



User Guide

Free edition: organise PDF, DOCX and JPEG files on your WordPress website.

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Index

Getting started & folders	2
Upload & publish a folder	3
Open, play & download files	4
Table display & global colours	5
Dashboard & download statistics	6
Free edition, licence & help	7

Quick start

1. Create a folder.
2. Upload your files.
3. Copy the folder shortcode into a page or post.
4. Publish the page and try its Open, Download and ZIP controls.

01

Getting started & folders

Most setup tasks need a WordPress administrator account. Visitors can use the files on your published shortcode pages.

Install and open the plugin

- 1 Go to **Plugins > Add New Plugin > Upload Plugin**. Choose the supplied plugin ZIP, install it and activate it.
- 2 Open **Folders Files Manager** in the left WordPress menu.
- 3 Dashboard shows download statistics only. Choose a month or Last 7 days, then click **View**. Open **Files** to create folders and manage files. Quick links on every tab opens this guide or the SPS Web Designs website.

Create and choose a folder

- 1 Type a name in **New folder label**, then click **Create folder**.
- 2 Click its name in **Created folders**. Choosing a folder opens its Files tab. The list shows ten folders at a time; use **Show more...** for the next ten.

Folders are separate lists. Subfolders are not supported. There is no plugin-imposed folder count limit, and no product key is needed.

Rename or delete a folder

Open **Rename folders**. Use **Folder to rename**, enter the **New folder name** and click **Rename folder**. The folder shortcode stays the same.

To remove a folder, use its named delete link in this tab. Read the popup: **Yes, delete** permanently removes the folder and its managed files. **No** or Escape cancels.

Updating the plugin

Upload the new ZIP through Plugins and choose **Replace current with uploaded** when WordPress offers it. Existing folders and file records are preserved. If you still have the older **Folder File Manager** package, deactivate it before activating **Folders Files Manager**.

02

Upload & publish

Upload files into a folder

- 1 Select a folder, then open **Upload**.
- 2 Choose up to **20 files**, then click **Upload selected files**. Keep the page open while the progress and individual results update.
- 3 Return to **Files** to check the uploads. New file labels appear in uppercase without their extensions.

Upload limits

The plugin limit is **192 MB per file**. Your host may allow less; the Upload tab shows the current limit. A batch can contain up to 20 files.

Supported uploads

Choose **PDF** (.pdf), **Word DOCX** (.docx), or **JPEG images** (.jpg and .jpeg). The server checks the file type as well as its extension. There is no file-type editor or Media Library import in this free edition.

Publish the folder on your website

- 1 Copy the folder shortcode from **Files** or **Table display**.
- 2 Edit a WordPress page or post. Add a **Shortcode** block and paste the code, then publish or update the page.

Example shortcode

```
[folder_files folder="123"]
```

Use the actual folder ID shown in your plugin. Each folder has its own code.

The published list lets visitors open, download or play supported files, and select several files for a ZIP download. Administrator-only editing controls appear only when you have permission.

Existing content

Updating preserves earlier uploads, file URLs, folders and shortcodes. Older file formats can remain listed and downloadable; the four-extension rule applies to new uploads.

03

Open, play & download

Use the buttons under a file name

Open opens the file in a new tab; PDFs can display in the browser. **Download** saves an individual file. **Play / Pause** is available for MP3, WAV and MP4, with normal audio or video controls. Playback and PDF viewing depend on browser settings.

Administrators can use **Rename** to enter a friendly display name. This changes the label only, not the physical filename or existing file URL.

Download several files as one ZIP

- 1 Tick the files you want. Use the header tick box to select all files **on the current page**.
- 2 Use **Next** or the numbered page links to choose more files. Your ZIP selection stays saved across pages of the **same folder** in this browser tab.
- 3 On a published table, click **Download selected as ZIP**. In the administrator Files tab, choose that action in **Selected files**, then click **Apply to selected**.
- 4 Check the suggested name, such as **FFM-Report-18-10-2026.zip**. It uses FFM-Report and today's date, following your UK/USA setting and WordPress timezone. You may enter another name.
- 5 If available, use **Browse...** to choose a save location. Then click **Download ZIP**. With Browse, wait for **Saved** before opening the archive. Otherwise, use your browser's normal download location.

Keep or clear a selection

Changing folders clears the saved selection. **Clear selection** unticks all saved pages. Downloading a ZIP keeps the selection. Browser storage must be enabled to remember ticks between pages. A ZIP can contain up to 1000 files and must be smaller than 4 GB; hosting limits still apply.

Move or delete files as an administrator

Tick files on the current page, choose **Move** and a destination, or **Delete permanently**, then apply the action. Move and Delete affect the current page only. A delete popup lets you confirm or cancel.

04

Display & colours

Use Table display for the file list layout. Use Global settings for colours and UK/USA dates.

Table display tab

- 1 Choose **Files per page**: 10, 20, 50 or 100.
- 2 Choose **Table** or **Grid** under **Layout for all folders**.
- 3 Tick **Display file size in all tables** and/or **Display file date in all tables** if you want those details shown.
- 4 Tick or untick **Display folder name on the table** for the currently selected folder.
- 5 Click **Save display settings** once to apply these choices.

Which folders are affected?

Layout, files per page, file size and file date apply to all folders. The folder-name checkbox applies to the folder you selected. New uploads use the fixed PDF, DOCX, JPG and JPEG list.

Global settings tab

Choose **Light** or **Custom** under Colour theme. Use the colour pickers or enter full six-digit hex values, including #, for the background, text, header, border, links and row hover colour.

Choose a date format: **UK - DD/MM/YYYY** or **USA - MM/DD/YYYY**. It applies to displayed file dates and Dashboard statistics; ZIP filenames use hyphens between the date parts.

Click **Save global settings** to apply the colour and date choices. These colours style the plugin's file lists, rather than changing the whole WordPress theme.

Prevent file indexing

At the bottom of **Upload**, tick **Prevent file indexing** and save that setting. It requests search-engine exclusion on compatible hosting. It does not make files private. Nginx or CDN setups may need help from your host.

If a published page still shows an earlier layout or colour, clear the website/page cache and refresh it.

05

Dashboard & download statistics

View download activity

- 1 Open **Dashboard**. This page shows statistics only, with Quick links on the right. Use **Files** to manage folders and files.
- 2 The default is **Last 7 days**, including today. The total and daily line chart cover all folders in your WordPress site timezone.
- 3 Choose a month in **Month / period**, then click **View**. Completed months show every day; the current month stops at today.
- 4 Open **View daily counts** for an accessible table with the exact daily numbers. Days without recorded downloads show zero.

Counts are download requests, not unique visitors or proof that transfers finished. A selected ZIP counts once for each included file. Direct file URLs, embedded playback and the PDF viewer download button can bypass these counters. Older monthly-only history cannot be reconstructed into daily chart points.

Read the total and line chart

The total is the number of recorded file download requests in the selected period. The blue line shows how those requests are spread across individual days. Changing the period updates both the total and the chart.

Example

If a visitor downloads three selected files in one ZIP, the Dashboard records three file download requests. A second download of the same files adds another three; it is not a count of unique people.

Understand the dates

Last 7 days is a rolling window, not a calendar week. The month dropdown offers the current month and the previous eleven months. Date labels follow your UK/USA preference in Global settings and your WordPress site timezone.

Missing or unavailable statistics

A day with no recorded activity displays zero. If the Dashboard says statistics are unavailable, ask your host to check the plugin activity database. Older monthly totals cannot supply missing daily history.

Licence & help

Free edition

All included functionality is available without a product key, folder quota or daily upload quota. New uploads accept **PDF, DOCX, JPG and JPEG**. The safeguards remain **20 files per batch** and **192 MB per file**, subject to your host.

This edition contains no Media Library importer, report export/email section or custom file-type editor. Earlier scheduled report emails are cleared on activation or the next administrator visit. Earlier uploads remain available.

Licence and help

The plugin is licensed under **GPLv2 or later**. Read **Help & Documentation** for guidance. Click a topic to expand it; opening another closes the previous one. Quick links opens this guide or the SPS Web Designs website.

Quick fixes

Upload rejected: check PDF/DOCX/JPG/JPEG format, size and the 20-file batch limit.

ZIP will not open: create a fresh ZIP and let the download finish.

Statistics unavailable: ask your host to check the plugin activity database.

SPS Web Designs: sps-webdesign.co.uk