LIGHTDRIVE HELP CENTER

LightDrive User Manual

Chapter 4 - Files and Storage

Generated September 30, 2026

Contents

4.1 Using the LightDrive Vault

4.2 Uploading Files

4.3 Downloading Files and Folders

4.4 Creating Folders

4.5 Renaming, Moving, and Deleting Files

4.6 The Trash

4.7 File Versions

4.8 Storage Usage and Quotas

4.9 Storage Warning Messages

4.10 Sharing Files and Folders

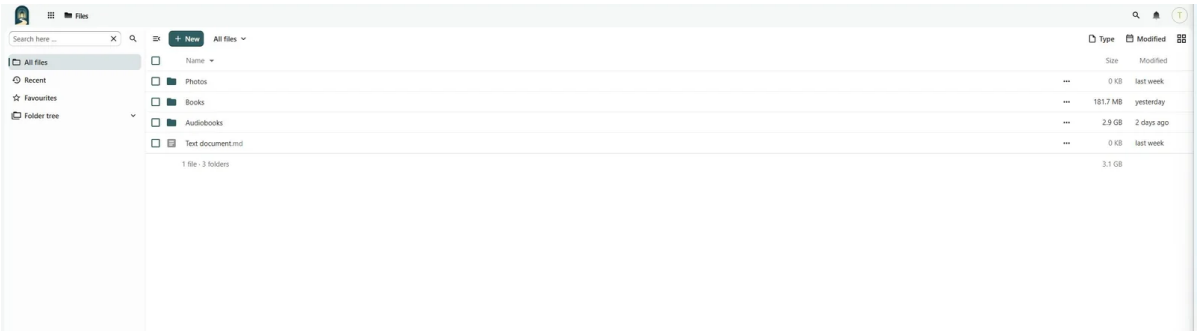
4.11 Desktop File Synchronization

4.12 Mobile File Access

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.

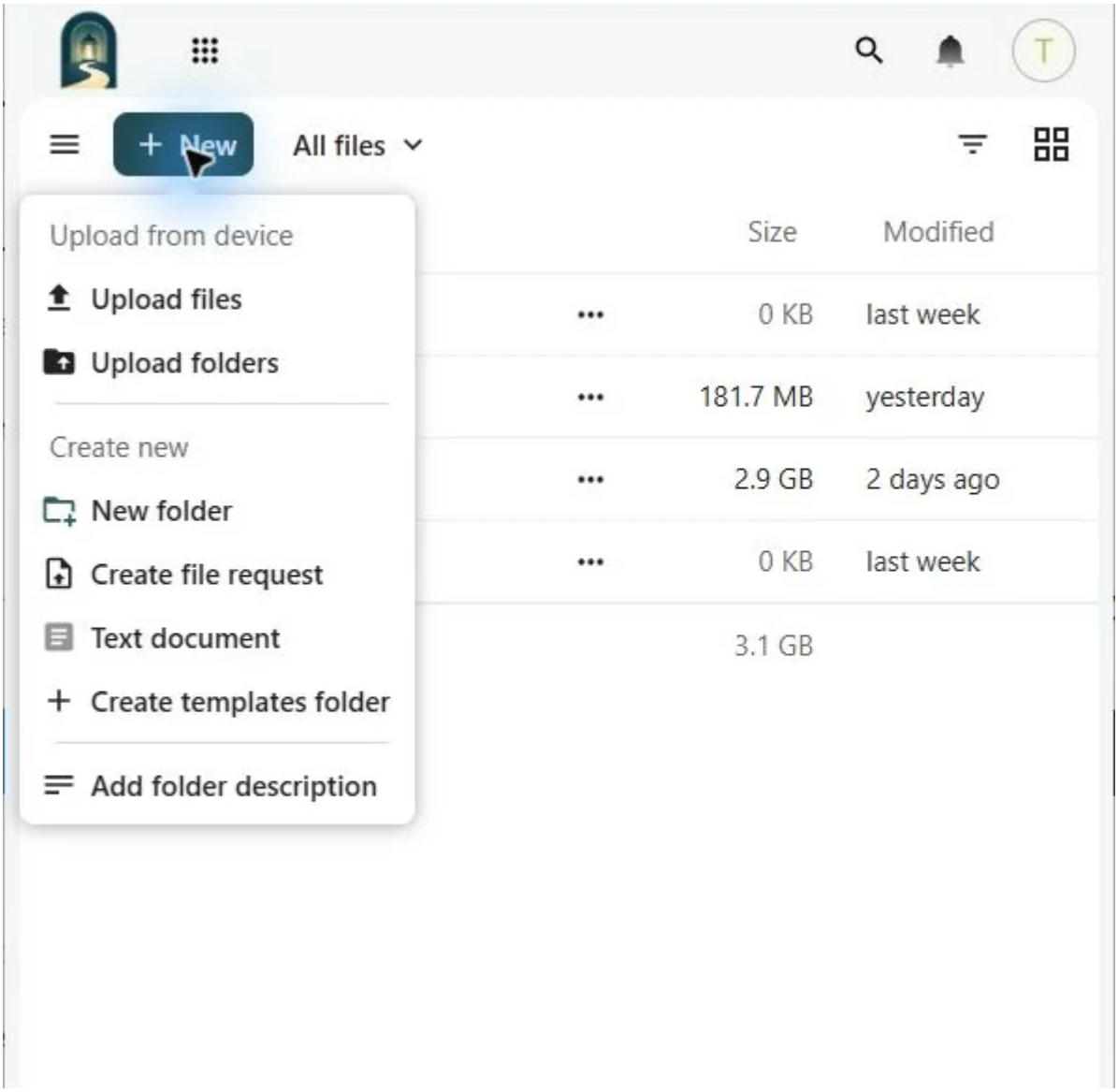
The navigation sidebar also provides Recent, Favourites, Shares, and Deleted files. On a narrow screen, open the sidebar with the menu button and close it with the same button or the supported swipe gesture.

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

A file opened through a share link 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. Items in trash still count against your Vault storage quota, so moving files there does not free space. Use permanent deletion only when you no longer need the recovery copy.

Automatic cleanup after 30 days is on by default. You can turn it off under **Files → Files settings → General → Automatically remove deleted files after 30 days**. See The Trash for recovery and retention details.

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

4.6 The Trash

Files and folders that you delete are moved to **Deleted files** instead of being erased immediately. Items in trash continue to count against your Vault storage quota.

Restore an item

Open **Files → Deleted files**, find the file or folder, and select **Restore**. To restore several items, select them and use the restore action. Files returns each item to its original folder when possible; if that location is no longer available, it may restore the item to the top level of your Files area. A name conflict is resolved with a unique restored name.

Restoring an item moves it from trash back to active Files. Its bytes already count toward your quota, so this transfer does not increase your combined storage usage.

Permanent deletion

Select **Delete permanently** only when you are certain you no longer need an item. Permanently deleting a folder also removes its contents. Permanent deletion frees the storage used by those trash items and cannot be undone from Deleted files. Keep an independent backup of important data.

Automatic cleanup after 30 days

Automatic cleanup is **on by default**. Open **Files → Files settings → General** and look for the **Automatically remove deleted files after 30 days** switch. Its help text reads **Trash counts against storage quota.**

- **On:** files and folders become eligible for permanent deletion 30 days after they were moved to trash. A daily cleanup removes eligible items; removal happens on the next cleanup run, not necessarily at the exact 30-day moment.

- **Off:** automatic trash cleanup skips your account. Items remain in Deleted files until you restore them or permanently delete them yourself. They continue using storage while retained.

Turning the switch back on does not restart the 30-day clock. Items already at least 30 days old become eligible on the next daily cleanup. Restore anything you want to keep before turning it back on.

LightDrive does not automatically empty Deleted files just because your quota is full. To free space immediately, permanently delete unwanted trash items or choose a larger plan. See Storage Usage and Quotas.

This switch applies to Files → Deleted files. It does not change Email Trash, Contacts Trash, file-version retention, or account-deletion policies.

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.

Older file versions are managed separately from the active-file-plus-trash usage shown against your Vault quota. The **Automatically remove deleted files after 30 days** switch applies to Deleted files, not version history, and does not change the version-retention behavior described above.

Version history helps recover an earlier state of one file. Keep 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 your Vault storage allowance. Usage includes both your active files and the files and folders retained in **Deleted files**.

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

View combined usage and your assigned quota in the **Files sidebar** or under **Settings → Account**. The quota is your assigned allowance, not the allowance minus trash usage. For example, a 750 GB account with 3 GB of active files and 2 GB in trash uses 5 GB of 750 GB. See **Settings → Plan & Billing** for plan details.

Moving files to trash does not free space, and restoring them does not add to combined usage. Permanently deleting trash items, either yourself or through enabled automatic cleanup, releases their storage. Allow the usage display to refresh after permanent deletion.

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.

Automatic trash cleanup after 30 days is on by default. To keep trash until you restore or permanently delete it yourself, turn off **Files → Files settings → General → Automatically remove deleted files after 30 days**. Retained trash still counts toward your quota. See The Trash for timing and recovery details.

Mailbox storage is measured separately by the mail service and is not deducted from the Vault quota. Older file versions remain separately managed and are not included in the active-file-plus-trash usage shown here; the trash cleanup switch does not change their 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. Review large files and duplicate copies in **Files**. Download a separate copy of anything you need to keep before deleting it.
2. Open **Deleted files** and permanently delete only items you no longer need. Moving a file to trash alone does not free space because trash still counts against your quota. Permanent deletion cannot be undone from Deleted files.
3. Allow the Files sidebar or Account storage display to refresh after permanent deletion. Automatic cleanup, when enabled, removes items at least 30 days old on the next daily run; it does not clear newer trash to make space.
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 and Folders

LightDrive lets you share files and folders with people outside your Vault. Recipients do not need a LightDrive account.

You can create a share in two ways:

- **Email share:** Enter the recipient’s email address. LightDrive sends the share link to that address.
- **Public share link:** Create a share link and send it yourself through a trusted channel.

In both cases, access is provided through the share link. Anyone who has the link, and the password if one is set, can use the share according to the permissions you choose.

1. Open the item’s action menu or **Details** sidebar.
2. Open **Sharing**.
3. Either enter the recipient’s email address or create a public share link.
4. Set the permissions and protections you want.
5. Set the required expiration date.
6. If you created a public link, copy and send it through a trusted channel.

Available options may include password protection, view or download access, upload or editing permissions, and upload-only access for folders.

For sensitive material, use a password and send the password separately from the share link.

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

The owner remains responsible for the shared item and can change or remove the share at any time.

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

4.11 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

4.12 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