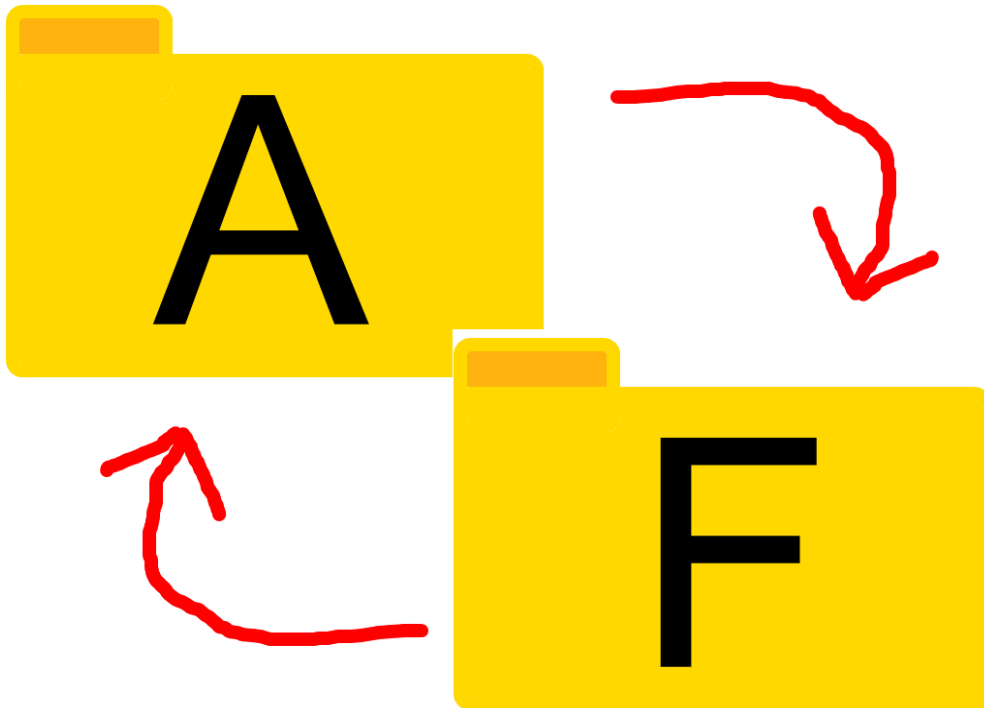


# AnyKey AnyFile 2007



User Guide

English

R1.2.6



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## **Chapter 1 – Introduction**

Welcome to the AnyKey AnyFile Client 2007 user guide. This guide will tell you what you can do with AnyFile. AnyKey AnyFile was built to simplify the transfer of multiple and large files via the internet. Most often email systems are not designed to transfer large files or do not allow the transmission or reception of large emails. You do not want to worry how those files get there, you just want them to get there.

AnyKey AnyFile solves this problem for you by not sending the files via email, but making them available on a server for the receiver. AnyFile handles the work of putting them on a web server and cleaning them up afterwards. Also the AnyFile system sends the receiver an email with instructions to download the files and all the information necessary to extract them.

How does it work? All you have to do, is start the application on your workstation, ask your system administrator for instructions if necessary. After that you can select multiple files and folders you want to sent over. Next you enter the email addresses of the recipients and even a small message if you want, and you can sent them on their way. The AnyFile Server somewhere in your network takes care of securing the files and putting them on the right web or FTP server. If the files are ready to be downloaded you and the recipients will get an email. It's as simple as that.



## **1.1 What is new in R.1.2.6**

- Added: auto quit after finish.
- Fixed: Wrong folder size in summary when files are over 2 GB.

### ***R1.2.5***

- *Included About box with useful information*

### ***R1.2.4***

- Changed version number to match server

### ***R1.2.3***

- Drag and drop implemented for file and folder selection
- Color scheme 'white' has been added as requested by several users
- Folder existence and INI file check
- Added new languages: French and Swedish (*Dutch, English and German were already built in*)



## Chapter 2 – Running AnyFile for the first time

This chapter describes the first steps of the AnyFile, after you start it for the first time.

Start AnyFile by double clicking the icon.



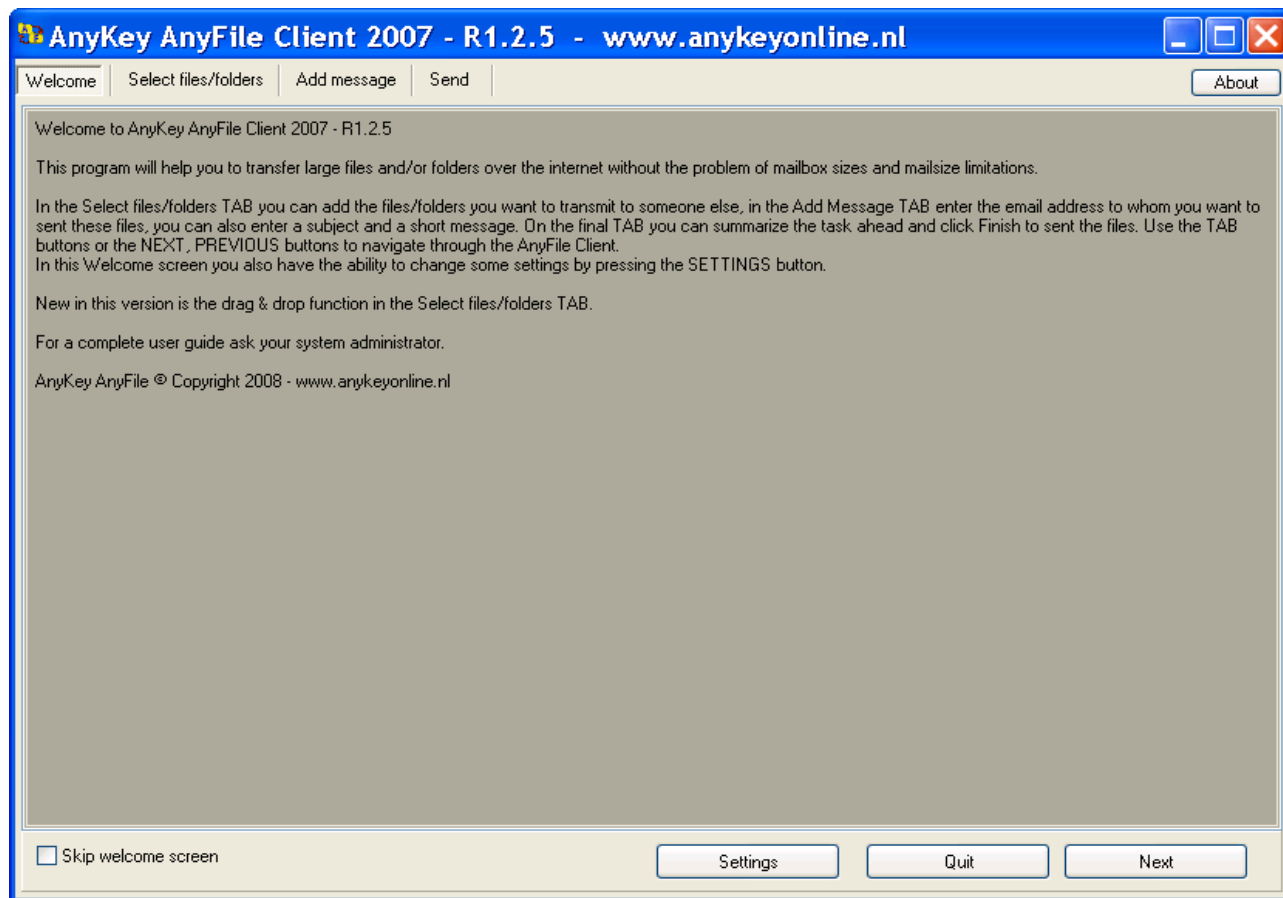
This screen will come up with empty fields. It's advisable to enter all the data correctly for best results.

Settings	Explanation
Your Name	Enter your fullname, this is used as the sender name.
Your company (*1)	Enter the company name (optional)
Your email address	Enter your email address, for notifications and the sender email address.
Remember last TO/Subject	With this setting enabled the TO and SUBJECT field content are remembered for the next session.
Remember last e-mail	With this setting enabled the message content is remembered for the next session.
Encrypt using password	Encrypts the files using a random password.
Self extracting result	When this setting is enabled the result is a Win32 EXE file which auto extracts. Users with a non Windows platform can download extractors on the 7Zip website <a href="http://www.7-zip.org">www.7-zip.org</a>
Skip welcome screen	When this setting is enabled, the welcome screen is skipped during restart of AFC.
Language	Select the language you prefer.
Color scheme	New in R1.2.3 select a color scheme. The Default or white for better readability.

\*1, can always be overridden at the AnyFile Server by your system administrator.



Press OK to continue



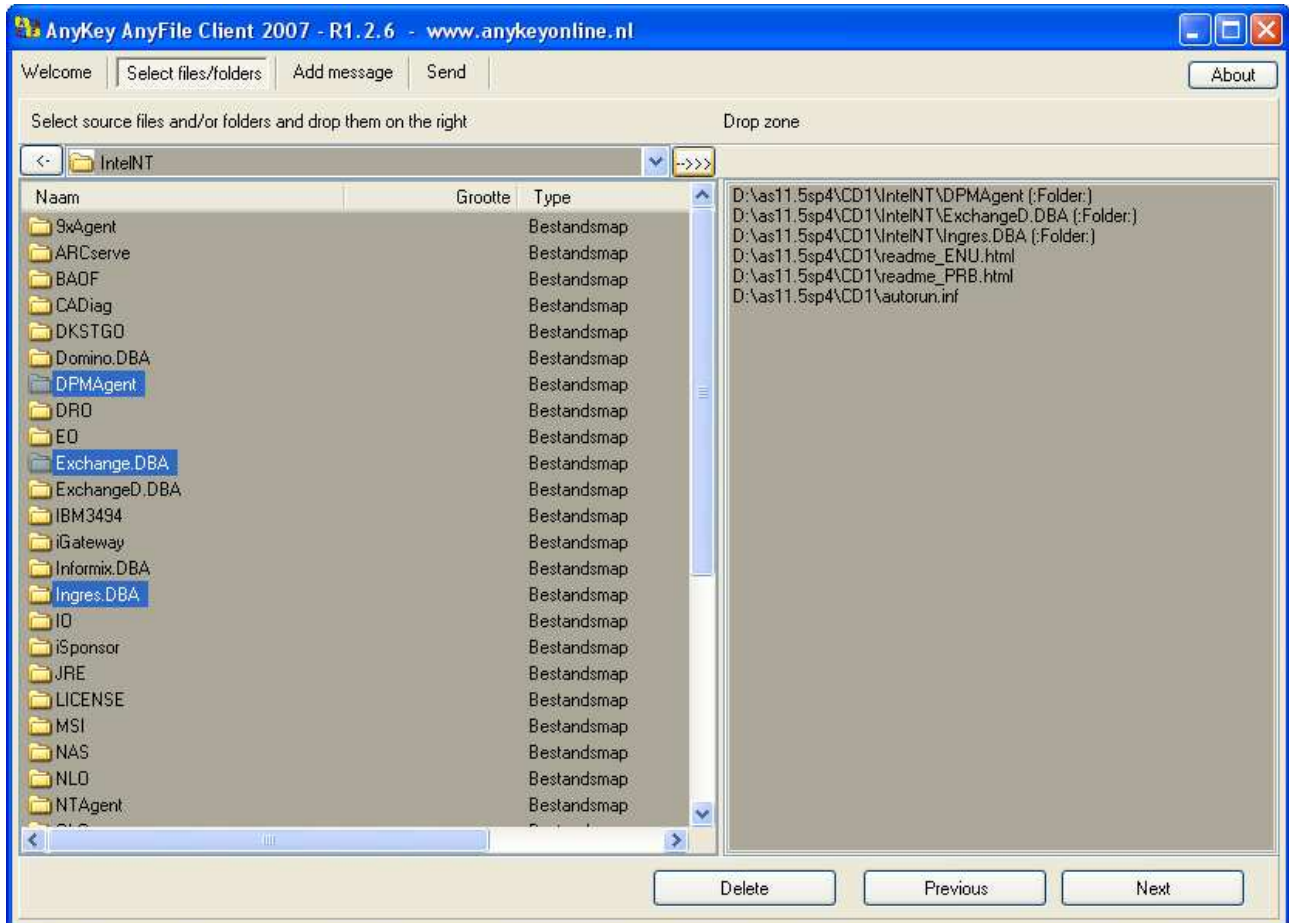
Next you see the AnyFile welcome screen, with the four tabs (Welcome, Select files/folders, Add message and Sent). You navigate through these tabs using the TAB buttons or the next/previous buttons.

TAB	Explanation
Welcome	The welcome screen, also the only way to the settings using the Settings button
Select files/folders	This TAB allows to select files and/or folders you want to transmit to someone on the Internet.
Add message	Enter the email addresses of the recipients and a small message.
Sent	This TAB summarizes all information and allows you to actually sent the files on its way.



## Chapter 3 – How to use AnyFile

To start sending files/folders, you start AnyFile and click next on the welcome screen or press the Select files/folders TAB.



On this TAB you can select multiple files and folders even from different locations. Use Drag 'n Drop to select one or more files or folders. You can add files and folders from multiple locations. As you can see in the screen shot above, folders are distinguishable by the (:Folder:) additive. You can also delete lines by selecting them and press the 'Delete' button or just hit the Delete key on your keyboard.

New in this version is the button in the center on top. This will add the selected files or folders to the Drop zone. This will make it easier if you don't want to drag and drop.

Warning, make sure all selected files and folders remain available during the transfer to the AnyFile Server. Do not swap USB sticks, CDs or DVDs during transfer.



Press next or press the 'Add message' button

AnyKey AnyFile Client 2007 - R1.2.3 - www.anykeyonline.nl

Welcome | Select files/folders | **Add message** | Send

FROM: web@anykeyonline.nl

TO: anysoft@anykeyonline.nl; Addressbook

SUBJECT: Here are the requested file for recovery

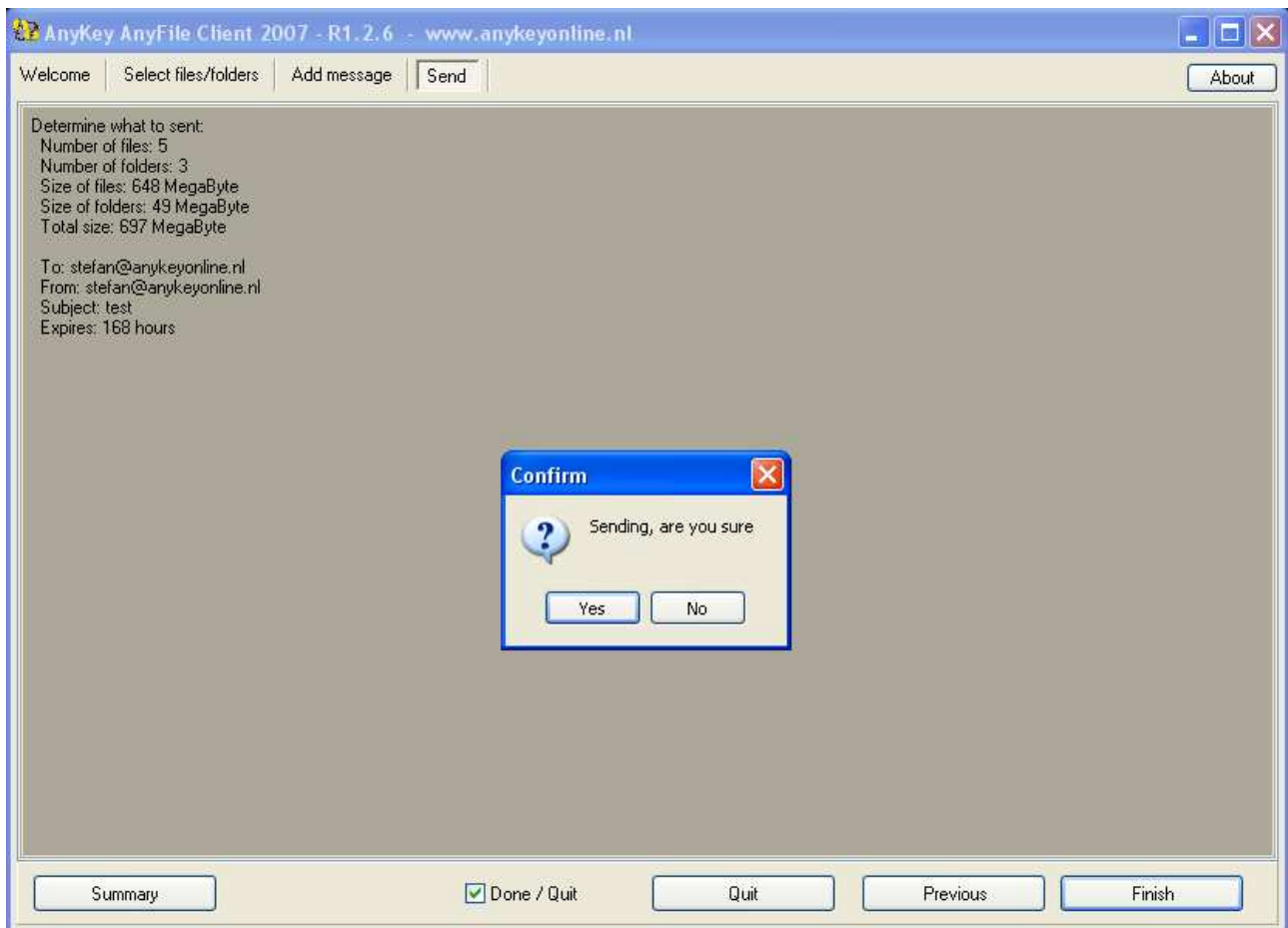
Hello,  
Here are the files you need to fix your installation,  
Good luck,  
Stefan

☒ Encrypted ☒ SFX Expire (hours): 168 Apply Previous Next

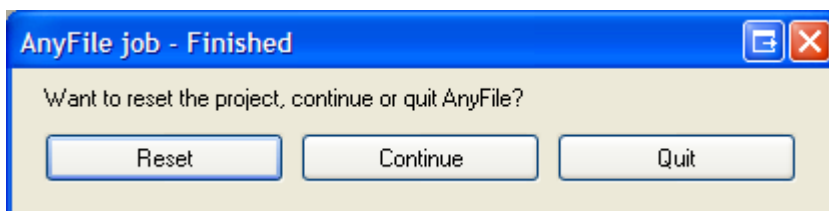
On this screen you have to enter the email addresses of the recipients in the TO field, the sender is probably already filled in. You can also add a subject and a short message. On the bottom side of the window you can select or deselect Encryption and SFX (Self Extracting). Also select the number of hours before the files expire. Default is 168 hours which is one week. Click NEXT to continue.

All emails will be sent one by one, so multiple recipients do not now about each other.





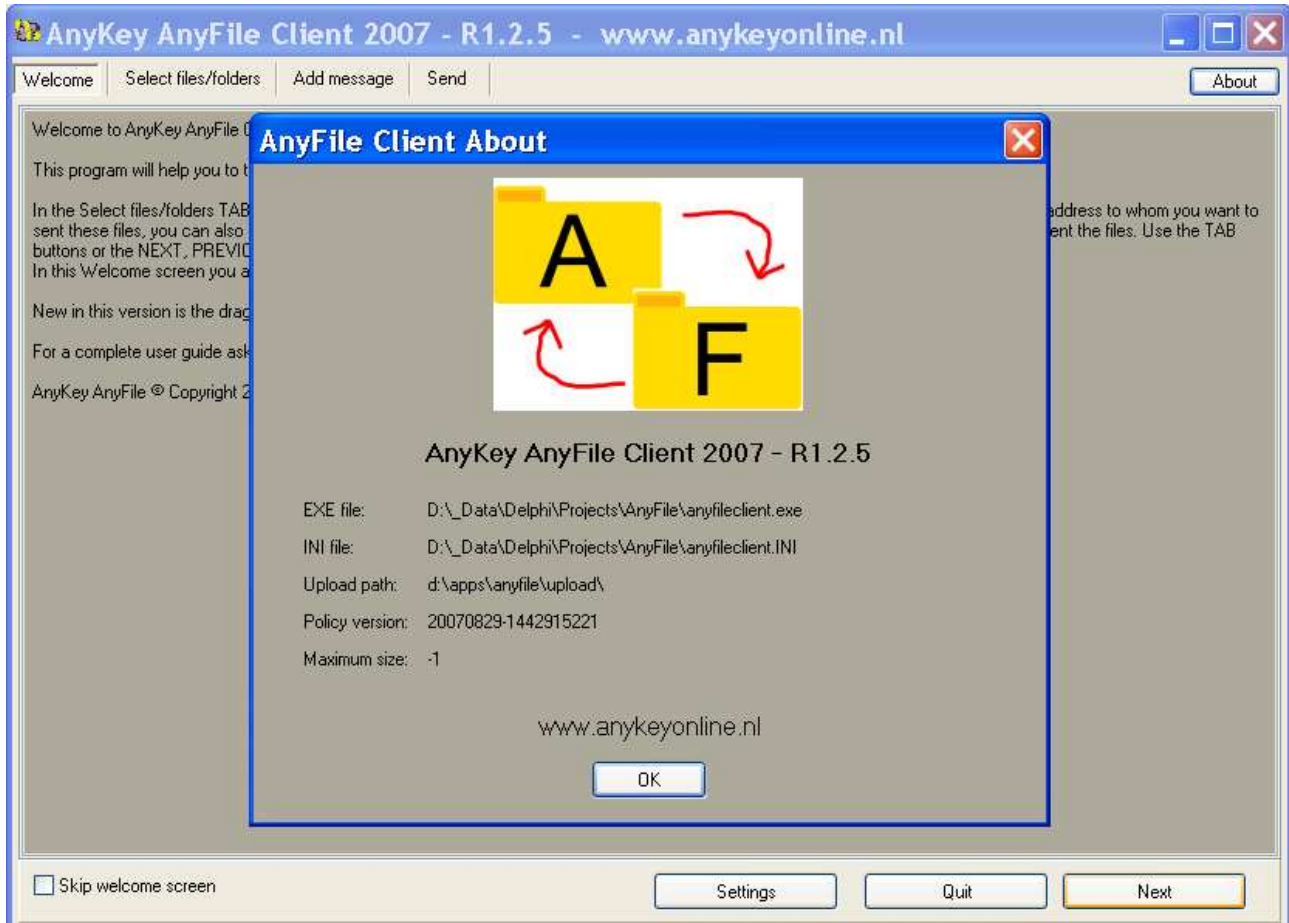
Press the Summary button to check if everything is alright. All sizes are added and checked if they are not in violation with size policies. If everything is okay you can press the Finish button. If you press finish immediately the check is done also.



If the transfer to the AnyFile Server is complete, this message appears. You can choose from Reset, Continue or Quit. If you choose 'Reset', all selections are deleted and the addressees or message are deleted as well, depending on your settings. When you click 'Continue', everything is saved and you can resent the files or change something to the selection or message. If you click Quit, AnyFile will quit.



New in R1.2.5 client is the About box. Although it does not add any functionality it adds some troubleshooting information if something is not working as expected.



It displays the information read from the INI file. This info will allow your system administrator to assist you if something is wrong. Press OK to close the About box.



## **Chapter 4 – Disclaimer**

By using this software you agree to the disclaimer. This software is free for personal and business use. AnyKey nor the author of this software take any responsibility for damage done directly or indirectly by using this software. All risks are your own to take. Also it is not allowed to use this software for illegal actions including piracy.

*This manual was written in OpenOffice.org Writer.*