

Using the File Browser

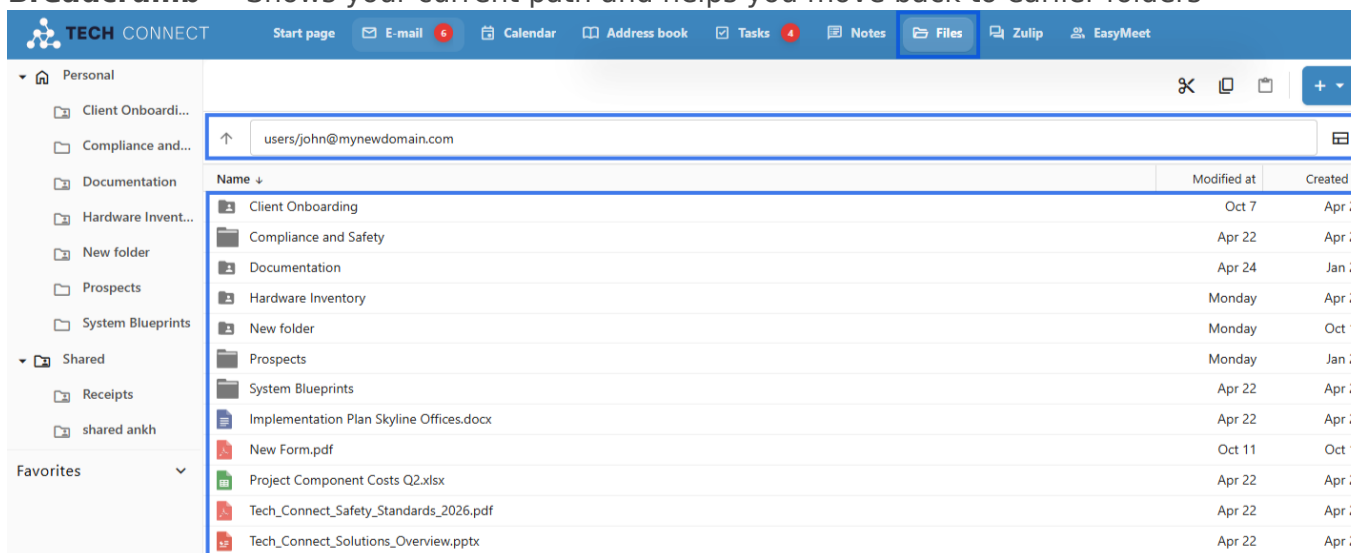
The file browser is your main place for managing documents in OfficeDocs. You can use it to move through folders, locate files, and perform common file actions.

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

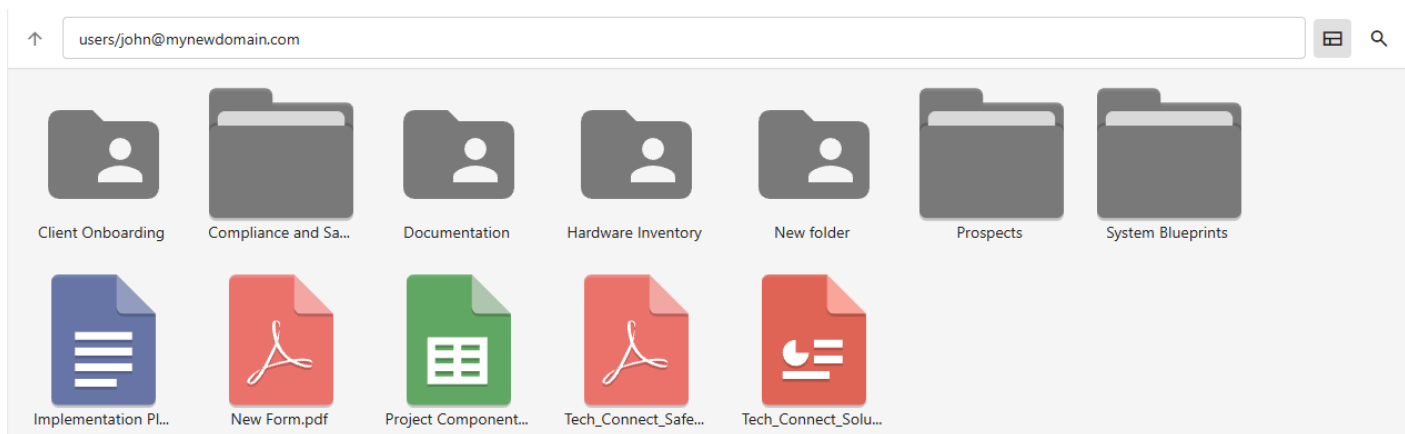
List View

- 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

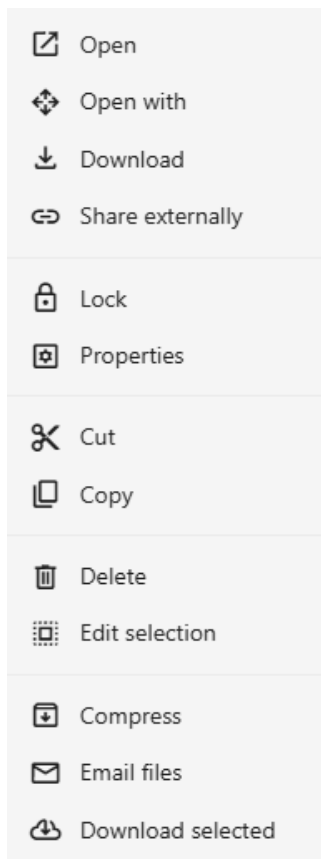


Quick Access Areas

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

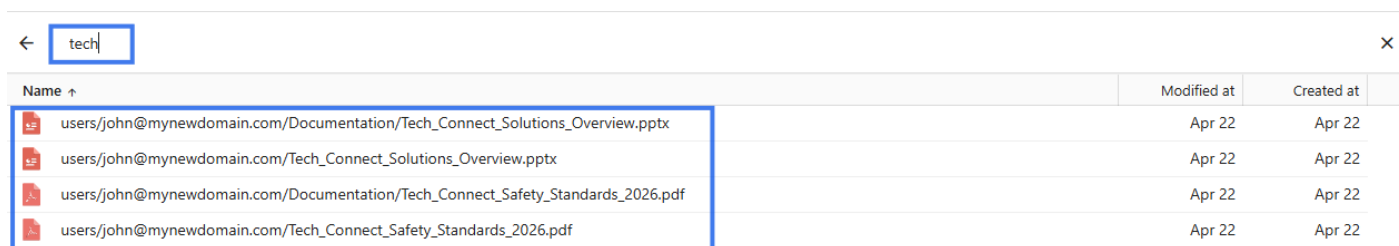
File Actions

Right-click a file to access actions such as:



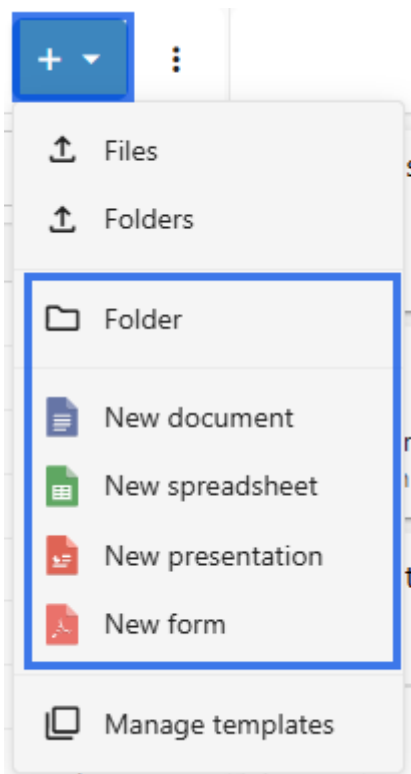
Searching

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



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