File Manager Application is used to perform simple operations on user’s local file system.

**1. Creation of a new folder:**

1.1. Select the parent directory in any window.

1.2. Click on “New folder” button.

1.3. Enter directory`s name.

1.4. Press Ok button.

The alternative way:

1.1 Select the parent directory in any window.

1.2 Click on a menu bar.

1.3. Click on “New folder” element.

1.3. Enter directory`s name.

1.4. Press Ok button.

**2. Copying an item:**

2.1 Select on item that needs to be copied.

2.2 Click on “Copy” button.

2.3 Select the parent directory in any window.

2.4 Click on “Insert” button.

Only one copy or move operation can be done at the same time. Progress bar does not show the real remaining time, and can function correctly during only the one copy or move operation performed. User can still browse the app.

**3. Moving an item:**

3.1 Select on item that needs to be copied.

3.2 Click on “Move” button.

3.3 Select the parent directory in any window.

3.4 Click on “Insert” button.

Only one copy or move operation can be done at the same time. Progress bar does not show the real remaining time, and can function correctly during only the one copy or move operation performed. User can still browse the app.

**4. Moving an item using drag and drop:**

4.1 Click on item that needs to be moved.

4.2 While mouse button is still pressed, drag selected item to the chosen folder (in current or another window).

4.3 Drop it in the selected folder (release mouse button).

Only one move operation can be done at the same time. Progress bar does not show the real remaining time, and can function correctly during only the one move operation performed. User can still browse the app.

**5. Deleting an object:**

5.1 Select on item that needs to be deleted.

5.2 Click on “Delete” button.

5.3 Confirm the operation by pressing “Ok” button at the dialog window.

**6. Sorting the items:**

6.1 Choose the attribute that will be a sorting criteria (name, size, type or date modified).

6.2 Click on the attribute to sort the items in ascending or descending order by the chosen attribute.

**7. Show/hide attributes:**

7.1 Click on “File” item located at the menu bar.

7.2 Tick the attribute needed to be shown.

7.3 Untick the attribute needed to be hidden.

All attributes are shown by default.

**8. To exit the application:**

8.1 Click on the “Exit” button.