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(54) **METHOD FOR RECEIVING AND MANAGING ELECTRONIC FILES AND FILE-MANAGING DEVICE USED THEREFOR**

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(57) **ABSTRACT**

Provided is a file storing-and-managing method and device, for receiving, storing and managing electronic files over the Internet, the method and device including an effective and easy-to-operate GUI which can be operated visually and intuitually without causing any stress. The file-managing device sends a graphical operation page to a user-computer connected over the Internet. The operation page includes a description (5) of the structure showing how the received-files are stored in the file-managing device and a description (7) of the structure showing how local files are stored in the user-computer, so that a user can easily upload and download files through graphical and intuitional operations of this page. Further, the file-managing device creates preview image data which is provided for previewing of the received-file and which has a data-size smaller than the original received-file. This preview image data is associated to and managed with the original received-file. When there is an instruction from the user where he wishes to preview a received-file, the file-managing device sends the preview image data to the user-computer instead of the whole received-file, and a small window (9) showing a preview image according to the preview image data is displayed on the user-computer.

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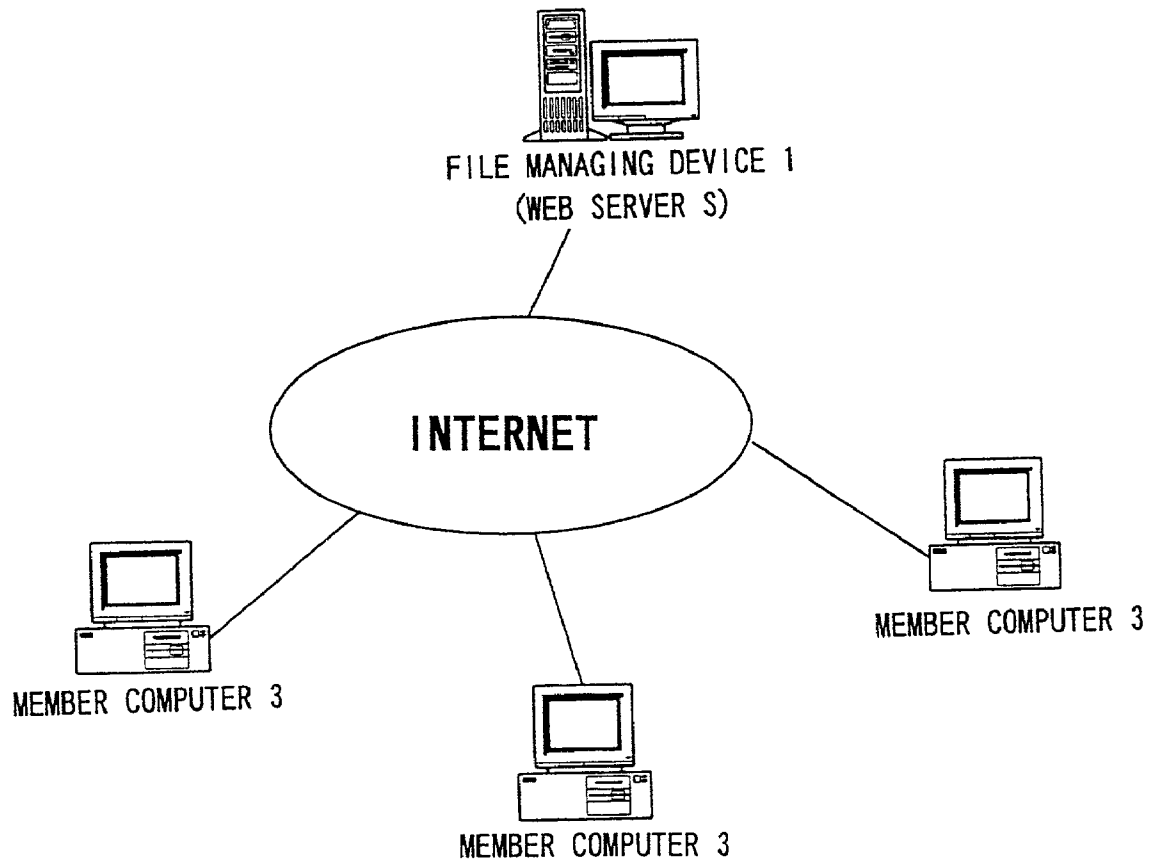


FIG. 1

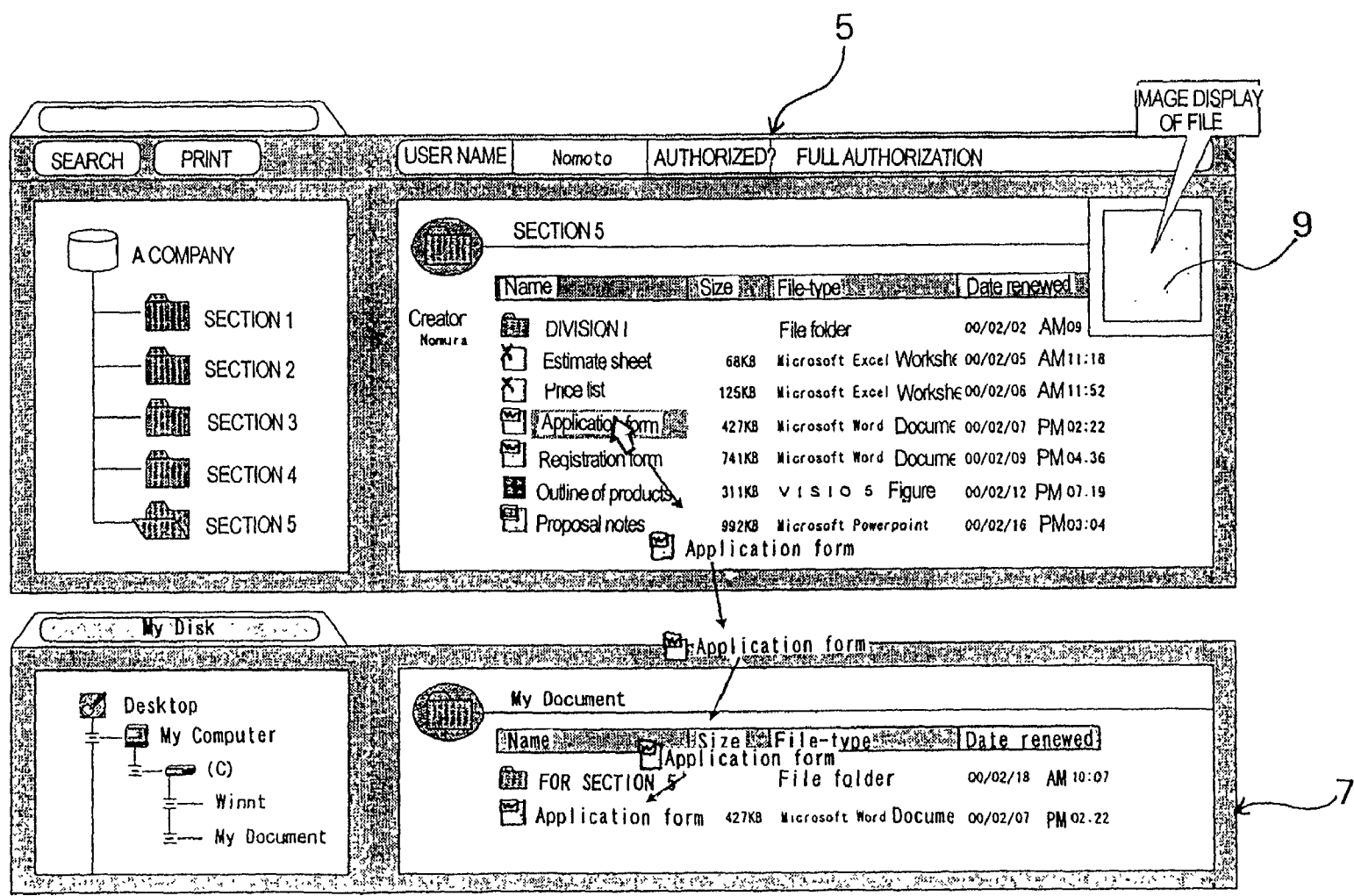


FIG. 2

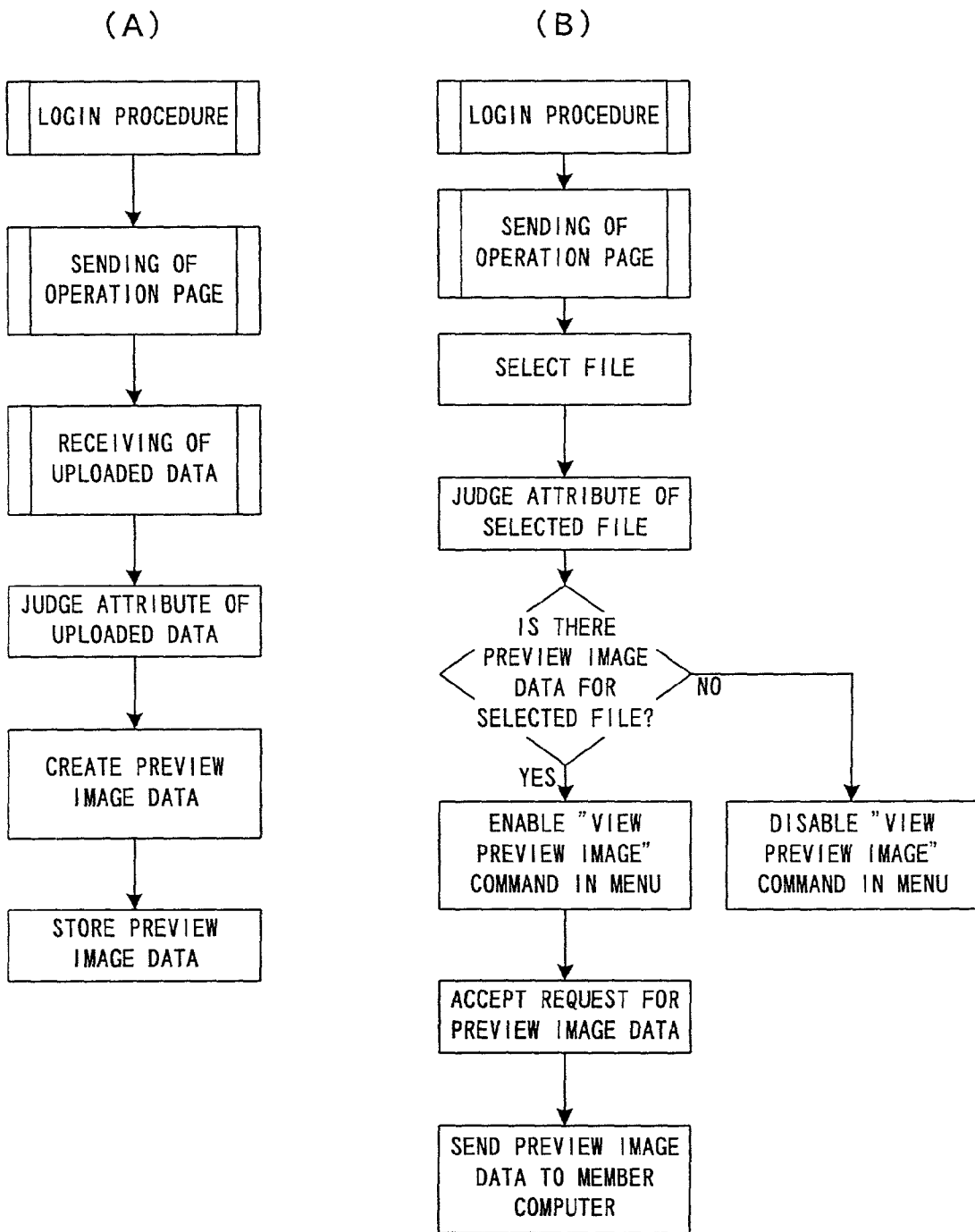


FIG. 3

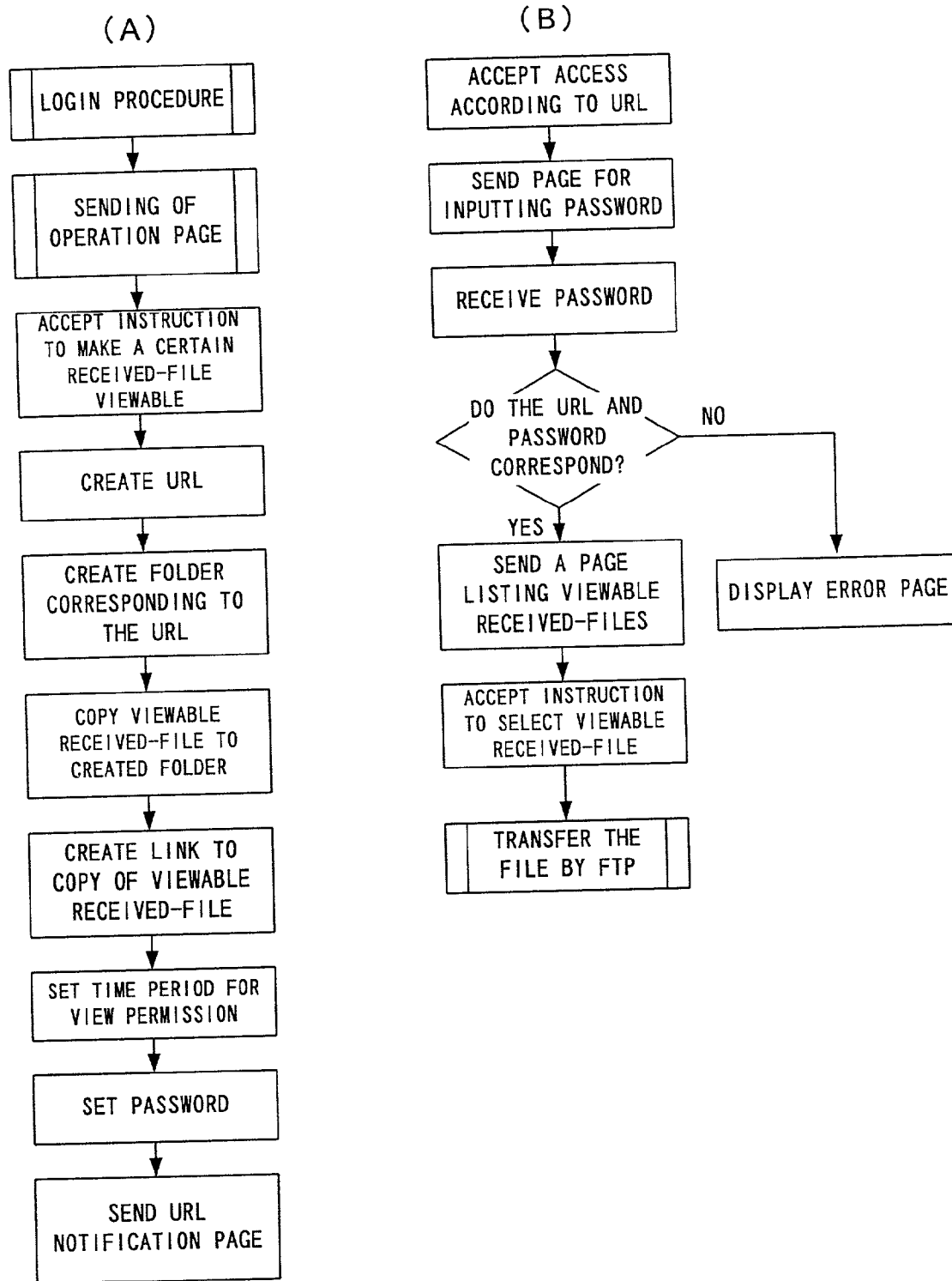


FIG. 4

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