

“File Share” FAQ (Information you need)

How do I upload files?

If you haven't already, make sure to become a site member so you can upload files. Upload as many as you'd like from your computer or mobile phone.

Which file formats can be uploaded?

Documents: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .odt, .odp, .pdf

Images: .jpg, .png, .gif

Vector Art: .svg

Fonts: .ttf, .otf, .woff2, .woff

Music Mini Players: MP3

Music: WAV, FLAC, WA, MP3

Video (QuickTime, AVI, MP4, etc.): .avi, .mpeg, .mpg, .mpe, .mp4, .mkv, .webm, .mov, .ogv, .vob, .m4v, .3gp, .divx, .xvid

Note: You cannot upload password-protected files.

What are the file size limits?

Documents: 25MB

Images: 25MB

Vector Art: 250KB

Music Mini Players: 50MB/MP3

Music: 360MB

Video: 15GB per video file or 10 minutes length max

Who can see my uploads?



Access to the file library is determined by the site owner. Check out the site's Members page to see who is part of your community.


What happens when a file is deleted?


When a file is deleted, it is permanently removed from the file library. Files will not be stored on the website.

Can I invite people to view files?

Easily share a link to the file library on social media or in an email. Depending on the privacy settings, people may need to be approved as site members before they can View the files.

What do the eye icon  and the star icon  mean ?

The  indicates unique views,

The star icon  represents the number of members who favorited a specific file or folder.