2020.07.16

# OwnCloud Configuration and Usage Guide of the Joint Research Project - Kokusai Kyōdō Kenkyū Project

- 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:**

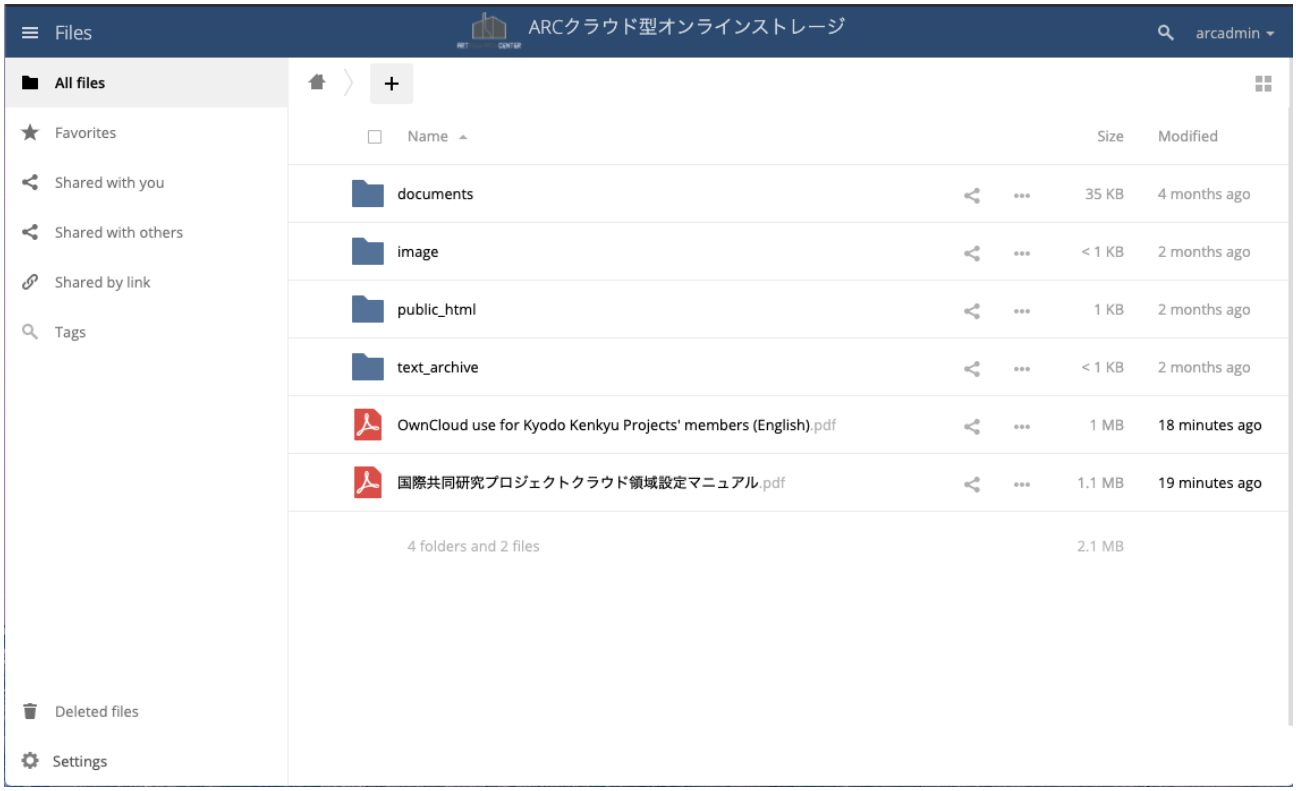
The synchronization clients allow the user to designate a folder on their local system that will mirror onto the cloud server giving the user a "drag and drop" feeling. A synchronization client automatically uploads files to the cloud storage server. The web interface allows the user to upload, browse, 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 https://www.arc.ritsumei.ac.jp/archive01/owncloud/.

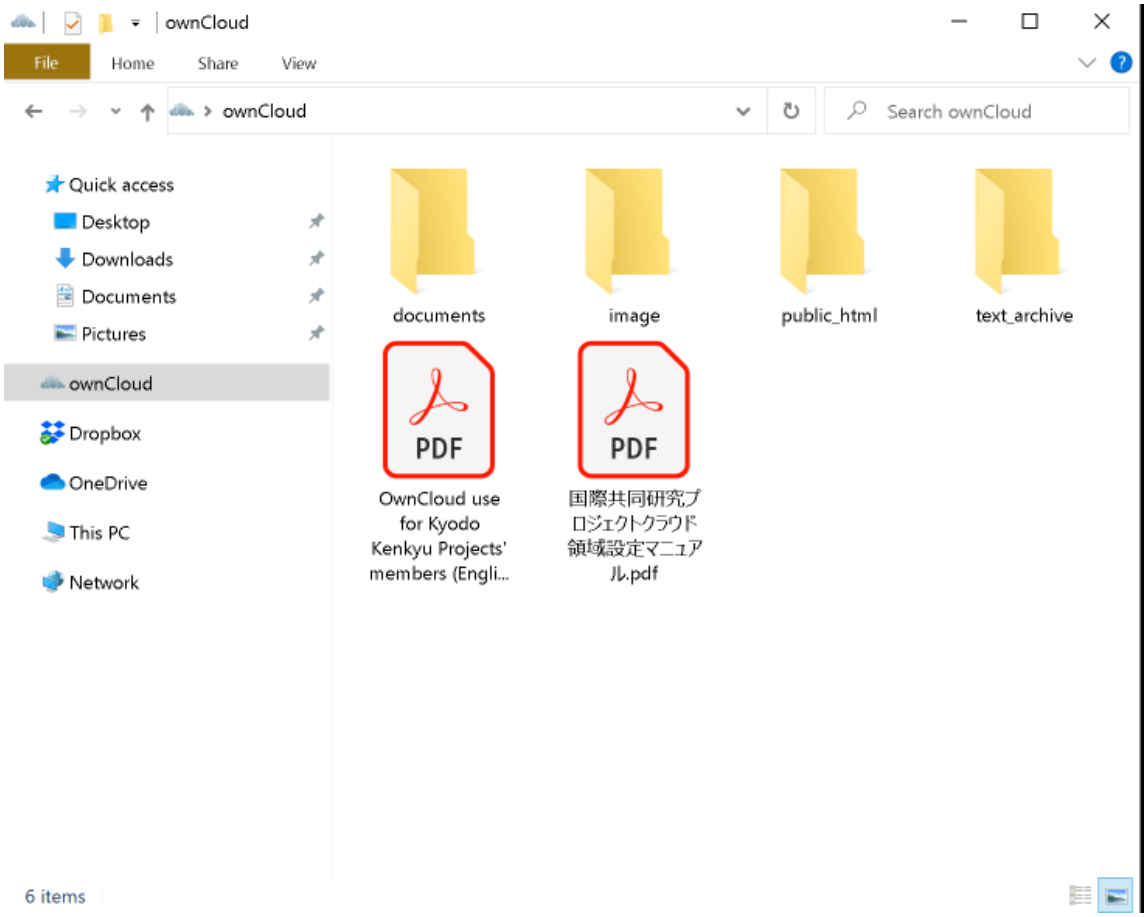
Login with the **username** and **password** that you have received from ARC.

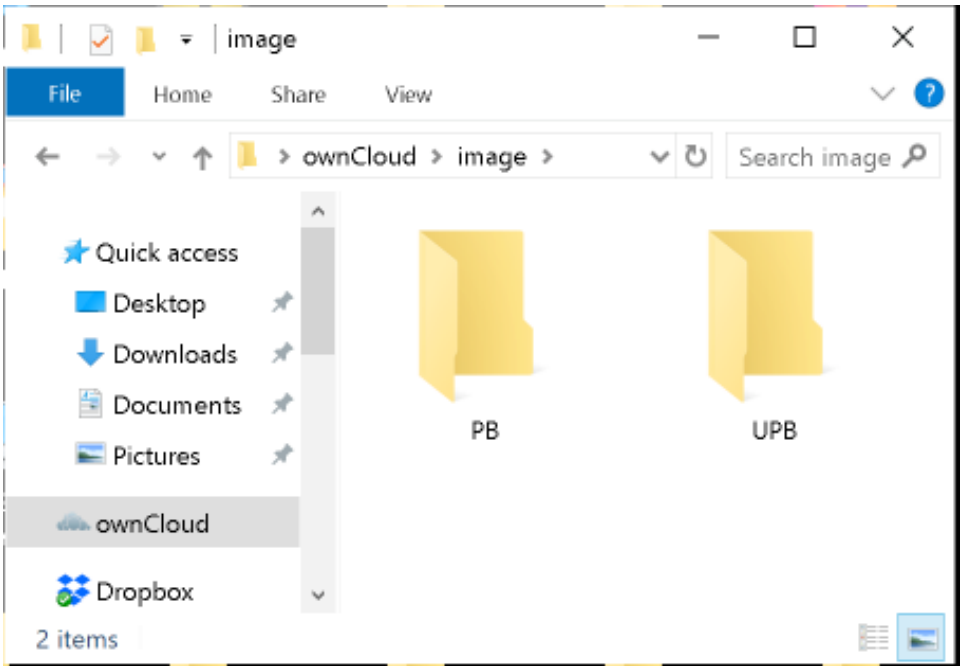
After successfully logging in, the ownCloud web interface will be displayed. You can use it same as any other web services.



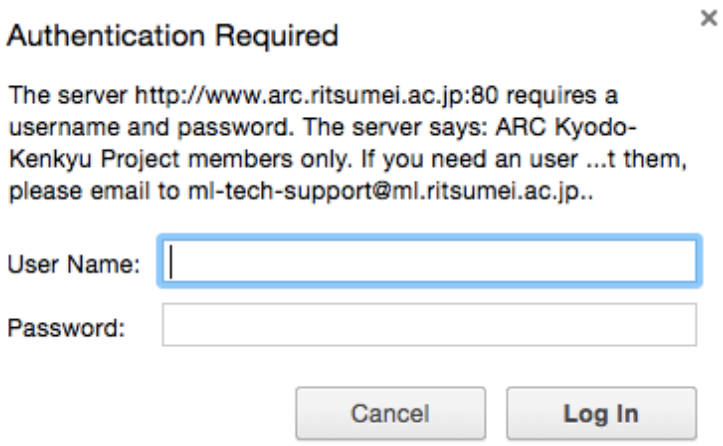
## III. User folders

The default ownCloud folders that will be automatically created after your first login are: "**Documents", "public_html", "image"** and **"text_archive"**. Although you may create your own folder here, it is **not recommended to delete** the default folders **"public_html", "image"** and **"text_archive"**.



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 via ARC servers can be saved here. There are two subfolders "**PB"** and "**UPB"** inside the "**image"** folder.
   - [**image/PB**] - The folders and files inside the "**PB"** are accessible at the URL https://www.arc.ritsumei.ac.jp/archive01/theater/image/PB/PJ/[username]
   - [**image/UPB**] - The folders and files inside the "**UPB"** are accessible via a password protected URL https://www.arc.ritsumei.ac.jp/archive01/theater/image/UPB/PJ/[username]. You will be asked username and password. Login with the ownCloud **username** and **password** that you have received from ARC.




**Even if UPB and PB folders in the "image" folder are deleted in your folders, files in the published area are will not be deleted. Please contact the technical support board if you want to delete them.**

**※ 240px thumbnail images will be automatically generated at the server folder from the images of the "image" folder. Thumbnail creation runs regularly a few times in an hour. Please contact the technical support board if you want to delete thumbnail images.**

The thumbnails of your images are accessible at the following URLs via the ARC server.

- The thumbnail images of the [**images/PB**] are accessible at the URL https://www.arc.ritsumei.ac.jp/archive01/theater/th_image/PB/PJ/[username]
- The thumbnail images of the [**images/UPB**] are accessible via a password protected URL https://www.arc.ritsumei.ac.jp/archive01/theater/th_image/UPB/PJ/[username]. You will be asked username and password. Login with the ownCloud **username** and **password** that you have received from ARC.

3. **public_html:** The files related to your **Webpage** can be saved here. The URL of your

Webpage is https://www.arc.ritsumei.ac.jp/PJ/[username]. 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">.
If you save an animated PowerPoint Show (.pps or .ppsx file) or a self-running presentation inside **"public_html"**, that animated file can be viewed at the URL https://www.arc.ritsumei.ac.jp/PJ/[username]/[filename].ppsx_view. Don't forget to add "_view" after the filename and extension. The maximum file size that can be viewed at the above URL is **10MB**.

4. **text_archive:** The folders and files inside the "**text_archive**" are accessible at the URL https://www.arc.ritsumei.ac.jp/archive01/theater/text_archive/PJ/[username]**.** All the files inside the "**text_archive**" will be indexed and can be searched through https://www.arc.ritsumei.ac.jp/text_archive/.

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

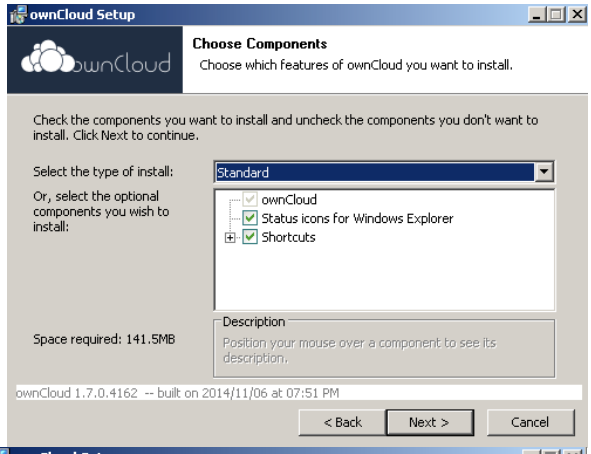
## IV. Installing client software

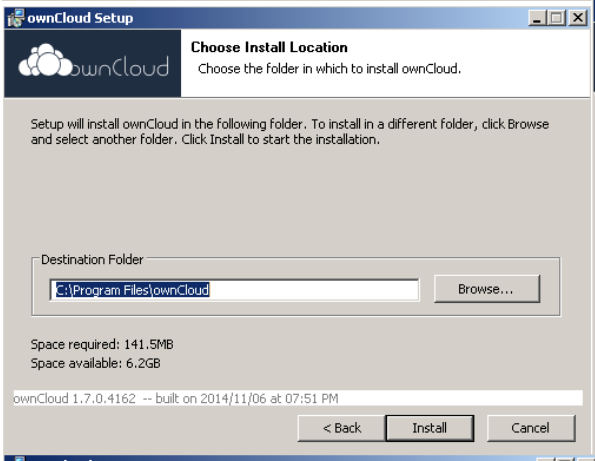
The file sync client software can be downloaded from https://owncloud.org/install/ for Windows, Linux and Macs. Mobile apps for the iPhone, iPad and iPod, can be downloaded from the Apple Apps Store. For Android devices the mobile client can be downloaded from the Google play.

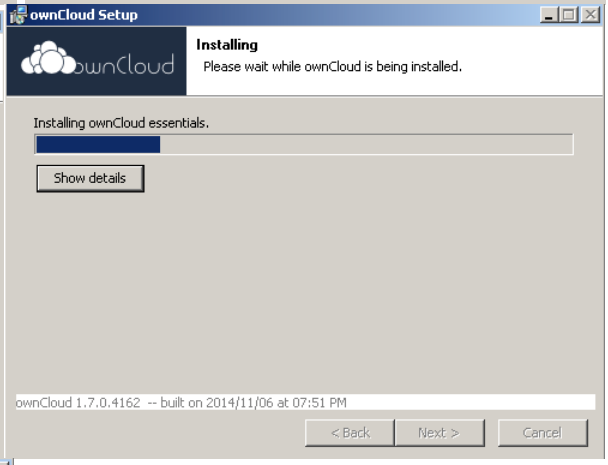
### a. Windows Desktop Client Installation

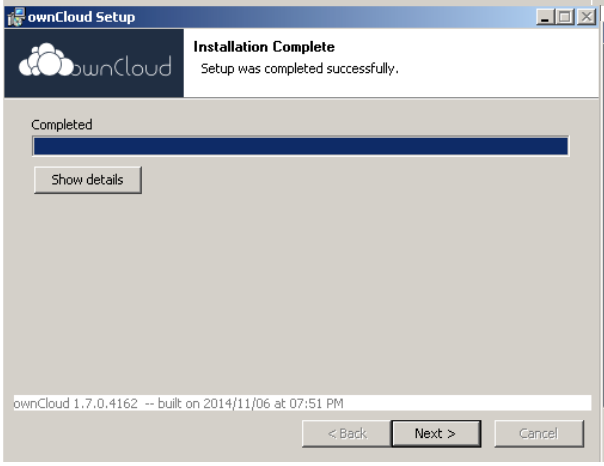
1. Download the ownCloud Windows Desktop Client from https://owncloud.org/install/
2. Launch the setup file, leave the default options and click **Next >** to continue, and click **Install**.
3. On the Install Completed window, ensure the **Run ownCloud** box has a check mark and click **Finish**.

ownCloud Setup
ownCloud
Welcome to the ownCloud Setup Wizard
This wizard will guide you through the installation of ownCloud.
It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer.
Click Next to continue.
Next >
Cancel


ownCloud Setup
Choose Components
Choose which features of ownCloud you want to install.
Check the components you want to install and uncheck the components you don't want to install. Click Next to continue.
Select the type of install:
Standard
Or, select the optional components you wish to install:
ownCloud
Status icons for Windows Explorer
Shortcuts
Description
Position your mouse over a component to see its description.
Space required: 141.5MB
ownCloud 1.7.0.4162 -- built on 2014/11/06 at 07:51 PM
< Back
Next >
Cancel


ownCloud Setup
Choose Install Location
Choose the folder in which to install ownCloud.
Setup will install ownCloud in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.
Destination Folder
C:\Program Files\ownCloud
Browse...
Space required: 141.5MB
Space available: 6.2GB
ownCloud 1.7.0.4162 -- built on 2014/11/06 at 07:51 PM
< Back
Install
Cancel

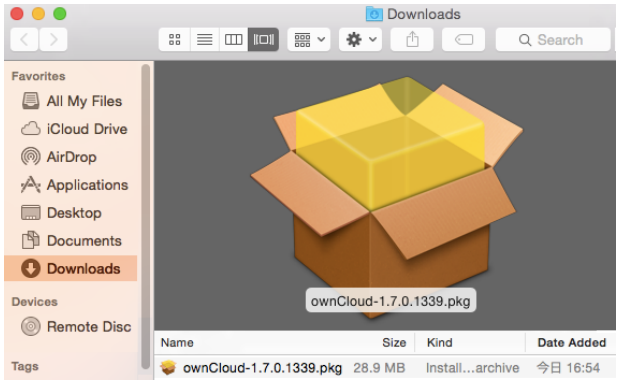

ownCloud Setup
Installing
Please wait while ownCloud is being installed.
Installing ownCloud essentials.
Show details
ownCloud 1.7.0.4162 -- built on 2014/11/06 at 07:51 PM
< Back
Next >
Cancel

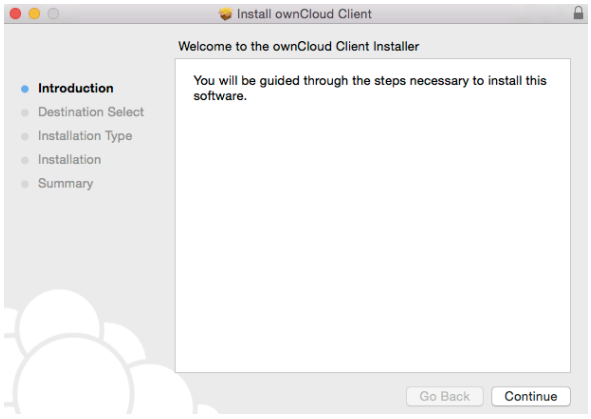

ownCloud Setup
Installation Complete
Setup was completed successfully.
Completed
Show details
ownCloud 1.7.0.4162 -- built on 2014/11/06 at 07:51 PM
< Back
Next >
Cancel

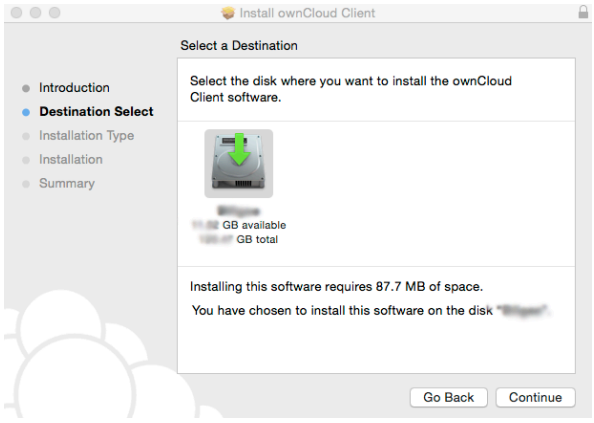
ownCloud Setup
ownCloud
Completing the ownCloud Setup Wizard
ownCloud has been installed on your computer.
Click Finish to close this wizard.
Run ownCloud
owncloud.com
< Back
Finish
Cancel

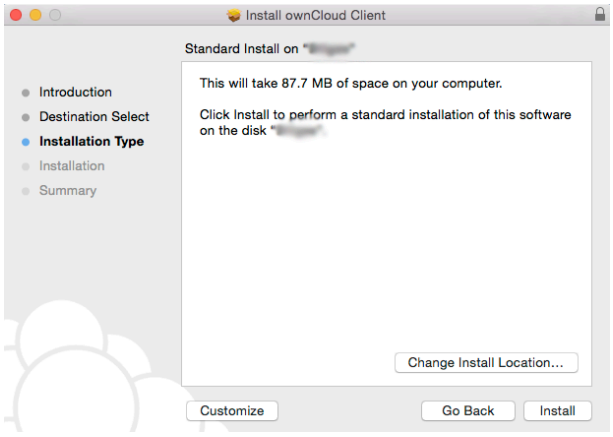
## b. Mac Desktop Client Installation

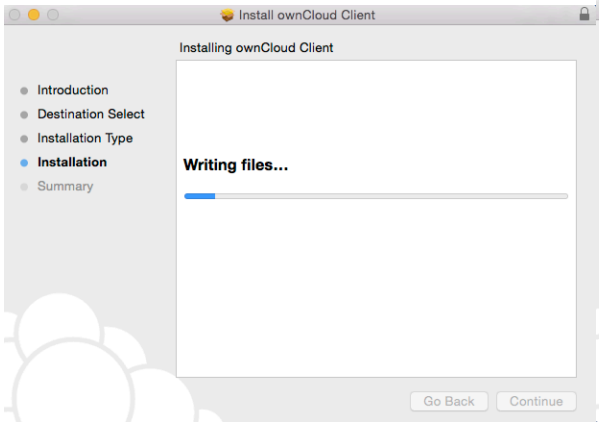
1. Download the ownCloud MacOS Desktop Client from [https://owncloud.org/install/](https://owncloud.org/install/)
2. Double-click the downloaded .pkg file. Leave the default options and click **“continue” and** click **“Install”**.
3. On the “The installation was successful” window click “**close”.**

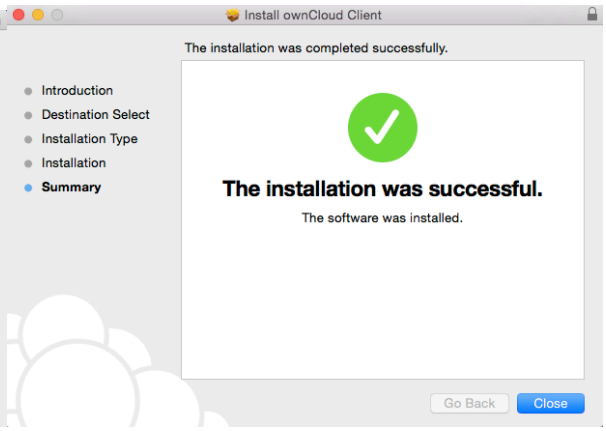


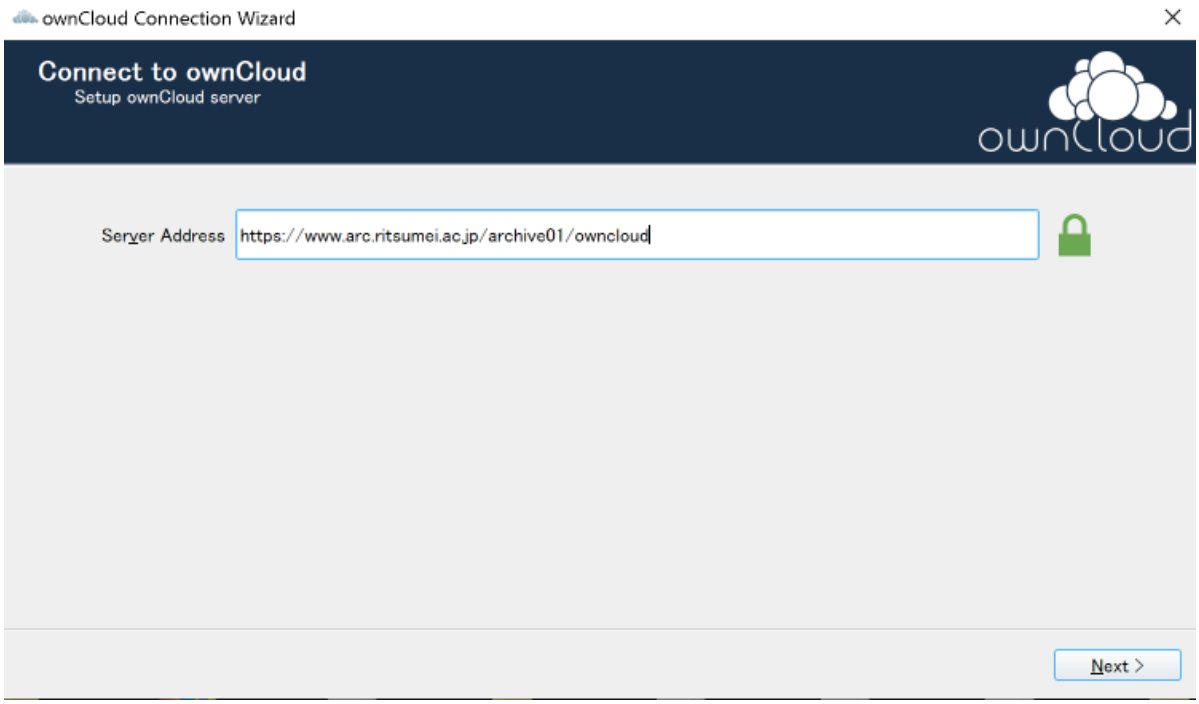



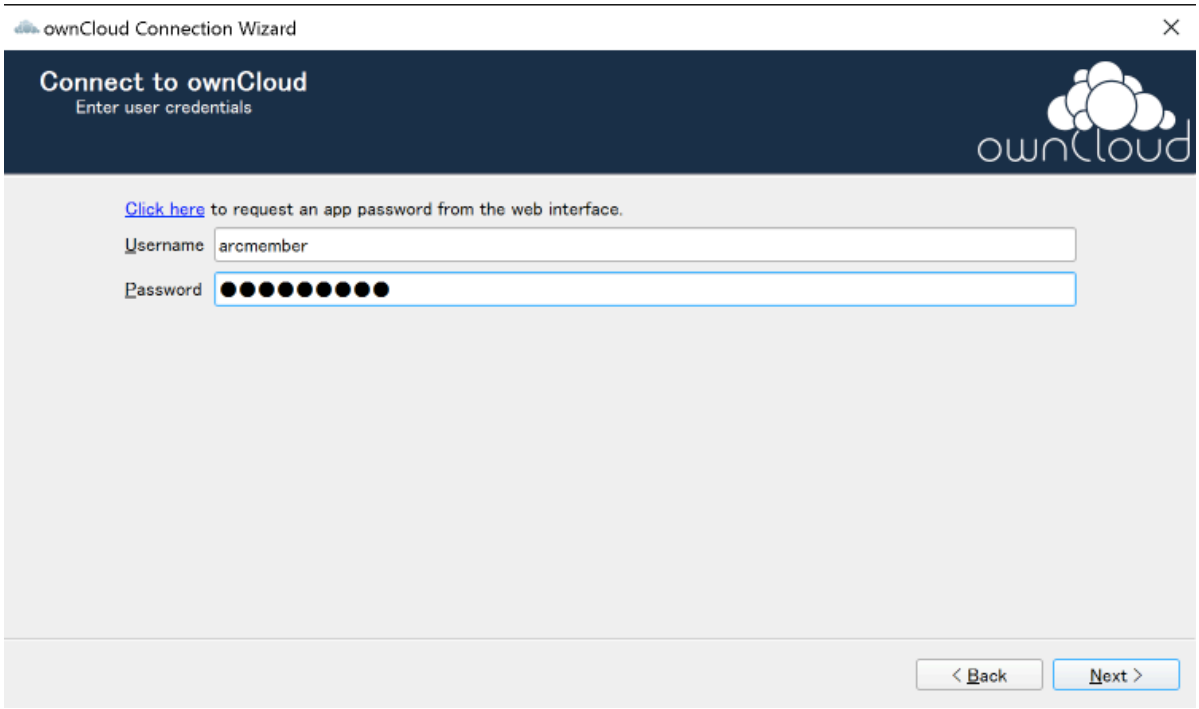



## V. Setting up the server configuration

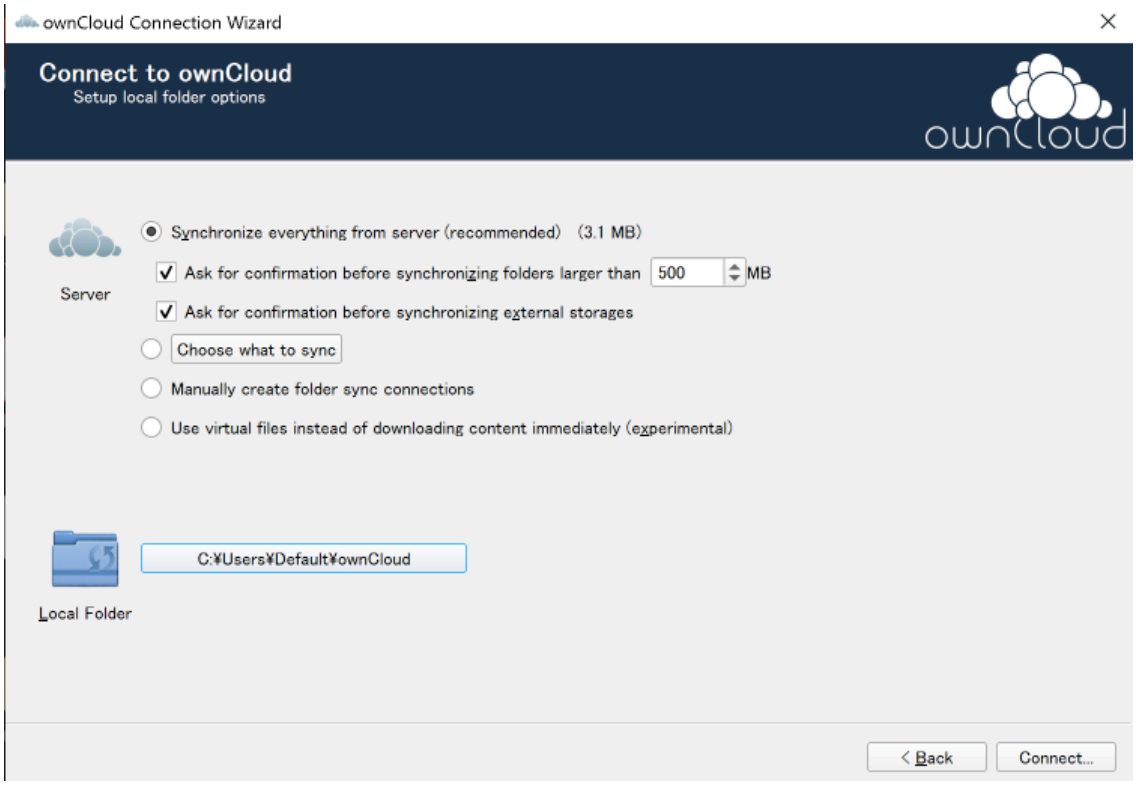
1. Input the URL https://www.arc.ritsumei.ac.jp/archive01/owncloud.

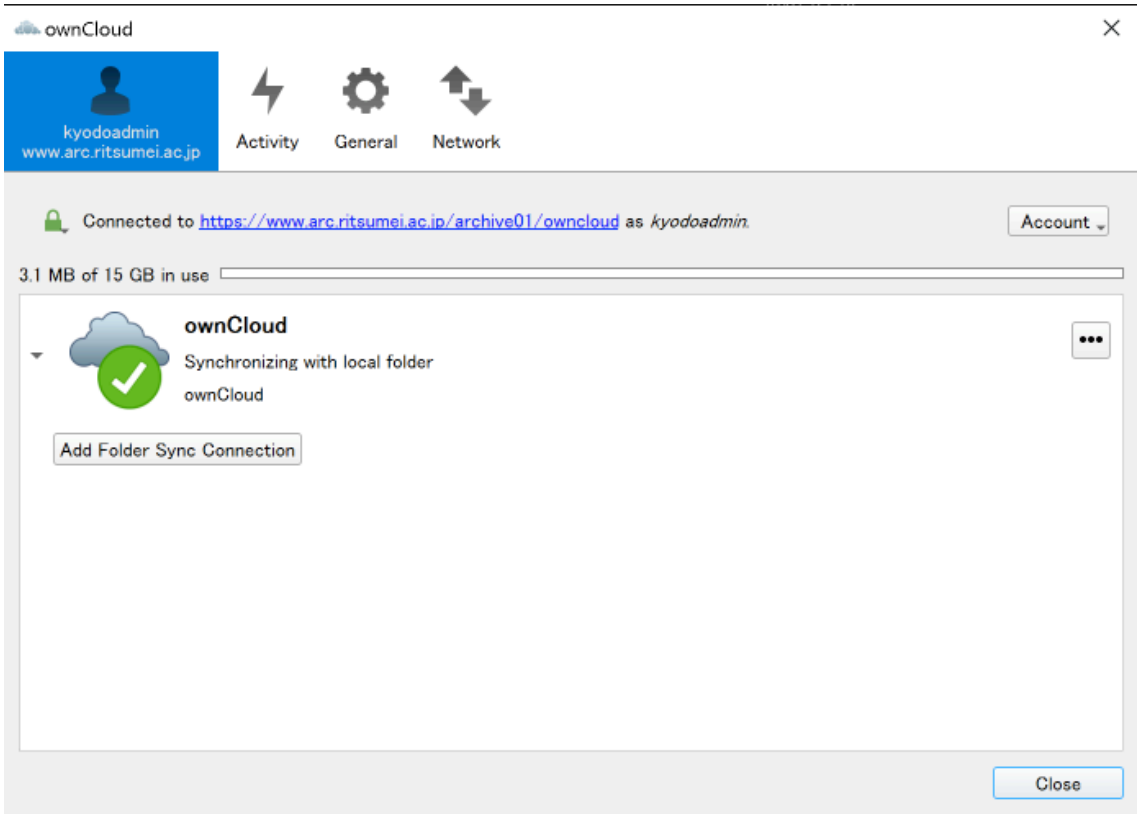



2. Enter the username and password.




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.