

# SIMPLE FILE LIST



## Wordpress Plugin

Provides a List of Your Files on Your Website

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## Main Features

### The File List

Simple File List is a free plugin that gives your WordPress website a list of your files which allows your users to open and download them.

Upload and manage your files from the Admin List. Optionally, allow front-side users to upload too.

Both the Front-side List and Uploader can be shown to users based on their role; Everyone, Only Logged-in User, Only Admins or Nobody

Restrict the files allowed to specific types, limit their size and quantity per upload job.









The file list table has options to show; file size, modification date and thumbnail columns. Thumbnail images are generated automatically for images and videos\*. Sort files by name, date, size or random.

You can also collect the uploader's name, email and description of the file(s). This can then be shown in the file list.

Files can also be assigned descriptions, which can be added from the Admin list or user uploads. Descriptions can be shown or hidden.

Use the Send option to send emails with links to selected files.

If you dare, you can give your front-side users full control over renaming, moving, sending, deleting and editing descriptions.

Thumb	△ Name ▾	△ Size ▾	△ Date ▾
	<a href="#">hurray.png</a> Open   Download	8.47 KB	October 25, 2019
	<a href="#">Christopher-L-Collins.mov</a> Open   Download	2.07 MB	October 24, 2019
	<a href="#">Ice-Auger.mp4</a> Open   Download	4.63 MB	April 25, 2019
	<a href="#">Nice-Catch.jpg</a> Open   Download	146.67 KB	April 25, 2019
	<a href="#">Geek-Humor.jpg</a> Open   Download	26.25 KB	April 25, 2019
	<a href="#">Ice-Flakes.jpg</a> Open   Download	161.14 KB	April 25, 2019
	<a href="#">Love.jpg</a> Open   Download	39.59 KB	April 25, 2019
	<a href="#">Star-Wars.pdf</a> Open   Download	949.27 KB	April 25, 2019

\* Video thumbnail creation requires that FFmpeg be installed on your web server.

## Creating a File List

To create a file list, add or edit a page or post. You can also use a widget, but be sure the display options are selected to fit the smaller space. Simply paste this code and update...

### [eeSFL]

You can add shortcode attributes to over-ride the plugin's settings. You can go to the Create Shortcode tab to easily create custom shortcodes, or choose to build them yourself. You can even create a new draft post/page with the shortcode in place.

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### Shortcode Attributes

List Option	Attribute	Possible Values	Example
List Visibility	showlist	YES / USER / ADMIN / NO	[eeSFL showlist="USER"]
Uploader Visibility	allowuploads	YES / USER / ADMIN / NO	[eeSFL allowuploads="ADMIN"]
Show Thumbnail	showthumb	YES / NO	[eeSFL showthumb="YES"]
Show Size	showsize	YES / NO	[eeSFL showlist="NO"]
Show Date	showdate	YES / NO	[eeSFL showlist="YES"]
Show Actions	showactions	YES / NO	[eeSFL showlist="NO"]
Show Table Header	showheader	YES / NO	[eeSFL showlist="YES"]
Hide Files	hidename	this-file.docx, that-folder	[eeSFL showlist="NO"]
Hide File Types	hidetype	psd, zip, folder	[eeSFL showlist="NO"]

You can also combine attributes within one shortcode.

```
[eeSFL allowuploads="NO" showsize="NO" hidetype="zip"]
```

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### Widget Shortcode Example

Create a limited file list to be used in a sidebar widget:

```
[eeSFL allowuploads="NO" showthumb="NO" showsize="NO" showdate="NO" showheader="NO"]
```

This will show a list of only file names.

## Settings

### File List Settings

File list settings determine what information appears in your file lists.

#### File List Directory

File List Directory:	<input type="text" value="wp-content/uploads/simple-file-list/"/>
<i>This must be relative to your Wordpress home folder. (ABSPATH)</i>	
<i>* Default Location: wp-content/uploads/simple-file-list/</i>	
<i>* The directory you enter will be created if it does not exist.</i>	

This defines where your files are stored. This must be relative to your Wordpress home folder. (ABSPATH). The default location is: `wp-content/uploads/simple-file-list/`

If you want to change this to a home folder, enter something like this: **my-file-list/**

Simple File List will create the directory if it does not exist. If it does exist, it will list the files already there. You cannot use `../` to move above the Wordpress root.

TIP: You can add files outside of Simple File List, via FTP or your web host's File Manager, but to show them in the list immediately, you will need to set the Re-Scan Interval to zero or click the Re-Scan button above the Admin List.

#### Who Can See What

Front-Side Display	<input type="text" value="Show to Everyone"/>
<i>Determine who you will show the front-side list to.</i>	
Back-Side Settings Access	<input type="text" value="Show to Contributors and Above"/>
<i>Determine who can access the back-side settings.</i>	

You can choose to show the list to everyone, only logged-in users, only Admin, or not at all.

You can also define who can see the Admin Menu. The default setting is Contributors and Above.

*To extend user control features, consider adding the User Manager extension.*

## Information to Show

**Information to Show**

*Limit the file information to display on the front-side file list.*

Item	Show	Label
File Thumbnail	<input checked="" type="checkbox"/>	Thumb
File Name	<input checked="" type="checkbox"/>	Name
File Date	<input checked="" type="checkbox"/>	Date
File Size	<input checked="" type="checkbox"/>	Size

Determine the file table columns to show or hide on the front-side file list.

The file name is always show and cannot be hidden.

## File Sorting and Order

**File Sorting and Order**

Sort By:  ▼

*Sort the list by name, date, file size, or randomly.*

Reverse Order:  ↓ Descending

*Check this box to reverse the default sort order.  
The list is sorted Ascending by default: A to Z, Small to Large, Old to New*

Sort the list by name, date, file size, or randomly.

You can also sort up or down. Ascending (Going up) or Descending (Going down) (Checked)

## File List Performance

**File List Performance**

Re-Scan Interval:

*Choose how often the file list on your disc drive is re-scanned. Set to zero to re-scan on each list page load.  
If you use FTP or another method to upload files to your list, set the interval to zero.*

Simple File List scans your files at set intervals to update any changes. It then saves an array of the file information to the Wordpress database. Set the re-scan interval depending on the traffic of your website. Higher traffic, longer interval. A re-scan will happen automatically whenever a file is added or changed.

However, if you add files outside of the plugin, via FTP or File Manager, be sure to set the Re-Scan setting low, or make a point to go the Admin List and click on the Re-Scan button so Simple file List will see the new files.

# Upload Settings

## Allow File Upload

Allow File Upload  ▼  
*Allow anyone to upload, only logged-in users, administrators or nobody.*

Allow anyone to upload, only logged-in users, administrators or nobody.

## Upload Limit

Upload Limit  ▲▼  
*The maximum number of files that may be uploaded per submission.*

The maximum number of files that may be uploaded per submission.

## Maximum File Size

Maximum File Size (MB):  ▲▼  
*Your hosting limits the maximum file upload size to 256 MB.*

The maximum file size allowed will be detected and set. You can lower this if needed.

## Allowed File Types

Allowed File Types:  
  
*Only use the file types you absolutely need, such as jpg, jpeg, png, pdf, mp4, etc*

Only use the file types you absolutely need.

### Common File Types:

- Images: gif, jpg, jpeg, png, tif, pdf
- Documents: doc, docx, ppt, txt, rtx
- Audio: wav, wmv, wma, avi
- Video: mov, mp4, m4v, mp3
- Archives: zip, dmg

Simple File List will not allow for certain potentially dangerous file types.

## Display Settings

### Preserve Spaces

Preserve Spaces:  File Name Spaces

*Spaces in file names are replaced with hyphens in order to make the URL legal. This setting will revert this action for display.*

Normally spaces in file names are replaced with hyphens. This setting will revert this action for display.

### Show File Description

Show File Description:  Description of the file

*Display the file description below the file name.*

Show the file description below the file name.

*If the uploader information was gathered, the name (linked to their email address) will also be shown.*

### Show File Actions

Show File Actions:  Open | Download

*Show file action links below each file name on the front-side list*

Show file action links (Open, Download, Send) below each file name on the front-side list.

### Show Extension

Show Extension:  File Type

*Show or hide the file extension.*

Show or hide the file extension. (.jpg)

### Show Header

Show Header:  Show the table header

*Show the table header above the file list or not.*

Show the table header above the file list or not. Often it's better to not show the table header in some cases.

### Show Upload Limits

Show Upload Limits:  Show the upload limitations

*Show the user file size, number and file type restrictions.*

Show the user file size, number and file type settings, or not. Maybe you can do better.



## Feature Settings

### Get Submitter Information

Get Submitter Information:  Get name, email and description

*Display a form which must be filled out before a file is uploaded.  
Submissions are included within the upload notification email and added to the file details.*

Display a form which must be filled out before a file is uploaded. Get the file owner's name, email and description. Submissions are included within the upload notification email and added to the file details, which can be shown along with the file.

### Show Submitter Info

Show Submitter Info:  Show on Front-side

*Show the file submitters information on the website.*

Show the file owner's file description, along with their name, linked to their email.

### Allow File Sending

Allow File Sending:  Send via Email

*Allow front-side users to email links to files.*

Allow front-side users to email links to a file, or files, to another person, or people.

### Front-Side Manage

Front-Side Manage:  Use with Caution

*Allow file editing and deletion on the front side of the site.*

#### Use with Caution

Allow file editing and deletion on the front side of the site.

*Ensure that your File List is protected appropriately by password or user access.*

## Notification Settings

If selected, each time a file is uploaded on the front-side of your website, an email will be sent to the address below.

### Send Notification

Send Notification:

*Send an email notification when a file is uploaded on the front-side of the website.*

Send an email notice when a file is uploaded via website's front-side.

### Notice Email

Notice Email:

*Send an email whenever a file is uploaded or changed. Separate multiple addresses with a comma.*

This is the address the notice is sent to. Separate multiple addresses with a comma.

### Copy to Email

Copy to Email:

*Copy notice emails here.*

Send a copy of each notice email to this address. Separate multiple addresses with a comma.

### Blind Copy to Email

Blind Copy to Email:

*Blind copy notice emails here.*

Blind copy notice emails here. None of the recipients will know this address was copied. It's devious.

## Message Options

### Sender Email

Sender Email:	<input type="text" value="mail@elementengage.com"/>
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*The notification message's reply-to address.*

If someone replies to a notification message, it will go to this address.

*TIP - If the Sender address is a real active email account on your web server, and matches the domain of your website, it will help ensure message delivery and protect your domain from blacklisting.*

### Sender Name

The visible name in the From field.

Sender Name:	<input type="text" value="EE Mitch"/>
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*The visible name in the From field.*

### Notification Subject

The notification email subject line.

Notification Subject:	<input type="text" value="File Upload Notice"/>
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*The notification email subject line.*

### Message Text

This will be the text for the file upload notification messages.

Message Text:	<div style="border: 1px solid #ccc; padding: 10px;"><p>Greetings,</p><p>You should know that a file has been uploaded to your website.</p><p>[file-list]</p><p>on</p><p>[web-page]</p></div>
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To insert file information and link, use this shortcode: **[file-list]**

To insert a link pointing to the file list, use this shortcode: **[web-page]**

## Extending Simple File List

The free version of Simple File List provides the base features needed to post a basic list of your files. However, if you need more organizational features or have a large number of files you may add one or more feature extensions.

Updating extension plugins to newer versions works just like other Wordpress plugins.

## Folder Support

This extension adds allows you to create sub-folders within your file list. It is designed to provide basic file organization and folder-specific file lists.

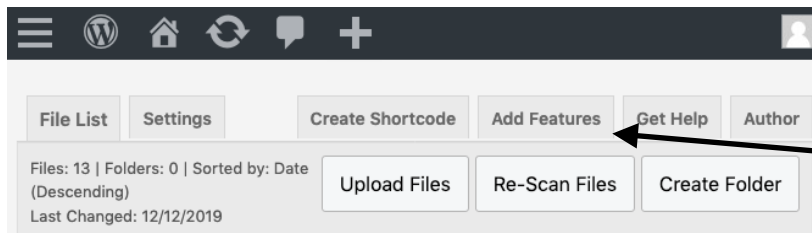
- Create unlimited levels of sub-folders.
- Use the shortcode attribute to display specific folders wherever you like.  
`[eeSFL showfolder="My-Files/These-Files" ]`
- Display different folders in different places on your site.
- Show several different folders on the same page or within widgets.
- Front-side users cannot navigate above the sub-folder you specify.
- Breadcrumb navigation indicates where you are in the folder hierarchy.
- Easily rename, move, edit or delete any folder.
- Optionally calculate and display folder sizes.

## Search & Pagination

This extension adds searching and pagination functionality to Simple File List. It is designed to make very large file lists more manageable.

- Adds a search bar above the file list.
- Search by name and/or a date range (if the date column is shown).
- Searches within sub-folders. (But not above the current folder)
- Pagination breaks up large file lists into smaller pages.
- Define the number of files per page in the settings.
- Show or hide the search bar and/or pagination in the settings.
- Use a shortcode to place a search form anywhere on your website.

`[eeSFLS permalink='file-list-url' ]`



**To add extensions, go to the Add Features tab on the Admin File List.**

## Getting Help

Should you have any problems, please go to the Get Help tab on the Admin File List. This will send a Support Request which will include some basic information about your environment.

You may also email support directly; [support@simplefilelist.com](mailto:support@simplefilelist.com)

## Website Resources

The website has many helpful resources. Visit <https://simplefilelist.com/docs/>