20.1 Download a File in Sync


You can download a folder or open a file for editing by viewing the file in the FileCloud site.

- Downloading an item creates a local copy that will be synchronized with the copy on the FileCloud site.
- In Microsoft Windows, it is also possible to drag a file directly to another location like your desktop or another location in the Windows File Explorer.

To view and download a folder or file in the FileCloud site:

1. To launch *FileCloud Sync*, right-click the icon in your *System Tray*, and then select *File Browser*.
2. A File Browser window opens, displaying the items synchronized with FileCloud Server.
3. Right-click the item you want to view, and then select *View in FileCloud Site*.
4. In the *User Portal*, click the file you want to download, and then click *Download*.
5. Select the local folder where you want to save the file.

💡 You can clear the pending upload or download queue from the *View* menu. Select the *Clear Queue* option.