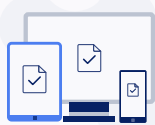


坚果云使用技巧

中/EN



坚果云是什么

[查看详情](#)



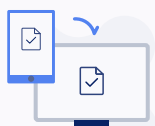
我要备份文件

[查看详情](#)



我在家访问公司文件

[查看详情](#)



我想用手机访问电脑文件

[查看详情](#)



我需要和同事协作办公

[查看详情](#)



如何安全分享文件

[查看详情](#)



坚果云数据安全



误删除恢复

[查看详情](#)



安全验证

[查看详情](#)



历史版本

[查看详情](#)



坚果云Q&A

[查看详情](#)



坚果云是什么

坚果云是一款已稳定运营8年的同步网盘产品。您可以将电脑上的任意文件夹同步到坚果云，随时随地便捷地访问自己的文件、并安全地保存它们。不改变电脑操作习惯，简单易用，确保您和您的团队高效工作，数据安全无忧。



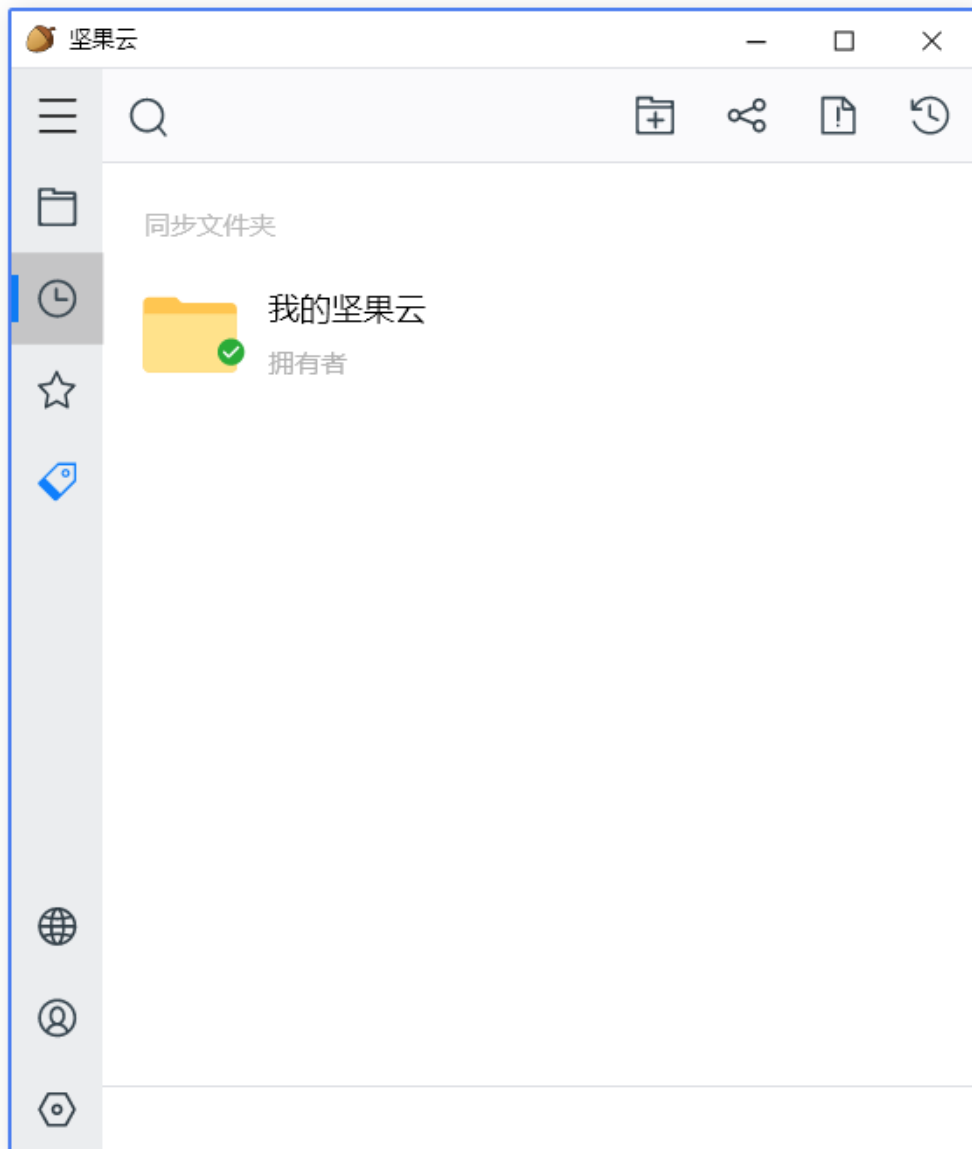
传统网盘如果要备份文件，需要手动上传、手动下载，使用繁琐。而坚果云只要保持程序运行，您的数据会自动同步、备份，几乎感受不到它的存在。坚果云不改变您的习惯，只提高效率 and 安全性。

采用网银级别的 AES-256 加密技术，不会被破解文件，最大程度保障你的文件安全。支持微信第二步认证或谷歌二次验证，即便密码泄露，账号安全仍有保障。坚果云已获得专业机构安全认证。

信息安全管理体系证书：[ISO27001 认证](#)

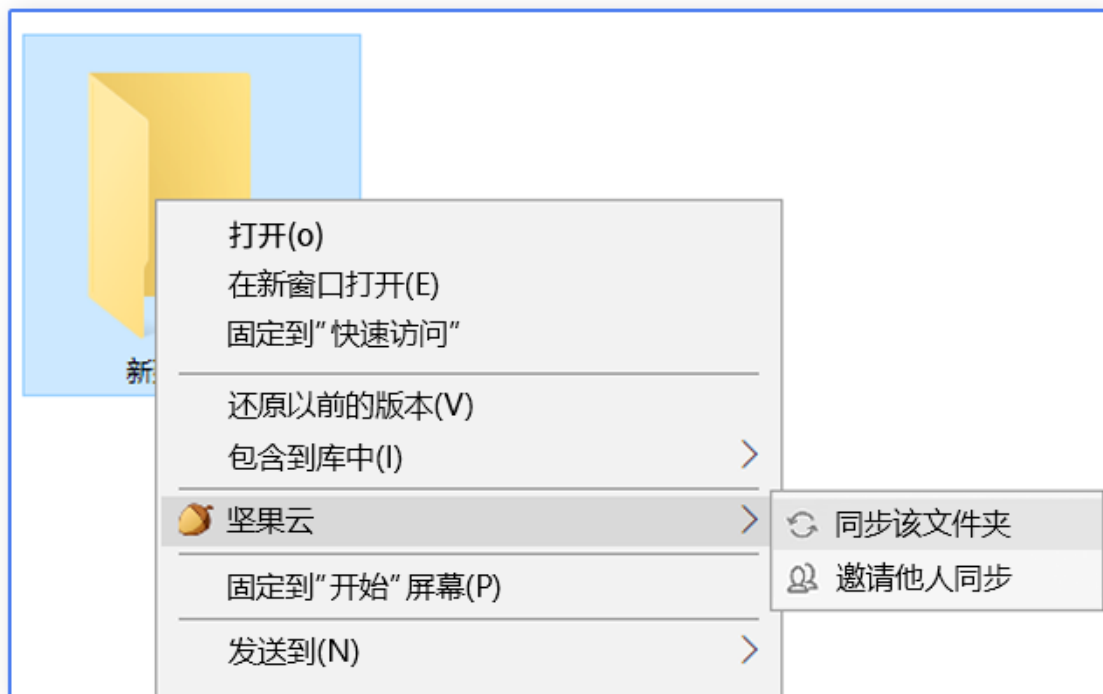
我要备份文件

1. 下载安装应用
2. 登录坚果云帐号
3. 在坚果云客户端内点击“我的坚果云”（PC&MAC）。把文件添加到该文件夹会自动同步到坚果云，可以从任意设备访问它们



如果您已经有丰富内容，想把常用工作文件夹上传到坚果云。

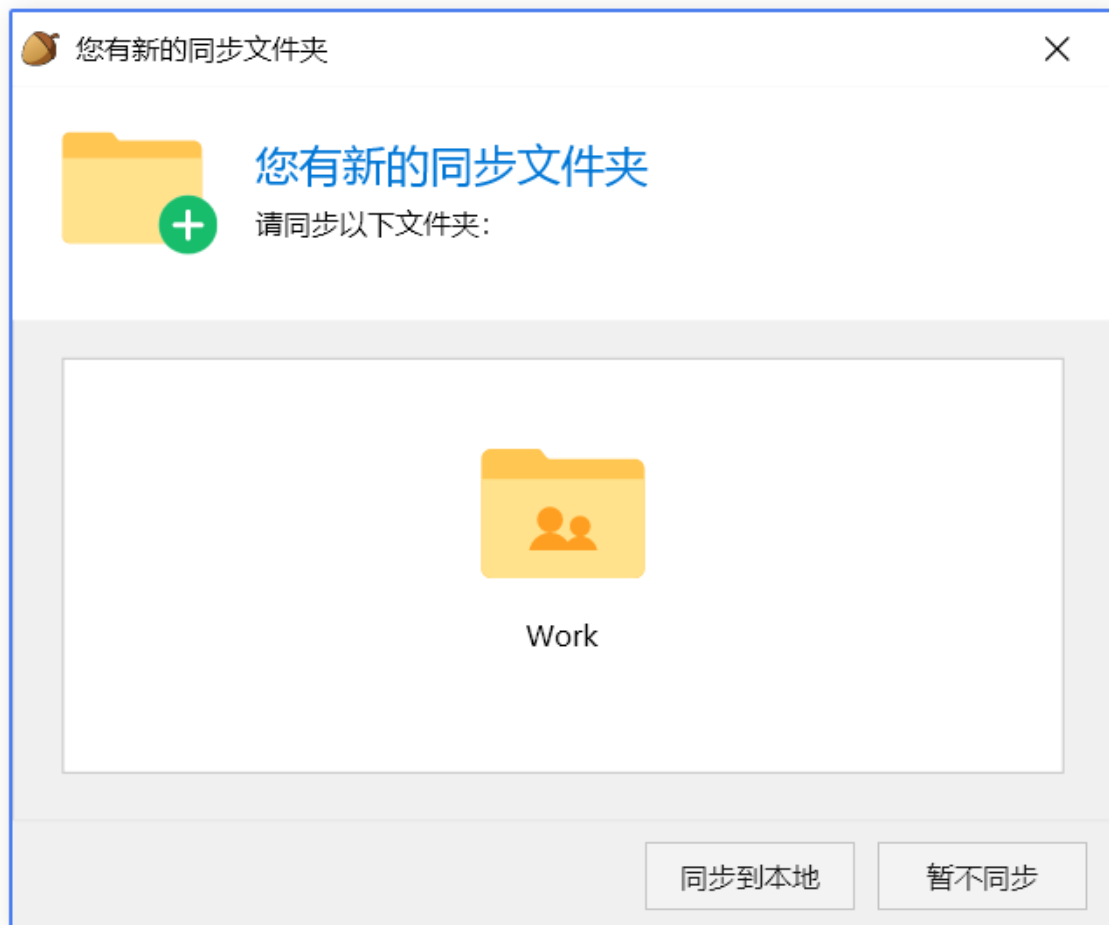
在任意文件夹上右击鼠标，「坚果云→同步该文件夹」。在不改变文件夹位置情况下，把数据同步到坚果云。操作成功后，未来该文件夹内所有修改都会实时同步到坚果云。



提示：如果您从本地同步的文件夹删除数据，则网页端数据会被同步删除。坚果云支持全平台使用如果发生误删除，或中病毒等意外情况导致数据丢失，您可以登录网页端找回文件。

我在家访问公司文件

1. 公司电脑[安装应用](#)
2. 在常用文件夹上右击鼠标→坚果云→同步该文件夹
3. 家里电脑[安装应用](#)
4. 如果看到「您有新的同步文件夹」，选择同步到本地，或点击暂时不同步（选这个也能看到文件，叫云桥模式。[PC 云桥说明](#) [Mac 云桥说明](#)）
5. 在坚果云客户端内点开公司同名文件夹即可



我用手机访问电脑文档

1. 确认电脑上坚果云已安装成功, 且文件已同步到坚果云(方法参考「[我要备份文件](#)」)
2. 手机下载客户端, 各大应用市场/App Store 均可下载
3. 使用与电脑上相同帐号登录
4. 您可以在手机端浏览您的文件, 进行分享, 编辑, 删除等操作

1. 点击「上方菜单→分享→源文件」参考下图
2. 选择「源文件」会直接发文件; 选择微信, 会给对方一个坚果云链接, 他需要打开链接后再保存/查看



想把微信里收到的文件转存到坚果云？

1. 打开微信里收到的文件，点击「上方菜单→用其他应用打开」参考下图
2. 点击选择「坚果云」打开



iOS截图 ↑

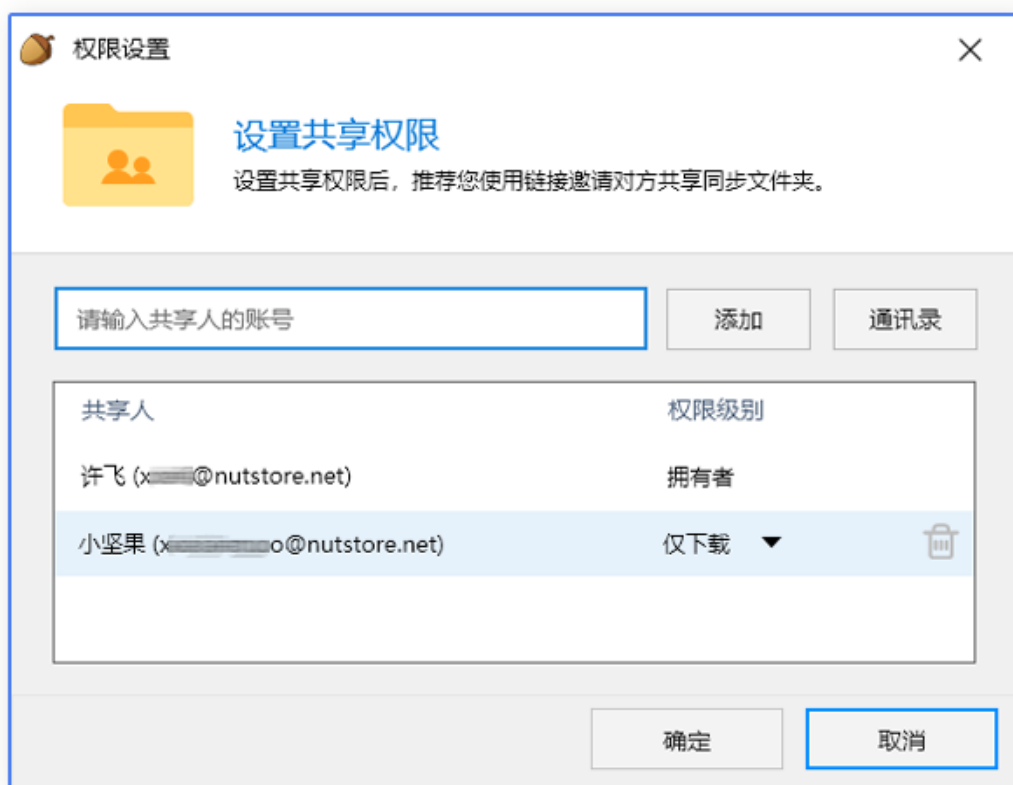


Android截图 ↑

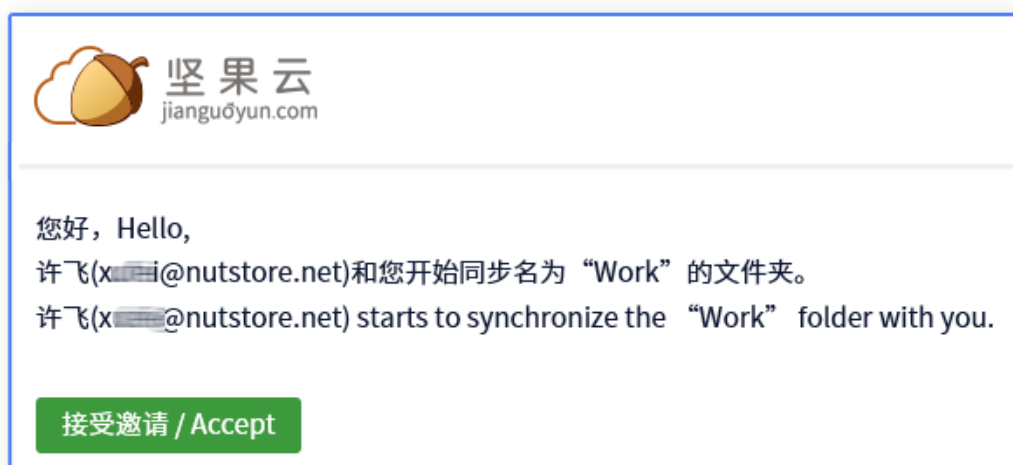
我需要和同事协作办公

如果您需要跟朋友一起编辑文件，可以邀请他一起共享某个同步文件夹对同步文件夹内容所做的更改，会以近乎实时的速度与该文件夹的成员同步，此解决方案非常适合用于合作开展大型项目，共享重要的照片、文档，或进行其他协作性工作。

1. 创建同步文件夹（方法参考「[我要备份文件](#)」）
2. 文件夹上面右击鼠标→设置共享权限→输入对方 Email→添加→修改权限（下图）
3. 对方打开 Email→接受邀请，则能看到同步文件夹



对方会收到一封来自坚果云的邮件，点击「接受邀请」即可



如何安全分享文件

当您需要把文件分享给其他朋友进行查看或下载，推荐用分享链接。

1. 完成「[我要备份文件](#)」，把文件上传到坚果云
2. 在文件或文件夹上右击鼠标→坚果云→获取访问链接，可以在权限设置内，根据需求进行相应安全设置



提示：免费账户无法分享给匿名用户，移动端分享请参考「[我想用手机访问](#)」

误删除一个文件(文件夹)如何恢复?

假如误删除文件夹中的某个文档

登录[网页版](#)坚果云，进入该文件夹

1. 点击页面右上方「回收站」按钮
2. 可被恢复的文件或文件夹上有「×」标志
3. 选中相应文件后，点击顶部「恢复」



假如误删除不同路径的多个文件或文件夹，可以通过「文件时光机」回到某个时间点的文件状态。误删除，误修改的文件都可以被还原。

登录[网页端](#)，选择需要恢复的文件夹

1. 点击「操作历史」，查看近期所有操作
2. 右上角「操作时间」中，选择时间点
3. 找到误操作最终时间点，选中后，点「快速筛选」
4. 选择时间段和操作类型，点击「撤销」即可



安全验证

极大提升帐号安全性，给你的数据加上一把安全锁。

微信二次验证

1. 登录[网页版](#)坚果云，账户信息→安全选项→开启
2. 打开微信，关注坚果云公众号，将收到的验证码输入即可



手机号码安全验证，仅限高级团队版

文件历史版本

坚果云会保存一个文件所有的版本。例如word文件累计编辑保存10次，就会有10个历史版本。你可以下载任意版本。

1. 在文件上右击→坚果云→查看文件历史
2. 根据时间选择文件→下载



坚果云Q&A

什么是同步文件夹？

硬盘任意一个本地文件夹，右击鼠标→坚果云→同步该文件夹。同步后叫同步文件夹，同步成功后，文件夹上会有绿色对勾。其他人与您协作办公，共享给您的文件夹也叫同步文件夹。

什么是「我的坚果云」文件夹？

安装坚果云后自动创建的文件夹，您可以把个人资料都放该文件夹。为避免资料增多后混乱，可以创建一些子文件夹。例如「01-工作」「02-学习」「03-项目」「04-生活」「05-娱乐」

云桥模式：[PC 云桥说明](#) [Mac 云桥说明](#)

坚果云的云桥模式让您可以从桌面设备查看所有文件，在您不需要时，文件也不占用硬盘空间，不用再为存储空间烦恼。

坚果云下不同文件图标代表什么意思？

坚果云中的文件/文件夹会被自动加上一个小图标，代表该文件/文件夹的同步状态。



已同步



正在同步



云桥模式



被锁定



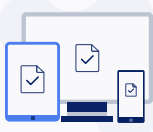
仅下载



云桥模式仅下载 (Mac)

How to Use Nutstore

中/EN



What is Nutstore?

[Read more](#) →



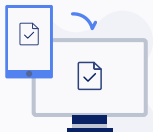
Back up a file

[Read more](#) →



Access corporate files at home

[Read more](#) →



Access computer files with a mobile phone

[Read more](#) →



OA with my workmates

[Read more](#) →



How to share files safely?

[Read more](#) →

Nutstore Data Security



Undelete

[Read more](#) →



Two-step verification

[Read more](#) →



Previous versions

[Read more](#) →



Nutstore Q&A

[Read more](#) →

What is Nutstore?

Nutstore is a sync cloud storage product with 8 years of steady operation. You may sync any folder in your computer to Nutstore to access and save your files safely anywhere and anytime. The working efficiency and data security of yours and your team can be fully guaranteed without changing your operation habits at all.



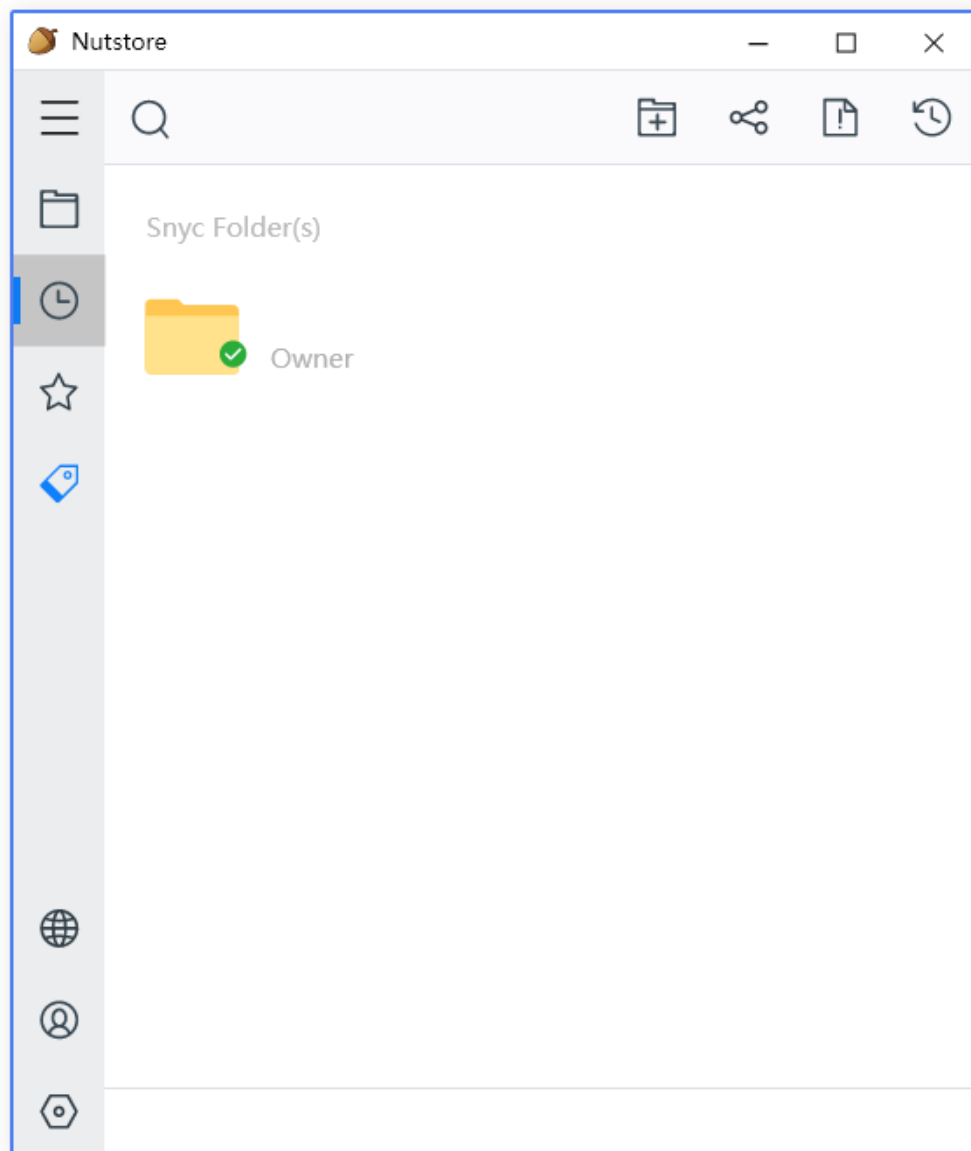
You have to manually upload and download files if a conventional network drive is used. By using Nutstore, your data can be synchronized and backed up automatically. Nutstore won't change your habits but enhance efficiency and security.

With AES-256 encryption technology for online banking, Nutstore can maximally guarantee your data security without damaging files. WeChat two-step verification or Google double verification is well supported. Your account security are well guaranteed even the password is revealed. So far, it has been awarded a security certificate from a professional agency.

Information Security Management System Certificate: [ISO27001 Certification](#)

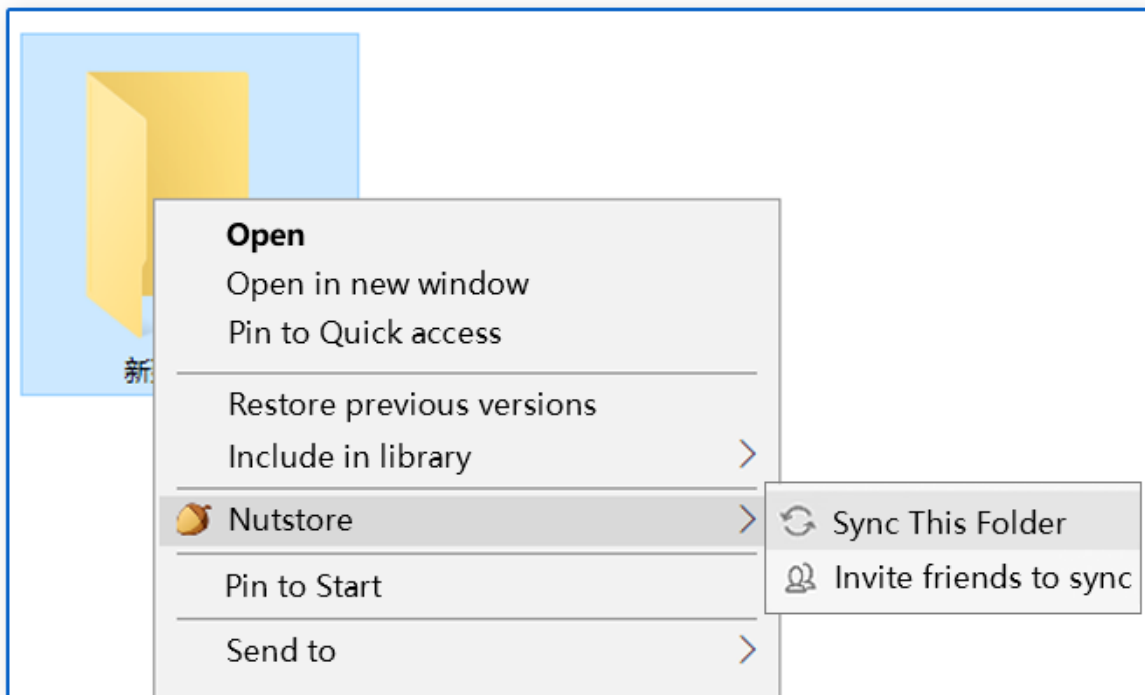
Back up a file

1. [Download Application](#);
2. Log in your Nutstore account;
3. Click "My Nutstore" in a client (PC & MAC). Add a file to the folder, and it will be synchronized to Nutstore automatically. You can access them by using any of your devices.



If you want to upload any commonly used folder to Nutstore

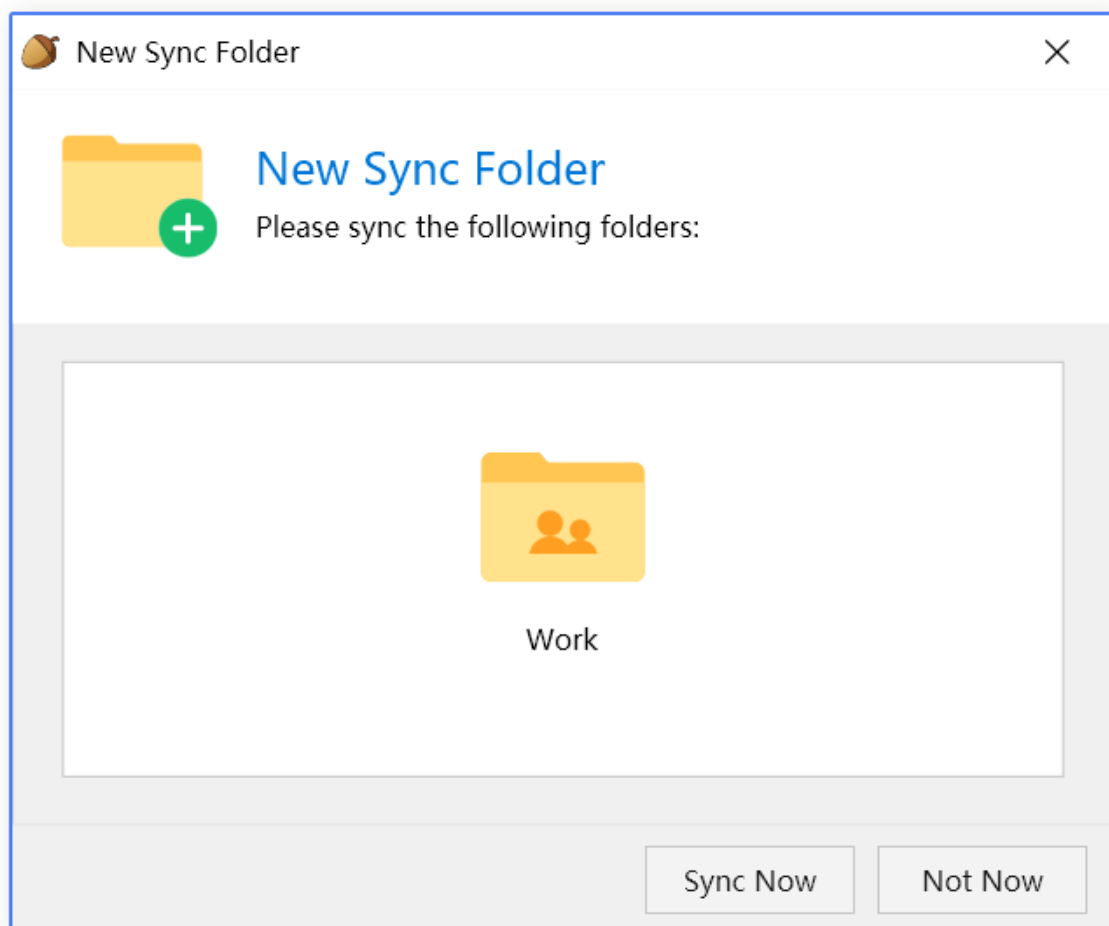
You can right click any folder and choose [Nutstore→Sync the folder]. The data are synchronized to Nutstore without changing the location of the folder. After a successful operation, any change or modification to the folder will be synchronized to Nutstore in real time.



Note: If you delete data in a locally synchronized folder, the webpage data will be deleted as well. All platforms are well supported. If something is deleted accidentally or data are lost due to virus, you can log in the webpage to recover them.

Access corporate files at home

1. Install the Nutstore App on your office computer;
2. Right click the folder→Nutstore→Sync the folder;
3. Install the Nutstore App on your home computer;
4. If you see [You have a new synchronized folder], choose to sync it to a local area. Or you choose not to sync it temporarily (The file can be viewed as well by choosing this. [It's known as Cloud Bridge, which will be introduced at the end.](#))
5. In any of your Nutstore clients, click the folder with the same name as that in your office computer.

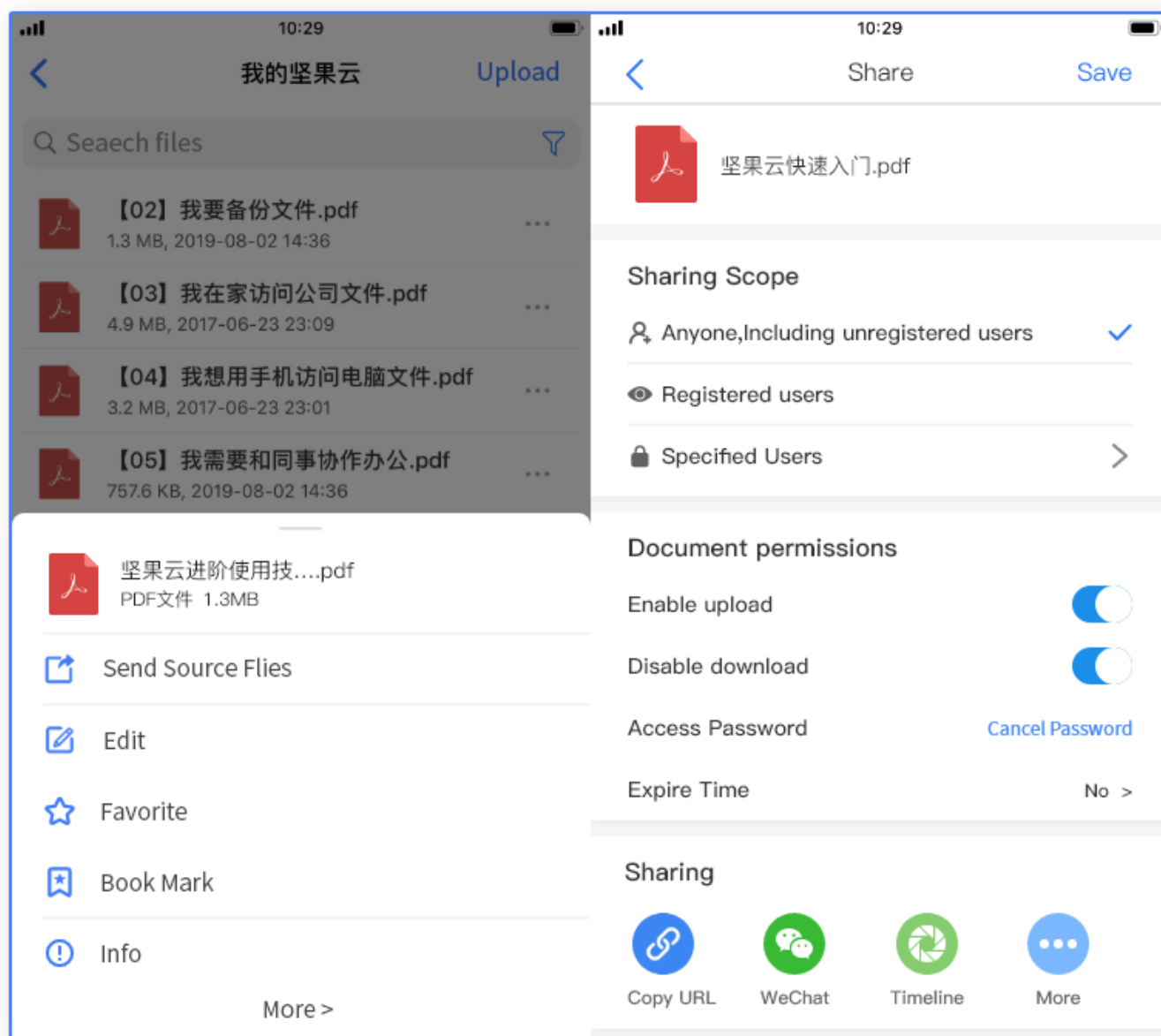


Access computer files with a mobile phone

1. Confirm that Nutstore has been successfully installed in your computer and files have been synced to Nutstore. (Refer to the part [Back up a file](#))
2. Download the Nutstore client to your mobile phone. It's available at all App Markets/App Store ;
3. Log in the client with the account used for computers;
4. You may view, share, edit, and delete your files by using your mobile phone.

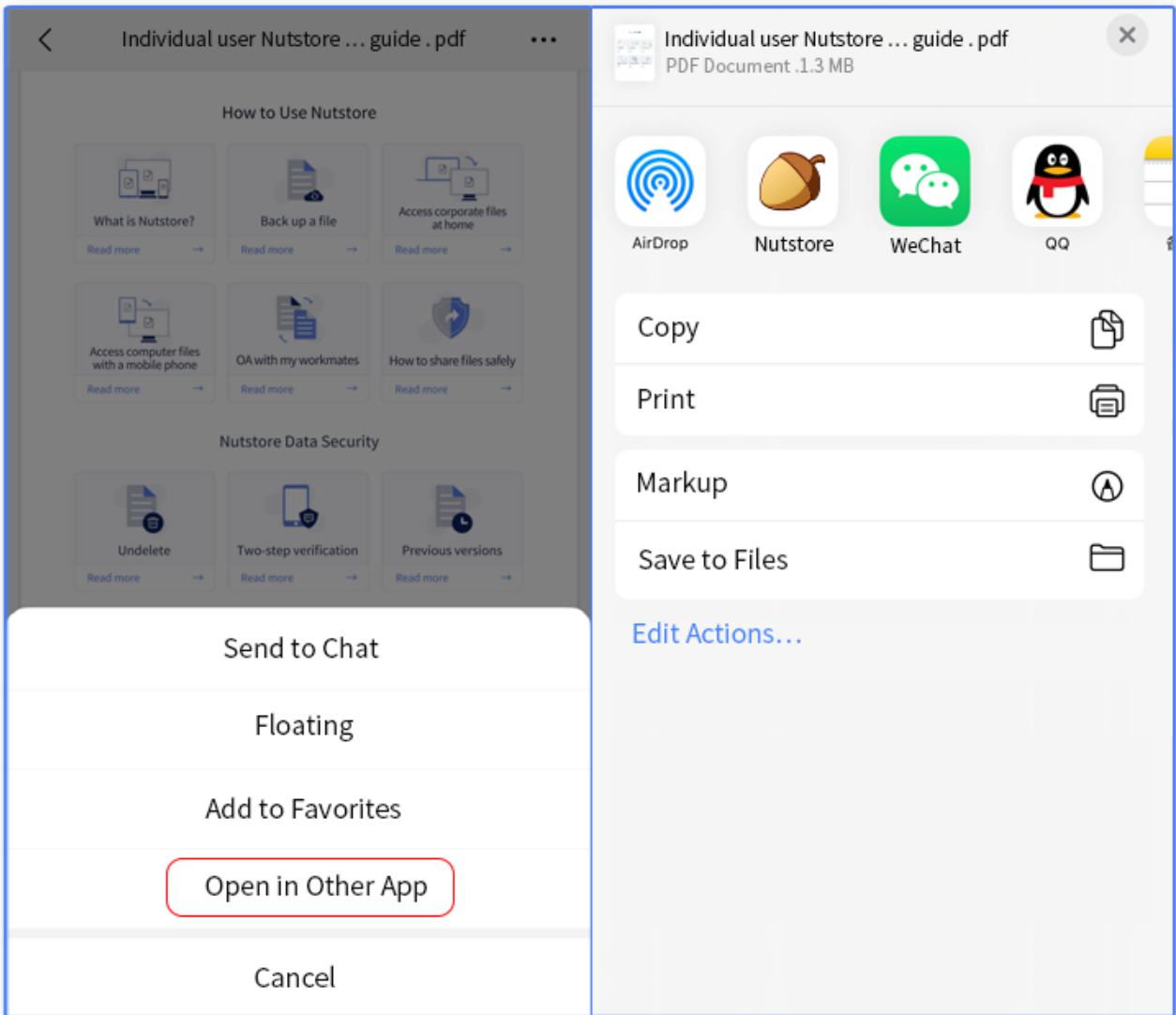
Share files with your frinds in WeChat, DingTalk, and QQ?

1. Click [Upper menu→Share→Source file], and refer to the diagram below;
2. Choose [Source file] to send it directly. Choose WeChat to send a Nutstore link to your friend, and he/she can save/view the file after clicking the link.

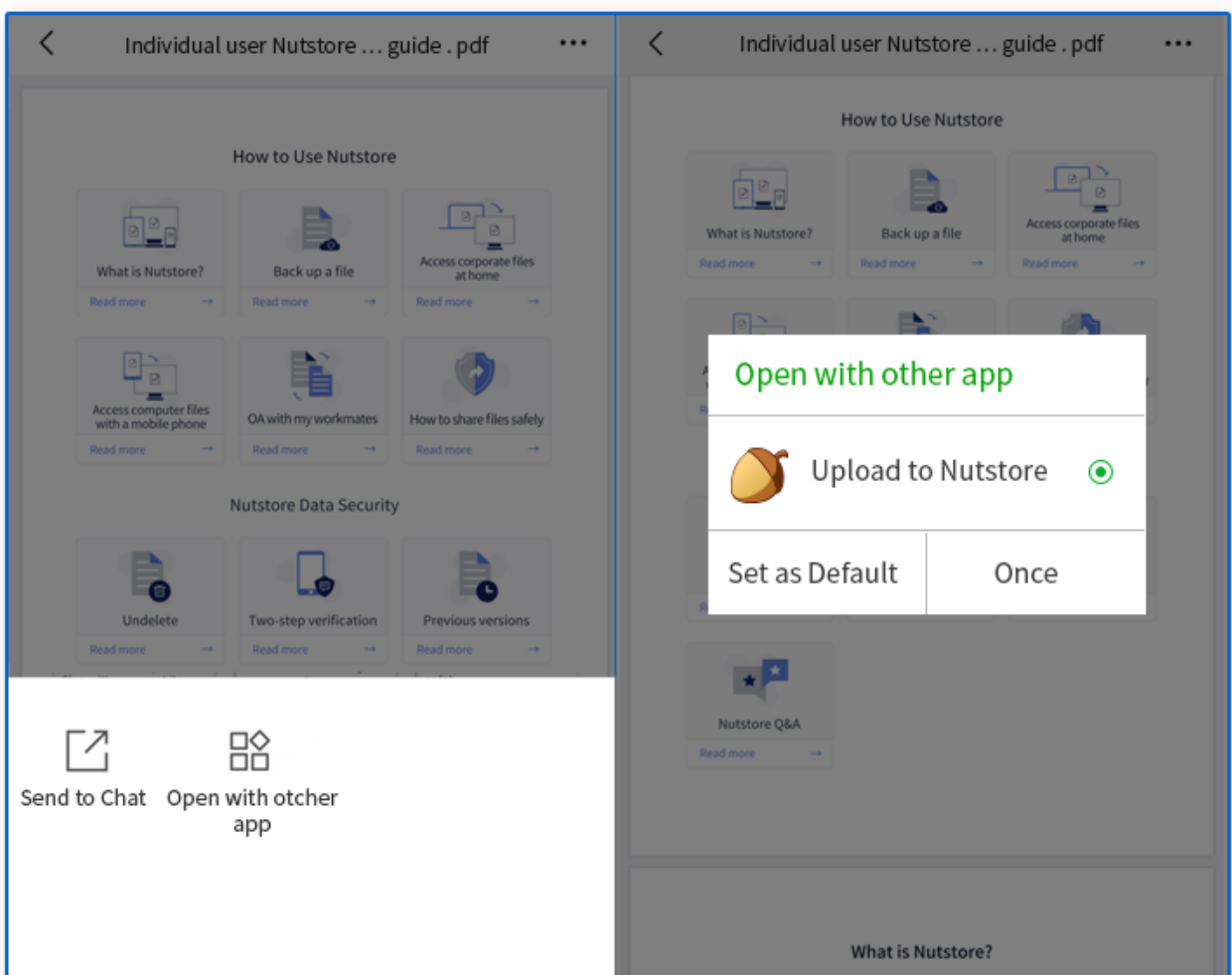


Need to save WeChat files into Nutstore?

1. Open a file in WeChat and click [Upper menu→Open it with other App]. Refer to the diagram below;
2. Click and use [Nutstore] to open it.



Screenshot of iOS operation ↑

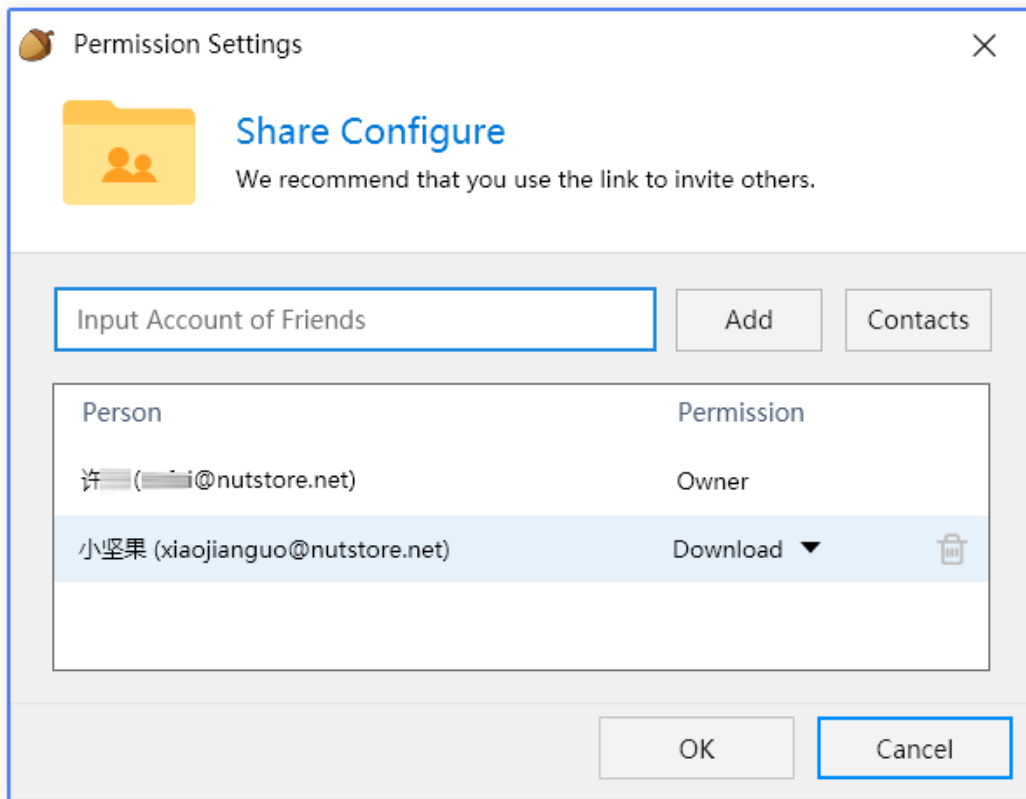


Screenshot of Android operation

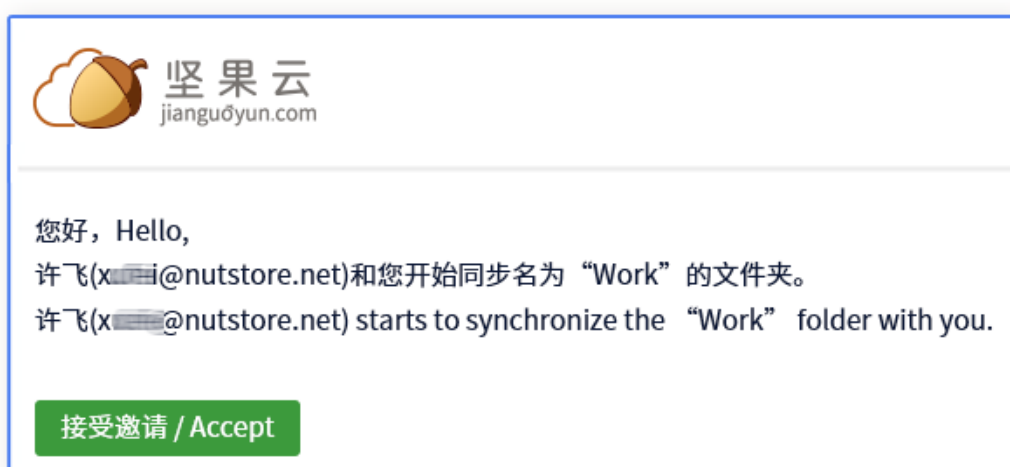
OA with my workmates

If you need to edit any file together with any friend, you may invite him/her to share one synchronized folder. Any change or modification made to the folder will be synchronized to any of members using the folder in real time. The solution is perfect for conducting large projects, sharing important photos and files, or performing other cooperative work.

1. Create a synchronized folder (Refer to [\[Back up a file\]](#))
2. Right click the folder → Set up sharing permission → Input invitee's Email → Add → Modify permission (See the diagram below)
3. The invitee opens the Email → Accept it to see the synchronized folder.



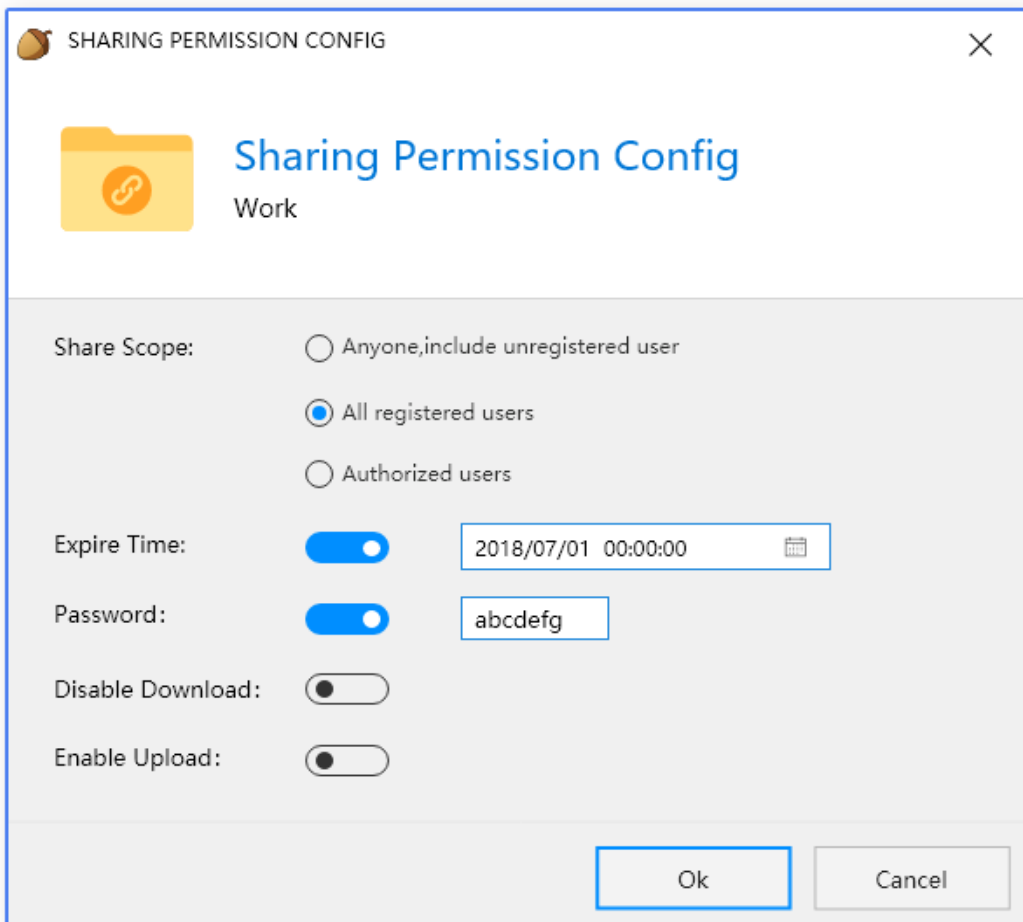
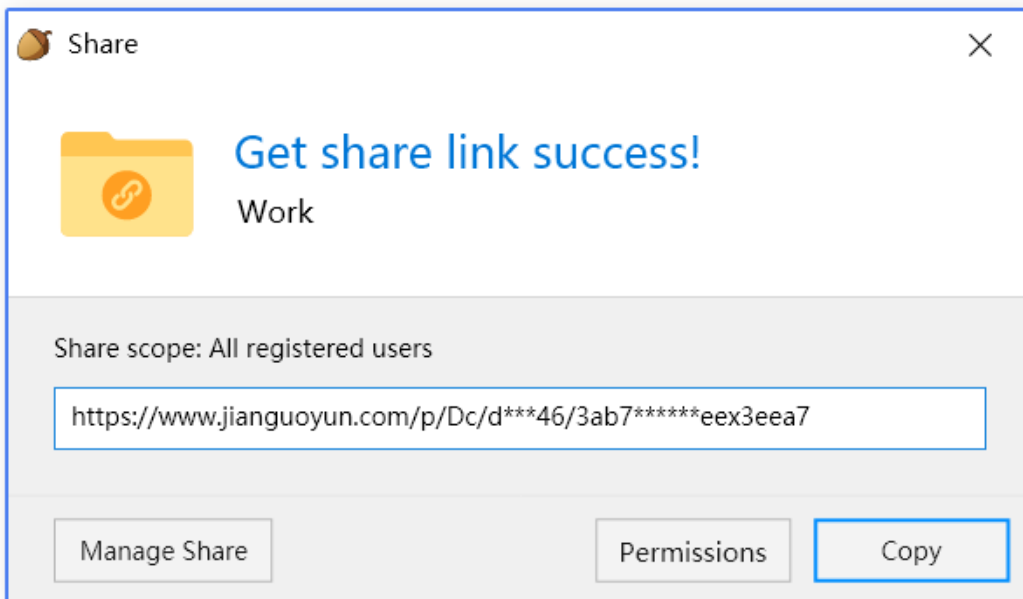
Your friend will receive an email sent by Nutstore. He/she can click [\[accept invitation\]](#).



How to share files safely?

You can use a share link if you need to share any file with your friends to view or download it.

1. Complete [\[Back up a file\]](#) and upload it to Nutstore;
2. Right click the file or the folder → Nutstore → Obtain an access link, make relevant safety settings as per demands.



Note: Free accounts cannot share files with anonymous users. Please refer to [\[Access computer files with a mobile phone\]](#) for sharing files through mobile clients.

How to undelete one file (folder)?

If one file in a folder is deleted accidentally.

Log in the Nutstore webpage and access the folder ;

1. Click the [Recycle Bin] button at the upper right of the webpage;
2. Any recoverable file or folder has an [x] mark;
3. After choosing relevant file, click the top [Undelete] button.



If multiple files or folders in various paths are deleted accidentally, the [File time machine] can be used to go back to the file status at a time node. In this way, all files that are deleted or amended accidentally can be restored.

Log in the Nutstore webpage and choose the file that needs to be recovered.

1. Click [Operation history] to view all recent operations;
2. Choose a time node in [Operation time] at the top right corner;
3. Find and choose the final time node for the maloperation, and then click [Rapid screening];
4. Choose the time frame and operation type, and then click the button [Undelete].

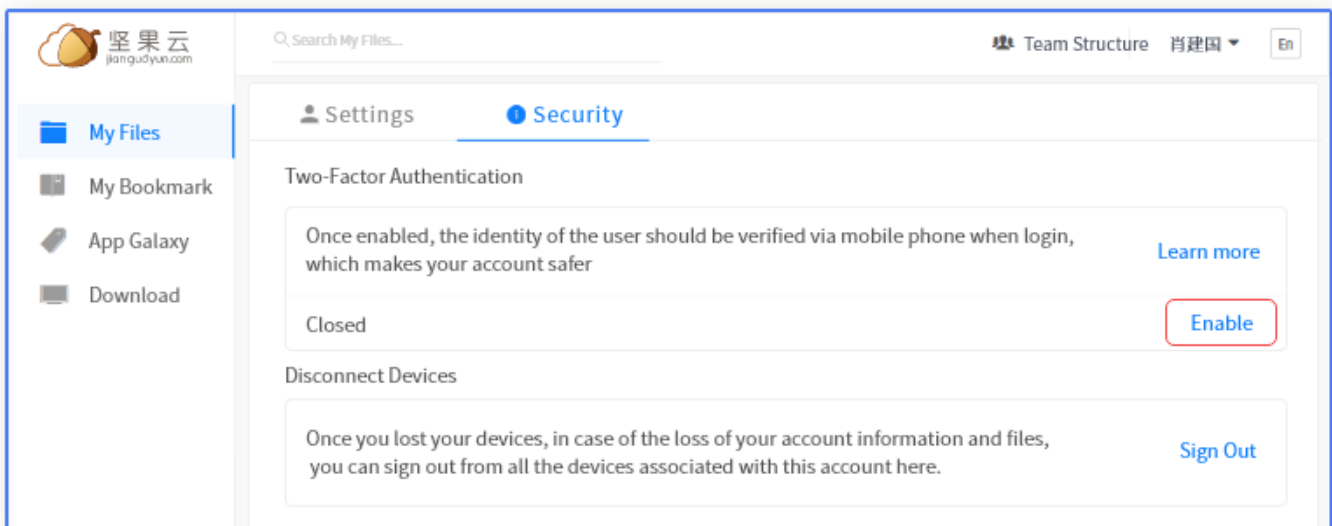


Two-step verification

The function can greatly enhance account security and guard the security of your data.

WeChat double verification

1. Log in the Nutstore webpage, access Account information → Safety options → Enable;
2. Log in your WeChat account, follow Nutstore's public official account, and input the verification code you receive.

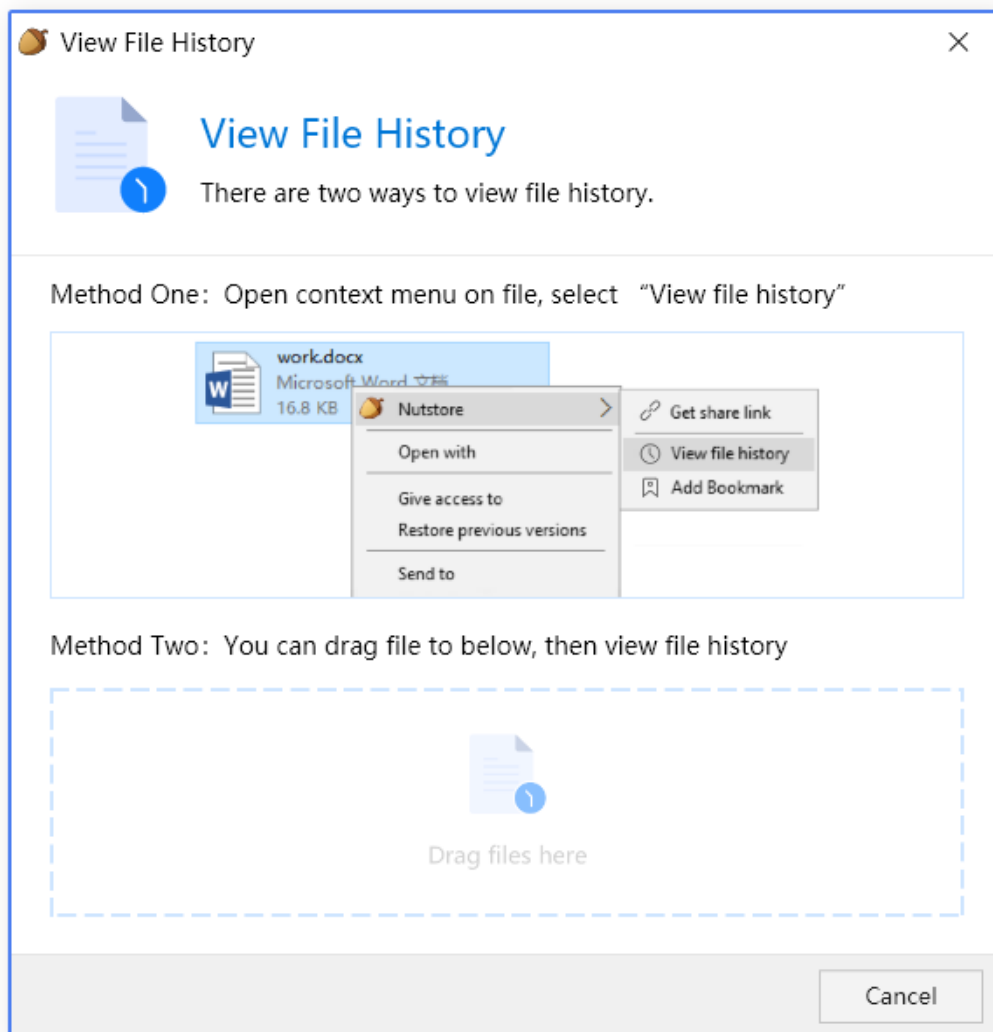


The function of double verification through mobile phone is valid for advanced team edition users only.

Previous versions

Nutstore can save all the versions of a file. For example, 10 previous versions will be saved if one word file is edited and saved for 10 times. And you can download any of these versions.

1. Right click the file → Nutstore → View the previous versions;
2. Choose a file as per time → Download it.



Nutstore Q&A

What is a synchronized folder?

At any local folder on the hard drive, right click the mouse → Nutstore → synchronize the folder. The folder is called as a synchronized folder after synchronization. It will have a green tick after a successful synchronization.

In OA performed with others, any folder shared with others is also known as a synchronized folder.

What is [My Nutstore] folder?

It's an automatically created folder after Nutstore is installed. You can put your personal data into the folder. In order to avoid chaotic situations of increased data, you may create some subfolders, such as [01-Work], [02-Study], [03-Project], [04-Life], and [05-Amusement].

Cloud bridge mode: [PC cloud bridge](#) [Mac cloud bridge](#)

Advantage: By using Nutstore cloud bridge mode, you can view all documents from desktop. If you don't need it, the file won't take up hard drive space. So you needn't worry about the storage space.

Meanings of different icons?

An icon will be equipped for any file/folder in Nutstore automatically, indicating the synchronization status of the file/folder.

