



My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

Section 7: Using Text Files

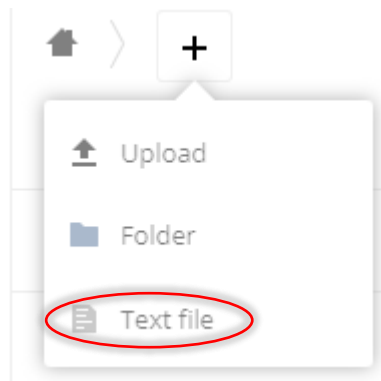
Text files are a form of file that can be created with TFS Hub. They can be useful for notes, information, or communication. They can be shared, moved and deleted.

From the homepage, you can either stay there and create the text file directly to the homepage or go into a folder and create it there. Click the plus symbol along the top of the file list to bring up options.

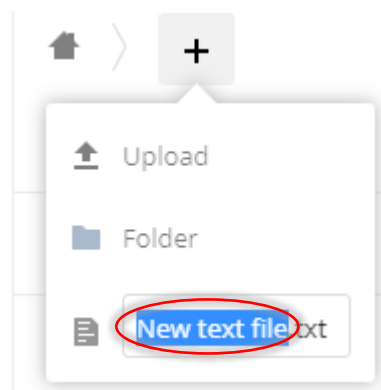
The screenshot shows the TFS Hub interface. At the top, there is a dark blue header with the TFS Hub logo and the text "TFS Hub". On the right side of the header, there is a search bar with the text "hannah@tfsHub.co". Below the header, there is a sidebar on the left with a list of navigation items: "All files", "Favorites", "Shared with you", "Shared with others", "Shared by link", "Tags", "External storage", "Deleted files", and "Settings". The main area of the interface displays a list of files and folders. At the top of this list, there is a plus symbol (+) circled in red, indicating where to click to create a new file. Below this, the list shows folders named "Photos", "Documents", and "TFS Accounting Services Pty Limited". Each folder entry includes a folder icon, the name, a share icon, a size, and a modified date. For example, "Photos" is 4.7 MB and was modified 2 days ago. "Documents" is 36 KB and was modified 2 days ago. "TFS Accounting Services Pty Limited" is 162 KB and was modified a year ago. At the bottom of the list, there is a summary row showing "3 folders" and "4.9 MB".

Name	Size	Modified
Photos	4.7 MB	2 days ago
Documents	36 KB	2 days ago
TFS Accounting Services Pty Limited	162 KB	a year ago
3 folders	4.9 MB	

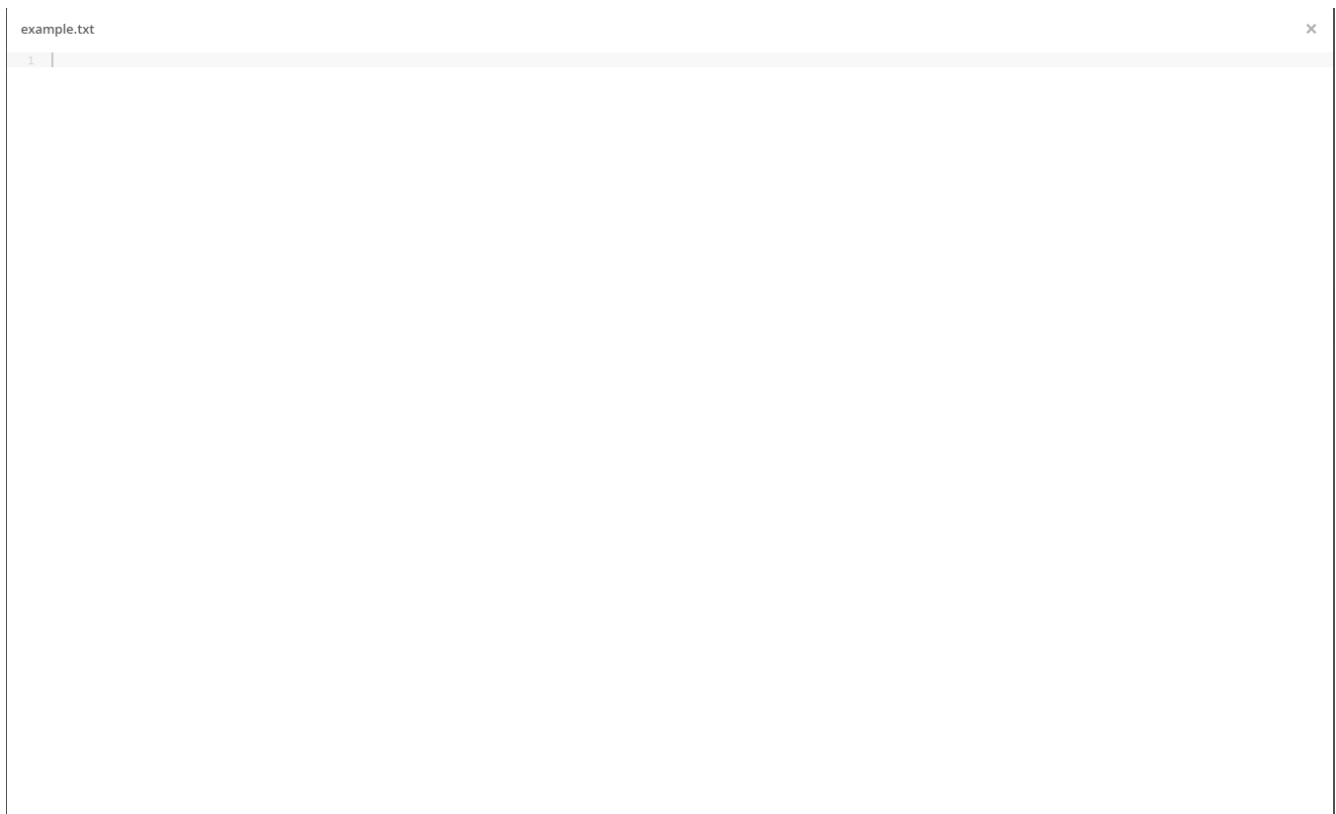
On the list of options, select 'Text File'.



You will be prompted to name the file before you open it. Simply type in the name you want and press enter.





It may take a few moments, but the text file will open after you have named it. It will look like this. Each line will be numbered, and you can move to the next line by pressing enter.



You can see if what you have written has saved up by the title. It will either say 'saving...' or 'saved!'

example.txt saved!

It will show a preview when you look through the list of files, but you will need to click it to see all the information in the file.

<input type="checkbox"/>	Name ▲
	example.txt
	Example.odt
2 files	