

Icon overlays

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Files and folders have an icon overlay that represents the status of that item. The following defines what each icon overlay represents:



Online only files: These files and folders are stored on the cloud. These files and folders are not stored on the local device.

NOTE:

When your device is not connected to the Internet, online only files and folders are not available.



Mixed state folder or **cached** file: This occurs when folder contents are in the various modes including online, offline, and cached.

NOTE:

When you open an online only file, it downloads to your device and becomes a cached file. You can open cached files anytime even without internet access. If you need to free up space, you can change the file back to online only. To do so, right-click the file and select **Make online only**.



Only files or folders marked as “Make available offline” display a green circle with the white check mark. These files or folders are downloaded to your device and are available offline.

Right-click on the file or folder and select **Make online only** to move them back online.



The file or folder is syncing to the cloud. This means upload and downloads are currently in progress.



The file or folder is checked out.

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