

## Introduction

FileBird - WordPress Media Library Folders is a WordPress plugin that gives the ability to arrange your media files in well organized folder(s) inside the WordPress dashboard by allowing you to work with a beautiful interface that allows both right click functions plus drag and drop abilities.

## Requirements

FileBird does not require any sophisticated configuration before it can work for you, it can literally work on minimally low server configuration to give you a nice experience with no hassles.

However, it is important to understand that the overall best performance of any plugin would still be achieved through a server configuration of high speed, high connection and standard memory status, this means that it is better to have a well configured server for your website in order to use FileBird.

Some of the other minimum requirements include the following:

- IE Edge, Firefox, Safari, Chrome for admin panel.
- Configurable maximum execution time for PHP
- WordPress 3.5+

- PHP 5.2.4+

## How To Install

1. Go to **Plugins** -> Add New.
2. On top of the page, click “**Upload Plugin**” button.
3. Select the FileBird in .zip format, click on “**Choose File**” button.
4. Click “**Install Now**” button.
5. Wait for a few seconds for **WordPress** to complete the **installation**.
6. Click on **Activate!**

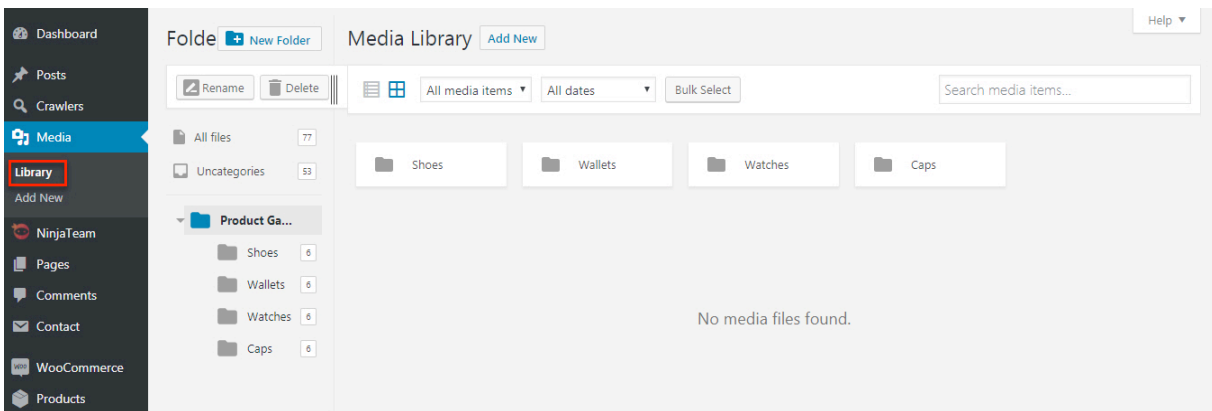
## Features of The Plugin

The FileBird plugin was designed to help you have the best possible experience while you arrange or use the different kinds of media files you have stored on your website. The main features of this plugin thus include:

**Library:** This is one of the two options you would see after installing the plugin successfully, the library section when clicked, would show you the main interface

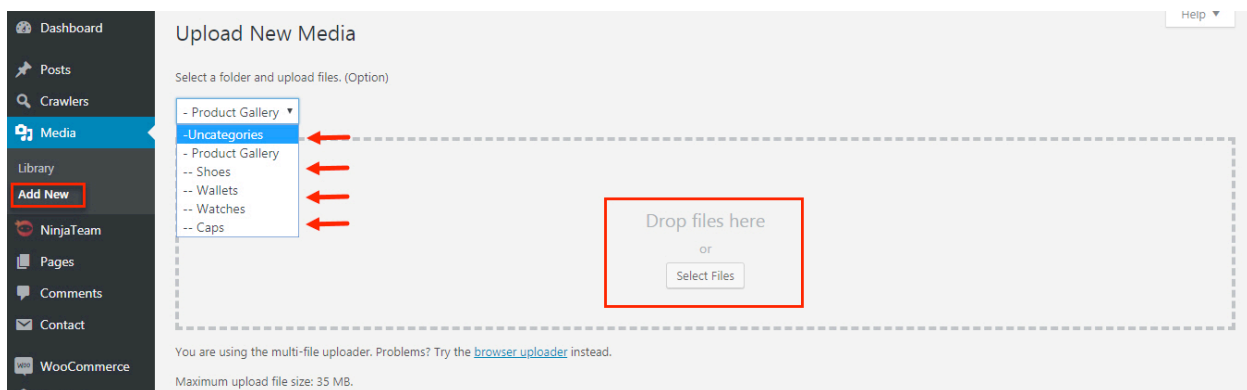
where you could make different changes and carry out different kinds of settings for your media files.

**See image reference below:**



**Add New:** This is the option which allows you to select any of the already created folder in other to upload media files directly into it by using either the "Drag and Drop Option" or by Clicking on "Select Files" to browse and locate the media files to be uploaded.

**See image reference below:**



## **Options/Settings at the left, smaller side of the Library area**

**New Folder:** Clicking this will allow you to create a new folder that gets added to the Library.

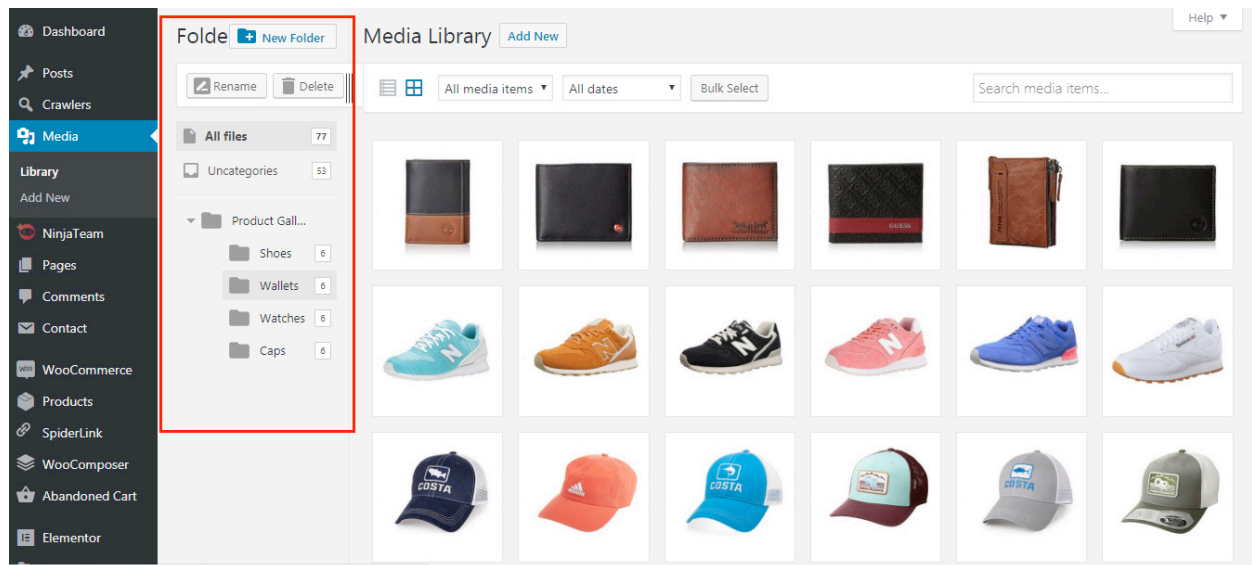
**Rename:** This will allow you to define a new name/change the name of a selected folder in the Library.

**Delete:** This option will allow you to delete a selected folder from the Library (you should use this function with care as the action is not reversible, though, all the existing files from the deleted folder will be automatically associated to the uncategorized folder).

**All Files:** This is an automatically generated/created folder which keeps/contains all the media files you have uploaded on your website. This folder is not modifiable, so you cannot delete or rename it, you can only work modify the files in it.

**Uncategorized:** This is the second automatically generated folder which is shows only the media files that doesn't belong to any categories yet. Like the "All Files", it is also not modifiable, so you cannot delete or rename it, you can only work modify the files in it.

See image reference below:



**The Vertical Hamburger Icon:** This hamburger icon can be dragged to either right side or left side, it allows you to increase or decrease the space that each of the side options occupies, so that you could work conveniently on an area or to help you see more conveniently as it holds the objects in the more spacious area of the screen.

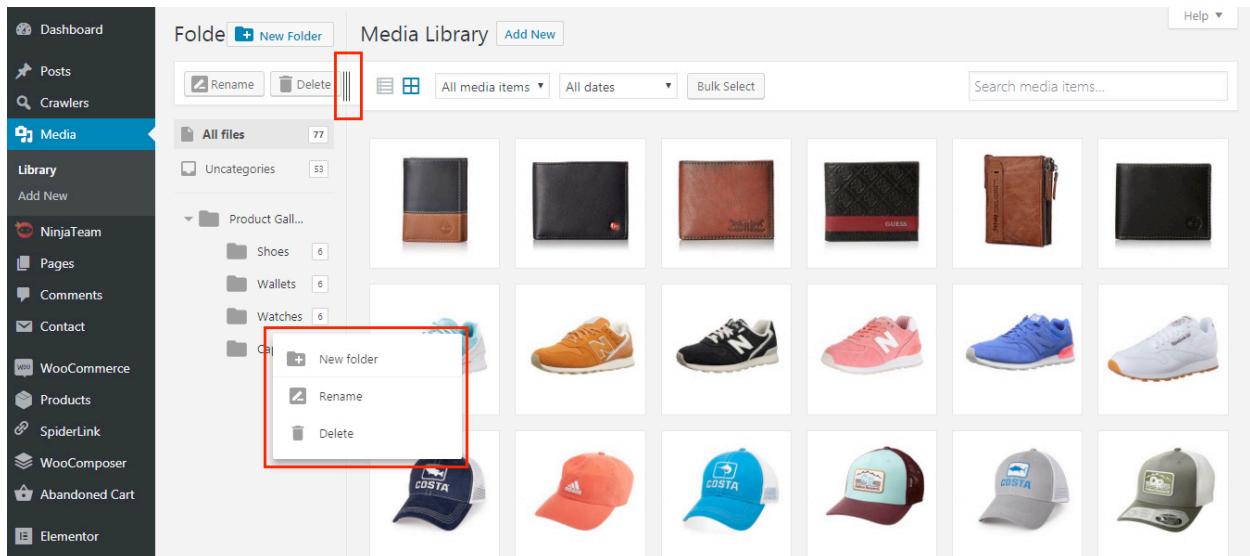
The image reference is down below after discussion on "Right Click Function".

**Drag and Drop Function:** This option allows you to drag and drop files into specific folders or sub folders, as well as drag main folders to make them become sub folders or make sub folders become main folders. Just drag and drop folders to arrange as you like.

**Right Click Function:** You could do a mouse right click if you want to perform any of these three functions;

1. Make a New Folder
2. Rename Folder
3. Delete Folder

**See image reference below:**



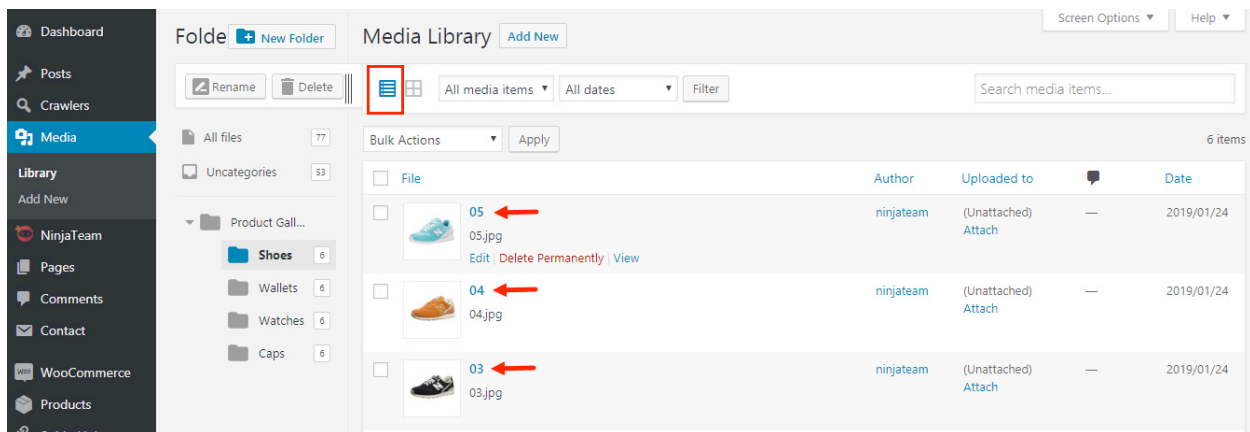
**Options/Settings located at the right, larger side of the Library area**

**Add New:** This is the option which allows you to upload media files directly into the media Library by using either the "Drag and Drop Option" or by Clicking on "Select Files" to browse and locate the media files you wish to upload.

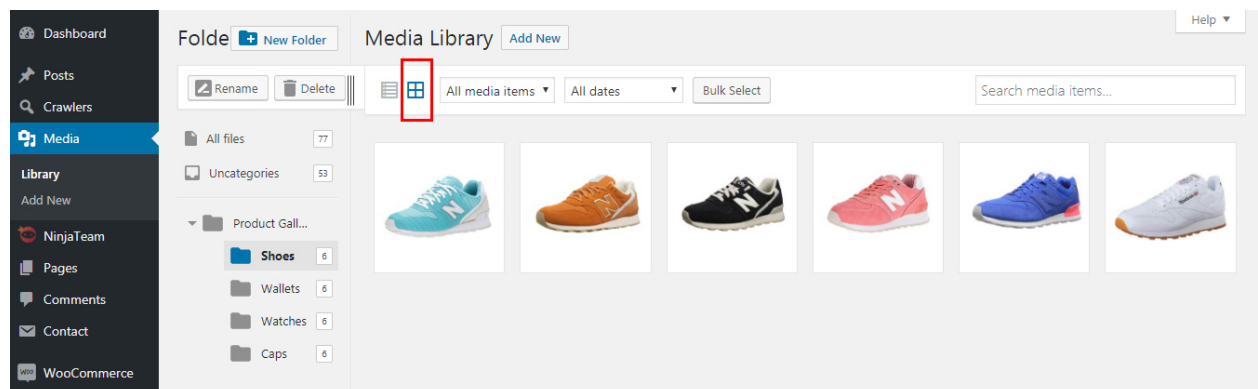
**Media File View Modes:** There are two icons which are located right before the "media file sorting area" and they allow you to switch between displaying your media items in a "List mode" or a "Grid mode" .

**List Mode:** This view mode will let you see the names associated with each media files in the folder being viewed.

**See image reference below:**



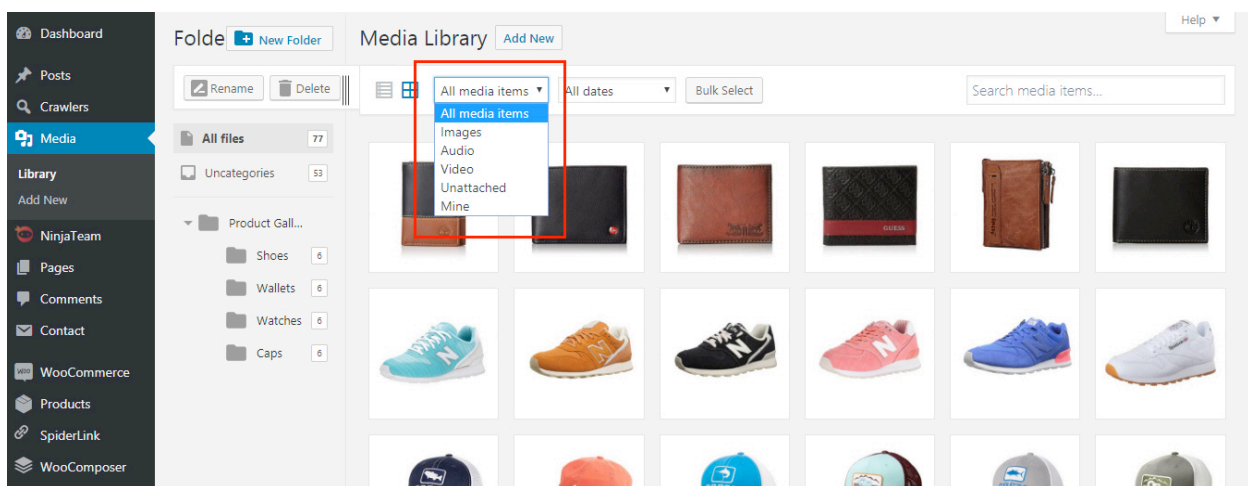
**See image reference for "Grid Mode" below:**



**Media File Sorting Area:** Here is where you can choose to show any desired kind of media file in a selected folder. The various options include:

- All media items
- Images
- Audio
- Videos
- Unattached (which displays the media files that doesn't have a recognized extension).
- Mine (which shows only the media files uploaded by the current WordPress Admin user).

**See image reference below:**





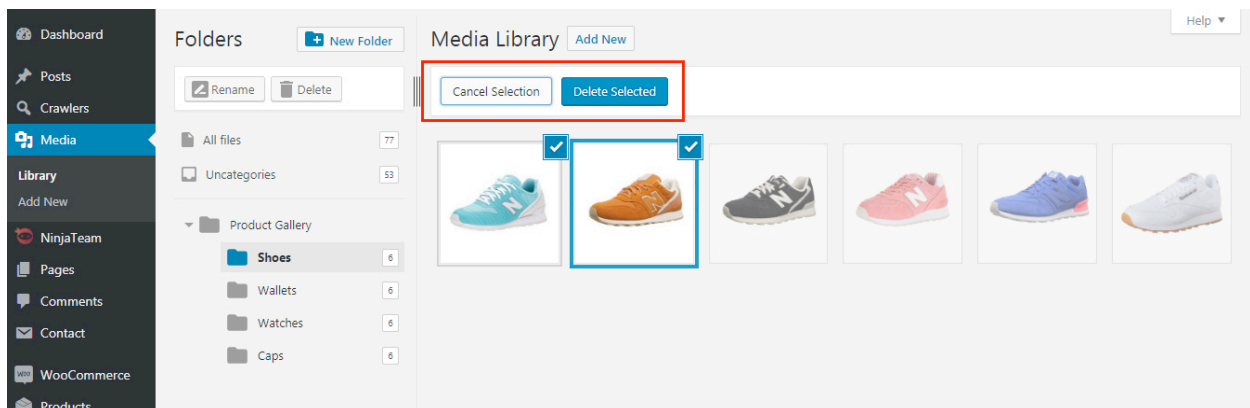
**Sorting Option:** This setting area allows you to display/view the media files in a specific folder according to the date created/uploaded.

**Bulk Select:** This option is used for selecting more than one media files in a folder in order to perform specific actions on them at once (for instance; to move multiple files from one folder to another, to delete multiple files from the media library and so on).

**Note:**

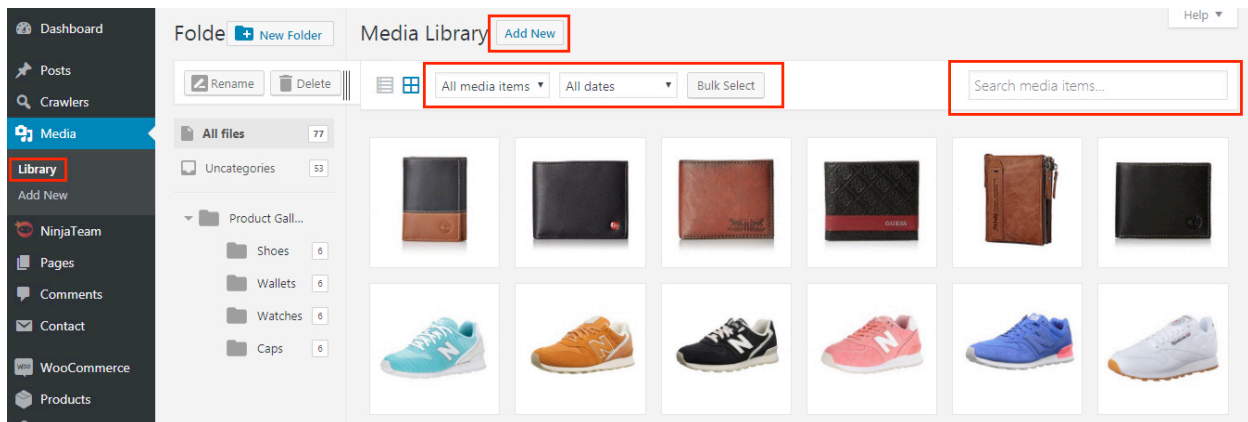
When files are Bulk selected, two actions come up which are; "Cancel Selection" and "Delete Selection" which lets you perform the Cancel action and Delete action respectively .

**See image reference below:**



**Search Field:** This is a space provided for searching media items in a specific folder using the name search.

**See image reference for all the options at the right side of the library below:**



## Superior features of the plugin

- FileBird is very compatible with wide varieties of Page and Post editors including ***Gutenberg, Elementor, Divi Builder, Visual Composer, Beaver Builder*** and more.
- FileBird is compatible with lot of Themes and Plugins
- The plugin supports most popular languages such as English, Spanish, Italian, French, etc.
- It supports creation of unlimited folder categories
- It supports uploads of many type of files apart from the WordPress limits

## How to insert media files into Posts and Pages

**Insert files Into Posts:** In order to insert media files into Posts, edit an existing post or create a new post. Depending on your type of post editor, click on the appropriate area for selecting media files.

Most editor screens for WordPress would look like the reference image that would come after the explanation below.

**There are two ways to add media files into your post, they include:**

1. Upload media files directly into post by selecting the file from the computer
2. Choose the media files from the existing files in the media library

If the first option is to be used, FileBird gives you the chance to select an already created folder category and then upload the file from your computer that automatically goes into that selected category and clicking on "Select" button will insert the media file into your post.

If the second option is to be used, FileBird also gives you the chance to select files to upload from the list of dropdown folder categories which are already created

in your library area, thus clicking on "Select" button will insert the media file into your post.

**Insert files Into Pages:** In other to insert media files into Pages, edit an existing page or create a new page. Depending on your type of page editor, click on the appropriate area for selecting media files.

Most editor screens for WordPress would look like the reference image that would come after the explanation below.

**Like the Post settings, there are also two ways to add media files into your page, they include:**

1. Upload media files directly into post by selecting the file from the computer
2. Choose the media files from the existing files in the media library

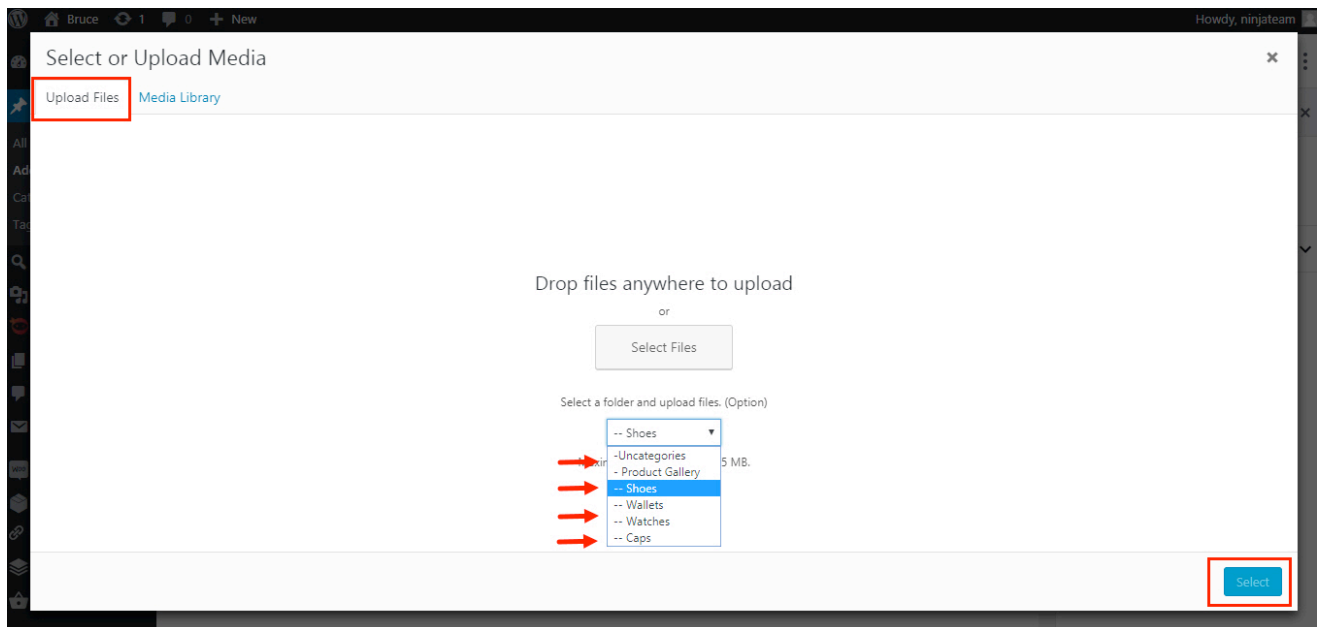
If the first option is to be used, FileBird gives you the chance to select an already created folder category and then upload the file from your computer that automatically goes into that selected category and clicking on "Select" button will insert the media file into your page.

If the second option is to be used, FileBird also gives you the chance to select files to upload from the list of dropdown folder categories which are already created

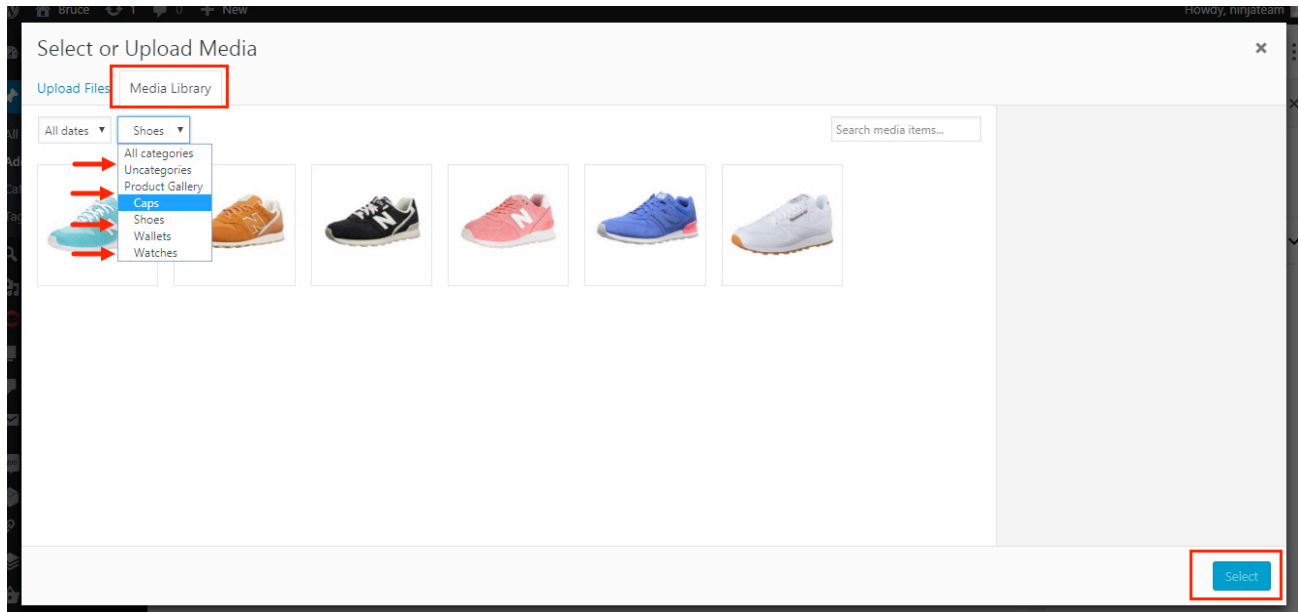
in your library area, thus clicking on "Select" button will insert the media file into your page.

See image reference for the insert image functions for pages and post below:

### **First Option**



## **Second Option**



## **How to Install Updates**

1. First, you need to "**deactivate**" and "**delete**" the FileBird plugin.
2. Then, re install the updated version of the plugin and that's it!

### **Note:**

If you follow these steps to installing new updates, then all your currently active settings and created folder from the old version would be preserved and restored.

## How To Uninstall and Delete

1. Navigate to **“Installed Plugins”** in your dashboard and click on **“Deactivate”** next to the FileBird plugin.
2. The last step is to simply click on **“Delete”**.