

Introduction

Your friendly WordPress file manager | Version 1.30.1 | October 2026

Create folders, upload files and share them on your WordPress website.
Everything is managed from your dashboard - no coding needed.

Get started in four easy steps

1. Create a folder in Folders Files Manager.
2. Upload files or add them from your Media Library.
3. Copy the folder shortcode into a page or post.
4. Publish and try Open, Download and ZIP options.

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Tip: A WordPress administrator account is usually needed for setup.
Visitors can use the file lists you publish.

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01 Install & create folders

Install the plugin

• In WordPress, go to **Plugins > Add New Plugin > Upload Plugin**.

• Choose your plugin ZIP, then install and activate it.

• Open **Folders Files Manager** from the WordPress menu.

Create your first folder

• Open **Files**.

• Enter a name in **New folder label** and click **Create folder**.

• Select the folder from **Created folders** to see its files.

> You can create as many folders as you need. Folders are separate lists; subfolders are not supported. The folder list shows ten at a time - choose **Show more...** to see more.

Rename or delete a folder

Use **Rename folders** to choose a folder and give it a new name. Its shortcode will stay the same. You can also delete a folder here - but be careful: confirming deletion permanently removes the folder and its managed files.

Updating your plugin

Upload the newer ZIP in WordPress and choose **Replace current with uploaded** if prompted. Existing folders, file records, shortcodes and activity history are preserved. If you have the older Folder File Manager package, deactivate it before using this one.

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02 Upload & publish

Upload your files

• Choose a folder and open **Upload**.

• Select up to **20 files**, then click **Upload selected files**.

• Wait for the results, then return to **Files** to check everything.

> Each file can be up to **192 MB**, but your web host may set a lower limit. New file labels appear in uppercase without the file extension.

Already have files in WordPress?

Choose **Add from Media Library** in Upload, select up to 20 files and click **Add selected files**. The plugin makes copies for your folder; the originals remain in the Media Library. Remote-only media needs a local copy first.

Put a folder on a page

• Copy the shortcode shown in **Files** or **Table display**.

• Edit a WordPress page or post and add a **Shortcode** block.

• Paste the shortcode, then publish or update your page.

> Example: **[folder_files folder="123"]** - use your own folder ID.

Supported file types

Common formats include JPG, JPEG, PNG, TIF, PDF, MOV, MP4, MP3, WAV, ZIP, DOC, DOCX, PPTX, XLSX, LSX, XLS and CSV. To add a type, visit **Table display > Allowed file types**. WordPress file checks still apply.

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03 Open, play & download

What visitors can do

Open opens a file in a new tab. **Download** saves one file. **Play / Pause** works with MP3, WAV and MP4. PDF viewing and media playback depend on the visitor's browser.

Download several files as one ZIP

• Tick the files you want. The header checkbox selects files on the current page.

• You can move between pages of the **same folder** without losing your selection.

• On the published list, click **Download selected as ZIP**. In admin Files, choose that action under **Selected files** and apply it.

• Accept or edit the suggested ZIP filename, then click **Download ZIP**. If **Browse...** is available, choose a location and wait for **Saved**.

> ZIP downloads support up to **1,000 files** and must be under **4 GB**; hosting limits also apply. Changing folders clears the selection. Downloading a ZIP keeps it selected until you clear it. Browser storage must be enabled to remember selections across pages.

Manage files as an administrator

Use **Rename** to change the displayed label without changing the stored filename or URL. Select files on the current page to **Move** them or **Delete permanently**. Move and Delete affect only the current page.

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04 Make it your own

Choose Table or Grid

Open **Table display**. Choose **Table** or **Grid**, then set files per page to 10, 20, 50 or 100. You can show file sizes and dates, too. Click **Save display settings**.

> Layout, files per page, size and date settings apply to all folders. The **Display folder name** checkbox applies only to the selected folder.

Match your website colours

In **Global settings**, choose **Light** or **Custom**. With Custom, pick colours for the background, text, header, borders, links and row hover. Enter full six-digit hex values including #, then save.

Choose your date format

Pick **UK (DD/MM/YYYY)** or **USA (MM/DD/YYYY)**. This changes displayed dates and reports. ZIP filenames use hyphens.

A note about file indexing

At the bottom of **Upload**, you can enable **Prevent file indexing**. This requests search-engine exclusion on compatible hosting, but **does not make files private**. Some Nginx or CDN setups need host assistance.

> Not seeing your changes? Clear your website or page cache and refresh. Plugin colours affect the file lists, not your whole WordPress theme.

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05 Reports & help

See your file activity

Open **Reports**, choose a month and click **View report**. Reports include activity across all folders. To download a report, choose a format in **Global settings > Report settings**, save, then return to Reports and click **Download report**.

> Available formats: **CSV, Excel (XLSX), PDF, HTML, JSON and XML**. Reports count open and download requests, not unique visitors or guaranteed completed downloads. Direct file URLs and embedded playback bypass the counters.

Get reports by email

In **Global settings > Report settings**, enter the report email address. Optional CC, BCC and Reply-To fields are available. Choose **Daily, Monthly or Yearly**, select a format and save. Reports cover the previous completed period. **Save & send latest report** sends that period now. Clear the main email address and save to switch scheduled reports off.

Quick fixes

- **Upload rejected?** Check file type, file size and the 20-file batch limit.
- **ZIP not opening?** Create a new ZIP and let it finish downloading.
- **Report email missing?** Check the address, spam folder and hosting mail/SMTP setup.

Licence and support

The plugin is licensed under **GPLv2 or later**. All included features work without a product key. Find more instructions under **Help & Documentation**.

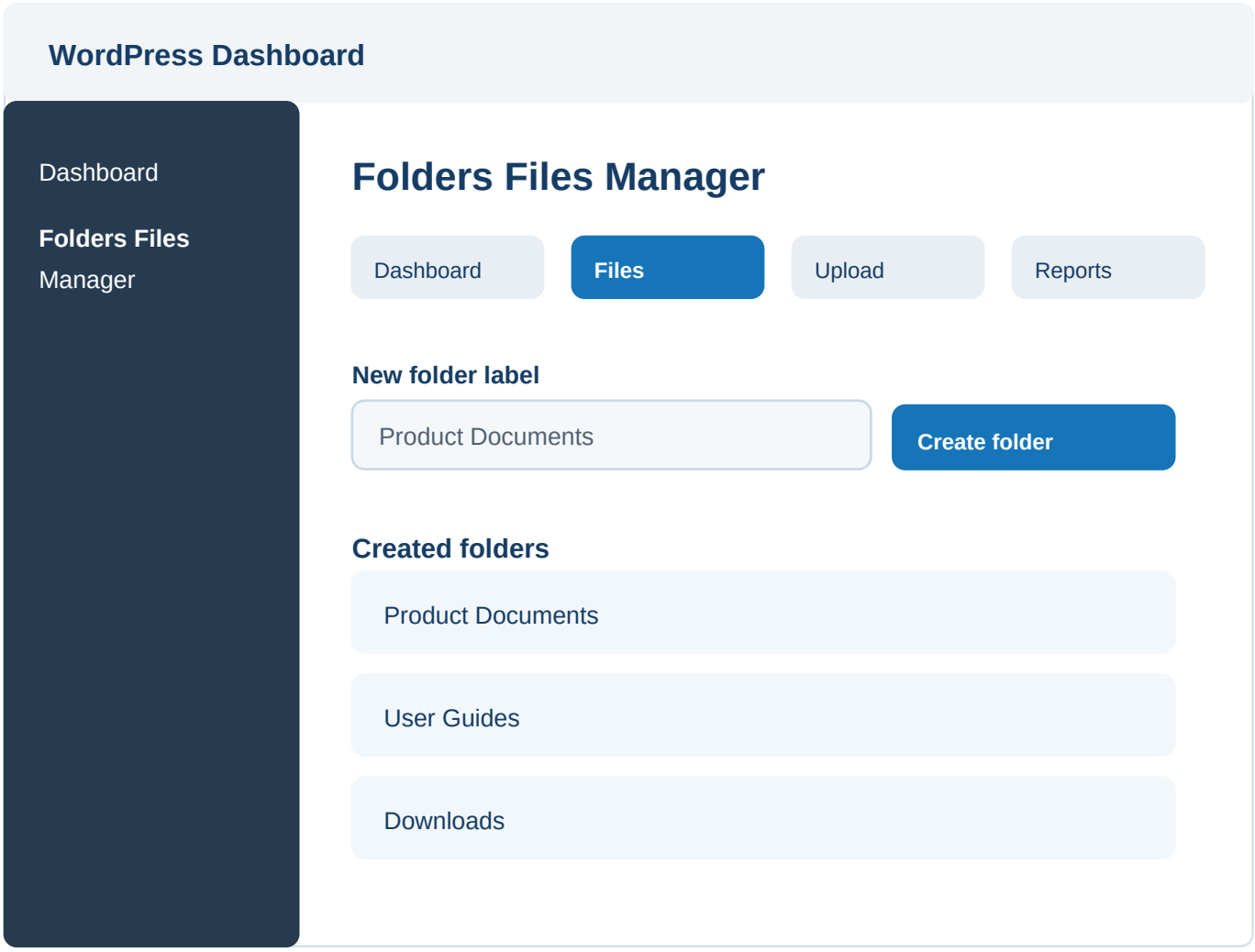
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Visual guide | Create folders

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Example admin interface - illustrative, not a live WordPress screenshot.



1. Open Files. 2. Enter a folder name. 3. Select Create folder.

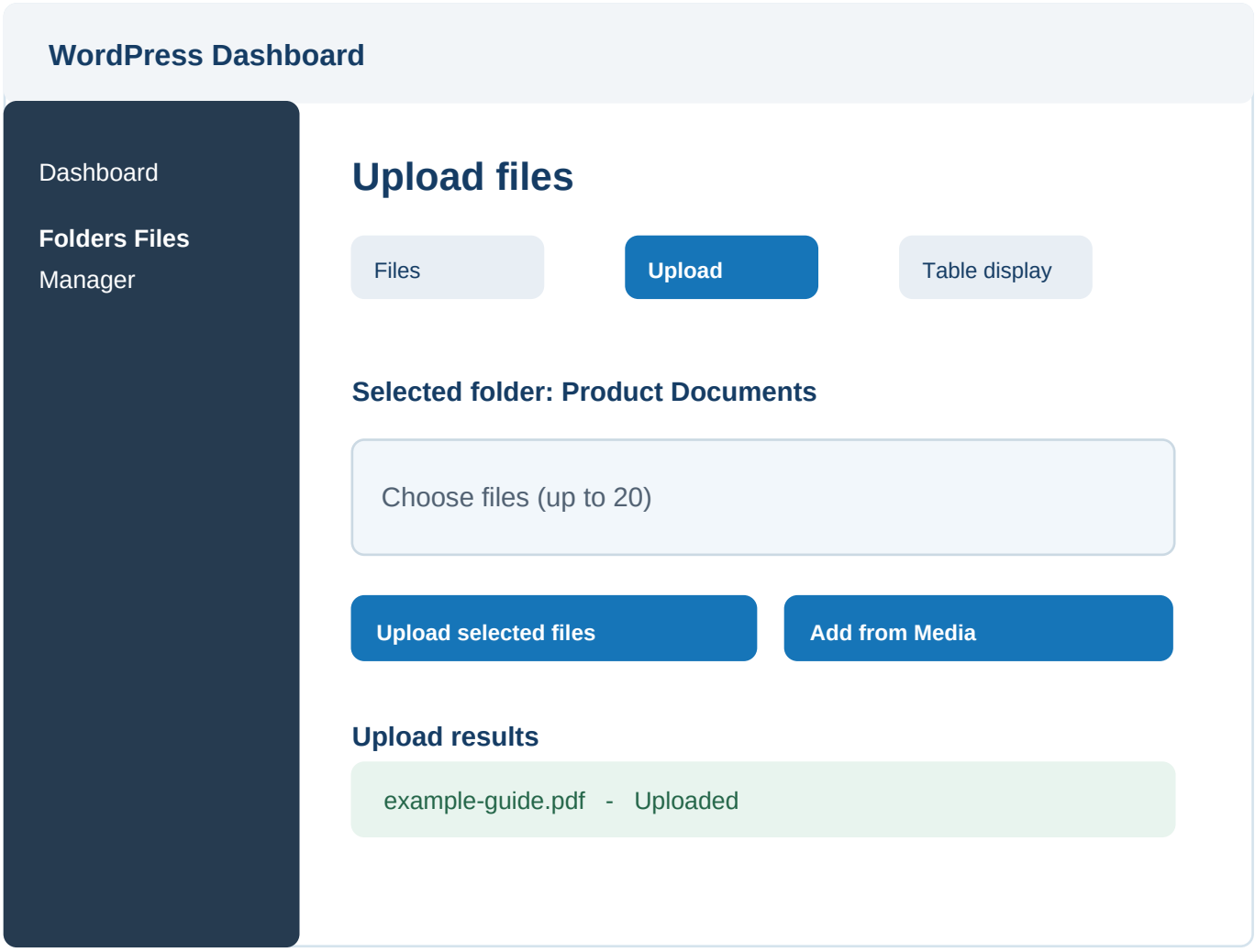
Choose a folder to manage its files and copy its shortcode.

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Visual guide | Upload & publish

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Example workflow based on plugin controls; labels may vary slightly by setup.



Add the folder to a WordPress page:

[folder_files folder="123"]

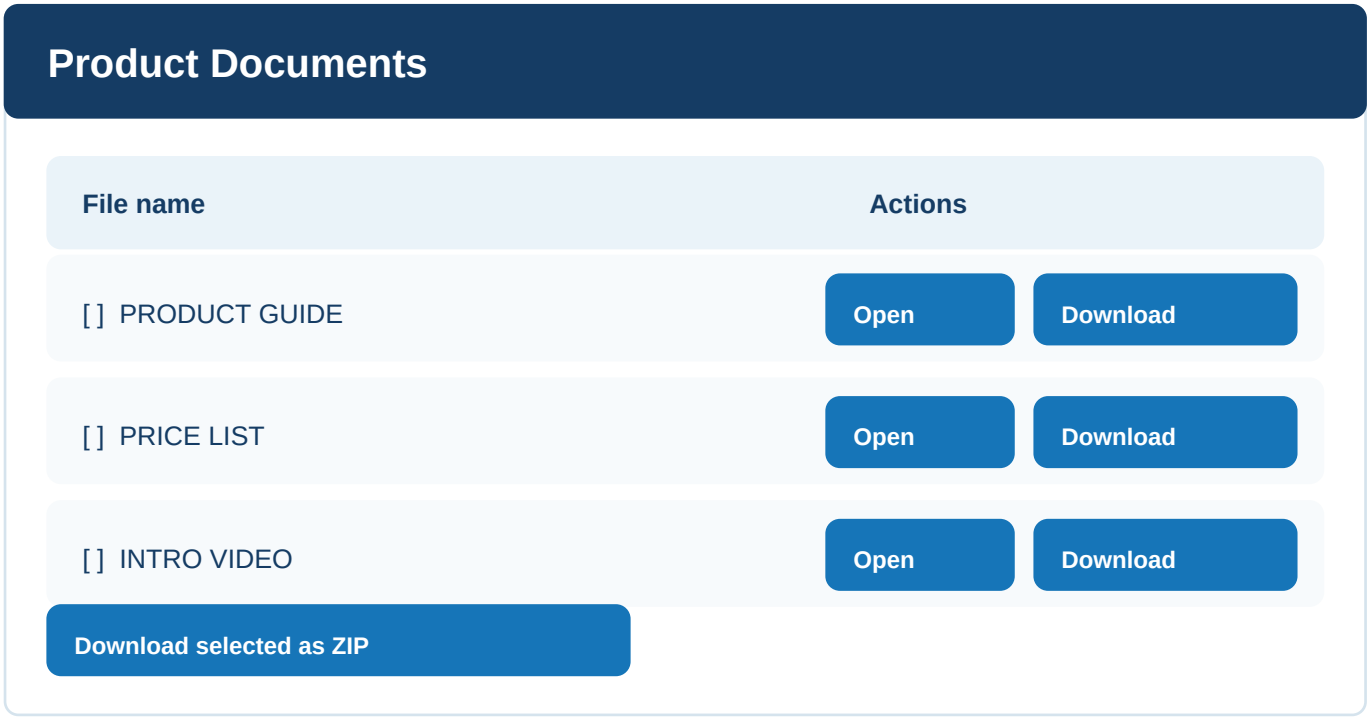
Use the real folder ID shown in your own WordPress dashboard.

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Visual guide | Visitors & settings

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Illustrative public file list and layout controls, not an actual website capture.



Change how your folders look

Table display

Layout: (o) Table ( ) Grid

Files per page: 10 / 20 / 50 / 100

Save display settings

For colour and report settings, open Global settings in the plugin.

The real interface depends on your WordPress theme and plugin settings.

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