



The 5 second guide

- Drag and drop folders inside the Insync folder under each Google Docs account
- You're done!

The 90 second guide (we timed it)

What is Insync?

- Insync syncs your Google Docs to your various machines. Any changes you make locally will be synced up and any changes on Google Docs will be synced down.
- You get 1GB free storage from Google Docs.
- You can purchase cheap Google storage:
<https://google.com/accounts/PurchaseStorage>

I already use Dropbox, why should I use Insync?

- Dropbox uses Amazon S3 for their storage. Insync uses Google Docs. Dropbox costs **8X** more than Google Docs storage!
- Insync also has...
 - Read/write + read only sharing permissions (on folder + file)
 - File sharing (you have to share folders in Dropbox)
 - Share recipients aren't charged against their Google Docs storage quota
 - Nested sharing (you know who you are!)
 - Google Docs collaboration
 - Leave Insync anytime and all your stuff are in your Google Docs account
 - No direct access to your files (a rogue employee will have to create a program that uses the Google Docs API and steal your access credentials to get at your files)
 - Insync only stores your file metadata
 - Access Insync engineers directly at engineers@insynchq.com

How do I sync?

- Place files and/or folders inside the Insync folder under each Google email account. While it is syncing, it will show a blue badging icon on the file and/or folder. Once synced, it will show a green checkmark.

How do I share?

- Right-click on the file or folder and select Share and a browser window will open so you can share away. The recipients will get an email notifying them that you have shared something with them. Recipients can sign up for Insync to get those files/folders synced or go directly to Google Docs to access them.
- To un-share, right-click again, a browser window will open and select “Remove” next to the person’s email or name.

How are conflicts handled?

- Insync supports versioning via Google Docs but in case there is a conflict, the conflict in question will be saved locally and the latest version will be synced down allowing you to merge them as you wish.

What do the yellow and red checkmarks mean?

- A red checkmark usually means an error we cannot retry. Examples: Google Docs storage limit, read-only folder, etc.
- A yellow checkmark usually means a possible temporary error. Examples: network issues, Google Docs unavailable, etc.
- There is an option in the menubar/systray app that allows you to manually trigger a retry on all errors.

Can Insync sync any file type?

- Yes, the only limit is a 10GB file size, which is a Google Docs limitation.

How do I ask for help?

- Try the forums first and contribute – <https://forums.insynchq.com>
- Email – support@insynchq.com