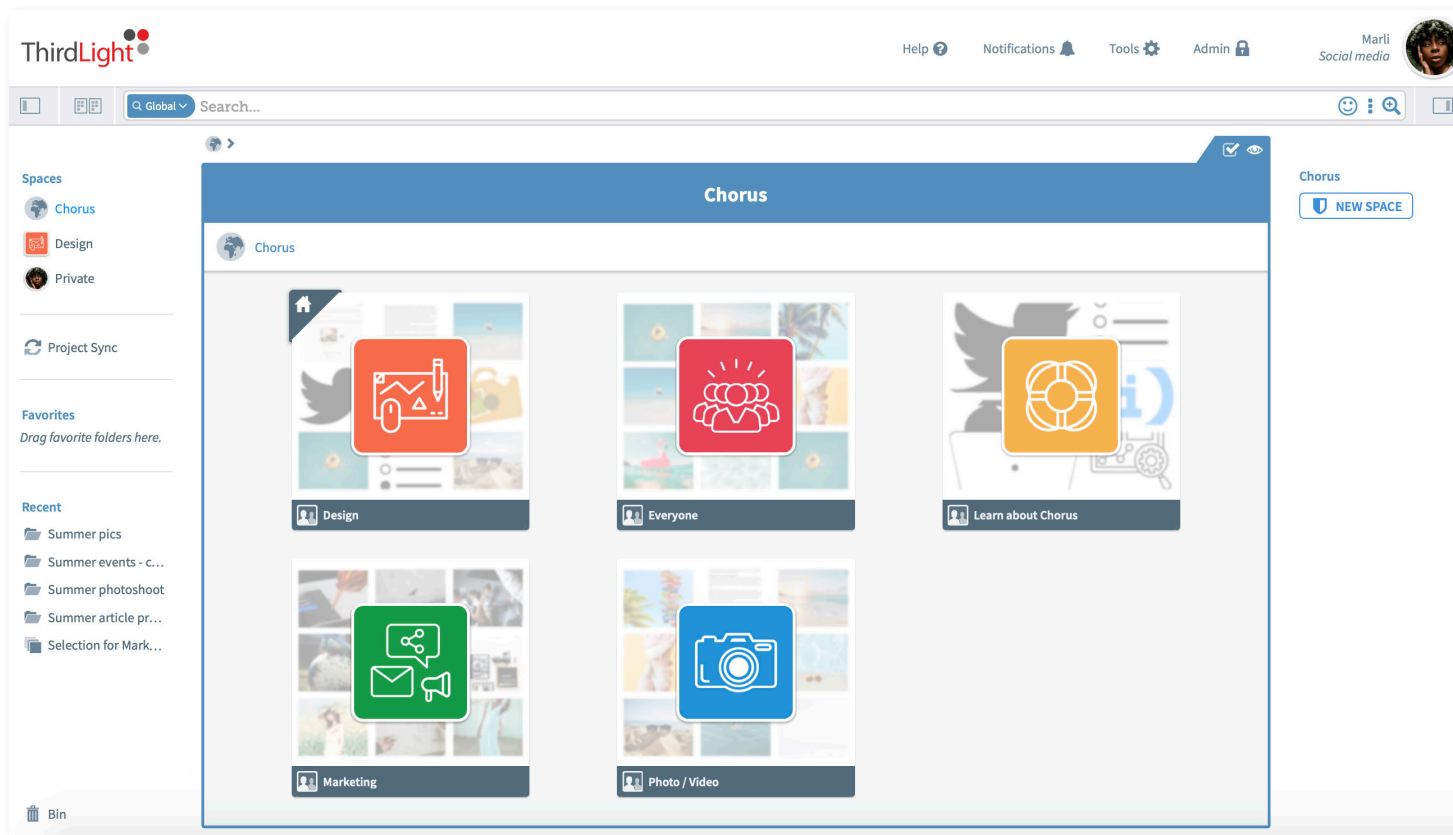


Welcome to Chorus

This guide is a quick overview of Chorus. It explains how to get started with managing, collaborating and sharing your digital files with other people.



Find more information : www.thirdlight.com/docs.

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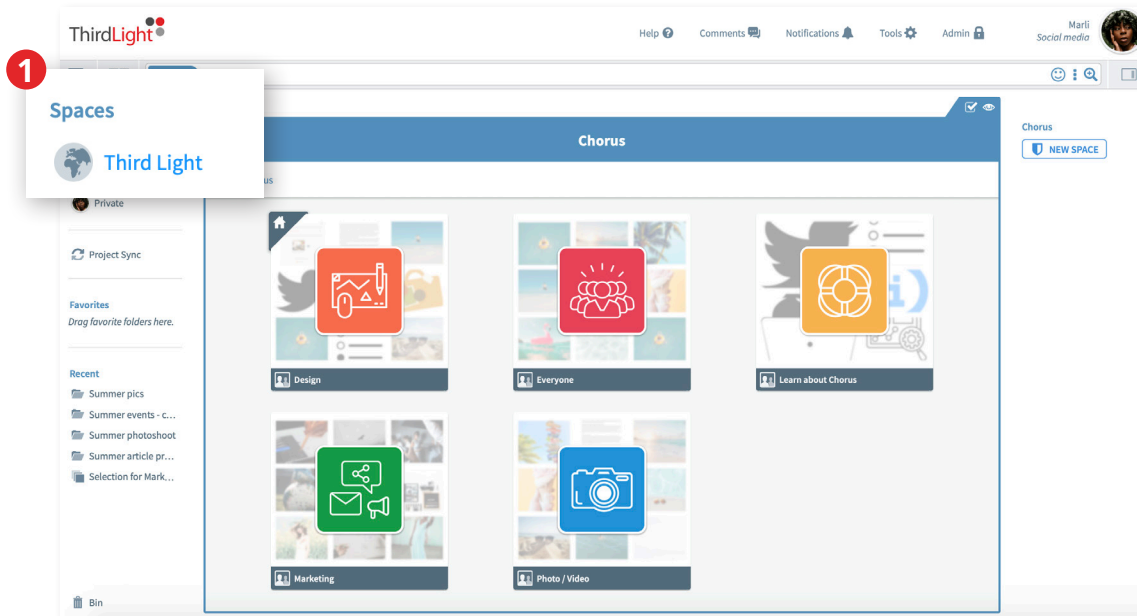
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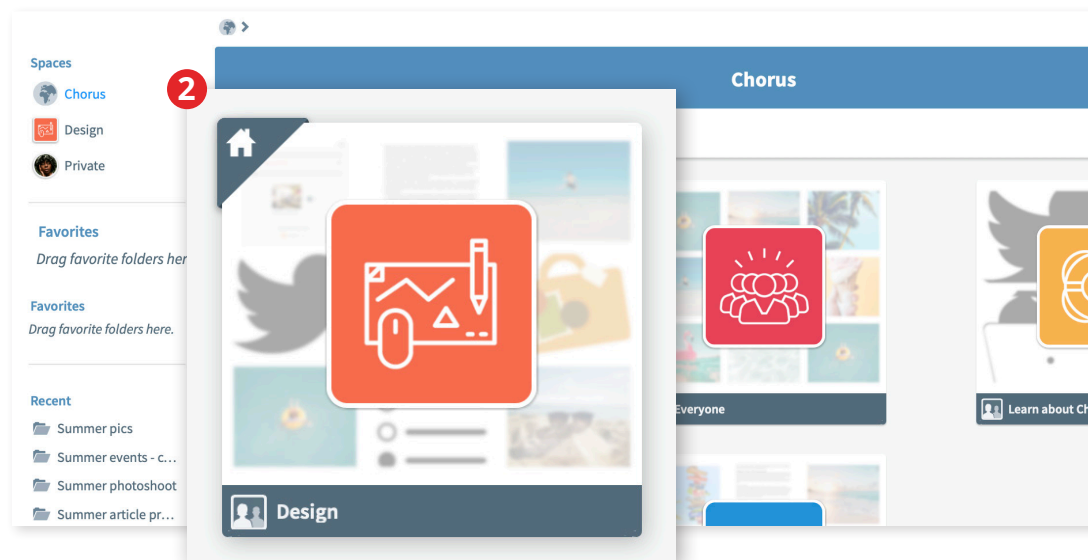


Site

Your site is divided into *spaces*. These are areas of the site that only some users have access to. Depending on their role, members of a space can have different permissions in a space. You will only see the spaces that you are a member of.

The first thing you will see when you log into Chorus is all the *sites spaces* you have access to.

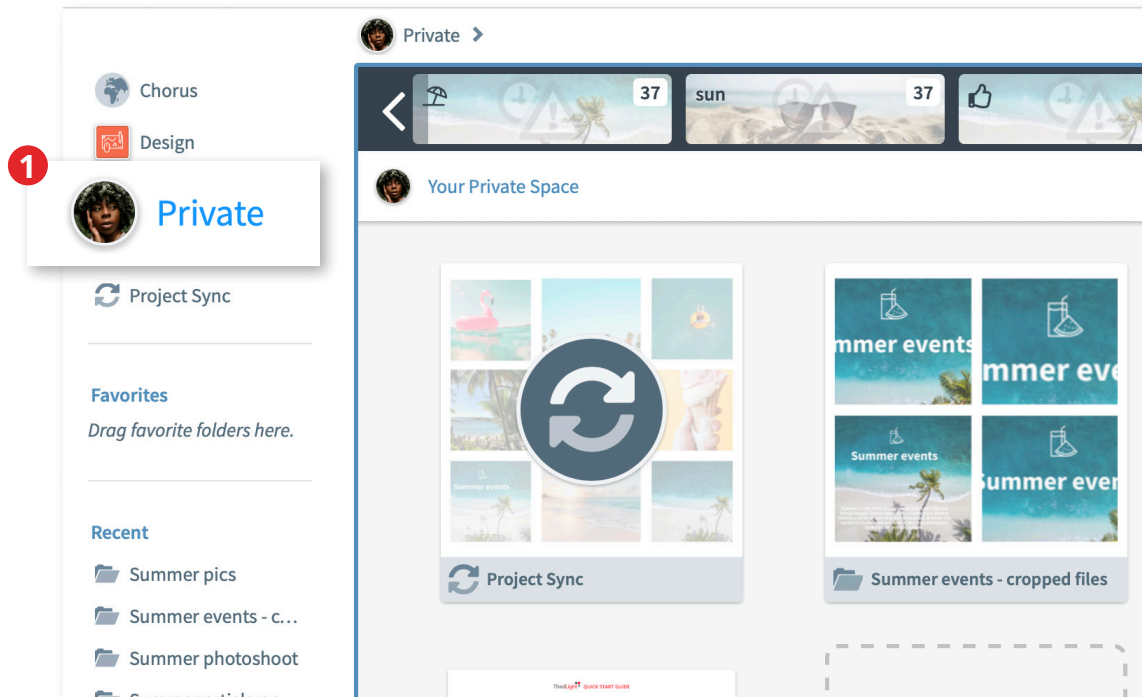
1 You can browse back to "site" by clicking the globe icon in the left hand menu.



Home Space

2 One of the site spaces is your *home*, which can be identified by the icon in the top left corner of the space.

Your home is the area of the site that you belong to more than anywhere else in Chorus. For example it may be the space for your team.

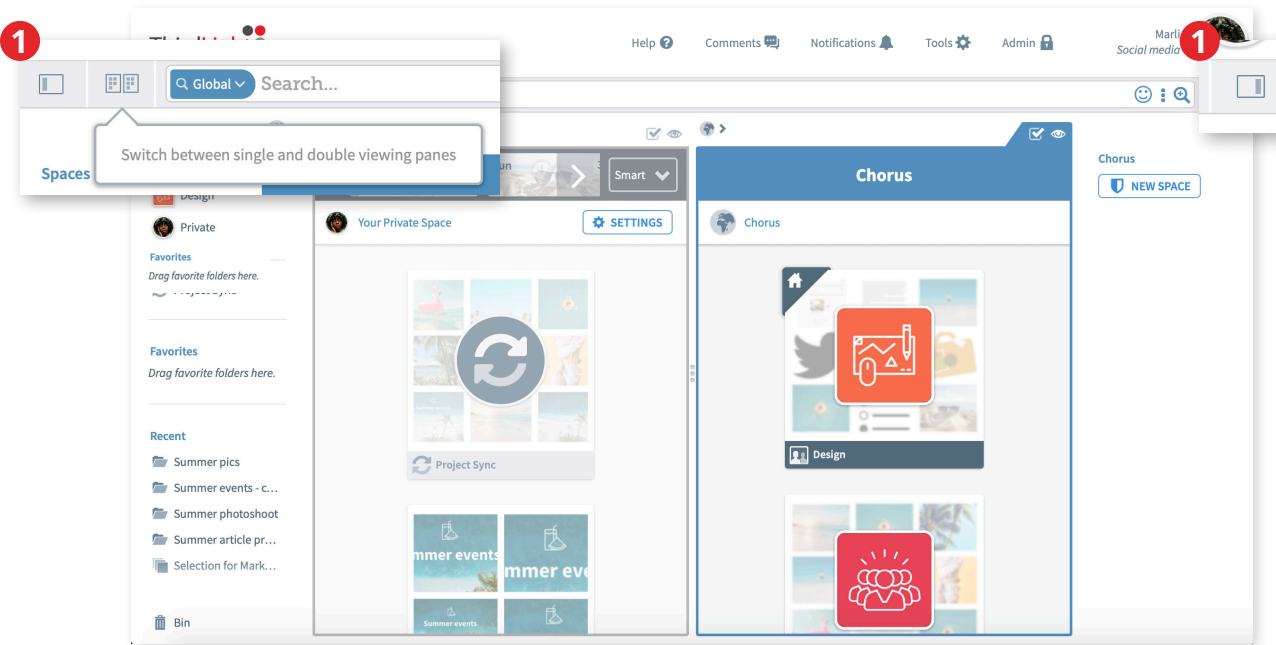


Private

The *private space* is personal to you. You have full control over everything in this part of Chorus, making it useful for work-in-progress and collaboration.

This is where you can find all the files that are shared with you by other users as well.

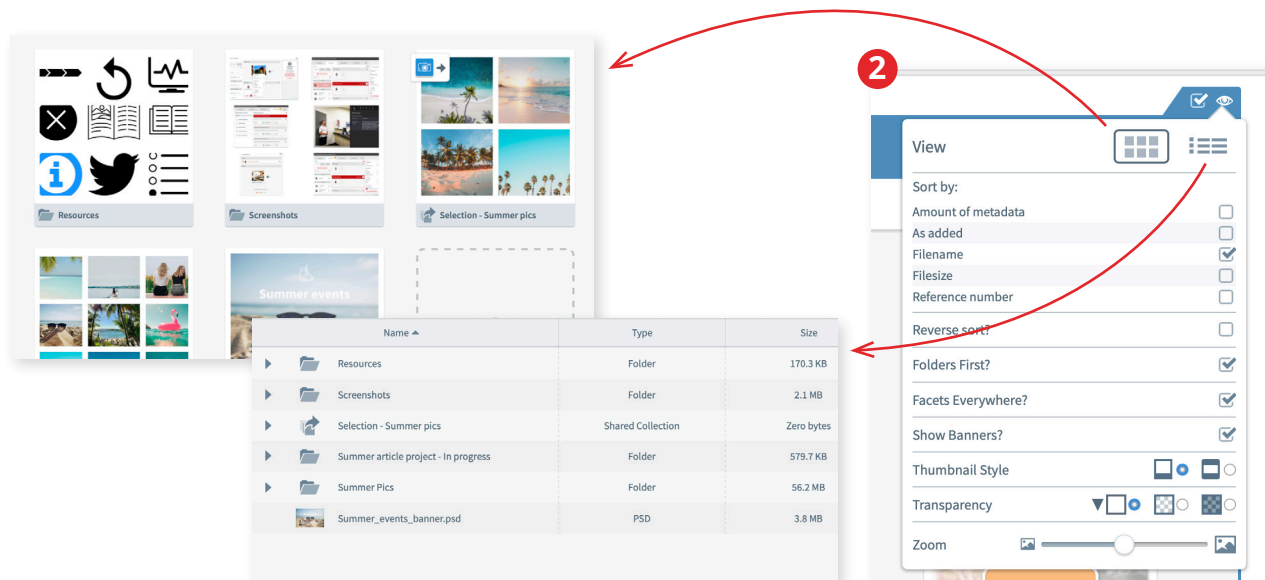
1 You can browse to “private” at any moment by clicking your avatar icon in the left hand menu.



Single and dual pane

Chorus works like most apps and will feel instantly familiar. Drag and drop files to move them and double-click to open them.

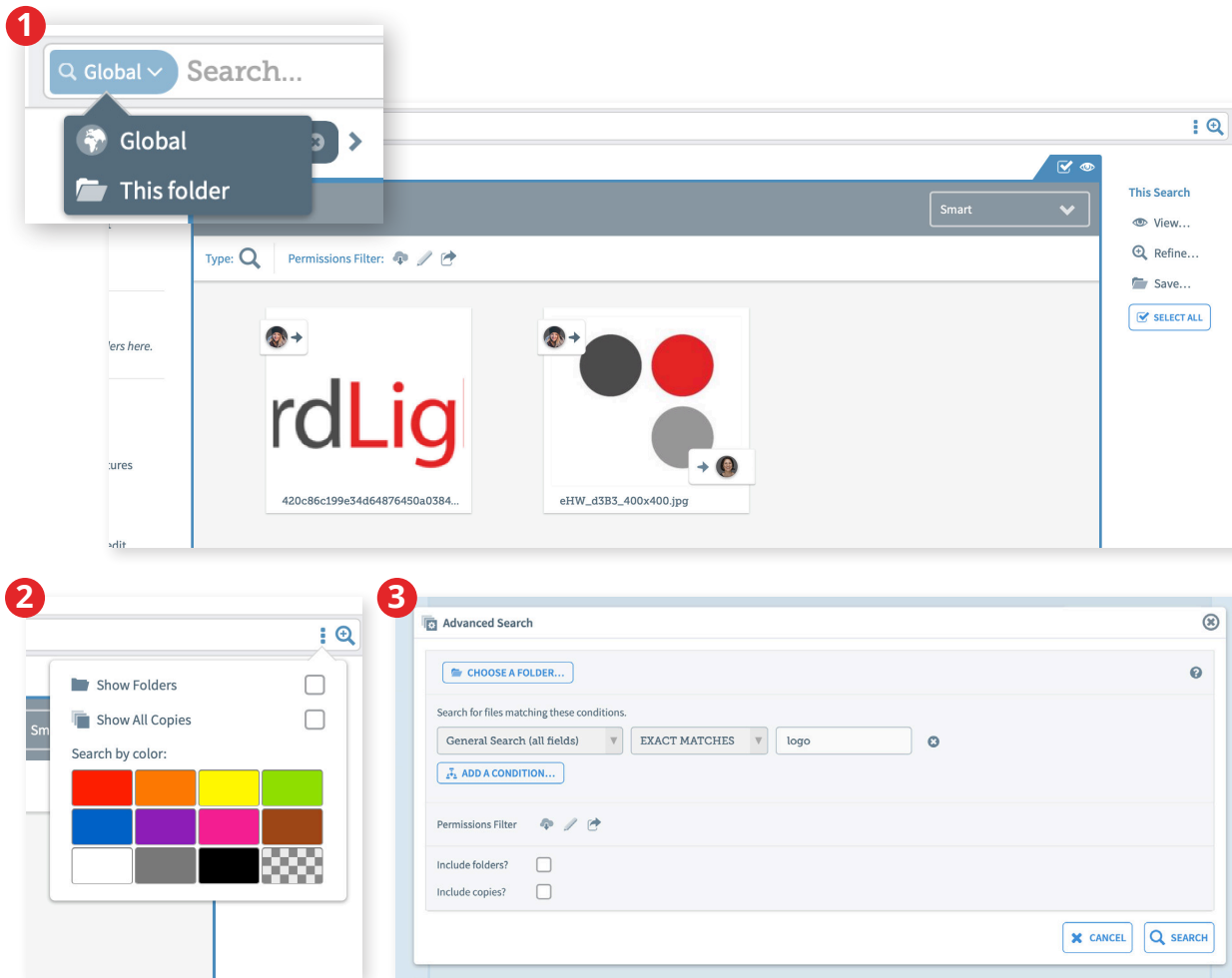
- 1 You can customize the view. Try switching to dual panes (handy for moving files around!) or make the central area wider by hiding the side menus.



View

Chorus defaults to thumbnail view, but you can change to list view if you prefer that (hint: try the keys 1 and 2 on your keyboard when navigating in Chorus).

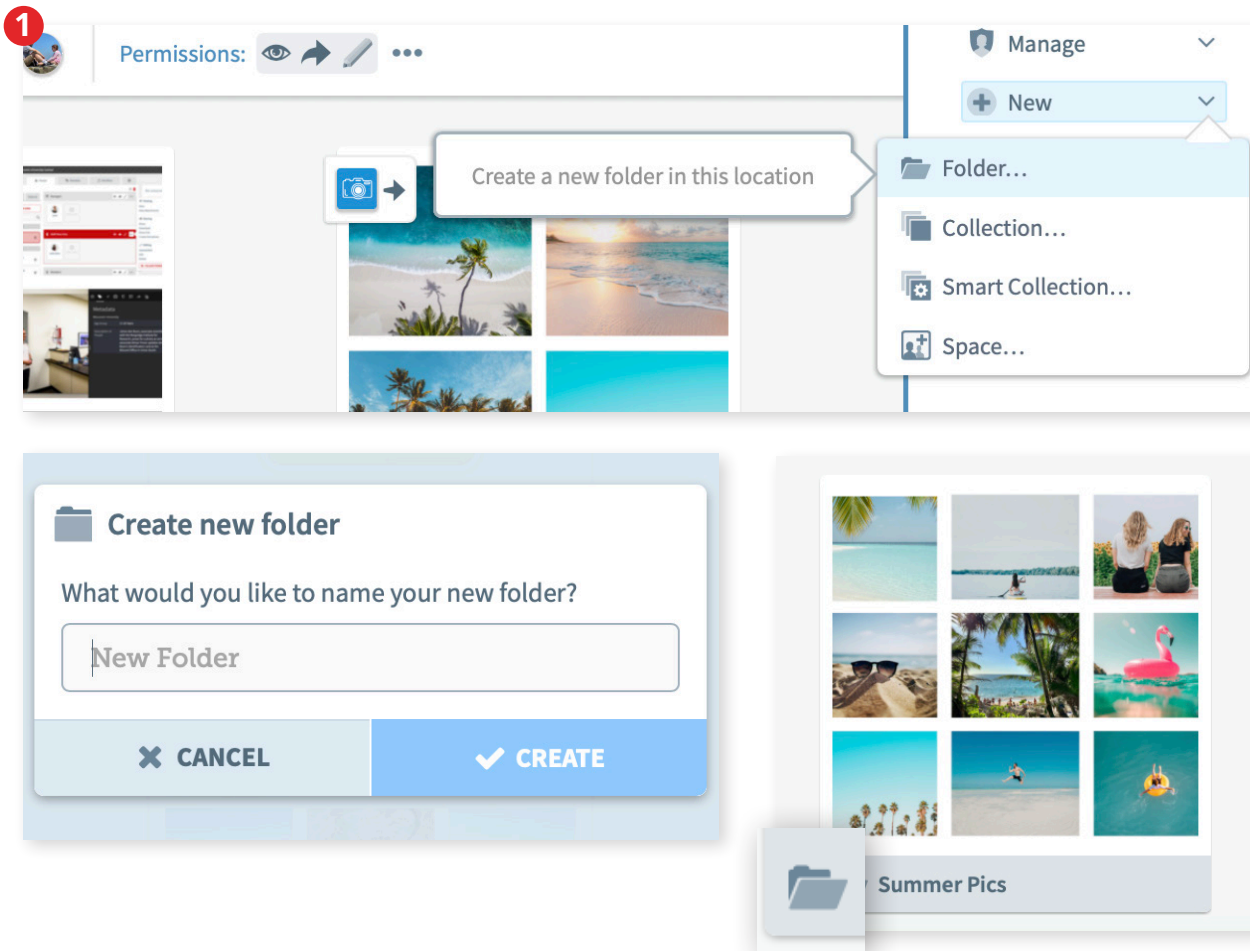
- 2 There are many options you can change in the "view" menu under the eye icon. Try a few!



Q Search

- 1** The search bar at the top is for you to quickly find the files you need. It will look everywhere you have access to and search metadata fields.
- 2** You can search for folders too by clicking on the three dots and ticking that option.
- 3** You can also search inside a specific folder (and all its subfolders) or do a more advanced search by clicking on the magnifying glass on the top right.

Refining a search is also possible, search multiple times and all the conditions will be added together.



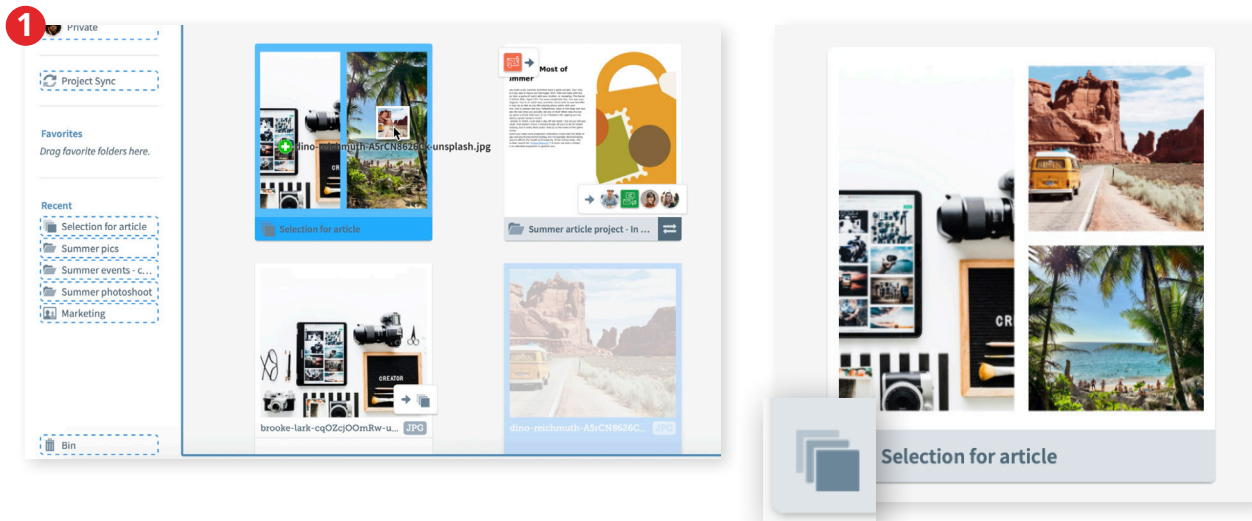
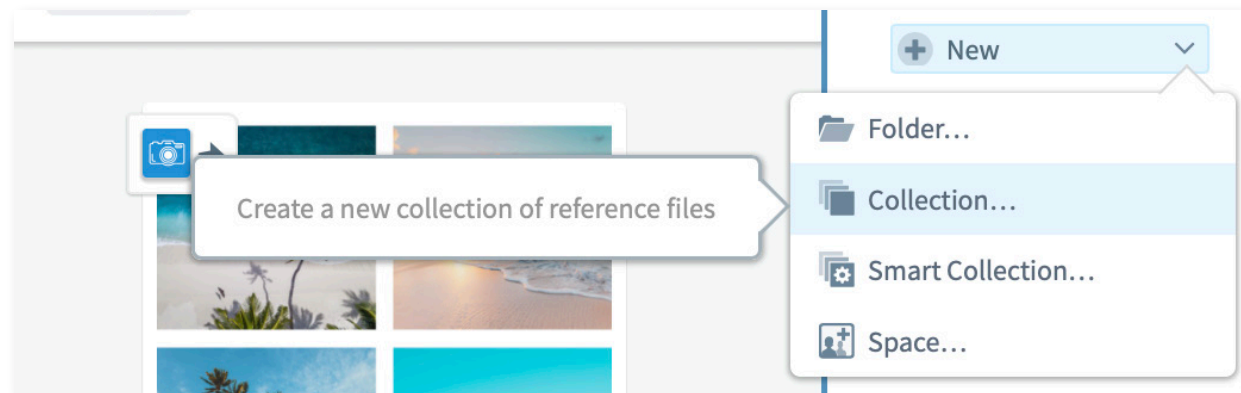
Folder

Folders in Chorus are the same as in your computer. They contain files, and can contain other folders too.

1 You can create a new folder under the “New” action. To open a folder, simply double-click on it.

To move a file into a folder, or to move a folder, simply drag and drop it (hint: use the dual pane mode for a better experience).

When you move a file from a folder to another, you are changing its location inside Chorus.



Collection

Collections are like playlists for your files. You can add files into a collection by dragging them into it.

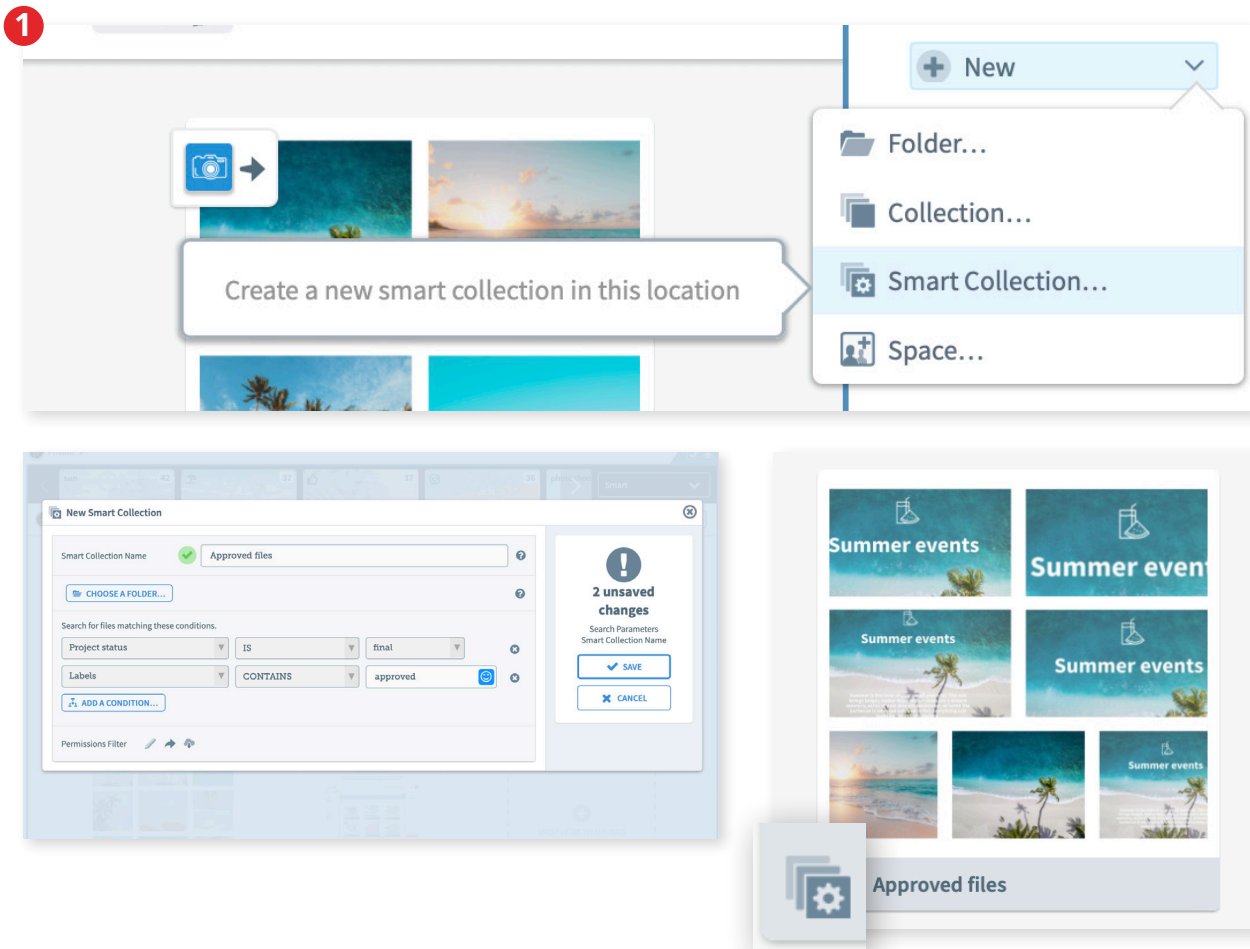
You can use collections to group files together.

1 Adding a file to a collection does not move or copy it, instead it creates a “reference” to the file in the collection.

If you edit a file in a collection you are editing the original, so they can be very handy.

You may need permission from the owner of the file and the manager of the collection to add a file.

You can also create Private Collections in your private space, with no permission restrictions.



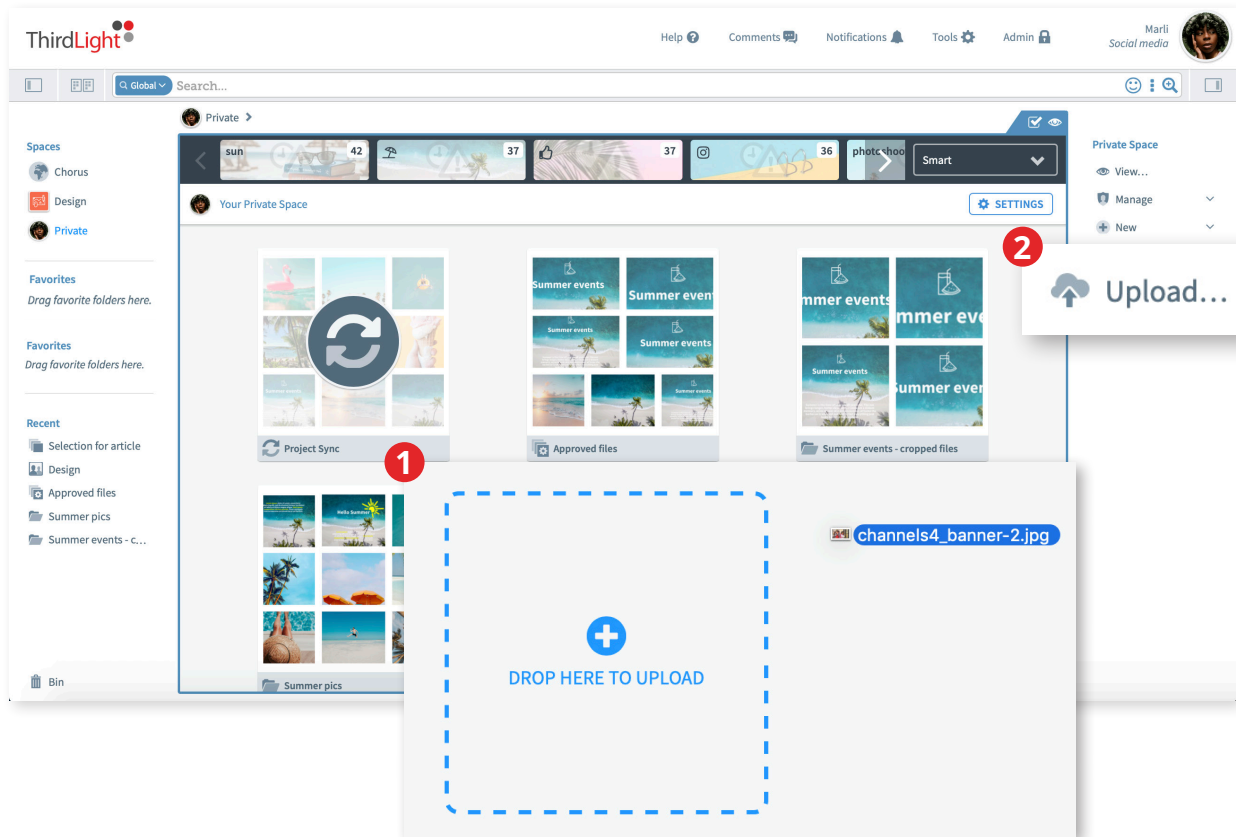
Smart Collection

You can ask Chorus to search for files and automatically add them to a *smart collection*.

Smart collections refresh when metadata changes, so always stay up-to-date.

After each search you perform in Chorus, you will be able to save it as a smart collection if you want.

1 To create a smart collection in a space you need to be a manager of it, but you can always create them in your private space.



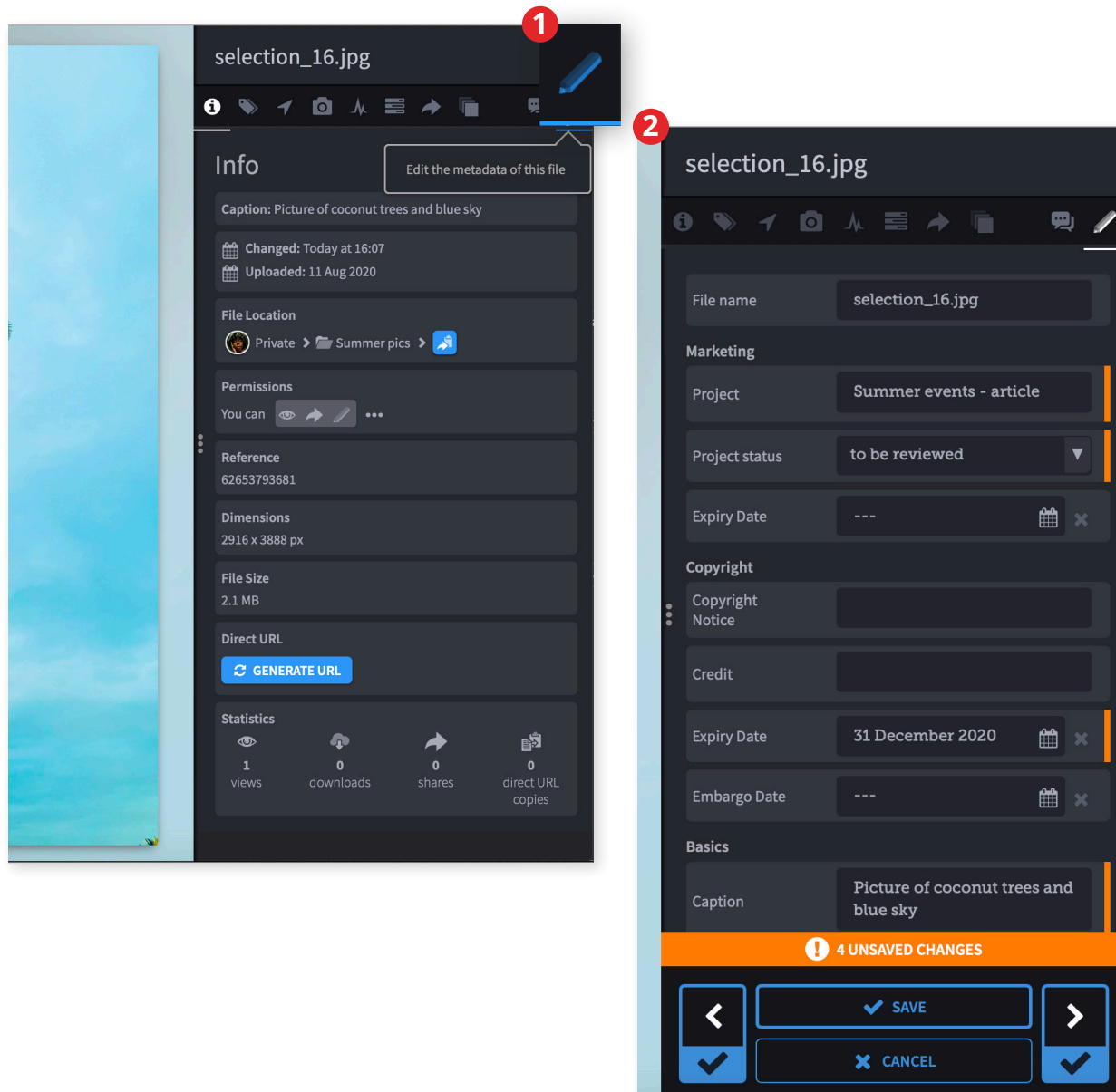
Upload

1 The easiest way to upload files is to drag them from your computer. You can drag files or folders. Subfolders and their contents will be uploaded too.

2 You can also use the upload action on the right-hand side and navigate to the files you need on your computer.

You can “replace” a file with another from your computer to make a revision. You can always re-activate the previous revision if you want.

Advanced options are available for large uploads, ask a manager or admin for details on these.

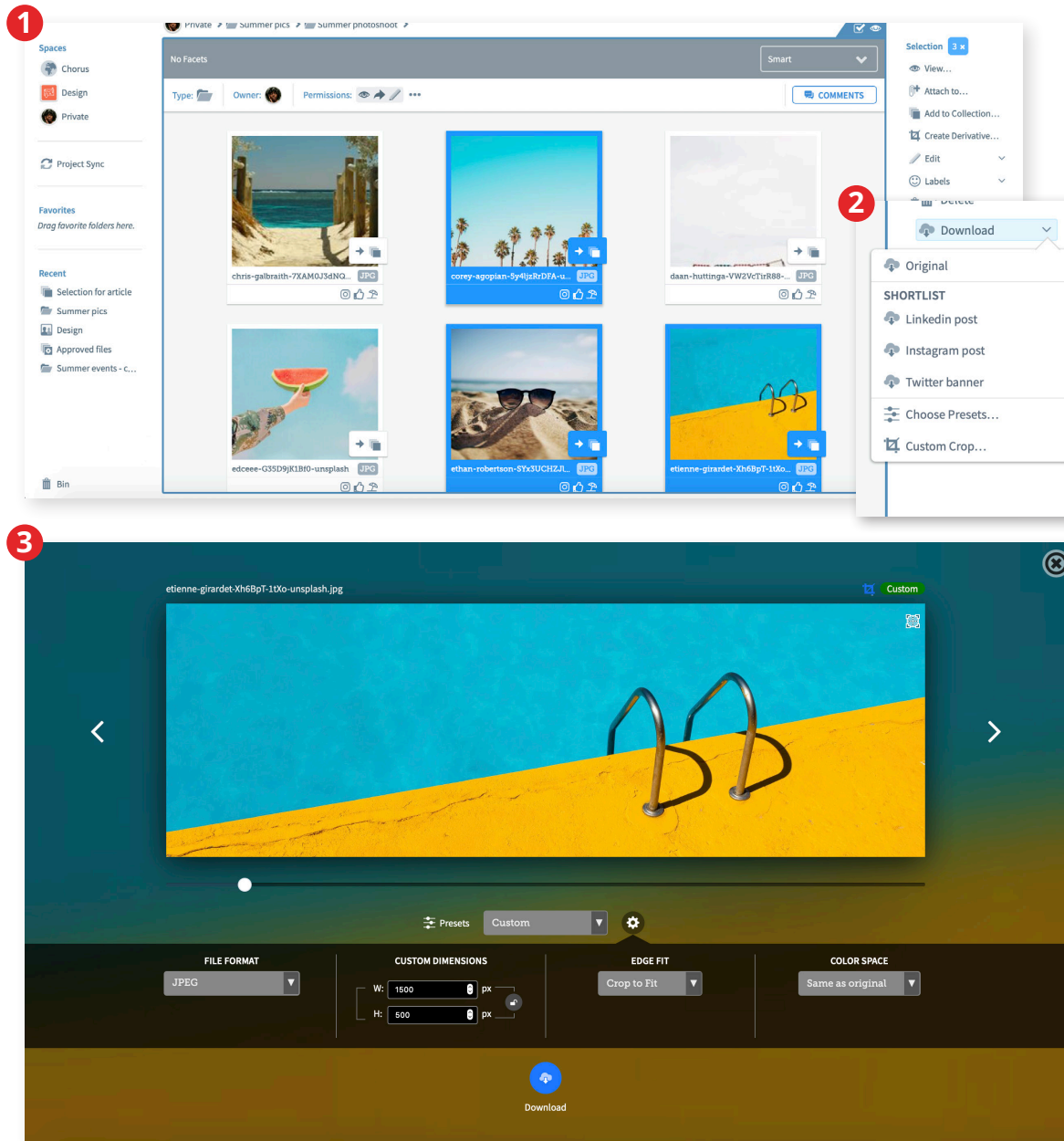


Edit, tag

1 To edit metadata or tag a file, use the edit action or click on the pencil icon on the top right in the preview.

2 You can add more information to the file here by modifying the available metadata fields. There are many kinds of them, such as keywords, dates or plain text. The managers of each space can add more fields if you need them.

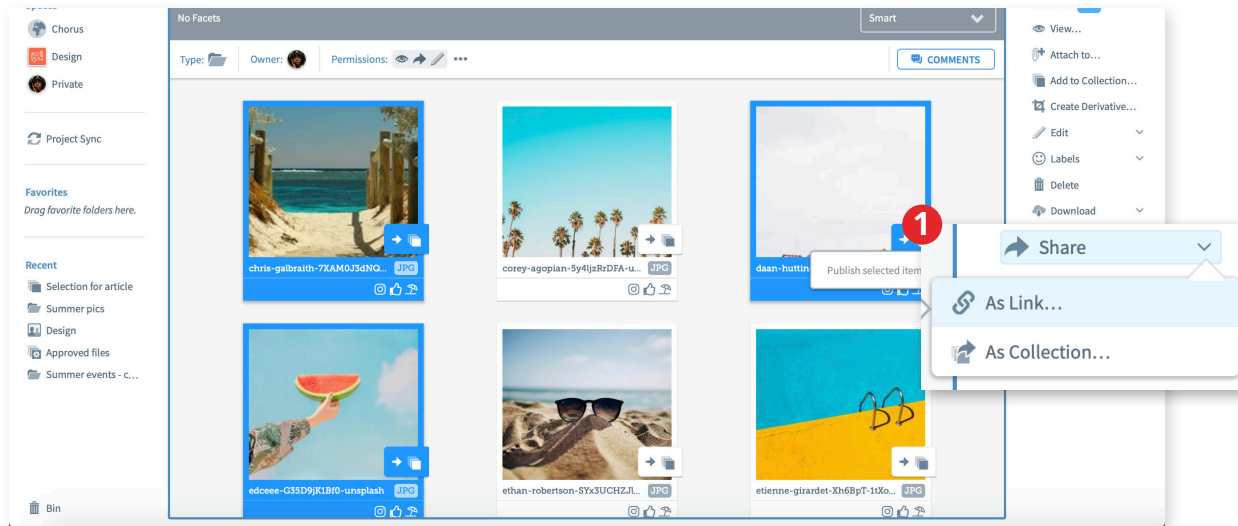
Chorus uses metadata to find files when you perform searches or create smart collections, so it is important that files are tagged or have captions.



Download

- 1 To download files, make a selection and use the download action.
- 2 From there, you can choose to download the file with its original properties, or you can use a download preset (e.g. facebook banner, A4, ...).
- 3 "Custom Crop" will allow you to crop and resize. You can also change the file format. The file won't change in Chorus, but you will download an edited version.

A space manager can create more download presets so that you don't have to manually customize the file each time.



Share as link

1 To share files with people without a user profile, you can *share a link*. This link can be generated for you to copy, or directly sent via email.

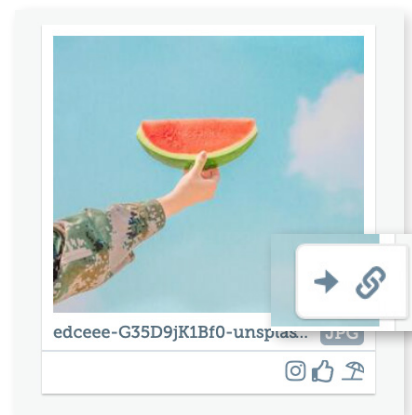
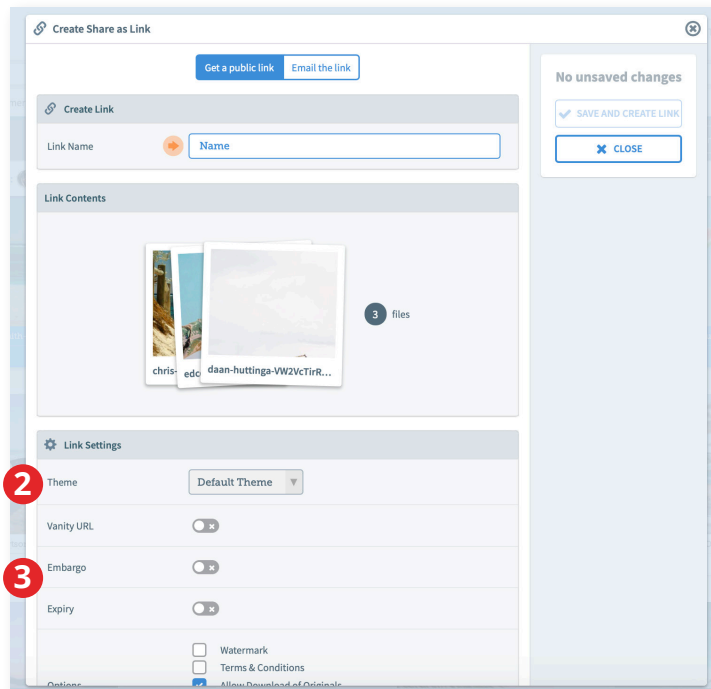
Published links can be tied to an email address to be securely shared outside of your organization. They can also be deleted at any time.

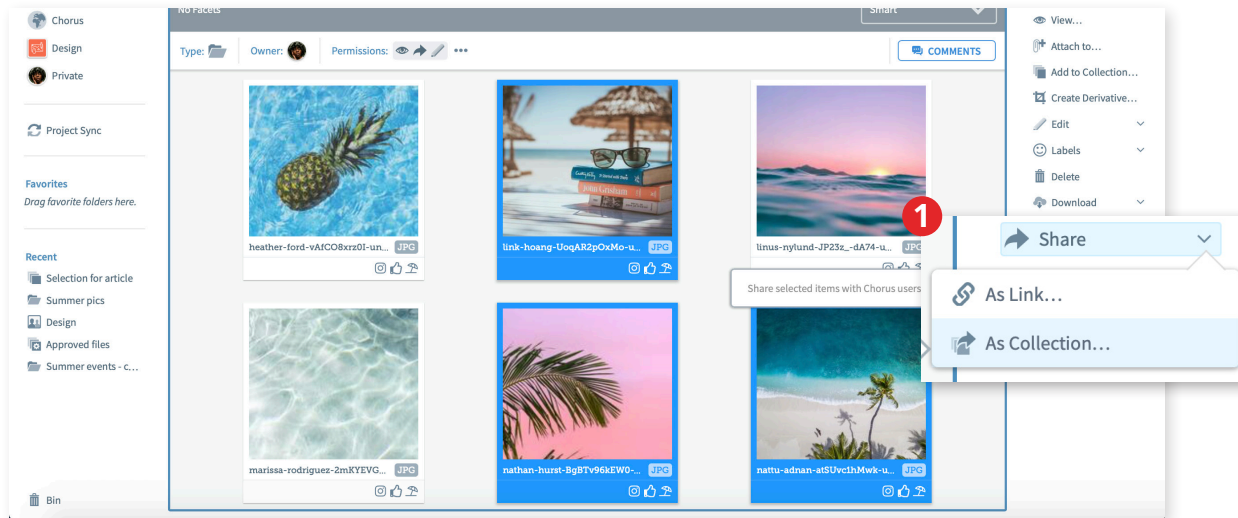
2 You can choose the look-and-feel of a published link by picking a theme.

3 Published links can have an embargo or expiry date.

To manage a link, go to the space you created it in and choose the “Manage > Shared Links” action.

A designer or developer can create custom themes.





Share as collection

1 To share a file (or a selection of files) with other users, use the “share as collection” action.

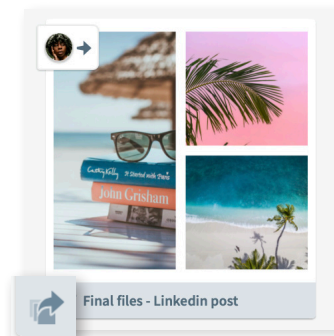
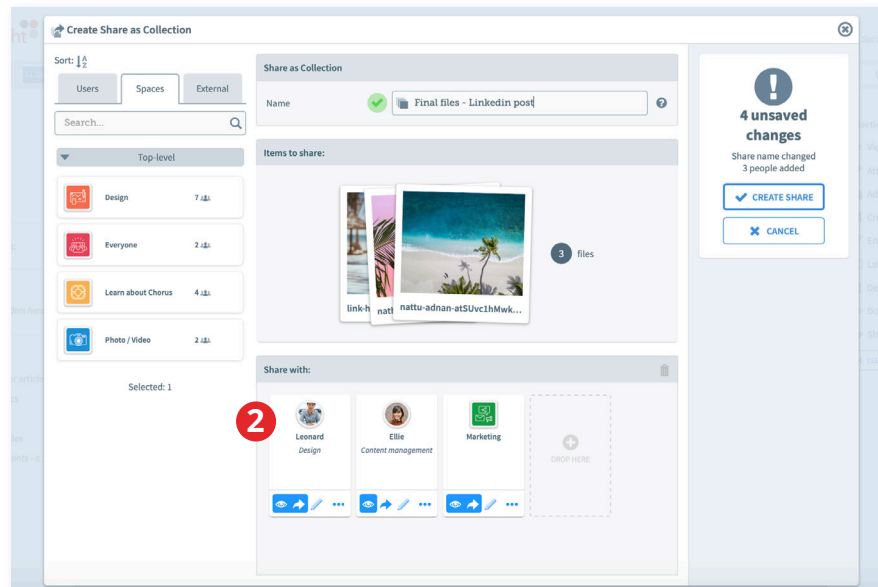
Your files will be grouped into a collection and will appear in their private space.

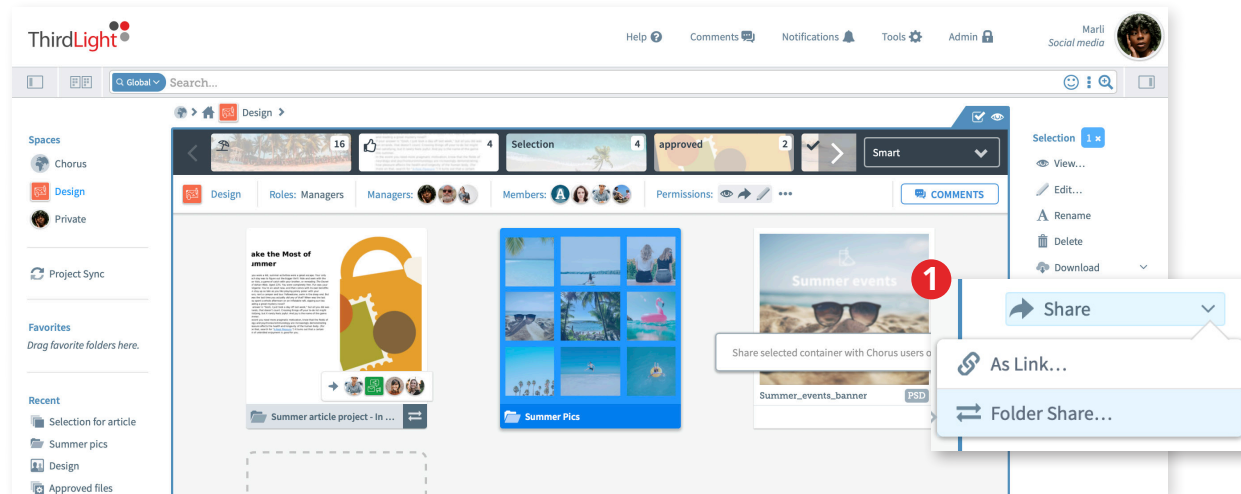
You can also share with spaces or external users.

2 When sharing, you decide the permissions the users get on these files. You cannot give more permissions than the ones you have.

To manage a shared collection, go to the space you created it in and choose the “Manage > Shared Collections” action.

Hint: you can share with yourself to create playlists in your private space!





⇌ Folder share

1 You can *share a folder*, a collection or a smart collection with other users to collaborate with them.

2 This feature allows your folder to be in two or more places at once, while letting you retain control of what other people can do with it.

3 Shared folders give access to the original files with the permissions you grant.

To manage a shared folder, select the folder and choose the “Share > Edit Folder Share” action.

You can only select one folder at a time when creating folder shares, but there is no limit as to how many folders you can share this way.

