

AeroDrive 網上磁碟機

I. Connect the AeroDrive

Method 1 – At home or at school domain

- (i) Click the shortcut  **AeroDrive 網上磁碟機** in the school homepage or open the web page <http://aero.choihung.edu.hk>,
- (ii) Login name : teacher’s initial, e.g. lwk
Password : password (change it immediately)



Method 2 – At school domain

If your Domain password = AeroDrive password, your AeroDrive will be connected after login in.

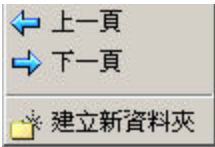


II. Change password



III. New folder

- 1. 開啟欲新增資料夾的磁碟機。
- 2. 將滑鼠拉到空白的地方，然後右按滑鼠。
(請勿將滑鼠放在資料夾，否則將出現另外一個選單)
- 3. 一個小選單將會出現。
- 4. 點選「建立新資料夾」。
- 5. 輸入新檔案的名稱。
- 6. 按「確定」以確定新名稱。



圖例: 建立新資料夾

IV. Upload files

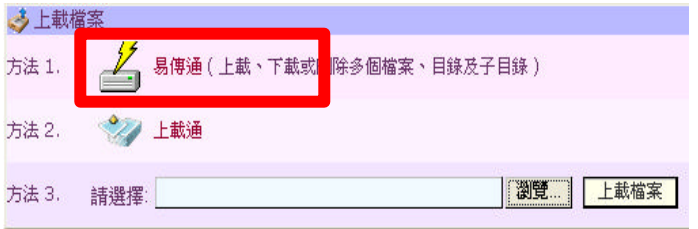
Method 1 (Upload a single file)

- (i) Click the button 瀏覽
- (ii) Select a file and click 開啟
- (iii) Click the button 上載檔案



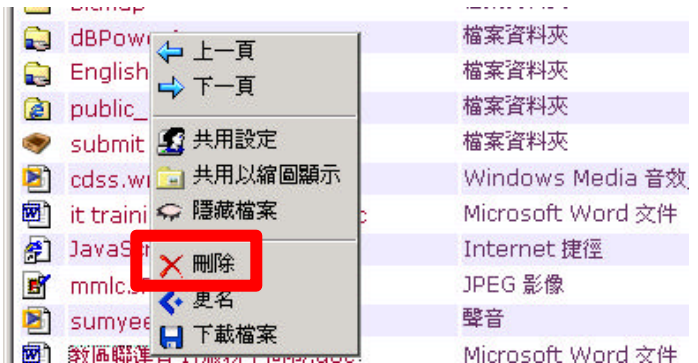
Method 2 (Upload multiple files or folders)

- (i) Click 易傳通 
- (ii) Select a folder or select multiple files by holding the 'ctrl' key
- (iii) Click 上載



V. Delete a folder or a file

- 1. Right click the folder or the file,
- 2. Select 刪除
- 3. click 確定



VI. Sharing files

- 1. Sharing a folder or a file
 - 1.1 right click a folder or a file
 - 1.2 select '共用設定'
 - 1.3 paste the link to a web page or send the link to other people
 - 1.4 the folder or file is held by a 'hand'
- 2. To cancel the sharing
 - 2.1 right click the folder or file which is held by a 'hand'
 - 2.2 select '取消共用'
 - 2.3 the 'hand' is removed



VII. Create a web site

- 1. click the folder ‘public_html’
- 2. upload your web pages with ‘index.html’ as the homepage
- 3. The URL of your web site would be <http://aero.choihung.edu.hk/~lwk/> , replace *lwk* by your user name



VIII Create a photo album

- 3. right click a folder or a file
- 4. select ‘共用以縮圖顯示’
- 5. paste the link to a web page or send the link to other people
- 6. to cancel the link, right click the folder again, select ‘取消共用’
- 7. to modify the appearance of the album, right click the folder, select ‘自訂面板’



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