

OwnCloud Configuration and Usage Guide

International Joint Digital Archiving Center for Japanese Art and Culture (ARC-iJAC), Art Research Center, Ritsumeikan University

- If you have any trouble or enquiry please e-mail to Technical Support Board (ml-tech-support@ml.ritsumei.ac.jp)

I. Introduction

This guide will assist you with configuring and using ARC's Cloud Data storage ownCloud. The setup instructions will include how to configure automatic synchronization between your locally saved documents and the cloud storage server, how to navigate the web interface, and how to share a stored document with another user.

ownCloud Storage information:

You will be allocated 15 gigabytes (GB) of cloud storage space with a maximum single file size of 5 GB.

Methods of Use:

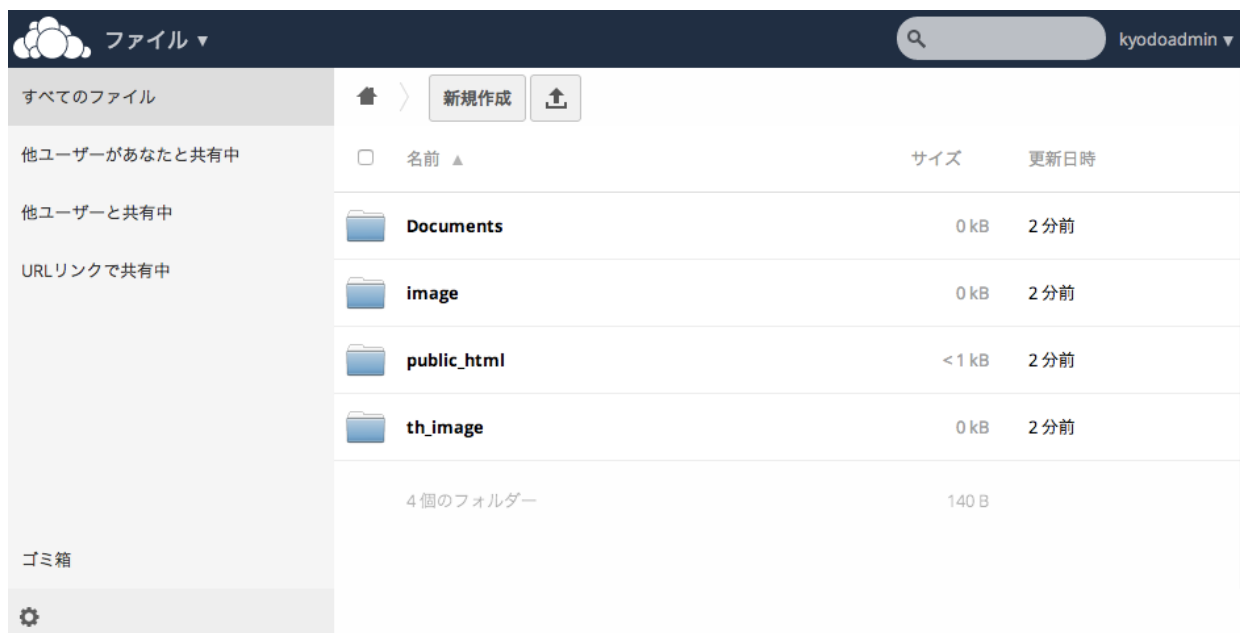
The synchronization clients allow the user to designate a folder on their local system that will mirror onto the cloud server giving the user a "drag and drop" feel. A synchronization client automatically uploads files to the cloud storage server. The web interface allows the user to upload, browse, share, delete, and organize their files in relation to the cloud storage.

II. The ownCloud web interface

1. You can connect to the Cloud storage (ownCloud) of the Art Research Center, Ritsumeikan University at <http://www.arc.ritsumei.ac.jp/archive01/owncloud/>.
2. Login with the **user name** and **password** that you have received from ARC.

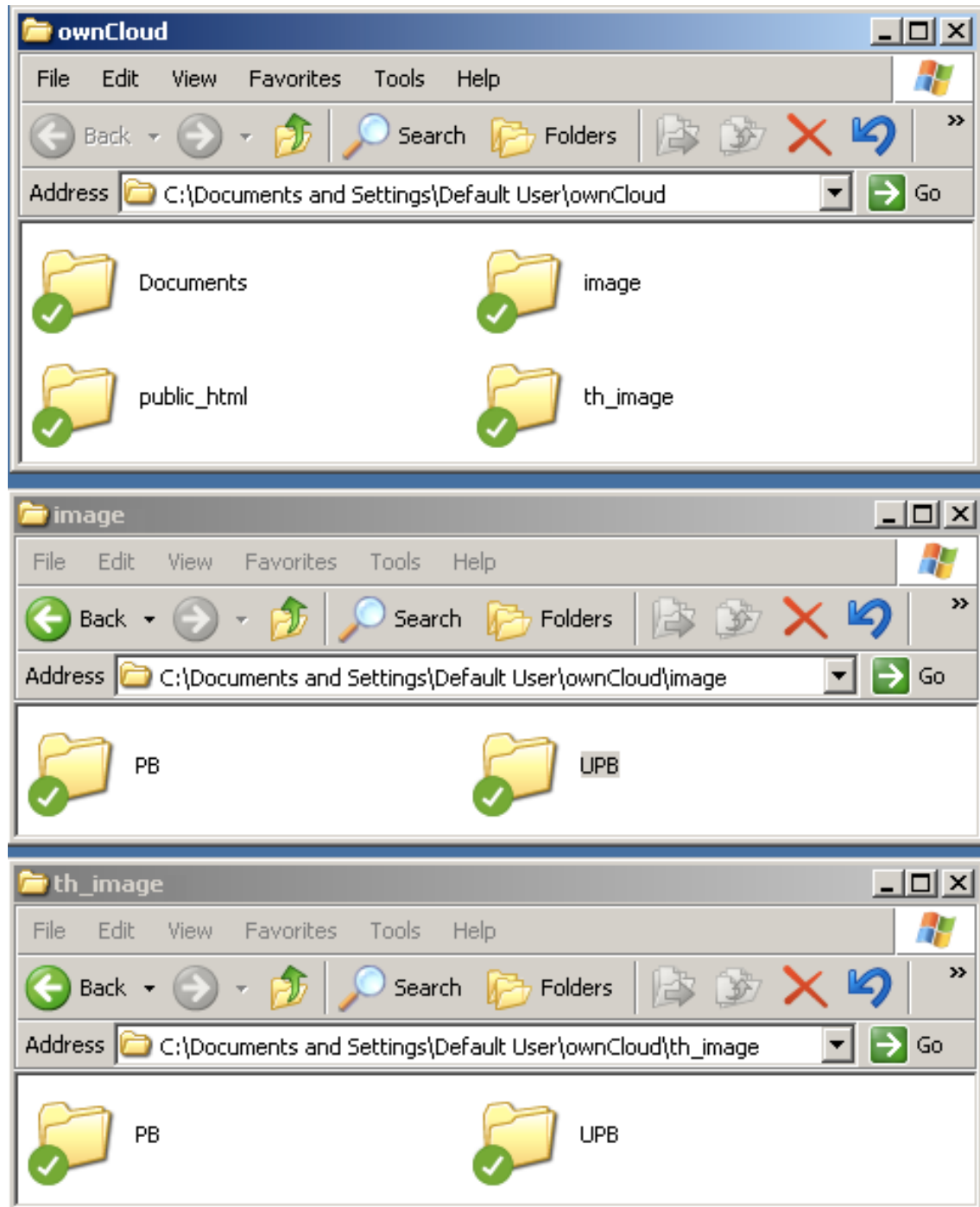


3. After successfully logging in, the ownCloud web interface will be displayed. You can use it same as any other web services.



III. User folders

The default ownCloud folders that will be automatically created after your first login are: “**Documents**”, “**public_html**”, “**image**” and “**th_image**”. Although you may create your own folder here, please **don’t delete** the default folders “**public_html**”, “**image**” and “**th_image**”. Those folders are accessible directly on the web via ARC servers

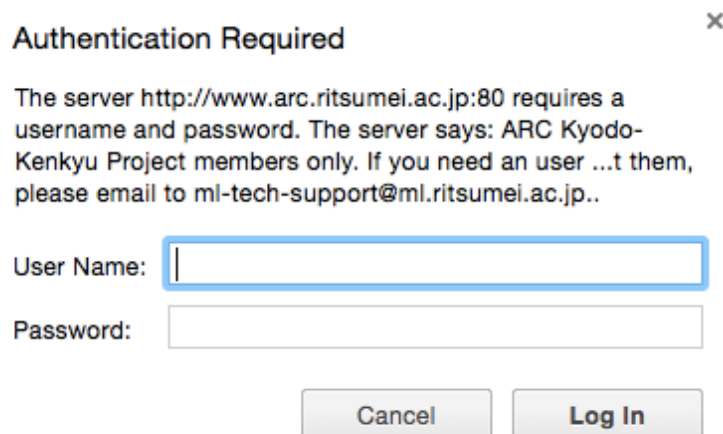


1. **Documents:** You may save your project files that won't be accessed directly via ARC servers. However, the folders and files inside the “**Documents**” can be accessed via the ownCloud web interface or you can share them using ownCloud.

2. **image**: Image files that should be accessed directly via ARC servers can be saved here.

There are two subfolders “PB” and “UPB” inside “image”.

- a. [image/PB] - The folders and files inside the “PB” are accessed at the URL
[http://www.arc.ritsumei.ac.jp/archive01/theater/image/PB/PJ/\[user_name\]](http://www.arc.ritsumei.ac.jp/archive01/theater/image/PB/PJ/[user_name])
- b. [image/UPB] - The folders and files inside the “UPB” are accessed via a password protected URL
[http://www.arc.ritsumei.ac.jp/archive01/theater/image/UPB/PJ/\[user_name\]](http://www.arc.ritsumei.ac.jp/archive01/theater/image/UPB/PJ/[user_name]). You will be asked user name and password. Login with the ownCloud **user name** and **password** that you have received from ARC.



The image shows a web browser dialog box titled "Authentication Required" with a close button (X) in the top right corner. The text inside the dialog reads: "The server http://www.arc.ritsumei.ac.jp:80 requires a username and password. The server says: ARC Kyodo-Kenkyu Project members only. If you need an user ...t them, please email to ml-tech-support@ml.ritsumei.ac.jp..". Below the text are two input fields: "User Name:" followed by a text box, and "Password:" followed by a password box. At the bottom of the dialog are two buttons: "Cancel" and "Log In".

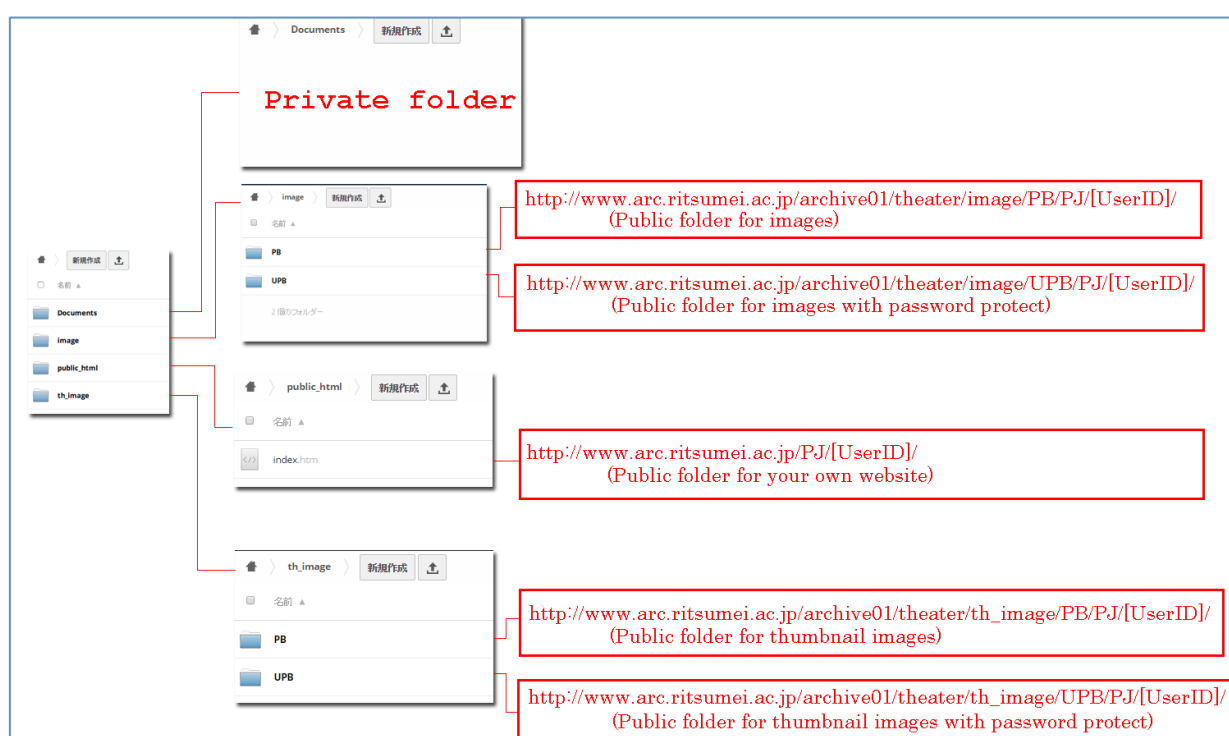
Don't delete the folder “image” and its subfolders. Besides, all the files **deleted** or **added** to “image” will be **synced** (i.e., **deleted** or **added**) **immediately** with the ARC servers. The URLs will also be broken. **Therefore, be careful for dealing with files and folders inside “image”.**

3. **th_image**: The thumbnails of your images that should be accessed directly via ARC servers can be saved here. There are two subfolders “PB” and “UPB” inside “th_image”.

- a. [th_image/PB] - The folders and files inside the “PB” are accessed at the URL
[http://www.arc.ritsumei.ac.jp/archive01/theater/th_image/PB/PJ/\[user_name\]](http://www.arc.ritsumei.ac.jp/archive01/theater/th_image/PB/PJ/[user_name])
- b. [th_image/UPB] - The thumbnail images inside the “UPB” are accessed via a password protected URL
[http://www.arc.ritsumei.ac.jp/archive01/theater/th_image/UPB/PJ/\[user_name\]](http://www.arc.ritsumei.ac.jp/archive01/theater/th_image/UPB/PJ/[user_name]). You will be asked user name and password. Login with the ownCloud **user name** and **password** that you have received from ARC.

Don't delete the folder “th_image” and its subfolders. Besides, all the files **deleted** or **added** to “th_image” will be **synced** (i.e., **deleted** or **added**) **immediately** with the ARC servers. The URLs will also be broken. **Therefore, be careful for dealing with files and folders inside “th_image”.**

4. **public_html**: The files related to your **Webpage** can be saved here. The URL of your Webpage is [http://www.arc.ritsumei.ac.jp/PJ/\[user_name\]](http://www.arc.ritsumei.ac.jp/PJ/[user_name]). Please make sure your **Webpage** have a proper **index.htm** file inside “**public_html**”. If you have any non-ASCII text in your HTML pages, you need to declare encoding of your HTML pages. Shift JIS, UTF-8, EUC-JP, ISO-2022-JP, etc., can be used as the character encoding of HTML pages. You can declare the encoding in your HTML using style sheets or HTTP headers. For instance: `<meta http-equiv="Content-Type" content="text/html; charset=Shift_JIS">`. All the files **deleted** or **added** to “**public_html**” will be **synced** (i.e., **deleted** or **added**) **immediately** with the ARC servers. **Be careful for dealing with files and folders inside “public_html”.**



For instance, If the user “abc” wants to share the image “AAA001-01.jpg” through to the folder “AAA”, he/she should create a folder named “AAA” inside the “/image/PB/”, and save or upload the image “AAA001-01.jpg” to the newly created folder “AAA”. In that case the public URL for your image will be

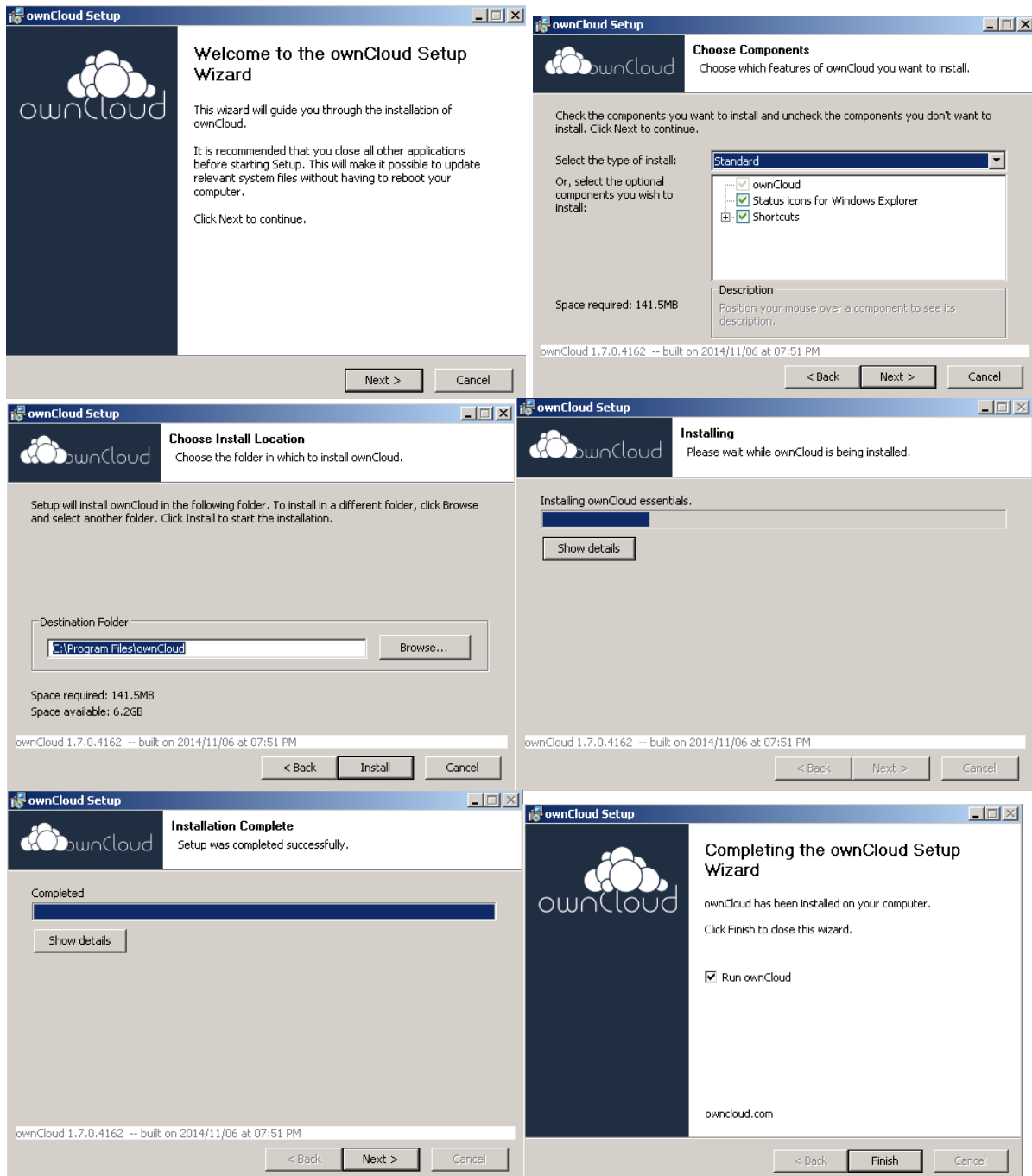
<http://www.arc.ritsumei.ac.jp/archive01/theater/image/PB/PJ/abc/AAA/AAA001-01.jpg>.

IV. Installing client software

The file sync client software can be downloaded from <http://owncloud.org/install/> for Windows, Linux and Macs. Mobile apps for the iPhone, iPad and iPod, can be downloaded from the Apple Apps Store. For Android devices the mobile client can be downloaded from the Google play.

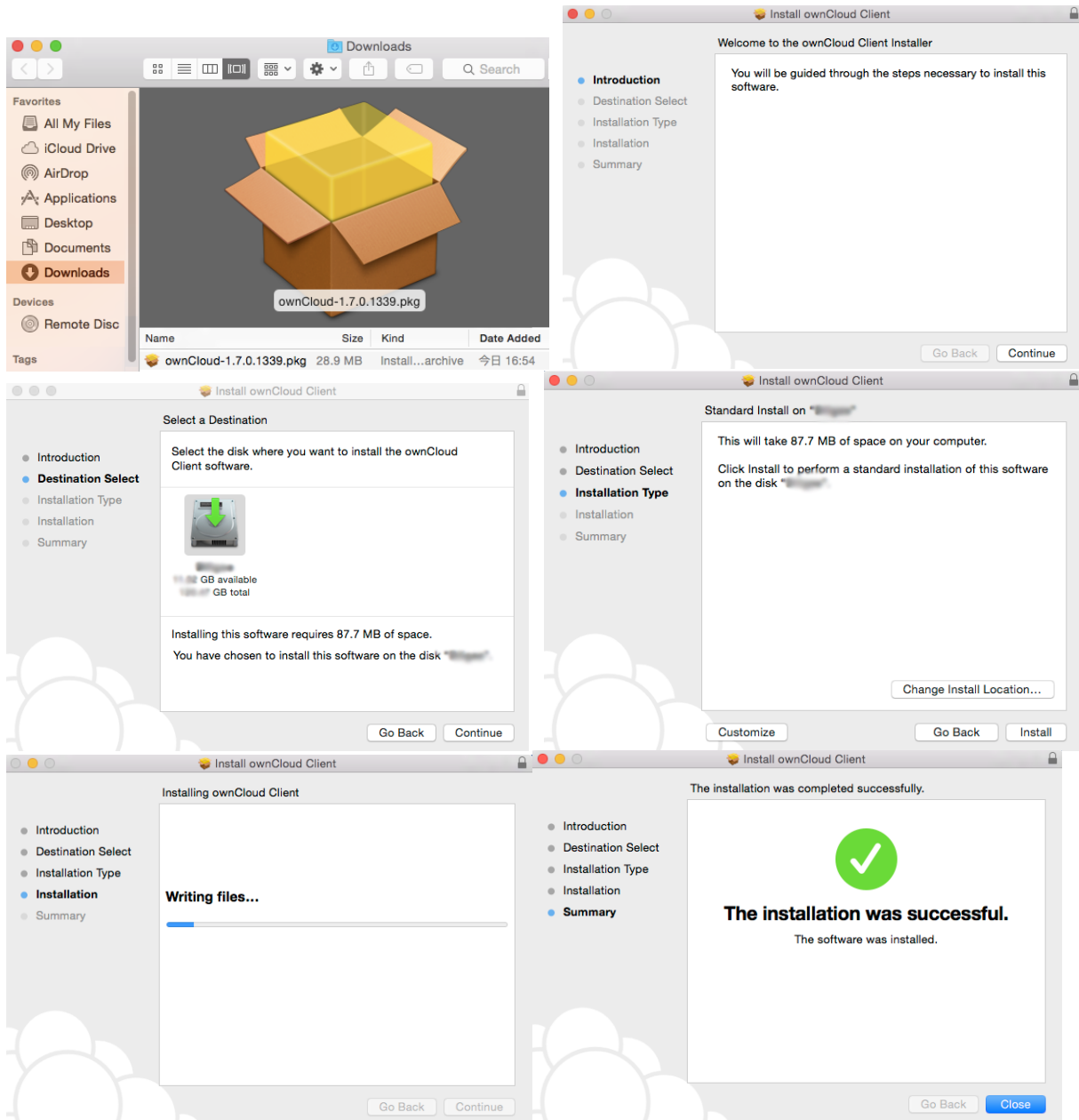
a. Windows Desktop Client Installation

1. Download the ownCloud Windows Desktop Client from <http://owncloud.org/install/>
2. Launch the setup file, leave the default options and click **Next >** to continue, and click **Install**.
3. On the Install Completed window, ensure the **Run ownCloud** box has a check mark and click **Finish**.



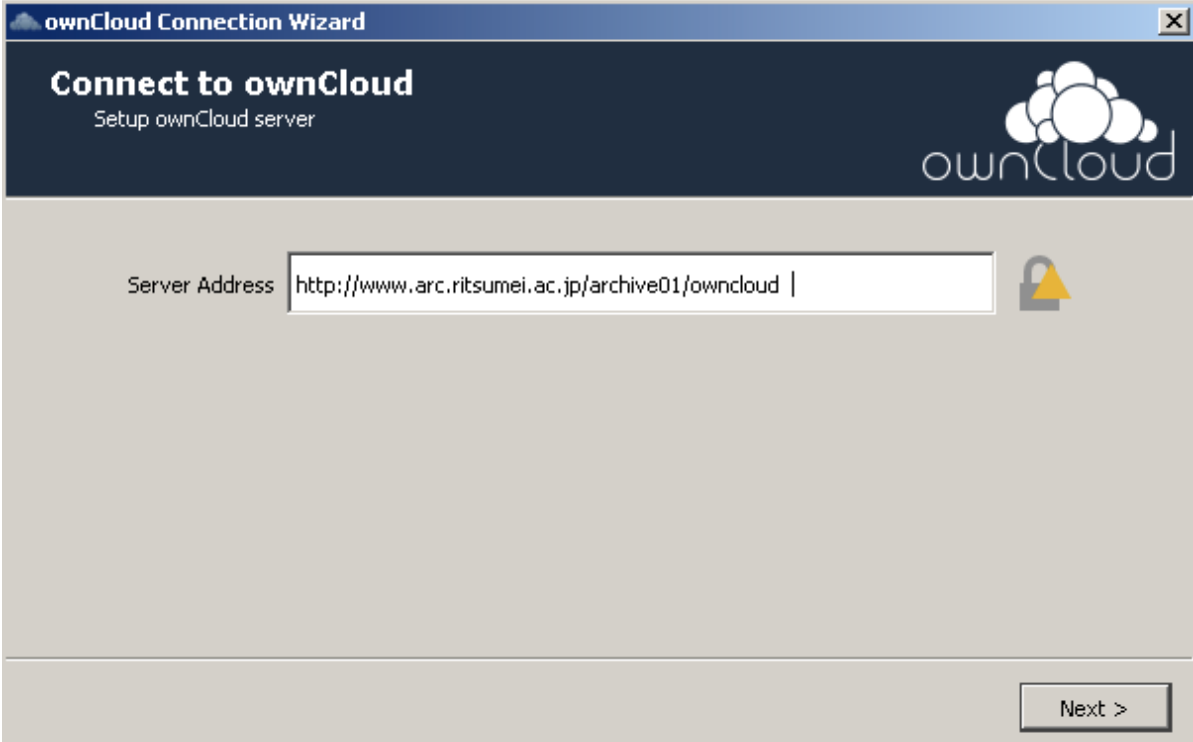
b. Mac Desktop Client Installation

1. Download the ownCloud MacOS Desktop Client from <http://owncloud.org/install/>
2. Double-click the downloaded .pkg file. Leave the default options and click **“continue”**, and click **“Install”**.
3. On the **“The installation was successful”** window click **“close”**.



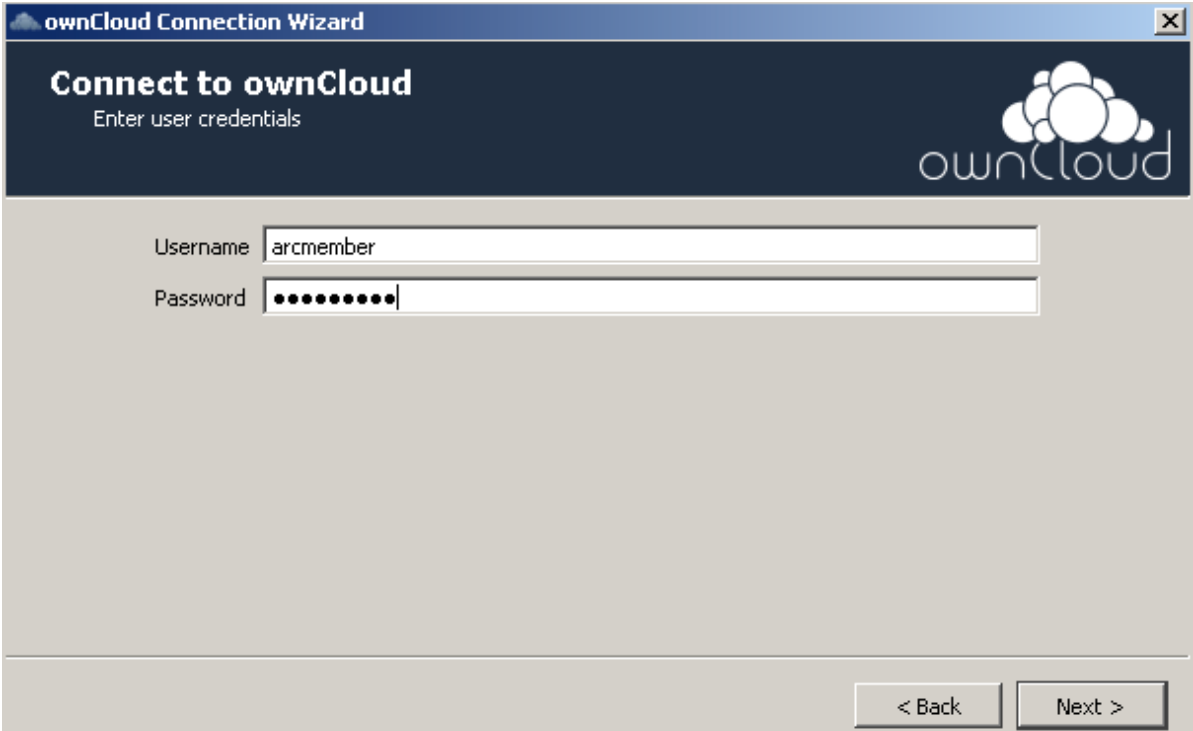
V. Setting up the server configuration

1. Input the URL <http://www.arc.ritsumei.ac.jp/archive01/owncloud>.



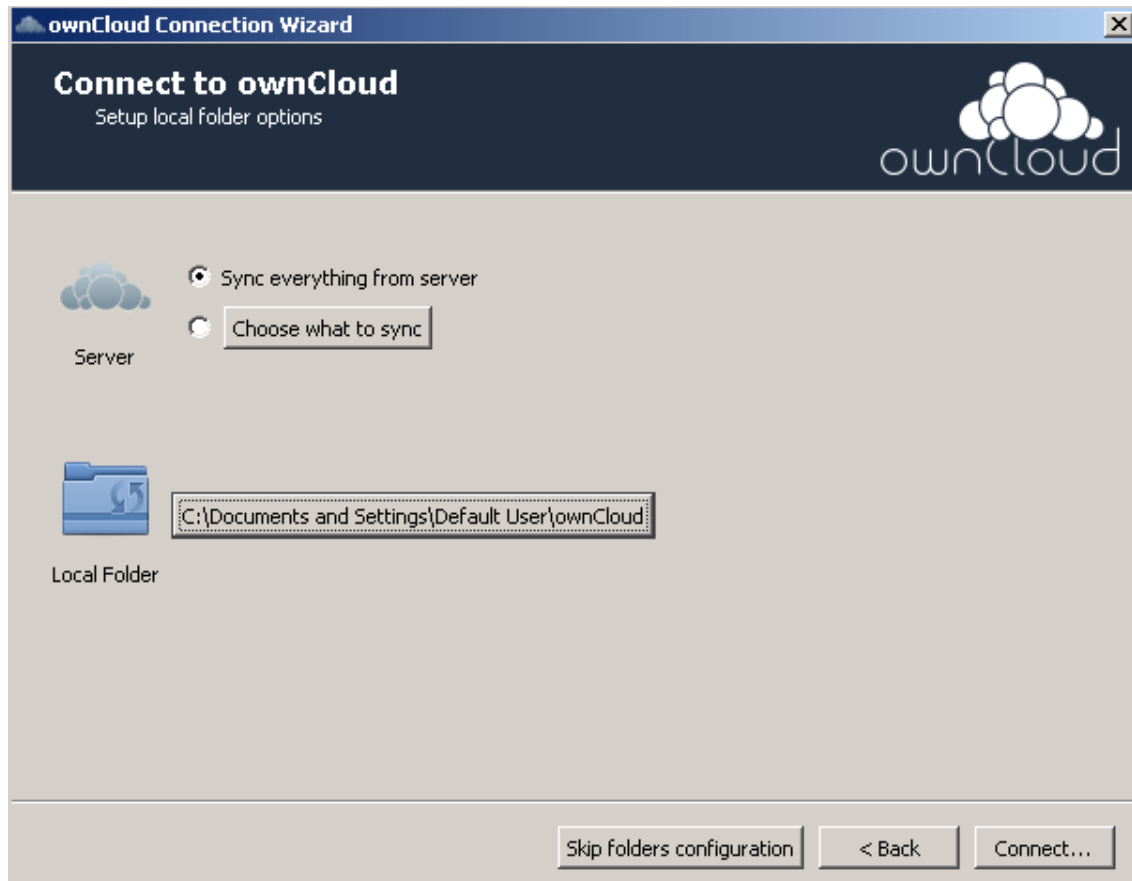
The screenshot shows the 'ownCloud Connection Wizard' window. The title bar reads 'ownCloud Connection Wizard'. The main header area is dark blue with the text 'Connect to ownCloud' and 'Setup ownCloud server' below it. The ownCloud logo is in the top right corner. The main content area is light gray and contains a 'Server Address' label followed by a text input field containing the URL 'http://www.arc.ritsumei.ac.jp/archive01/owncloud'. To the right of the input field is a small lock icon. At the bottom right, there is a 'Next >' button.

2. Enter the username and password.



The screenshot shows the same 'ownCloud Connection Wizard' window, but the subtitle is 'Enter user credentials'. The main content area now has two input fields: 'Username' with the text 'arcmember' and 'Password' with masked characters (dots). At the bottom right, there are two buttons: '< Back' and 'Next >'.

3. Select local folder to be synced, or you can leave it as the default selected and click **connect**. By default, the local folder called ownCloud. This folder is created in the home directory.



4. Now you are done. Now you can start upload a file via ownCloud client, alternately you can use browser to upload the files.

