

Managing Files

Learn how to upload, arrange, manage, and share files and folders.

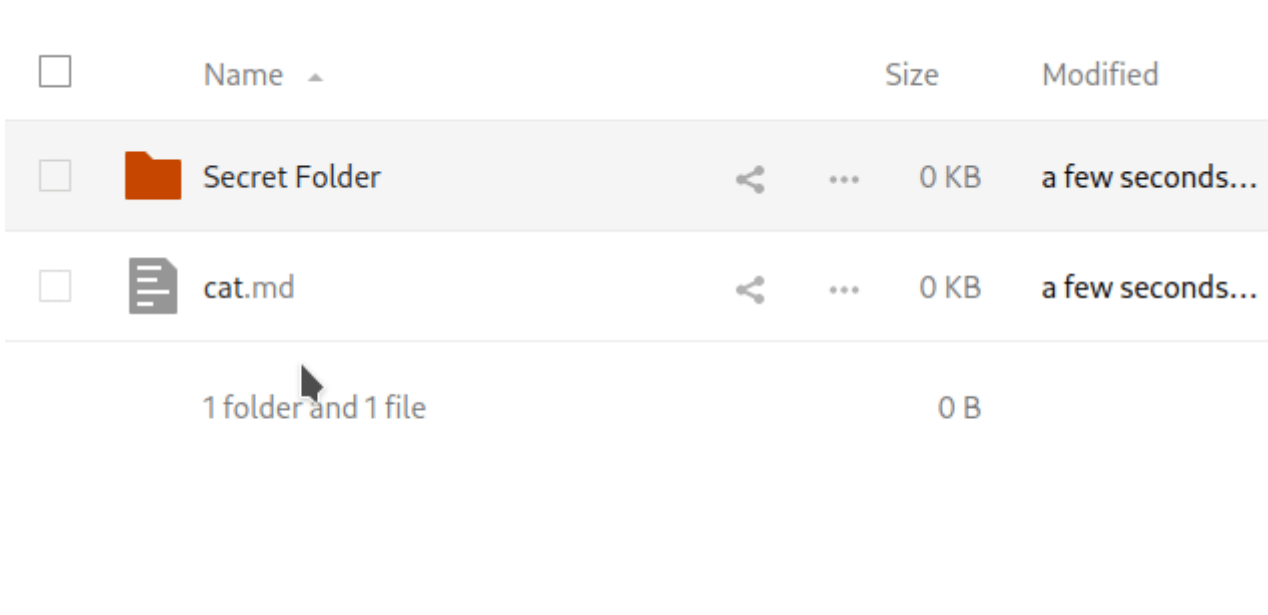
- [Moving Files or Folders](#)
- [Creating a Document](#)
- [Deleting a File or Folder](#)
- [Adding a Note to a Folder](#)
- [Hiding Folder Notes](#)
- [Hiding File Recommendations](#)
- [Sharing Files and Folders](#)







Moving Files or Folders

There are two ways you can move a file or folder.

Drag-and-Drop

One way you can achieve this is by performing a "drag-and-drop", which means you hover your mouse over the file/folder you want to move, click and hold the `left mouse button`, move the mouse over the destination, then let go of the `left mouse button`.



<input type="checkbox"/>	Name ▲			Size	Modified
<input type="checkbox"/>	 Secret Folder			0 KB	a few seconds...
<input type="checkbox"/>	 cat.md			0 KB	a few seconds...
1 folder and 1 file				0 B	

You can also move a file higher into the directory by dragging the file to the path on the top of the screen.

🏠 > temp > Secret Folder <> +

Add notes, lists or links ...



Name ▲

 cat.md

1 file

Right Click

Alternatively, you can also right-click the file/folder and click `Move or copy` to select where to move the file/folder to.

<input type="checkbox"/>	Name ▲
<input type="checkbox"/>	 Secret Folder
<input type="checkbox"/>	 cat.md

1 folder and 1 file



You can also do it the other way around.



Name ▾



cat.md

1 file



Creating a Document

Currently, the only supported documents you can currently create are:

- Word Documents
- Excel Documents
- Powerpoint Documents
- Plain text files

Note: All of the file types except for plain text documents can be exported as a .pdf

To create a document, navigate to the folder where you want your document, then click the at the top of the files window and select the type of document you would like to create. Enter the name you would like to give to the file, then press .



All files

Recent

Favorites


Shares


Tags

temp Secret Folder +

Add notes, lists or links ...


Name ▾

 Secret Folder

 cat.md

1 folder and 1 file



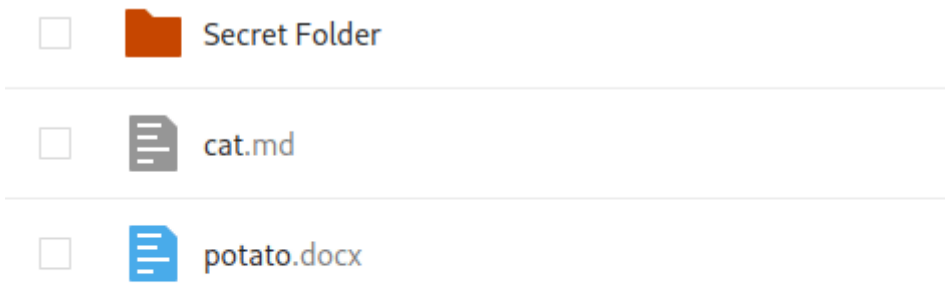
 Deleted files

 2.9 GB used

 Settings

Deleting a File or Folder

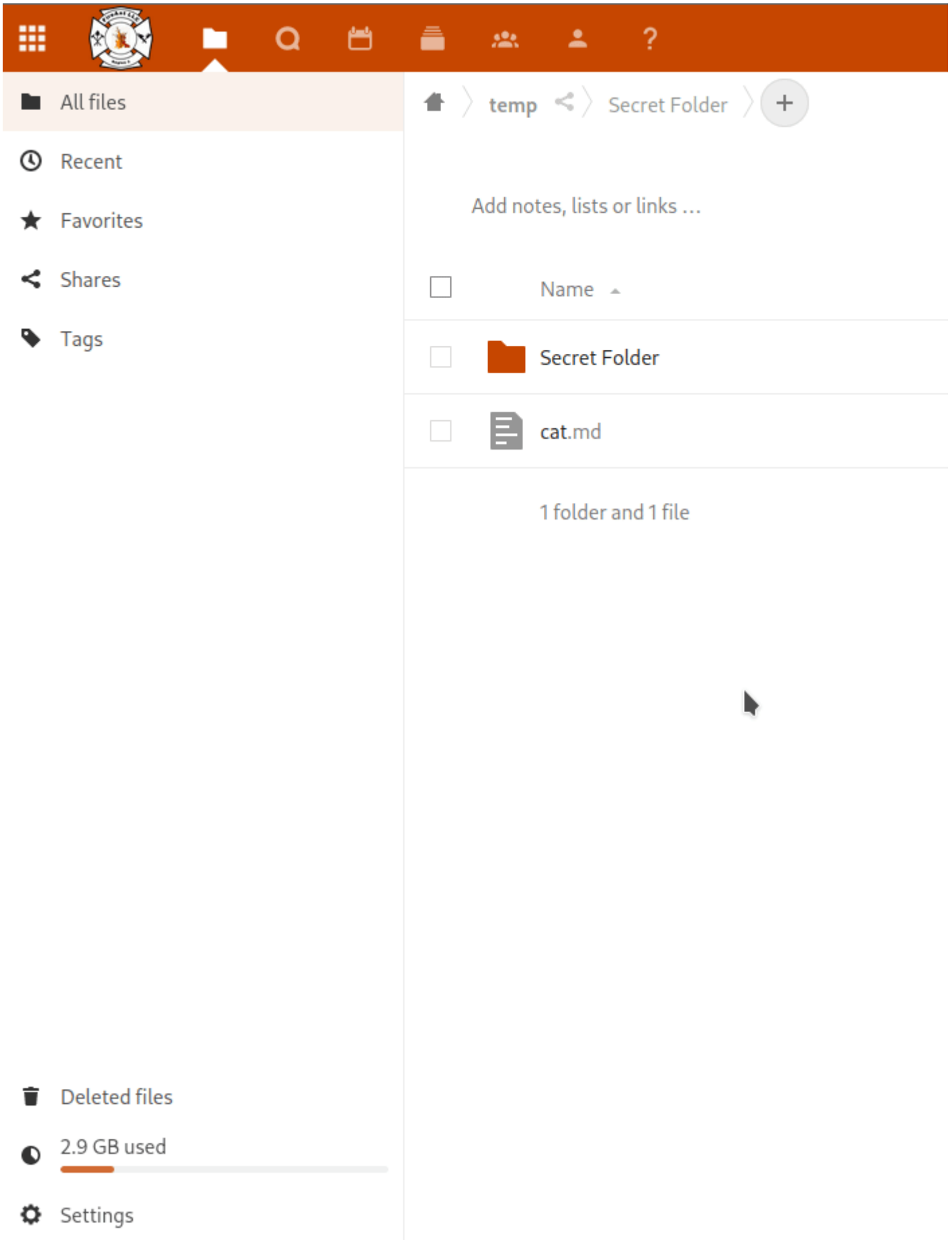
In order to delete a file or a folder, `right click` on the file/folder you want to delete, then click `Delete file`.



1 folder and 2 files



However, this will not actually completely erase the file from existence. Instead, the file is moved into a place commonly referred to as the *Recycling Bin*. You can see all the deleted files by clicking on `Deleted files` on the bottom-left hand corner of the window.



If you would like to permanently delete a file or folder, navigate to `Deleted files`, `right click` on the file/folder you would like to permanently delete, and click `Delete Permanently`.



Name



potato.docx



test.docxf

2 files

However, if you accidentally deleted a file and you would like to restore it or move it back to where it was, click on [Restore](#) to the right of your deleted file.



Name



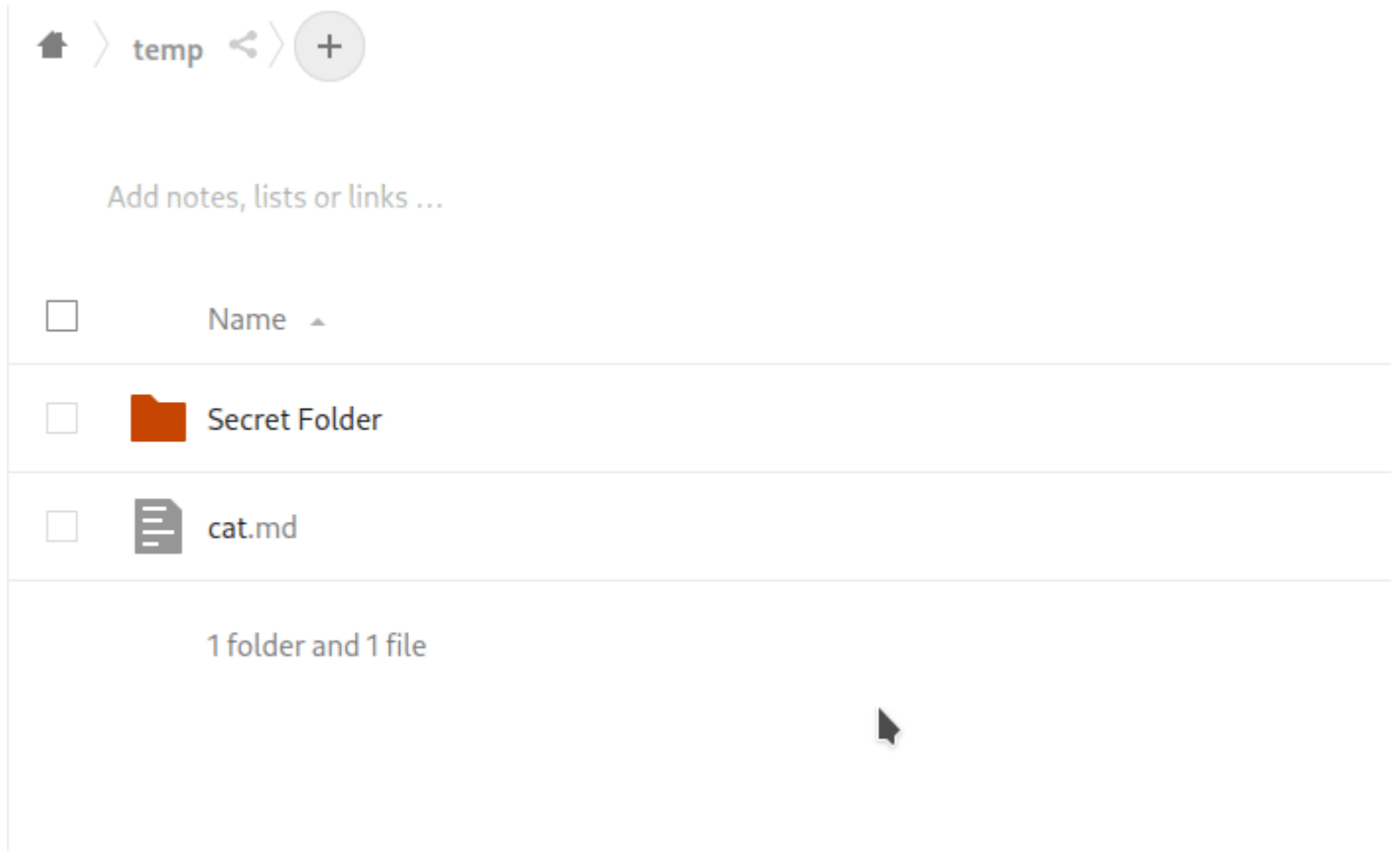
test.docxf

1 file

Adding a Note to a Folder

Something special you can do with folders is add a note to them. You can keep notes about anything, such as where you placed a file, what tasks you still need to take care of, and more!

To create a folder note, navigate to the folder where you want to create a note, and click on the empty white space that says `Add notes, lists or links...`.



When you create a note, a file called "Readme.md" will be created. This is where your note will be stored. If you delete "Readme.md", your note for that folder will be deleted with it.

Hiding Folder Notes

Are the folder notes too annoying for you? Do you no longer want to see them? This page will show you how to disable folder notes.

First of all, make sure you are either in the Files app or have navigated to www.fireantllcaz.net.


Once you are on the page, click on `|Settings|` on the bottom-left hand corner of the page. This will slide up a couple settings. To hide folder notes, uncheck `|Show rich workspaces|`.






- All files
- Recent
- Favorites
- Shares
- Tags
- Deleted files
- 178 KB of 5 GB used
- Settings

Home > +

Hello! Welcome to Fi

To learn how to use the website, click on the *Help* button looks like a question mark!

 Talk
Recently edited

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Documents
<input type="checkbox"/>	 Shared with you
<input type="checkbox"/>	 Talk
<input type="checkbox"/>	 Templates
<input type="checkbox"/>	 Readme.md

4 folders and 1 file

Hiding File Recommendations

When you first log into FireantLLC, you will see a couple of file recommendations. If these are in the way or are just annoying, this page shows you how to hide them.

To start, make sure you have either navigated to the Files app or to www.fireantllcaz.net.

Click on `Settings` in the bottom-left hand corner, then uncheck `Show recommendations`.


- All files
- Recent
- Favorites
- Shares
- Tags






- Deleted files
- 178 KB of 5 GB used
- Settings

Home icon, breadcrumb arrow, and plus sign for adding new items.

Hello! Welcome to Fi

To learn how to use the website, click on the *Help* button which looks like a question mark!

 Talk
Recently edited

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Documents
<input type="checkbox"/>	 Shared with you
<input type="checkbox"/>	 Talk
<input type="checkbox"/>	 Templates
<input type="checkbox"/>	 Readme.md

4 folders and 1 file

Sharing Files and Folders


Simple Sharing


Sharing a file or folder with someone is easy! All you have to do is click on the `share button` (the button with three dots connected by two lines) to pull up the share sidebar, and type the recipient's name in the "Name, email, or Federated Cloud ID" box.

How to train a dragon

cool!

Name ▲

 Secret Folder



 Readme.md

1 folder and 1 file

Sharing with a Link

To share a file or folder using a link, click on the `share button` (the button with three dots connected by two lines), click the `+` to the right of "Share link". The link will automatically be copied to your clipboard, but you can copy it again by clicking on the clipboard icon.

The screenshot displays the OneDrive web interface. At the top, there is a navigation bar with icons for Home, Search, Calendar, Files, People, and Help. Below this, the left sidebar shows navigation options: All files (selected), Recent, Favorites, Shares, and Tags. At the bottom of the sidebar, there are sections for Deleted files, storage usage (2.9 GB of 17.5 GB used), and Settings. The main content area shows the current path as 'temp' with a share icon and a plus sign. The file 'How to train a dragon' is displayed with the text 'cool!' below it. A table lists the contents of the folder:

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Secret Folder
<input type="checkbox"/>	 Readme.md

Below the table, it indicates '1 folder and 1 file'. A mouse cursor is visible in the bottom right corner of the interface.

Changing Permissions

You can also edit sharing permissions. For example, if you only want the recipient to be able to view a folder but not edit it, click on the three dots to the side of their name, and uncheck `Allow editing` and `Allow deleting`.



All files

Recent

Favorites

Shares

Tags

temp

How to train a dragon

cool!

Name

Secret Folder

Readme.md

1 folder and 1 file

Deleted files

2.9 GB of 17.5 GB used

Settings