3.7.1 Editors - Other - File browser

File Browser
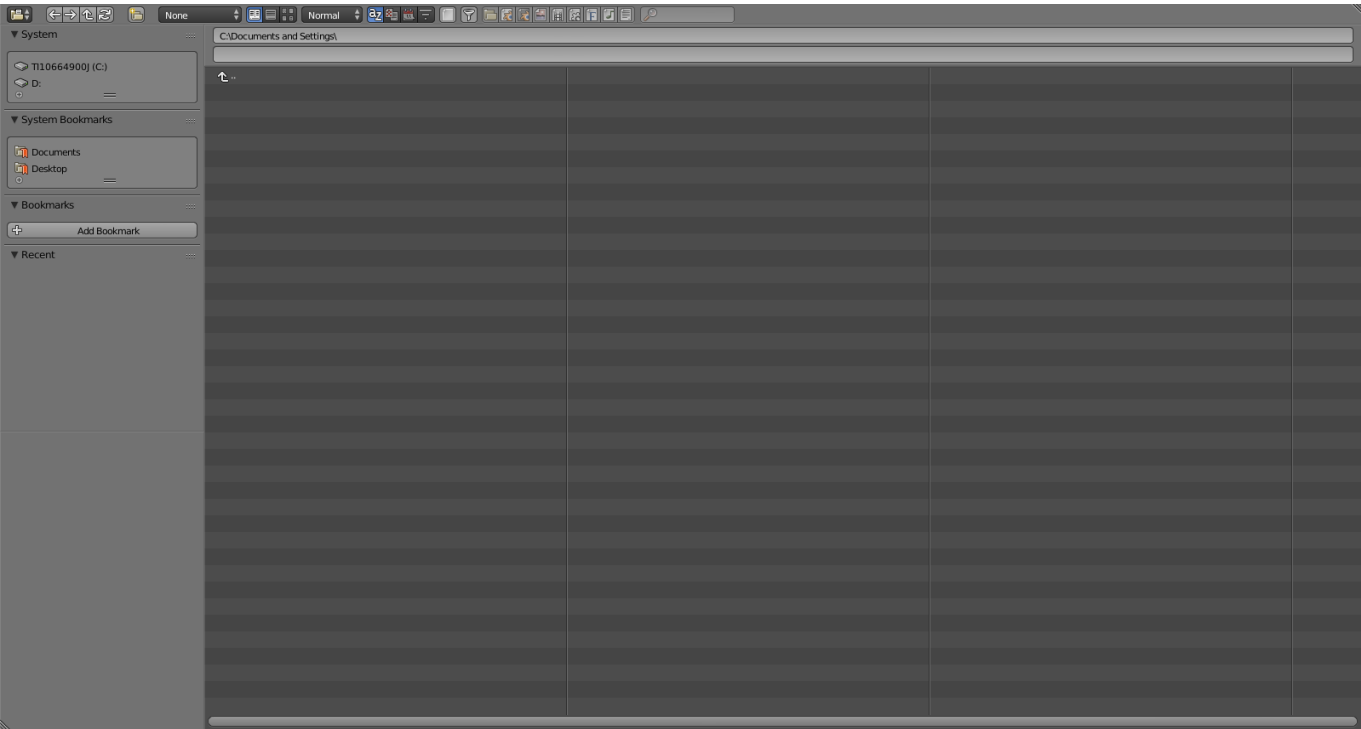
File Browser

Usage

The file browser has multiple uses, while its often used for save/load, it can be kept open for other uses too.

Use cases include:

- Opening and Saving Blend files.

- Import/Export other file formats.
- Picking new locations for existing file-paths (images, video's, fonts... etc).
- Browsing inside other `.blend` files, when using *Append and Link*.

You can also keep the file selector open, as with any other window type. In this case the buttons to load a files is removed.

The main purpose of this is to be able to drag media files.

- Images into the Video Sequence Editor (to set background or apply as material textures).
- Media files into the Video Sequence Editor.

Shortcuts

Path Fields

Increment Filename (`Plus`, `Minus`)
> Adds or removes a trailing number to your file name. *(use to make *versions* of a file)*.

Auto Complete (`Tab`)
> When in the directory editor, this will auto-complete existing paths.

Navigation

Enter Path (`Return`)
> Enter the directory.

Parent Directory (`Backspace` or `P`)
> Takes you up one directory.

View

Hidden Files (`H`)
> Toggle displaying hidden files.

Selection

(De)select All (A)
> Toggles selecting all files.

File Management

Delete Files (`Delete` or `X`)
> Delete the currently selected files.

Rename (`Ctrl-LMB`)
> Can be used on a file or directory to rename it.

Create Directory (`I`)
> Prompts you to enter the name of a newly created directory.

Interface

Toolbar

The left sidebar displays different ways to find files and several options.

System
> The system menu contains a list of drives that are available to navigate through to find files. Click on one to jump to that drive.

Bookmarks
> These are folders that you want to be able to access often without having to navigate to them in the file browser. To add a directory to the bookmark menu, navigate to that folder, then click the *Add* button. To remove a folder from the list, simply click the *X* icon next to it.

Recent
> This is a list of recently accessed folders. You can control how many folders appear in this list by going to the *File* tab of the *User Preferences*, in the box labeled *Recent Files*.

Header

The Header contains several tools for navigation of files. The four arrow icons allow you to:

- *Move to previous folder*
- *Move to next folder*
- *Move up to parent directory*
- *Refresh current folder*

Create a new folder inside the current one by clicking the *Create New Directory* button.

The other icons allow you to control what files are visible and how they are displayed. You can:

- *Display files as a short list*

- *Display files as a detailed list*

- *Display files as thumbnails*

> **Hint**
>
> Along with all supported image & video formats, thumbnails for fonts and `.blend` are displayed too.

You can sort files:

- *Alphabetically*
- *By file type*
- *By Date of last edit*
- *By file size*

Click the funnel icon to toggle which file types are shown:

- *Folders*
- *Blend files*
- *Images*
- *Movie files*

- *Scripts*
- *Font files*
- *Music files*
- *Text files*