

File Management

- [Using the File Browser](#)
- [Creating Folders](#)

Using the File Browser

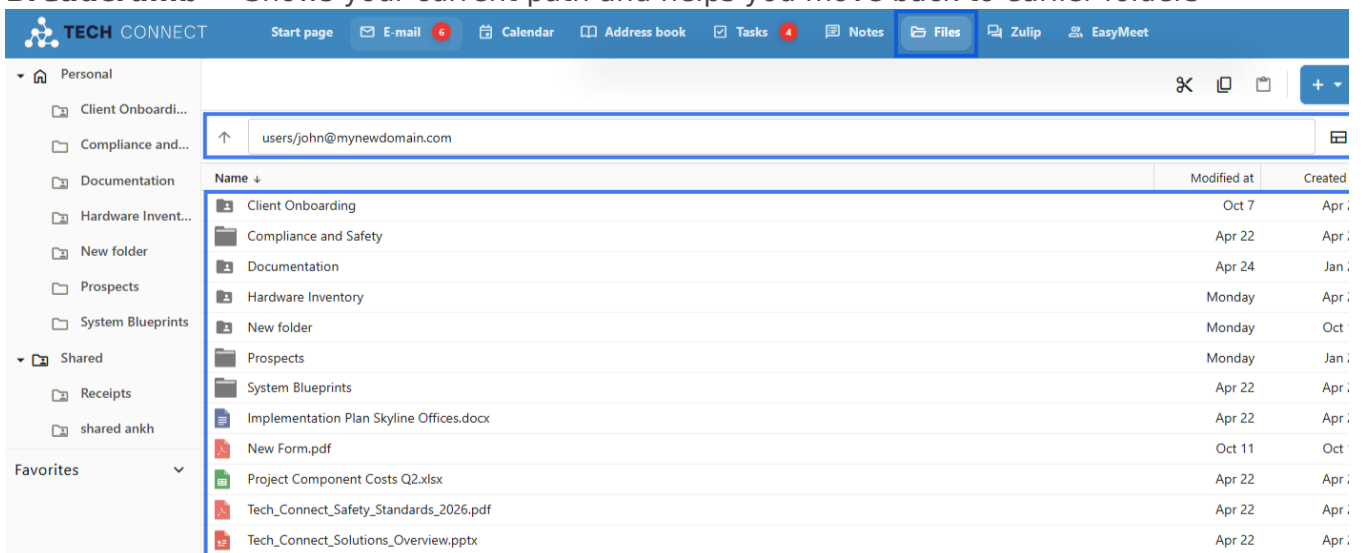
The file browser is your main place for managing documents in OfficeDocs. You can use it to move through folders, locate files, and perform common file actions.

Accessing the File Browser

1. Log in to your account.
2. Open the **Files** module.
3. Your files and folders are displayed in the file browser.

File Browser Interface

- **Navigation Panel** — Shows folders and quick-access areas
- **File List** — Displays the files in the current location
- **Toolbar** — Provides actions and view options
- **Breadcrumb** — Shows your current path and helps you move back to earlier folders



Navigating Folders

- Click a folder to open it
- Use the **breadcrumb** to move back up through locations
- Use the navigation panel for quick jumps to other areas
- Double-click a file to open it

View Options

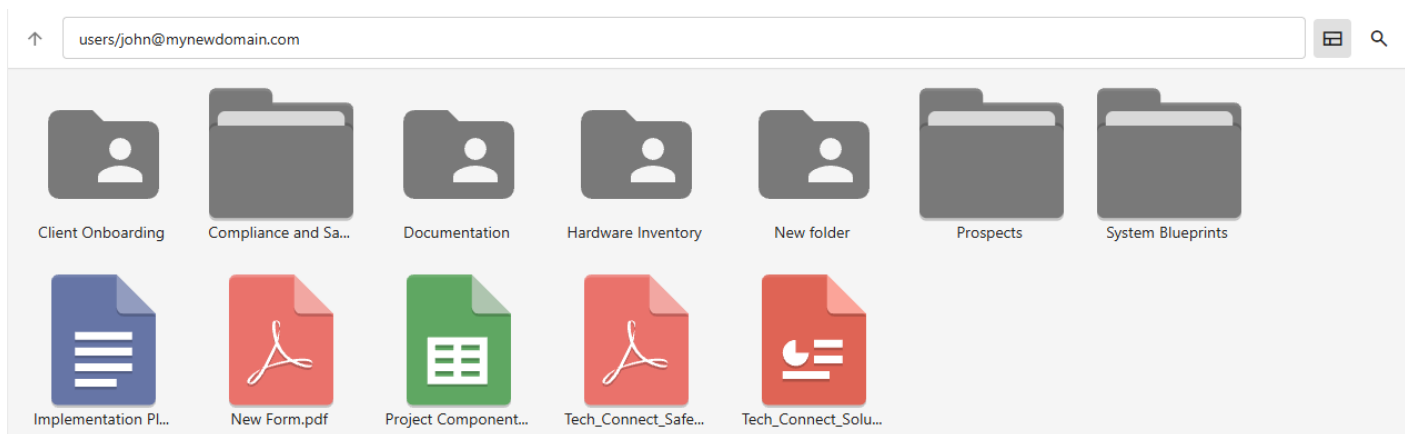
List View

- Files appear in rows with details
- Useful when you want to see file information more clearly

↑ users/john@mynewdomain.com			🗃️	🔍
Name ↓		Modified at	Created at	
👤 Client Onboarding		Oct 7	Apr 22	
📁 Compliance and Safety		Apr 22	Apr 22	
📁 Documentation		Apr 24	Jan 26	
📁 Hardware Inventory		Monday	Apr 22	
📁 New folder		13:10	Oct 18	
📁 Prospects		Monday	Jan 26	
📁 System Blueprints		Apr 22	Apr 22	
📄 Implementation Plan Skyline Offices.docx		Apr 22	Apr 22	
📄 New Form.pdf		Oct 11	Oct 11	
📄 Project Component Costs Q2.xlsx		Apr 22	Apr 22	
📄 Tech_Connect_Safety_Standards_2026.pdf		Apr 22	Apr 22	
📄 Tech_Connect_Solutions_Overview.pptx		Apr 22	Apr 22	

Grid View

- Files appear as thumbnails
- Useful for more visual browsing

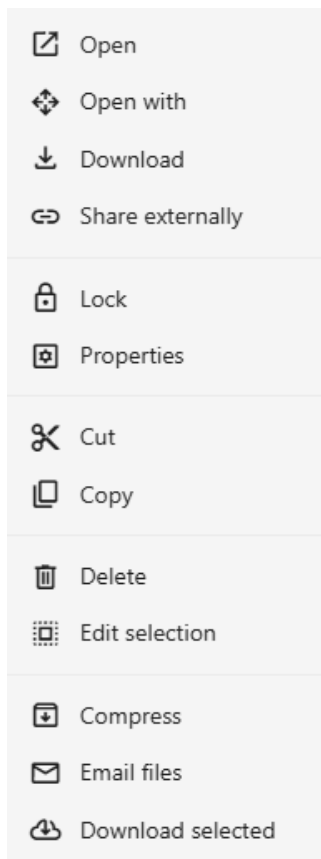


Quick Access Areas

- **Personal** — Your personal files
- **Shared** — Files shared by other users

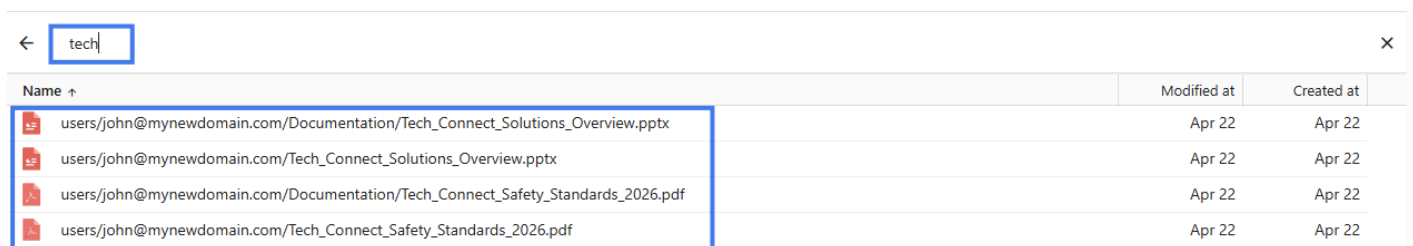
File Actions

Right-click a file to access actions such as:



Searching

1. Use the search box.
2. Type a file name or keyword.
3. Results appear as you type.
4. Click a result to open its location or access the file.



Creating New Items

- Click the **New** button to open creation options
- Create a new document, spreadsheet, or presentation
- Create a new folder



Files



Folders



Folder



New document



New spreadsheet



New presentation



New form



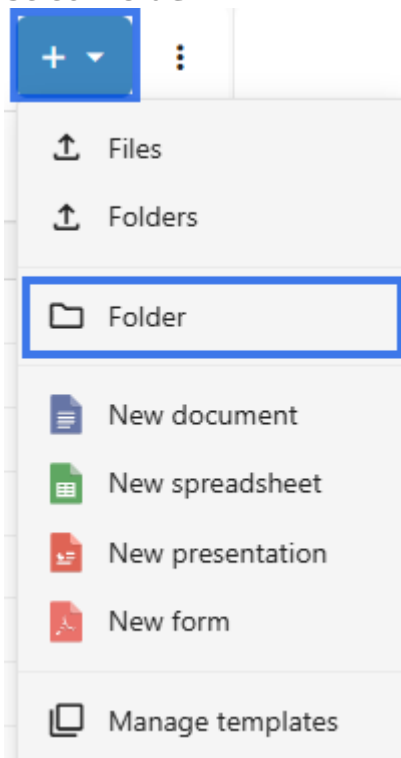
Manage templates

Creating Folders

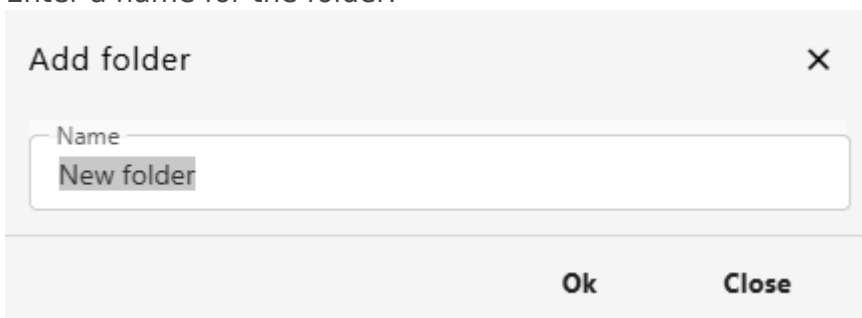
Organize your documents by creating folders. Folders help you group related files and keep your file space clean and easy to manage.

Creating a New Folder

1. Navigate to the location where you want the folder.
2. Click the **New** button or the **+ Icon** button.
3. Select **Folder**.



4. Enter a name for the folder.



5. Click on **Ok**.

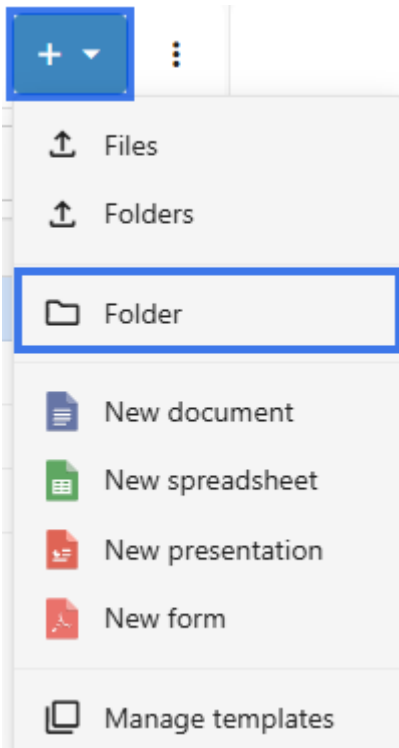
Folder Naming Tips

- Use clear, descriptive names
- Keep names reasonably short
- Avoid special characters such as
\\ : * ? " < > |

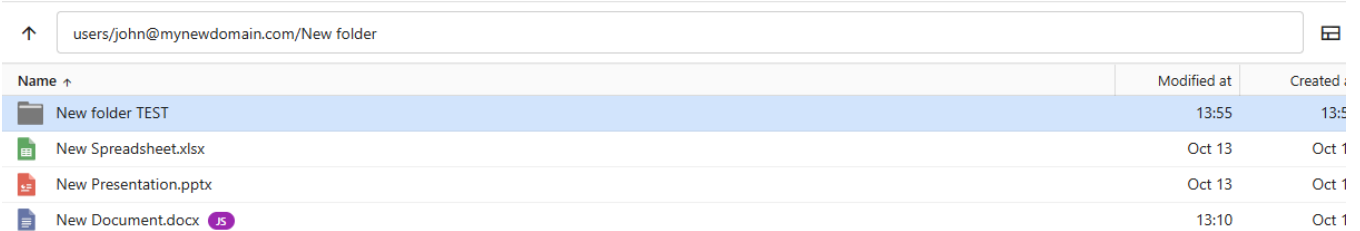
- Use a consistent naming style across folders

Creating Nested Folders

1. Open an existing folder.
2. Create a new folder inside it.



3. Continue nesting as needed.



Tip: Try not to nest folders too deeply. In most cases, 3 to 4 levels is enough.

Folder Structure Ideas

By Project

Use project-based folders when you want to group all files related to one job or client.

```
Projects/  
├─ Project Alpha/  
├─ Project Beta/  
└─ Project Gamma/
```

By Date

Use date-based folders when you want to organize files by year, quarter, or another time period.

```
2026/  
├─ Q1/  
├─ Q2/  
├─ Q3/  
└─ Q4/
```

By Type

Use type-based folders when you want to separate documents by purpose.

```
Documents/  
├─ Reports/  
├─ Proposals/  
└─ Contracts/
```

After Creating

- Move files into the new folder
- Share the folder if needed
- Add it to favorites for faster access later