

Web based file and documents manager help

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Navigation

 **Folders** One or several root folders are available. They look like a folder tree in the left area. Use the **Folders** button in the toolbar to show or hide the tree of the root folders.

 **List** There is a list of content of the current folder in the right interface area. You may go to the subfolders or the parent folders by double-clicking.

 **File choice** You may choose one or several files or folders by clicking on the items and using *Ctrl* and *Shift* or all the items with the help of the menu.

 **Menu** Context menu can be seen by right-clicking with your mouse or clicking on the **File** button in the toolbar.

Main files operations

You can do basic file operations:
create, copy, edit, cut, delete, rename, preview, zip and unzip.

Files upload and download

Upload

Depending on the application settings, you may use several ways to upload files:

- **Standard** — upload files one by one using the Browse button. Note! Latest browsers like Firefox, Chrome, Internet Explorer supports multiple file upload!
- **Drag'n'Drop** — if you using latest browser versions, you can add and upload files with help of drag'n'drop function.
- **Java** — select multiple files and folders at the same time.
- **Flash** — select and upload multiple files at the same time.
- **Silverlight** — select and upload multiple files at the same time by chunks (it helps to upload files that are more than 2GB). It supports drag-n-drop function.
- **Google Drive** — files uploading from your  [Google Drive](#) account.
- **Dropbox** — files uploading from your  [Dropbox](#) account.

- **Microsoft OneDrive** — files uploading from your  [OneDrive](#) account.
- **Box** — files uploading from your  [Box](#) account.
- **Upload from URL** — you can specify a URL of a file stored at a global file server or at a file sharing services like  [Dropbox](#),  [Picasa](#),  [Flickr](#),  [PhotoBucket](#),  [Facebook](#).

Note. You can use a **ZIP archive** to upload multiple files and then extract it on the server side, using  **Unpack Zip** in context menu.

Download

Select one or multiple files and folders and click the button  **Download** (in the menu to download them). Depending on the settings you may download the files one by one or use the **Java downloader** to download multiple files and folders.

There are some other ways to download files:

-  **Compress and download** — option in the menu for automatic compression of the selected files and their downloading in a zip archive.
-  **Cloud storages** → **download to...**  [Google Drive](#),  [Dropbox](#),  [OneDrive](#),  [Box](#) — files/folders downloading to your Cloud storages accounts.

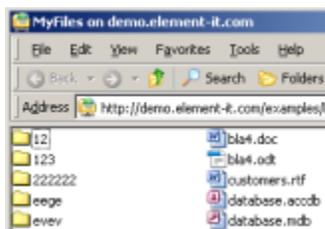
Links to files and folders

It allows you to download a file quickly without opening the main interface or to open a folder. Choose  **Share** submenu in context menu (or in toolbar) and next item  **Link to file/folder**. Notice that other users should log in and have an access to the folder. Otherwise they will get an error.

Sharing files, folders for your own visitors

You can create your own shares i.e provide access to your folder/file for your own visitors. Select needed folder/file and click from the context menu  **Share** (or find this item on toolbar) and next item  **Create public link**. This feature provides anonymous access to the folder/file. Any user, even one who does not have an account in the web file manager, may download or upload files via public link. Public link to the folder allows the user to download both whole folders (packed in archive) and individual files. You can get set up email notifications to be notified about visitor activity.

Link to Web Folders (folder mapping)



Web folders makes it possible to map the folders to your local OS using [WebDAV](#) protocol. You may work with your files like with local ones. You do not need a browser for work or to log in every time. You just need to open a folder that you map in OS. (in Microsoft Windows – in Windows explorer). Popular OS Windows, MacOS, Ubuntu, etc. support mapping web folder. It is very easy to map web folder:

- Select needed folder; in context menu choose submenu ***** more** (or click this button in toolbar) and next **Map web folder**.
- If you using Microsoft Windows, then copy the one from the command connection the command line Windows (can be accessed up to three teams: the current folder, the parent and root). For example: `net use "*" "http://example.com/htcomnet/hcwebdav/"`. Next click **OK** and if needed input your login and password.
- Also for Windows OSs available other way to connect. Copy link for mapping. Right click on **Computer** in Windows Explorer (or **This Computer** for Windows 8, 8.1) and select **Add a network location**. In the new dialog **Add Network Location** click **Next** button. Select **"Choose a custom network location"** and click **Next** button. Insert the link of the web folder in the **"Internet or Network address"** field, click **"Next"**.
Note! It is strongly recommended for Windows 7, Vista, XP, 2003 users to install [Microsoft Web folders update \(2.3 Mb\)](#) to be able to use mapping feature!
- **For MacOS:** In the "Finder" menu, open **Go->Connect to Server**, insert the link of the web folder in the **"Server address"** field, click **"Connect"**, in the new dialog select **"Guest" or "Registered user"** (for Windows authentication), click **"Connect"**.
- **For Ubuntu:** Open **Go->Location...** Copy the link of the web folder to the location field and replace "http://" with "dav://" or "https://" with "davs://".

After you have mapped a web folder, you may open it without visiting the web site next time. **Note!** If you change your password, the directory to the web folder will be changed and you need to map it again (except Windows authentication cases).

See also:

[Using the WebDAV Redirector with OneDrive Part 1 - Standard Security](#)
[Using the WebDAV Redirector with OneDrive Part 2 - Two-Step Verification](#)

Details

You may specify comments, descriptions or other metadata for files and folders by clicking  **Details** in the menu.

Note! Details are saved if files are copied, moved or renamed.

Office and images files view and edit

Web File Manager has a lot of functions to work with office documents.

Documents view

Text and PDF documents, image files, you can view directly in your browser, selecting  **View / edit** →  **View in browser** in context menu or toolbar.

If folder contains image files, then view them as a slide show, you can use the opportunity to  **View / edit** →  **Images preview**, or switch the view file list in the thumbnail view (button on toolbar  **View** →  **Thumbnail view**).

In addition, you can use online services  [Google Docs](#),  [Microsoft Office Web Viewer](#),  [Box View](#) to view documents in various formats.

To do this, select the file, click on the menu (or toolbar)  **View / edit** desired item (if it is allowed by the administrator). Next link will be created by clicking on which you can view the file.

Supported formats in **Google Docs**: *pdf, doc, docx, ppt, pptx, tif, tiff, xls, xlsx, pages, ai, psd, svg, eps,*

ps, xps, ttf, zip, rar, dxf, txt, css, html, htm, php, c, cpp, h, hpp, js.

Supported formats in **Microsoft Office Web Viewer**: *doc, docx, docm, dotm, dotx, xls, xlsx, xlsb, xlsx, pptx, ppsx, ppt, pps, pptm, potm, ppam, potx, ppsm* (Word and PowerPoint documents must be less than 10 megabytes; Excel must be less than 5 megabytes).

Supported formats in **Box View**: *pdf, doc, docx, ppt, pptx, xls, xlsx, txt, py, js, xml, css, md, pl, c, m, json.*

Also you can convert various types of files with  [CloudConvert](#) service ( **View / edit** →  **Convert with CloudConvert**).

Online documents editing

Small size text documents you can edit by selecting from the context menu (or toolbar) item  **View / edit** →  **Edit as text file**.

Also using the service  [Zoho Docs](#) you can edit popular office document formats (*doc, docx, xls, xlsx, ppt, pptx, pps, odt, ods, odp, sxw, sxc, sxi, wpd, rtf, txt, html, csv, tsv*), selecting  **View / edit** →  **Edit in Zoho**.

Image files (*jpg, jpeg, png, gif, bmp, psd, pxd*) can be edited using the online service  [Pixlr](#):  **View / edit** →  **Edit in Pixlr**. In addition to editing, you can create in Pixlr new images using the context menu or toolbar command  **New** →  **Image in Pixlr**.

Primary means of online editing office documents are applications on your computer  [Microsoft Office](#), or free  [Apache OpenOffice](#),  [LibreOffice](#). You do not need to download or upload the files. Microsoft Office, OpenOffice, LibreOffice do it automatically. You just need to have these applications installed on your local computer. How it works:

1. Select a file of one of the following types. **Microsoft Office** types: *accda, accdb, accdc, accde, accdp, accdr, accdt, accdu, ade, adp, maf, mam, maq, mar, mat, mda, mde, mdt, mdw, laccdb, snp, csv, dbf, dif, ods, prn, slk, xla, xlam, xls, xlsb, xlsx, xlt, xltm, xltx, xlw, xml, xps, obi, oft, ost, prf, pst, msg, oab, iaf, emf, odp, pot, potm, potx, ppa, ppam, pps, ppsm, ppsx, ppt, pptm, pptx, pptx, rtf, thmx, tif, wmf, xml, xps, doc, docm, docx, dot, dotm, dotx, htm, html, mht, mhtml, odt, rtf, txt, wps, xml, xps, btr, dwt, elm, fwp, htx, mso* or **OpenOffice / LibreOffice** types: *sxd, sxm, sxi, sxc, sxw, odb, odf, odt, ott, oth, and, odm, sxw, stw, sxg, doc, dot, xml, docx, docm, dotx, dotm, wpd, wps, rtf, txt, csv, sdw, sgl, vor, uot, uof, jtd, jtt, hwp, 602, pdb, psw, ods, ots, sxc, stc, xls, xlw, xlt, xlsx, xlsx, xltx, xltm, xlsb, wk1, wks, 123, dif, csv, sdc, vor, dbf, slk, uos, uof, pxl, wb2, odp, odg, std, otp, otg, sxi, sti, ppt, pps, pot, pptx, pptm, potx, potm, ppsx, sda, sdd, sdp, vor, uop, uof, cgm, bmp, jpeg, jpg, pcx, psd, sgv, wmf, dxf, met, pgm, ras, svm, xbm, emf, pbm, plt, sda, tga, xpm, eps, pcd, png, sdd, tif, tiff, gif, pct, ppm, sgf, vor, mml*.
2. Select in menu  **View / edit** one of commands  **Edit in MS Office** or  **Edit in OpenOffice / LibreOffice**. The relevant application will launch with the selected files opened for editing. If for some reason the application has not launched, copy the link to the file and open it in Microsoft Office, LibreOffice or OpenOffice.
3. To save the changes in the document, press **Ctrl+S** combination or click on the **Save** in the File menu of Microsoft Office, LibreOffice or OpenOffice. The document will be saved and uploaded to server automatically.

Features and settings of Microsoft office:

- Microsoft Office by default does not work with **Basic authentication without SSL** (does not allow the user to read a document or open it in read only mode). If you got a message that the application is running under Basic authentication without SSL then you can make a fix in the registry key. After that, Office will work.
Complete the following steps (for more info, read [Microsoft related article](#)):
 - Vista and Windows 7, 8 users need to download the file [BasicAuthVista7Set.reg](#) and run it (To return default settings run [BasicAuthVista7Remove.reg](#))
 - Windows XP and 2003 Server users need to download the file [BasicAuthXP2k3Set.reg](#) and run it (to return default settings run [BasicAuthXP2k3Remove.reg](#))
 - Restart Windows
- **Note! It is strongly recommended** for Windows 7, Vista, XP, 2003 users to install [Microsoft Web folders update \(2.3 Mb\)](#) to be able to use this feature!
- Microsoft Office supports file **lock** for prohibiting simultaneous file editing by several users. If a file has been blocked by another user, you cannot edit the file, but you can read it and you will get a notification from MS Office as soon as the file is available.
- By default Microsoft office blocks the document for editing. After you enable editing of a file, it will be downloaded from server again. **To increase the efficiency**, you may enable immediate editing in settings: In Microsoft Office menu select **File** → **Options** → **Trust Center** → **Trust Center Settings...(button)** → **Protected View** uncheck **Enable Protected View for files originating from the Internet**.
- Microsoft office 2010 does not support file links with more than 255 symbols, so try to use short file names with ASCII characters.

Features and settings of OpenOffice / LibreOffice:

This is a free application that is available for many OS on the websites [OpenOffice](#), [LibreOffice](#). At the moment OpenOffice and LibreOffice **does not support file lock**, so be aware if there are users simultaneously working with documents. OpenOffice is planning to add this functionality in 3.4 version. OpenOffice and LibreOffice application uses Java applet for launch. If you do not want to allow the applet, you may get a file link and open this file in the OpenOffice / LibreOffice Open dialogue.

Recommended settings for OpenOffice, LibreOffice:

1. If you don't want to type the login and password every time, you may enable OpenOffice / LibreOffice **Quickstarter** that saves information about a user: Open **Tools** → **Options** → **OpenOffice (LibreOffice)** → **Memory**, check **Load OpenOffice (LibreOffice) during system start-up**.
2. To save the files opened via links (without Java applet), you need to enable it in settings: Go to **Tools** → **Options** → **OpenOffice (LibreOffice)**, check **Use OpenOffice (LibreOffice) dialogs**.

Cloud storages

In context menu or toolbar is available (depending on settings) menu  **Cloud storages**, which allows you to interact (upload and download files, folders) with popular cloud services storage:  [Google Drive](#),  [Dropbox](#),  [Microsoft OneDrive](#),  [Box](#).

Upload/Download documents to Google Drive (online documents edit and sharing)

You can download documents to your Google Drive account ( **Cloud storages** →  **download to...** →  **Google Drive**) or upload them back ( **Cloud storages** →  **upload from...** →  **Google Drive**). After download you can modify the document using only your browser and then upload the modified document back to the web file manager. Authentication is passed at **Google** site so nobody wont get your password.

Dropbox — free online backup, file sync and sharing.

To download file to your Dropbox account select files, folders and then choose (in menu or toolbar)  **Cloud storages** →  **download to...** →  **Dropbox**. To upload —  **Cloud storages** →  **upload from...** →  **Dropbox**. Authentication is passed at **Dropbox** site so nobody will get your password.

Microsoft OneDrive

You can create an account at a free online files, documents edit and sharing service  [Microsoft OneDrive](#) (if you already have Microsoft Live ID then you dont need to register at OneDrive!). With web file manager you can download files, folders to your OneDrive account ( **Cloud storages** →  **download to...** →  **Microsoft OneDrive**) or upload from it ( **Cloud storages** →  **upload from...** →  **Microsoft OneDrive**). At the OneDrive website you can edit your documents and share files for other users.

Box — free online backup, file sync and sharing cloud service

For download to Box select files, folders and use command  **Cloud storages** →  **download to...** →  **Box**. To upload —  **Cloud storages** →  **upload from...** →  **Box**.

Hyperlinks

Web file manager allows you to add hyper links to the list of files. They are represented with small .url files.

Opening a hyper link is a two step process. First, click on the .url file to open a window with the hyper link. Second, click on the hyper link to open the URL in a new browser window (or in a tab).

[Screenshot](#)

To create a hyper link file, you need Internet Explorer.

- Open the target web page in Internet Explorer.
- Open main menu (press F10 if it is not visible) → File → Send → Shortcut to Desktop.
- A conformation dialog appears. Click "yes" to confirm that you want to create a shortcut on desktop.
[Screenshot](#)
- Upload the shortcut file to Web file manager.

You may change name of the file, but do not touch the extension.

.url files are standard Windows [ini files](#) with custom extension. You may create them in a text editor if you do not have Internet Explorer or you do not want to use it.

Mobile view

You can view a 100% mobile interface on your device: Click **Settings** → **Mobile interface** or type "**Default.aspx?Mobile=**" URL in your mobile browser.

Application supports: **iPhone/iPad**, **Android**-based, **Blackberry** v.6+, **Bada**, **Windows Mobile**, **Phone** and some other mobile device OS's.

You can also download a mobile application for your iPhone/iPad at <http://itunes.apple.com/us/app/http-commander/id561413475?mt=8> and for Android at <https://play.google.com/store/apps/details?id=com.elementit.httpcommander>.

For more info about the mobile version see [Mobile users Help](#)

Settings

Click  **Settings** options in the toolbar and select necessary type of settings. In the resulting menu, use the following settings:

-  Change interface language.
-  Change password.
-  Change e-mail.
-  Switch to mobile interface (the option can be prohibited by administrator).