New “Document Manager” User Guide

# How To:

## File/Directory Selection:

* Single Select:
  + Simply <Left-Click> on a line.
* Multi Select:
  + Range: Click one line and then <Shift><Left-Click> on the last line.
  + Diverse: <Shift><Left-Click> on lines for selecting or de-selecting.

## Create a Directory:

* <Left-Click> on the [New Directory] button.

## Delete a File/Directory:

* Select one or multiple Files/Directory.
* Click on the [Delete] button.

## Rename a File/Directory:

* Select only one File/Directory.
* <Left-Click> on the [Rename] button.

## Navigate Directories:

* Moving into: Double <Left-Click> a directory. Note the “Bread Crumb” has changed.
* Moving back: Simply <Left-Click> on the desired directory on the “Bread Crumb”.

## Upload Files:

* By Dragging:
  + Go inside the desired target directory.
  + From a Windows File Explorer, simply select the desired files and drag them inside the special box.
* Button:
  + <Left-Click> the [Upload] button.
  + Select the desired files.
  + <Left-Click> the [Open] button.

Note:

You cannot select or drag a Directory.

## Download Files:

* <Left-Click> the file’s link.