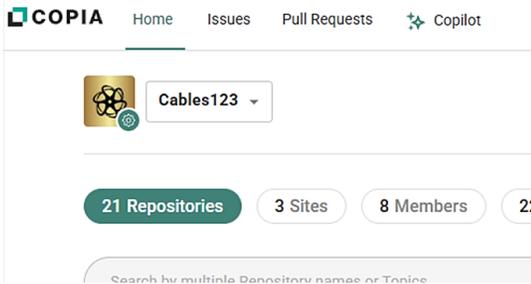


COPIA

SC Quick Reference

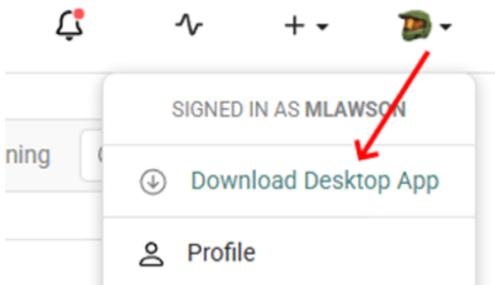
Login to Copia

Open your web browser and navigate to <https://app.copia.io/>. Click the **Sign-In** link. Enter your username and password, and press **Sign In**. Alternatively, press **Sign in with SSO** if required by your company. Once you are signed in, you should see the Home page. (example below)



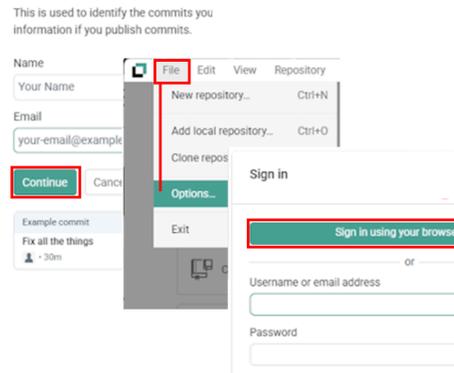
Download the Desktop App

You can download the desktop app by going to the upper-right portion of the Copia Home page and clicking on the **Profile** button. A link to **Download the Desktop App** will be available.



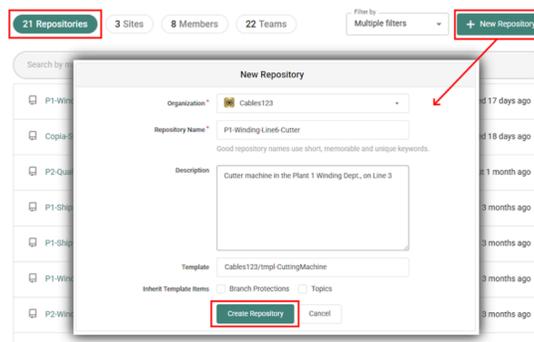
Login to the Desktop App

After installing the Desktop App; (1) Enter credentials you want to appear when making changes, and **Continue** to (2) Select **File -> Options** to then (3) **Sign In** to the Copia application, using the credentials you used for the Copia web app.



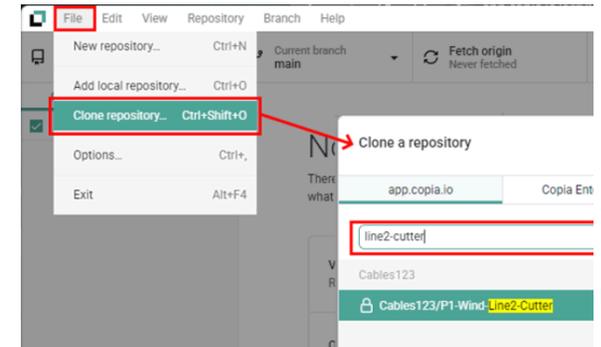
Create a Repository (repo)

Copia recommends creating a repo using the web app, which allows you to use Templates and set Topics, as needed. In the web app, make sure you are on the **Repositories** tab of the Home page. Press the **New Repository** button and fill out the form. Press **Create Repository** when you are done. (Owners & Admin permission only)



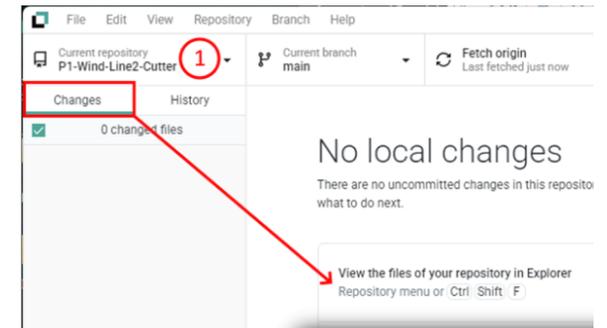
Get a Repository (clone)

The easiest way to Clone a repo is to open the Copia Desktop App and use the **File -> Clone Repository** Menu. This will launch the Clone a Repository dialog, where you can start typing in the name of the repo. Select the repo from the list, verify the Local Path, and press **Clone**.



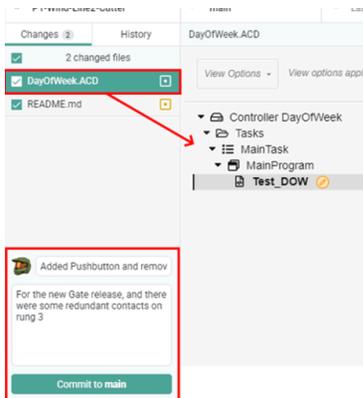
Select/Open a Repository

After cloning a repo, select it from the repo menu, marked (1) in the image below. Once selected; to access it, you can select the **Show in Explorer** option from the Changes tab. Alternatively, you can press **CTRL-SHIFT-F** or use the menu bar **Repository -> Show in Explorer**.



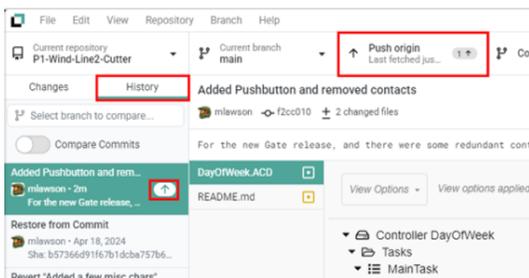
Save Changes locally (commit)

After making changes to the files within your repo folder in Windows, you can review them on the **Changes** tab of the Copia Desktop App. (select each file to show its changes) You can now save your changes locally, by adding a short **Commit Summary** (what you did) and a more detailed **Description** (why you did it) and press the **Commit to...** button.



Send Changes to Copia (push)

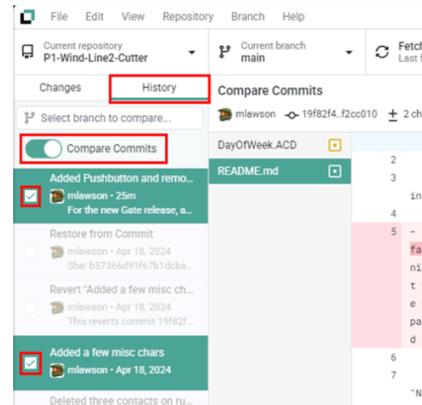
Once you have made one or more local commits, the Desktop App will start to remind you to "Push" your changes to Copia. When ready, you can press the **Push** button on the command bar. This will push all commits that are marked with an **arrow** on the **History** tab of the Desktop app. (NOTE: it will also notify you if there are any changes to Pull from Copia, prior to the Push operation)



Compare commits via History

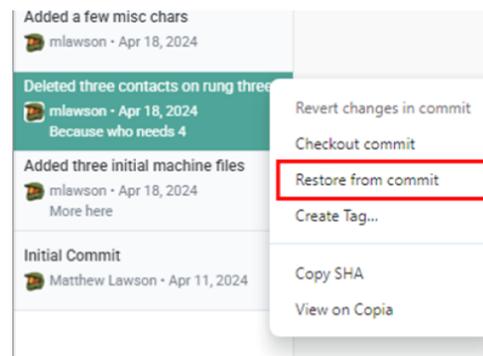
When clicking a commit on the History tab, it will display the differences between it and the prior commit. If you would

like to compare two non-sequential commits, enable the Compare Commits slide, and use the checkboxes to select the commits you want to compare.



Restore a prior commit

The History tab shows your commit History, and you can use this to roll back to a prior commit, if desired. To do this, right-click on an older commit and select **Restore from commit**. This will create new changes that will appear on the **Changes** tab, and then you can add a commit Summary and Description explaining why you are restoring this older commit as the latest.

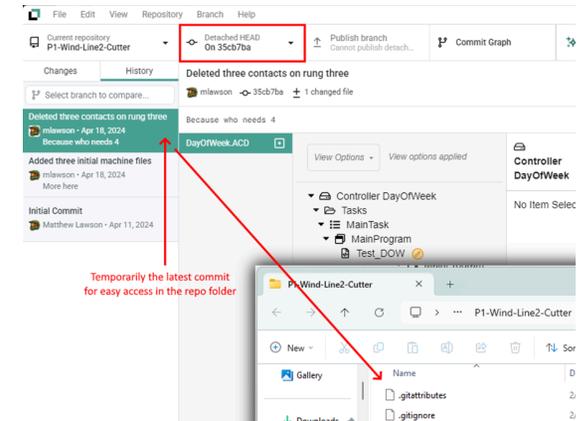


Access files from a prior commit

If you want to access the files from a prior commit on the History tab, you can use the **Checkout Commit** feature found on the right-click menu of an older commit. This function will

create a temporary branch that contains those files and update the repository folder accordingly. (accessible via **CTRL-SHIFT-F** or via the menu **Repository -> Show in Explorer**)

Once you are done reviewing or copying those files as needed, you can use the branch button at the top to switch back from the Detached branch to the Main branch, restoring everything back to the original.



GLOSSARY

- **Repository** – Repo for short, is a folder in Copia that you can put data, such as files and subfolders.
- **Clone** – Cloning is an operation to copy a Repo folder from the Copia Cloud to your local workstation.
- **Fetch/Pull** – A two-step synchronization of what is in Copia to your local workstation.
- **Commit** – A local save of your data, that allows you to undo or restore it, later. Commits are a good way to break up your work into smaller chunks and add comments for others.
- **Push** – This operation will literally "push" your latest Commit history from your local workstation, up to the Copia server.