

LIGHTDRIVE HELP CENTER

LightDrive User Manual

Chapter 4 - Files and Storage

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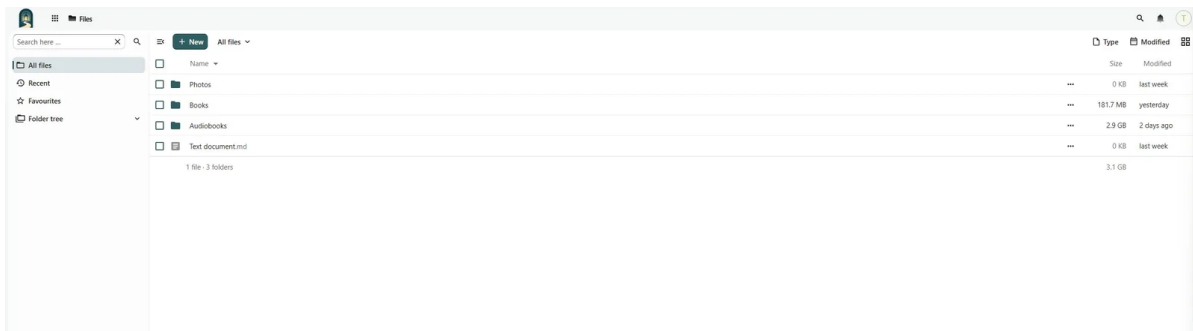
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Chapter 4 - Files and Storage

4.1 Using the LightDrive Vault

The Vault is LightDrive's signed-in workspace. Open vault.lightdrive.one, then select **Files** from the app menu.



The Files workspace keeps navigation, search, the file list, and item actions in one view.

All files shows your complete file tree. Select a folder to open it, a file name to open a supported viewer, or the three-dot action menu for operations such as download, rename, move, share, and delete. Use search in the Files header to find an item by name or indexed content.

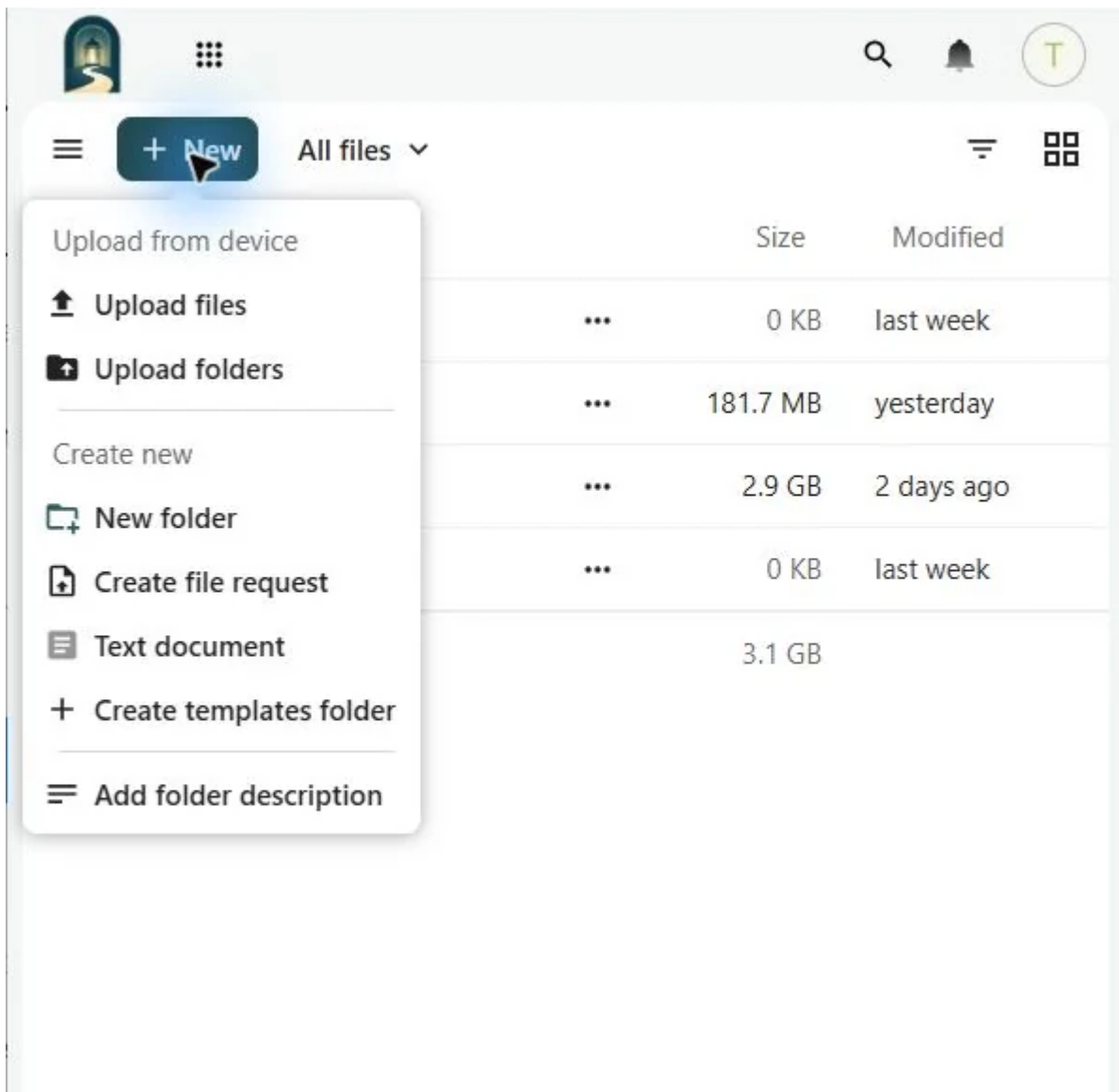
The navigation sidebar also provides Recent, Favourites, Shares, and Deleted files. On a narrow screen, open the sidebar with the menu button and close it with the same button or the supported swipe gesture.

Your Files area is private by default. A file becomes available to someone else only after you create a user share or public link.

Current online article: <https://help.lightdrive.one/files-and-storage/using-the-lightdrive-vault>

4.2 Uploading Files

Open the destination folder in **Files**, select **New**, and choose **Upload files**. Select one or more files and wait for the upload indicator to finish.



Use New → Upload files after opening the destination folder.

You can also drag files from your computer into the open Files view. Keep the browser tab open until every transfer completes. If an item with the same name already exists, Files asks how to

resolve the conflict instead of silently replacing it.

If an upload fails

Confirm that the account has enough Vault storage, the file name is valid, and the network connection is stable. An unverified account is limited to 1 MB, so complete recovery-email verification before uploading normal files. Large uploads are more reliable through the Nextcloud desktop client because it can resume interrupted transfers.

Current online article: <https://help.lightdrive.one/files-and-storage/uploading-files>

4.3 Downloading Files and Folders

To download one file, open its three-dot action menu and select **Download**. Your browser saves the original file.

To download a folder or several selected items, select them and choose **Download**. Files prepares a ZIP archive for the group. The archive is a copy; the originals remain in the Vault.

For a large collection, use the Nextcloud desktop client instead of creating one large browser archive. Synchronization transfers files individually and can continue after a connection interruption.

Files shared with you can be downloaded only when the owner has granted download permission.

Current online article: <https://help.lightdrive.one/files-and-storage/downloading-files-and-folders>

4.4 Creating Folders

Open the parent location in **Files**, select **New**, choose **New folder**, enter a name, and confirm.

A folder can contain files and other folders. Use clear names and a simple hierarchy so that search and synchronization remain easy to understand.

LightDrive prevents names that the storage system cannot use. Avoid control characters and names that differ only by capitalization when you synchronize with Windows or macOS, because those systems can treat such names differently.

Creating a folder does not share it. Use the Sharing tab or action menu when you intentionally want another person to have access.

Current online article: <https://help.lightdrive.one/files-and-storage/creating-folders>

4.5 Renaming, Moving, and Deleting Files

Open an item's three-dot action menu in **Files**.

- **Rename** changes the name without changing the file contents.
- **Move or copy** lets you choose another folder. Moving removes the item from its former location; copying leaves the original in place.
- **Delete** moves the item to Deleted files.

A synchronized desktop or mobile client receives the same change. Renaming or moving a shared item can change the path used by other people, while deleting an item you own removes it from its shares.

Use **Deleted files** to restore an accidental deletion. Use permanent deletion only when you no longer need the recovery copy.

Current online article: <https://help.lightdrive.one/files-and-storage/renaming-moving-and-deleting-files>

4.6 The Trash

Files that you delete are moved to **Deleted files** instead of being erased immediately.

Restore an item

Open **Files** → **Deleted files**, find the item, and select **Restore**. Files returns it to its original folder. If that location no longer exists or cannot accept the item, it is restored to the top level of your Files area. A name conflict is resolved with a unique restored name.

Permanent deletion

Select **Delete permanently** or empty the trash only when you are certain. Trash contents do not count against the normal Vault quota, but the trash has its own space limit and retention rules. LightDrive can remove older eligible items automatically when that limit requires space, so Deleted files is a short-term recovery feature rather than a backup.

Current online article: <https://help.lightdrive.one/files-and-storage/the-trash>

4.7 File Versions

Files keeps selected older states of a file when its contents change.

1. Select the file and open **Details**.
2. Open the **Versions** tab.
3. Select the restore control beside the version you want, or select its timestamp to download that version.

Restoring makes the selected version the current file. Versions are not created for every individual keystroke: changes close together are consolidated, and older unnamed versions are thinned automatically over time and when version storage needs space. A named version is protected from automatic expiration.

Version history helps recover an earlier state of one file. It does not replace an independent backup of important data.

Current online article: <https://help.lightdrive.one/files-and-storage/file-versions>

4.8 Storage Usage and Quotas

Your plan sets the maximum amount of active data stored in the Vault.

- **Ray:** 150 GB
- **Beam:** 750 GB
- **Glow:** 2 TB

Open **Settings** → **Account** to see current Vault usage, or **Settings** → **Plan & Billing** to see the plan allowance. Shared files count against the quota of the account that owns them. Files uploaded through a file-drop share count against the recipient owner's quota.

Mailbox storage is measured separately by the mail service and is not deducted from the Vault quota. Deleted Files and older file versions are also managed separately under their own space and retention rules.

Current online article: <https://help.lightdrive.one/files-and-storage/storage-usage-and-quotas>

4.9 Storage Warning Messages

LightDrive displays and sends storage warnings before the Vault reaches its plan limit.

When storage is full, new uploads, synchronizations, copies, and other operations that require space can fail. Existing files remain available for reading and downloading.

Make space

1. Open **Files** and remove files you no longer need.
2. Review large files and duplicate copies before deleting small items.
3. Allow the usage display to refresh after deletion.
4. If you need the data, open **Settings → Plan & Billing** and choose a plan with a larger Vault quota.

Mailbox quota warnings refer to email storage, not the Vault. Remove mail and empty the mail Trash when the warning identifies the mailbox.

Current online article: <https://help.lightdrive.one/files-and-storage/storage-warning-messages>

4.10 Sharing Files

LightDrive lets you share a file or folder with another Vault user.

1. Open the item's action menu or Details sidebar.
2. Open **Sharing**.
3. Search for the recipient and add the share.
4. Set the permissions that person needs.

Folder permissions can allow viewing, downloading, uploading, editing, creating, or deleting content. Grant only the permissions needed for the collaboration. The owner remains responsible for the item and can change or remove the share.

Use **Shared with others** to review items you have shared and **Shared with you** for items another user has made available to you.

Current online article: <https://help.lightdrive.one/files-and-storage/sharing-files>

4.11 Public Share Links

A public link gives access to anyone who has the link; the visitor does not need a LightDrive account.

1. Open the item's **Sharing** controls.
2. Create a share link.
3. Set the available protections, including a password, expiration date, or upload-only access.
4. Copy and send the link through a trusted channel.

Use a password and expiration date for sensitive or temporary material. Send the password separately from the link. Remove the share as soon as it is no longer needed.

An upload-only link lets visitors add files without seeing the folder's existing contents. Files they upload use the folder owner's Vault quota.

Current online article: <https://help.lightdrive.one/files-and-storage/public-share-links>

4.12 Desktop File Synchronization

Install the current Nextcloud desktop client from the official Nextcloud download page, then add a new account with server address `https://vault.lightdrive.one`.

The client opens a browser window for LightDrive sign-in and authorization. After approval, choose the local folder and the Vault folders to synchronize. A change made on either side is then copied to the other.

Good synchronization practice

- Wait for the client to report that synchronization is complete before shutting down.
- Resolve conflict copies instead of deleting one without comparing it.
- Use selective synchronization when the Vault is larger than the device's free space.
- Do not synchronize the same local folder through two cloud clients.

Synchronization keeps working copies in two places; it does not protect against every deletion or unwanted edit because those changes also synchronize.

Current online article: <https://help.lightdrive.one/files-and-storage/desktop-file-synchronization>

4.13 Mobile File Access

Install the Nextcloud mobile app for Android or iOS, add the server <https://vault.lightdrive.one>, and complete the LightDrive browser sign-in.

The app can browse files, upload photos and documents, download files for offline use, create folders, share items, and open files in compatible apps on the device.

Offline and automatic uploads

Mark a file or folder for offline availability when you need it without a connection. The downloaded copy uses device storage and updates when the app reconnects. If you enable automatic camera uploads, review the destination folder, cellular-data setting, and background permissions before relying on it.

Use the device screen lock and sign out or remove the account before giving the device to someone else.

Current online article: <https://help.lightdrive.one/files-and-storage/mobile-file-access>