

Microsoft .Net Framework 1.1 Requirements

In order to install and run ShareDirect you must first install the Microsoft .Net Framework 1.1.

Detailed information on .Net Framework 1.1 can be found on the Microsoft website at: <http://msdn.microsoft.com/netframework/technologyinfo/sysreqs/default.aspx>.

NOTE: The .Net Framework is a 25Meg download.

The .NET Framework has the following minimum requirements:

Processor:

- Client (a computer not working in a server capacity): 90-megahertz (MHz) Intel Pentium-class processor

Operating System

The .NET Framework 1.1 Redistributable is supported on the following platforms:

- Microsoft Windows® Server 2003* (.NET Framework 1.1 is installed as part of the operating system)
- Windows XP Professional*
- Windows XP Home Edition
- Windows 2000*

NOTE: ASP.NET Web applications and XML Web services can only be hosted on Windows XP Professional, Windows 2000, and Windows Server 2003
The .NET Framework 1.1 Redistributable cannot be installed on 64-bit computers; Windows NT 4.0 Terminal Server is not supported.

Memory:

- Client: 32 megabytes (MB) of RAM, 96 MB recommended

Hard Disk:

- 150 MB of total hard disk space required
- Display 800 x 600 or higher-resolution display with 256 colors

Input Device

- Microsoft mouse or compatible pointing device

Other

- Microsoft Internet Explorer 5.01 or later is required .
- Microsoft Data Access Components 2.6 is required for data scenarios (Microsoft Data Access Components 2.8 is recommended on a server).
- Microsoft DirectX 9b is required to execute managed DirectX applications
- Install the latest Windows service packs and critical updates from the Windows Update site.
- Installation of the .NET Framework 1.1 is split into two parts: the core and language packs. The core contains everything you need to run .NET Framework applications; all dialog boxes and error messages will be in English. If you want dialog boxes and error messages in another language, you must also install the corresponding language pack.

For more information, see the [.NET Framework Downloads](#) page.

