Media File Manager plugin for Wordpress Ver1.1 Operation Manual

■Features

(1)File Manager

The following operations against the upload directory are possible:

- Making subdirectories
- Moving files and subdirectories to another directory
- Renaming a file or a subdirectory

※These operations cause updating the database.

(2)File Selector

This plugin adds an alternative file selector in the editing post/page screen.

- Filtering by folder and media type.
- Tile-style viewing (This is useful when you forgot the name of an image）

※The new file selector havs no image manipulation function nor uploading function.

■Workflow

Upload media files by standard uploading function of Wordpress. Then, organize media files by Media File Manager.

■Usage of File Manager

(1)Setting user access control

By default, only a user who has an administrator role can use the file manager. To enable another users to use the file manager, select user roles you want to make accessible to the file manager in the setting screen.

Click [Media File Manager] in the Setting tab to open the setting screen.

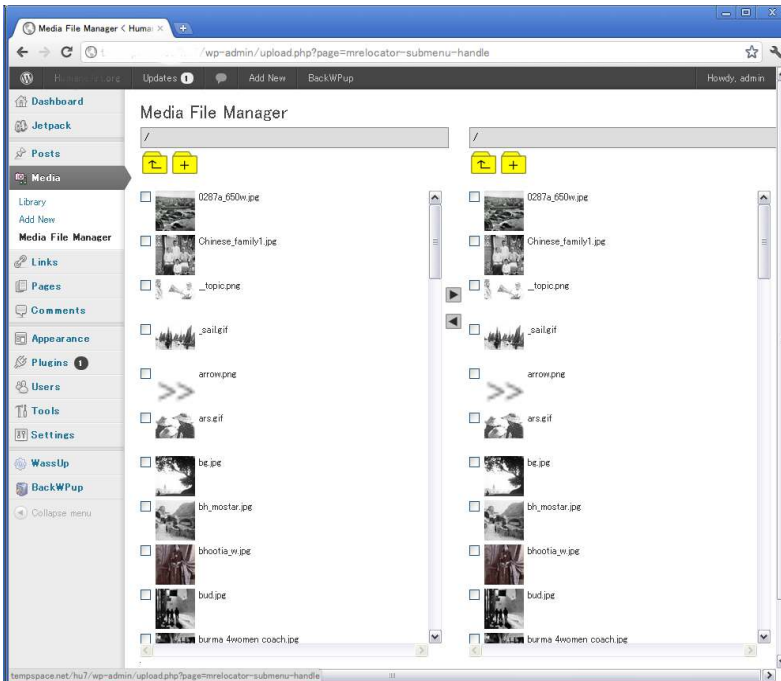Select the user rolls you want to allow to access the file manager.

You can skip this step if you don't need to change the access control.

(~~1~~2)Opening File Manager screen

Click 'Media File Manager' link in the 'Media' tab at the leftside of the admin screen.
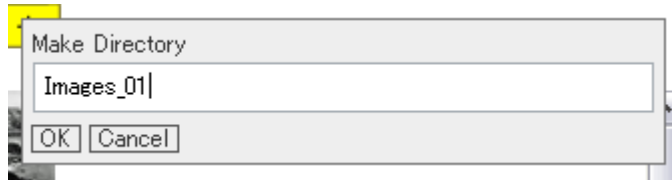

Then the file manager opens.

※Only main files appear in the list. Additional files(alternative-sized images such as thumbnails, or back-up files generated when image manipulation) are not listed.

(23)Making a sub directory

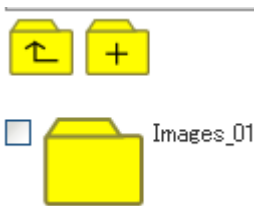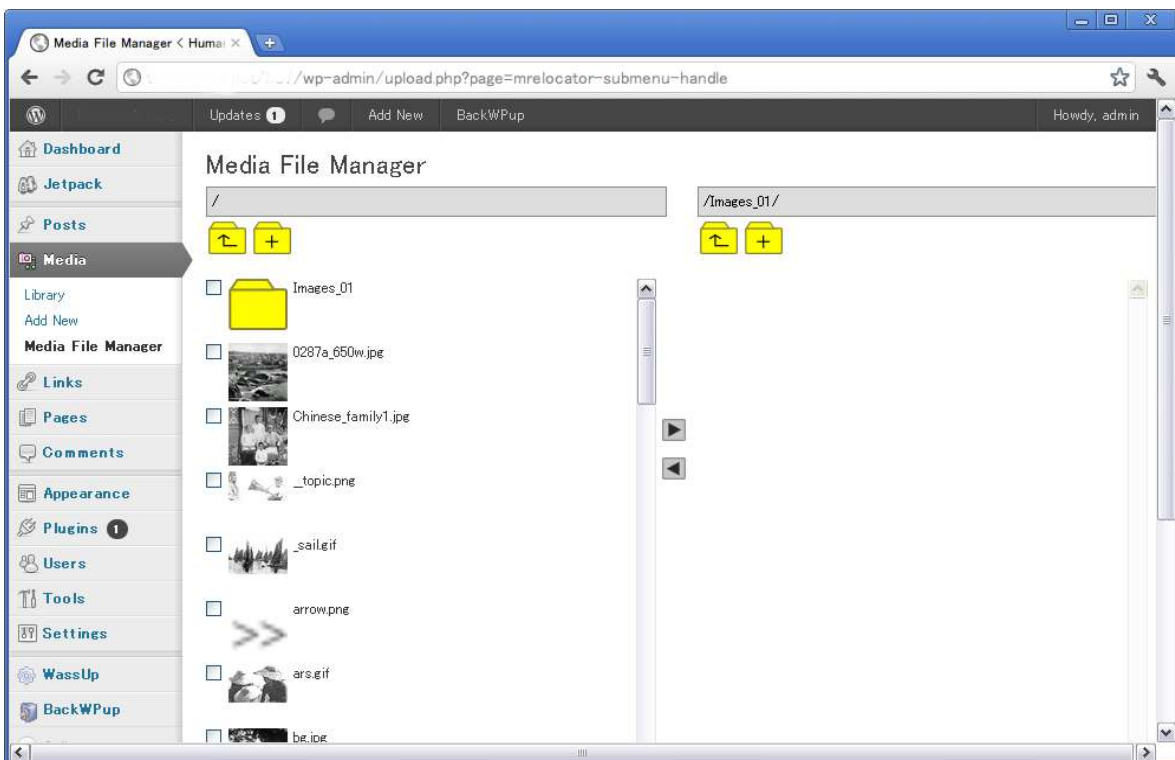(a)Click an icon:

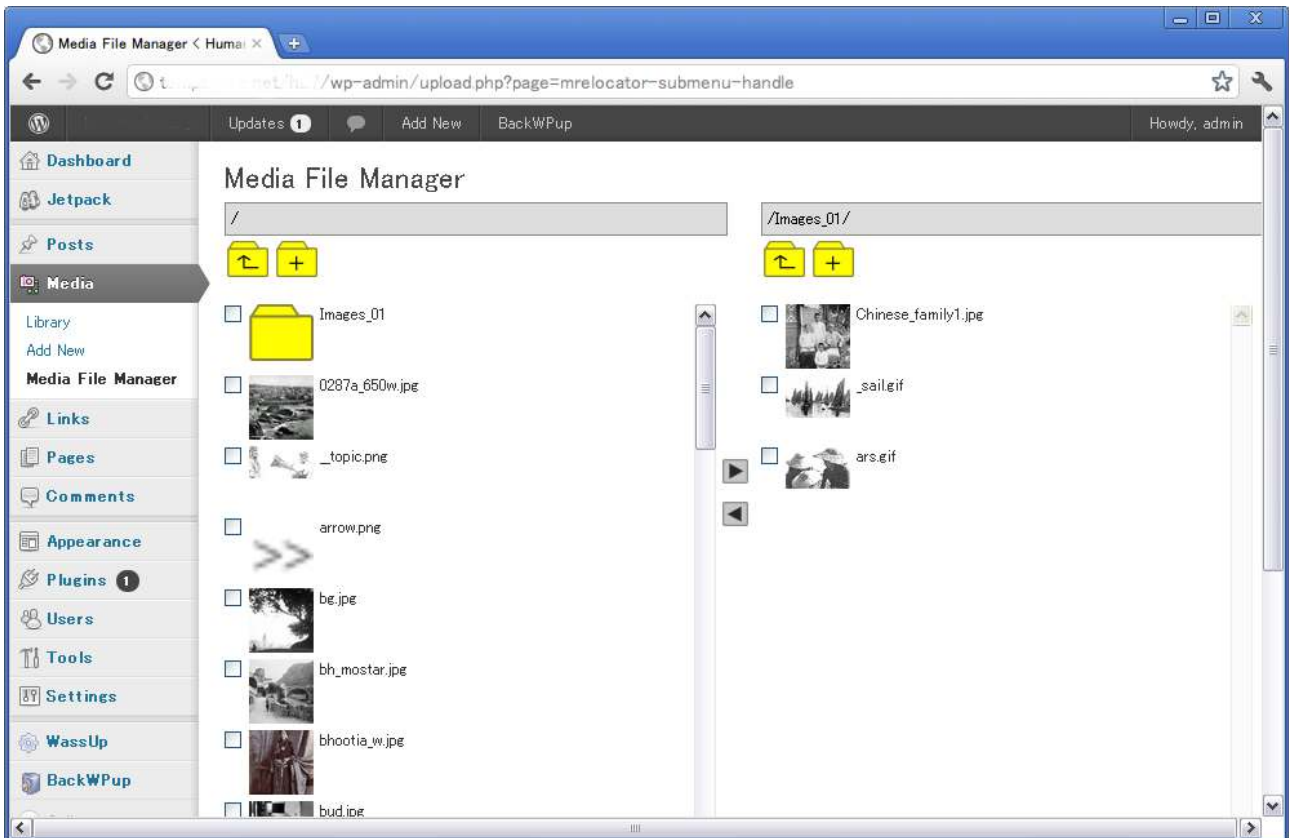(b)Enter directory name.

(c)Then, a new directory is generated.
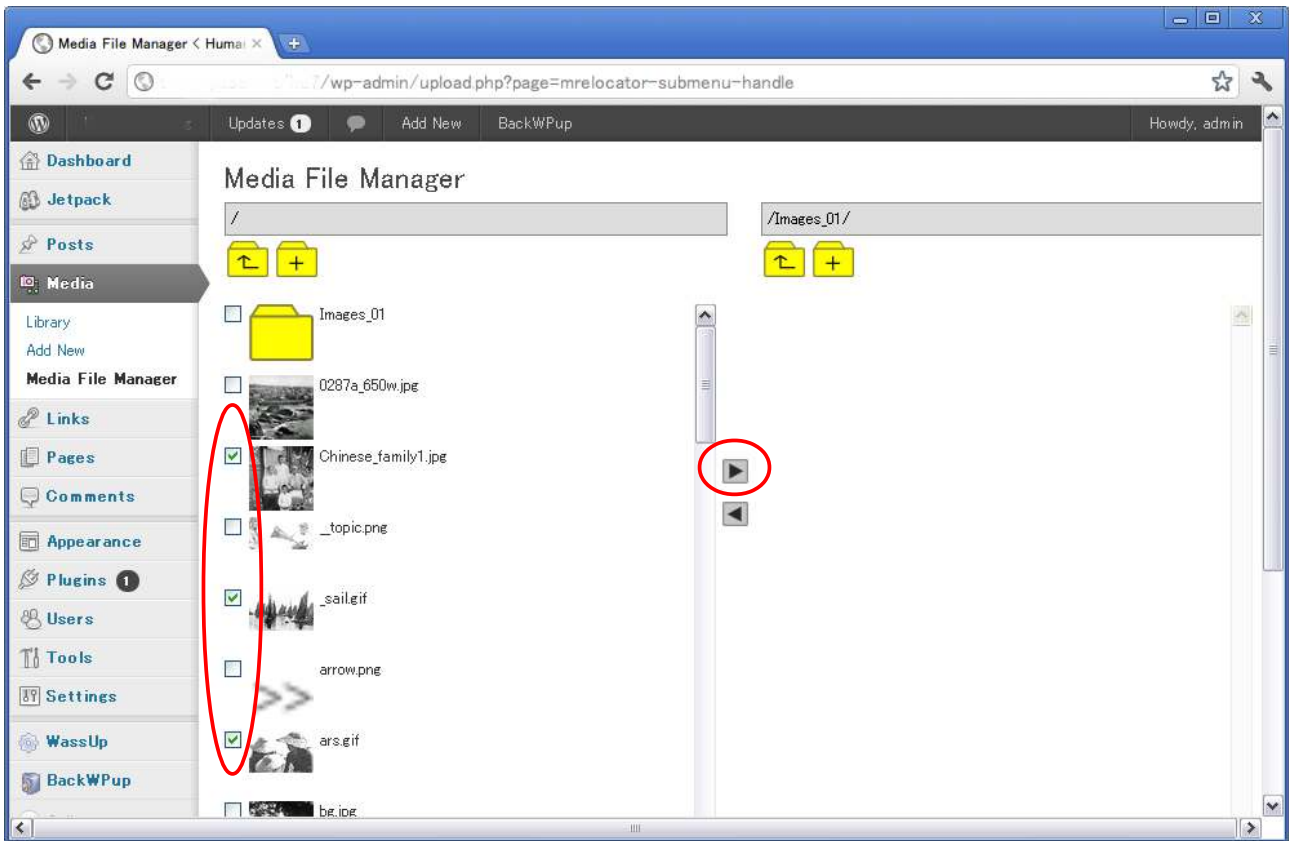

(34)Moving files and directories

(a)By click an yellow folder icon, you can open the directory. Open the directory that contains items you'll move in the one side. Also open the destination directory in the other side.

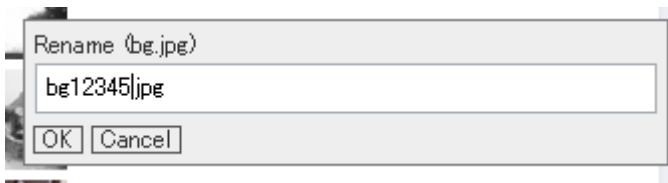(b)Check the items you will move. Then, click a triangle icon which points the destination.

※ You can move items in both directions. Also there is no limit for depth of directory structure.

(45)Renaming a file or a directory

(a)Right click an icon of a file or a directory you will rename. Then select 'Rename'.
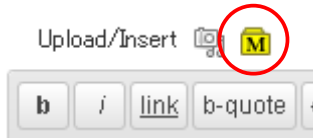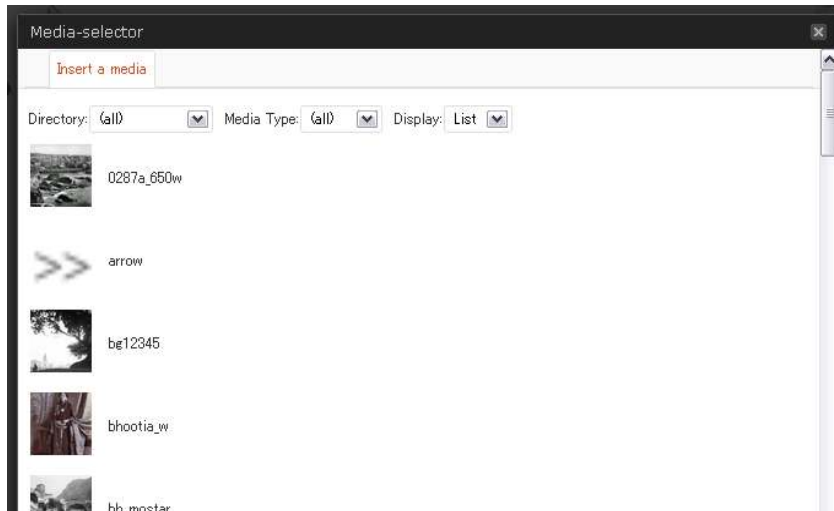

(b)Enter the new name.

(c)Then the name changes.

■Usage of File Selector

(1)Launching the file selector

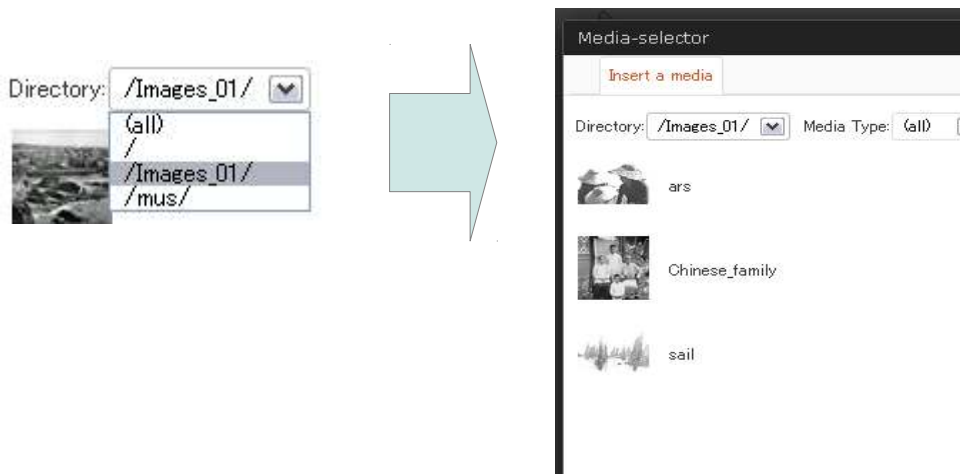Click yellow 'M' icon in the editing post/page screen.
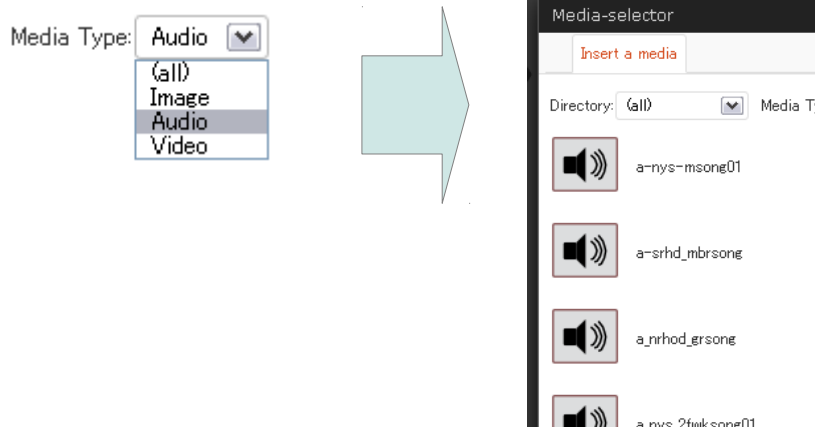

Then, the file selector opens.

At the beginning, all files are listed.

(2) Filtering items

To view items only in a specific directory, select a directory from the 'Directory' pull-down menu.

To view specific type of media files, choose a media type in the 'Media Type' pull-down menu.

(3)Changing view style

By default, files are displayed in list style. By selecting 'Tile' from the pull-down menu, in tile style