

## FAMShare File Explorer — User Guide v1.2

### Overview

The File Explorer lets you browse, upload, download, organize, and manage files stored on the FAMShare server. It is organized as a tree of folders that you can navigate like a traditional file manager.

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### Navigating Folders

- **Open a folder** — Click the folder icon or the folder name to navigate into it. The breadcrumb bar at the top updates to show your current location.
  - **Go back** — Click the back-arrow row (the first row in the list, labeled ..) or click any segment of the breadcrumb trail to jump to a parent folder.
  - **Breadcrumb bar** — Shows the full path from root to your current folder. Click any segment to jump directly to that level.
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### Selecting Items

Goal	Action
Select a single item	Click the row
Select multiple items	Hold <b>Ctrl</b> (Windows) or <b>Cmd</b> (Mac) and click each row
Deselect an item	Hold <b>Ctrl/Cmd</b> and click the selected row again

A selection counter ("*N item(s) selected*") appears in the toolbar when one or more items are selected.

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### Toolbar Actions

The toolbar at the top of the file list contains the following buttons. Buttons are **disabled** when they are not applicable to the current selection or when you only have read-only access to the current folder.

#### **New (folder)**

Creates a new subfolder inside the current folder.

1. Click **New**.
2. Type the folder name in the inline input that appears.
3. Press **Enter** or click ✓ to confirm. Press **Esc** or click ✕ to cancel.

### **Upload File(s)**

Uploads one or more files into the current folder.

1. Click **Upload file(s)**.
2. A file picker dialog opens — select one or more files.
3. A progress indicator is shown while files are transferred. The list refreshes automatically when complete.

### **Upload Folder**

Uploads a folder into the current folder.

1. Click **Upload folder**.
2. A file picker dialog opens — select a folder.
3. A progress indicator is shown while the selected folder, including all files and non-empty subfolders, is transferred. The list refreshes automatically when complete.

### **Download**

Downloads the selected file(s) or folder(s) as a compressed archive.

1. Select one or more items.
2. Click **Download**. The browser saves the archive to your default downloads location.

**Note:** The Download button is disabled until at least one item is selected.

### **Copy/Paste**

Copies the selected file or folder.

1. Select exactly one item.
2. Click **Copy** or press **Ctrl C**.
3. Select the destination folder, if different from current folder.

4. Click **Paste** or press **Ctrl V** to paste new copy.

## **Rename**

Renames the selected file or folder.

1. Select exactly one item.
2. Click **Rename** or press **F2** key.
3. Edit the name in the inline input that appears on that row.
4. Press **Enter** or click **✓** to save. Press **Esc** or click **X** to cancel.

**Note:** Rename is only available when exactly one item is selected.

## **Delete**

Permanently deletes the selected item(s).

1. Select one or more items.
2. Click **Delete** or press **delete** key.
3. A confirmation dialog appears describing what will be removed (including all contents of any selected folders).
4. Click **Confirm** to proceed or **Cancel** to abort.

**Warning:** Deletion is permanent and cannot be undone.

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## **Sorting**

Click any column header (**Name, Size, Type, Modified**) to sort the list by that column.

Click again to reverse the sort order.

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## **Permissions**

Your ability to modify content depends on the folder's access level:

<b>Permission</b>	<b>What you can do</b>
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<b>Read</b>	Browse and download only. New, Upload, Rename, and Delete are disabled.
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## Permission    What you can do

**Modify**            Full access: browse, upload, download, create folders, rename, and delete.

If all action buttons are grayed out, you are in a read-only folder.

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## Generate API Key

An API key is necessary to access and use FAMShare APIs.

1. Navigate to API Keys from user menu.
2. Click **Generate key**.
3. Use Copy identifier button to copy identifier.
4. Use Copy key button to copy API key.

### Note:

- API Access role is required in order to access API key functionality.
  - API keys expire after 60 days. Within 10 days of expiration, users are able to regenerate an API key from the API Keys page.
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## Settings

You can customize your settings from the Settings menu.

### Remember my last folder

When enabled, restores the last viewed folder location when you return to FAMShare


### Light mode

Allows you to toggle between Light mode and Dark mode.

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## Tips

- You can select a mix of files and folders before clicking **Download** or **Delete**.

- Video files (avi, mp4, etc.) and files that are susceptible to viruses and malware (bat, dll, etc.) are not allowed to be uploaded.
- Refreshing the page returns you to the root folder (or to your last viewed folder if the Remember my last folder setting is enabled).
- By toggling the  icon, you can mark a folder as a favorite, adding the folder to your list of favorites to allow you to quickly return to the folder when needed.
- The file list columns **Name**, **Size**, **Type**, and **Modified** are all sortable — click the column header to sort.