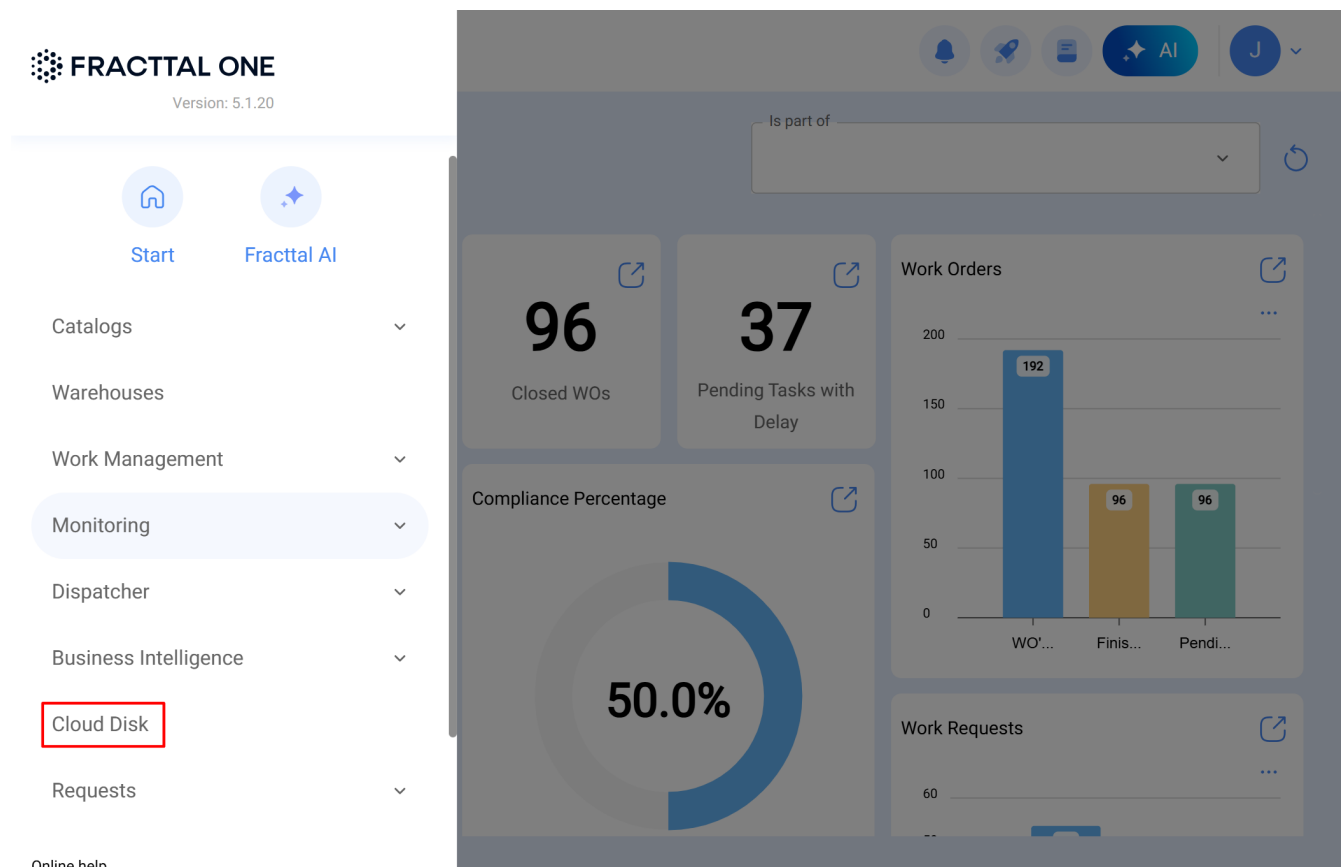


How to Add Files in the Cloud Disk?

help.fractal.com/hc/en-us/articles/25052578023181-How-to-Add-Files-in-the-Cloud-Disk

Steps to add files in the Cloud Disk:

Within the dropdown menu, look for and click on “Cloud Disk”. This will take you directly to the module where you can store and manage your files.



Once inside the module, click on the "Add" icon located at the bottom right.



Start



☐	Description	Last Update...	Size
☐	prueba centro de ayuda	--	--
☐	multiple	--	--
☐	medellin	--	--
☐	manuales sandos caracol	--	--
☐	manuales de mantenimiento	--	--
☐	manuales de despiece	--	--
☐	certificados	--	--
☐	certificaciones planteles lloveras	--	--

Showing 194 of 194

Upload files:

The system will open a window with options to add a new folder or a file.

Start



☐	Description	Last Update...	Size
☐	prueba centro de ayuda	--	--
☐	multiple	--	--
☐	medellin	--	--
☐	manuales sandos caracol	--	--
☐	manuales de mantenimiento	--	--
☐	manuales de despiece	--	--
☐	certificados	--	--
☐	certificaciones planteles lloveras	--	--

Showing 194 of 194



Create a Folder:

If you want to organize your files, select the **"New Folder"** option. The system will ask you to enter a name for the folder. Click **Accept** to create it.

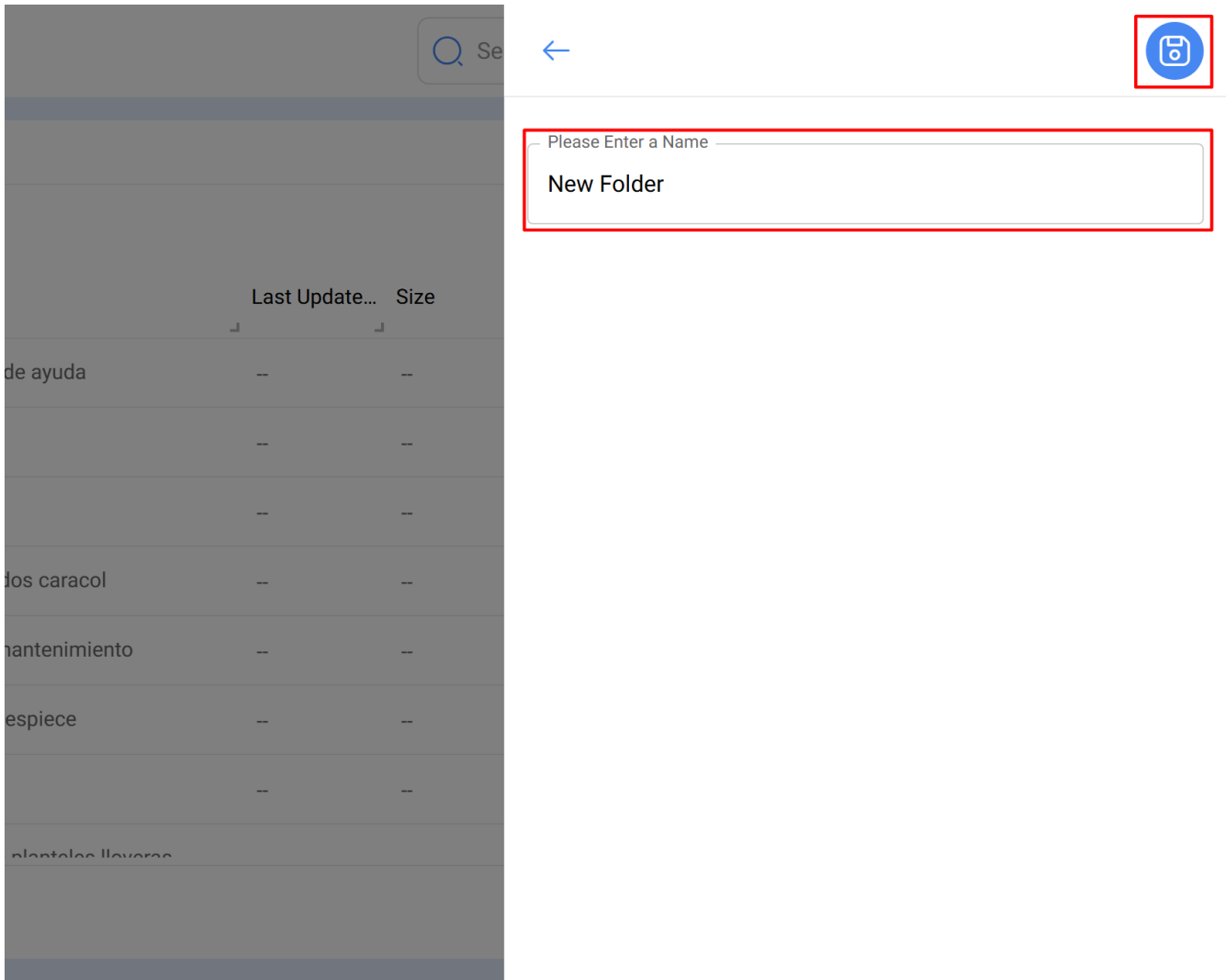
Search...



New Folder...



Note: To ensure proper functioning, it is recommended not to use special characters (% & { } \$! ' @ + = ~ ^ ; [] () ,) in the names of the uploaded files.



Upload a File:

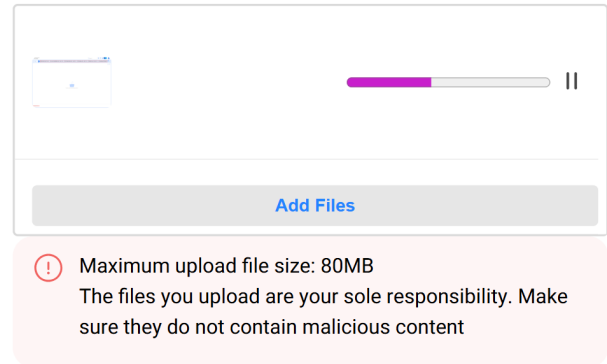
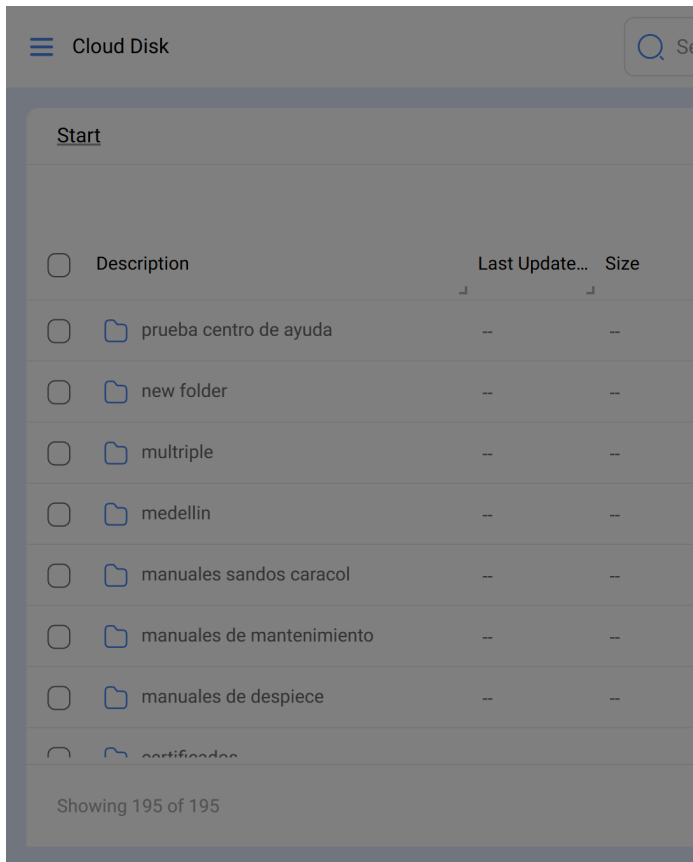
If you prefer to upload a file, select the **"New File"** option. Then, the system will open a window that allows you to drag the file or select it from your device.

Search...



New File...





Note: Files uploaded directly to the Cloud Disk, without being inside a specific folder, cannot be moved later using drag and drop options, nor the cut and paste functions. It is recommended to organize the folder structure beforehand before uploading files to maintain proper order.

Confirm and complete the upload:

Once the file has been selected, it will be successfully uploaded to the corresponding folder, becoming available for use in other modules of the platform.



Start



☐	Description	Last Update...	Size
☐	prueba centro de ayuda	--	--
☐	new folder	--	--
☐	multiple	--	--
☐	medellin	--	--
☐	manuales sandos caracol	--	--
☐	manuales de mantenimiento	--	--
☐	manuales de despiece	--	--
☐	certificados	--	--

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Uploaded Successful



What types of files can I upload to Fracttal One?

For more details about the types of files allowed in the Cloud Disk of Fracttal One, check the following section: [What Types of Files Can I Upload to Fracttal One?](#)