

File Manager for Magento 2

User Guide

Version 1.0

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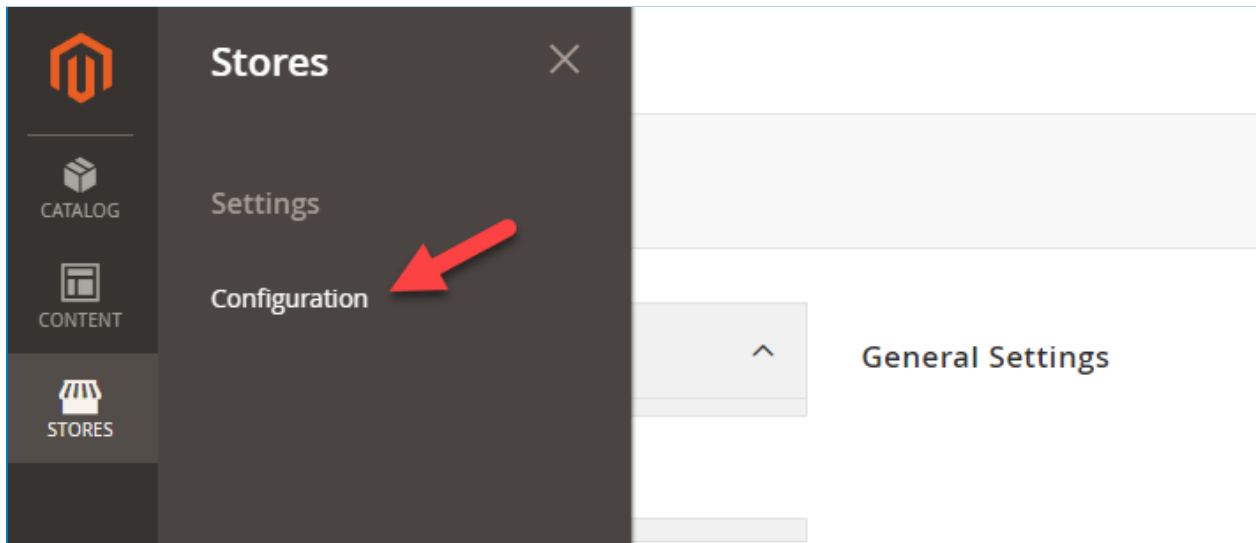
I) Introduction

File Manager for Magento 2 covers all features you will ever need to replace the default Magento Media Storage. You can create, edit, preview, and organize your assets logically within the Magento backend. Moreover, the drag and drop user interface is easy to get to grips with. This perfect Apple-Esque and Window Office combination will sweep away the fear of losing content in a sea of directories!

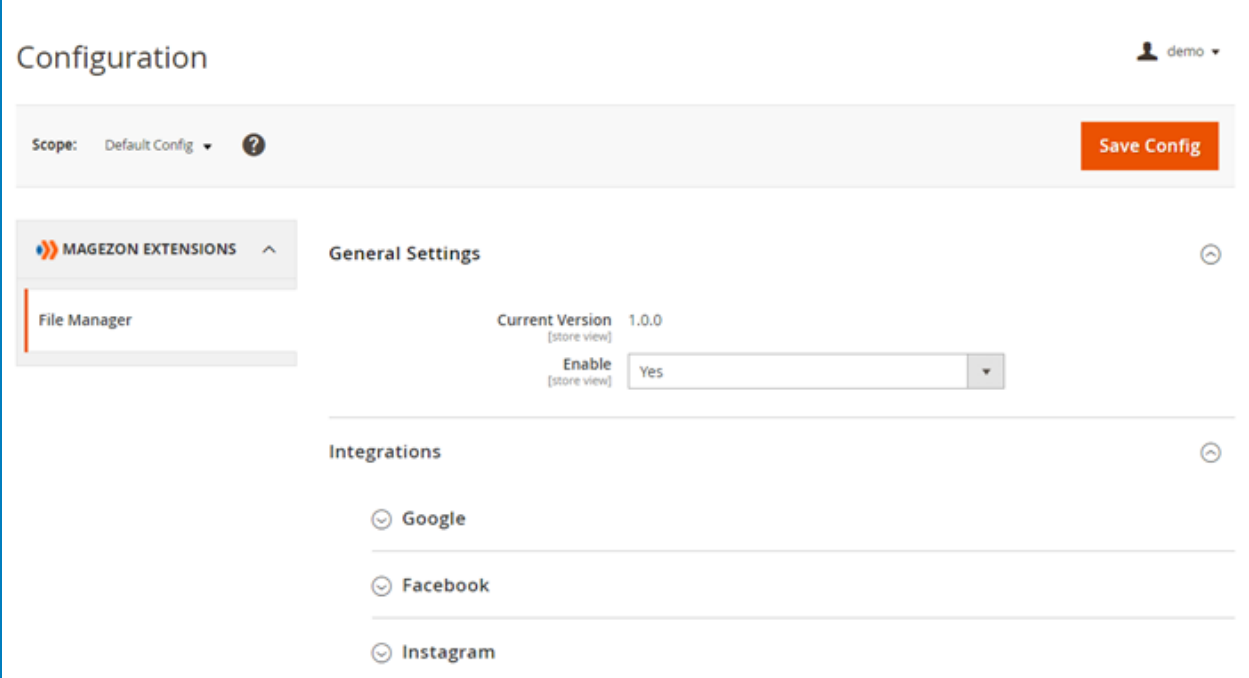
- Organize thousands of files and folders
- Drag and drop interface
- Multi-select and bulk action
- Freely edit your files
- Create “my board”
- Preview your files
- Compatibility and integration
- Other features

II) Configuration

After installing, navigate to **Stores >> Settings >> Configuration**.



In the **Magezon Extensions** menu, click **File Manager**. You will see the extension's configuration section below.



The screenshot shows the configuration interface for the File Manager extension. At the top, the title "Configuration" is displayed on the left, and a user profile icon labeled "demo" is on the right. Below the title bar, there is a "Scope" dropdown menu set to "Default Config" with a help icon, and a prominent orange "Save Config" button. A sidebar on the left contains the "MAGEZON EXTENSIONS" menu with an upward arrow, and "File Manager" is selected and highlighted with a red vertical bar. The main content area is divided into two sections: "General Settings" and "Integrations". Under "General Settings", the "Current Version" is 1.0.0 with a "[store view]" link, and the "Enable" status is set to "Yes" in a dropdown menu, also with a "[store view]" link. The "Integrations" section lists three options: "Google", "Facebook", and "Instagram", each with a downward arrow icon.

1. General Settings

Span **General Settings** section.

General Settings

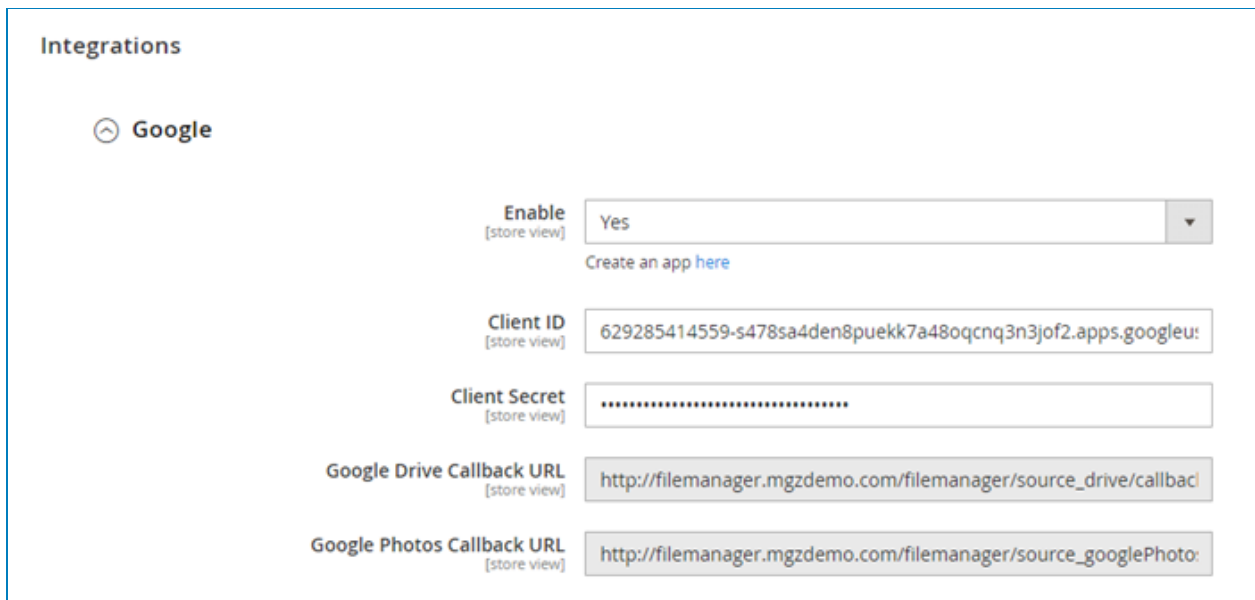
Current Version 1.0.0
[store view]

Enable Yes
[store view]

- See the **Current Version** of the extension.
- Enable: choose **Yes/No** to enable/disable the extension.

2. Integrations

❖ Google



The screenshot shows the 'Integrations' section with a 'Google' integration card. The card contains the following fields:

- Enable** [store view]: A dropdown menu set to 'Yes'. Below it is a link 'Create an app here'.
- Client ID** [store view]: A text input field containing '629285414559-s478sa4den8puekk7a48oqcnq3n3jof2.apps.googleu:'.
- Client Secret** [store view]: A text input field containing a series of asterisks.
- Google Drive Callback URL** [store view]: A text input field containing 'http://filemanager.mgzdemo.com/filemanager/source_drive/callback'.
- Google Photos Callback URL** [store view]: A text input field containing 'http://filemanager.mgzdemo.com/filemanager/source_googlePhoto:'.

- **Enabled:** Choose **Yes** to allow the extension to integrate with Google Drive and Google Photos.
- Click [Create app here](#) and follow this instruction to get the **Client ID**, **Client Secret**, **Google Drive Callback URL**, and **Google Photos Callback URL**.

❖ Facebook

⊖ Facebook

Enabled
[store view] Yes

[Create app here](#)

Client ID
[store view] 539494044199554

Client Secret
[store view]

Callback URL
[store view] https://filemanager.com/filemanager/source_facebook/callback/

- **Enabled:** Choose **Yes** to allow the extension to integrate with Facebook.
- Click [Create app here](#) and follow this instruction to get the **Client ID**, **Client Secret**, and **Callback URL**.

❖ Instagram

⊖ Instagram

Enabled
[store view] Yes

[Create app here](#)

Client ID
[store view] 658186895250441

Client Secret
[store view]

Callback URL
[store view] https://filemanager.com/filemanager/source_instagram/callback/

- **Enabled:** Choose **Yes** to allow the extension to integrate with Instagram.
- Click [Create app here](#) and follow this instruction to get the **Client ID**, **Client Secret**, and **Callback URL**.

❖ Dropbox

⏪ Dropbox

Enabled
[store view] Yes
Create app [here](#)

Client ID
[store view] hzkluoaaic63o1n

Client Secret
[store view]

Callback URL
[store view] https://filemanager.com/filemanager/source_dropbox/callback/

- **Enabled:** Choose **Yes** to allow the extension to integrate with Dropbox.
- Click [Create app here](#) and follow this instruction to get the **Client ID**, **Client Secret**, and **Callback URL**.

❖ Flickr

⏪ Flickr

Enabled
[store view] Yes
Create app [here](#)

Client ID
[store view] e2818a0ac0f4c0f7a3cd88f71c081409

Client Secret
[store view]

Callback URL
[store view] https://filemanager.com/filemanager/source_flickr/callback/

- **Enabled:** Choose **Yes** to allow the extension to integrate with Flickr.
- Click [Create app here](#) and follow this instruction to get the **Client ID**, **Client Secret**, and **Callback URL**.

❖ Dribbble

⊖ Dribbble

Enabled
[store view] Yes
Create app [here](#)

Client ID
[store view] 6739644184f5007cf7351b0036f660a96b06df06632d2e4d87d6315b5

Client Secret
[store view]

Callback URL
[store view] https://filemanager.com/filemanager/source_dribbble/callback/

- **Enabled:** Choose **Yes** to allow the extension to integrate with Dribbble.
- Click [Create app here](#) and follow this instruction to get the **Client ID**, **Client Secret**, and **Callback URL**.

❖ DeviantArt

⊖ DeviantArt

Enabled
[store view] Yes
Create app [here](#)

Client ID
[store view] 19101

Client Secret
[store view]

Callback URL
[store view] https://filemanager.com/filemanager/source_deviantArt/callback/

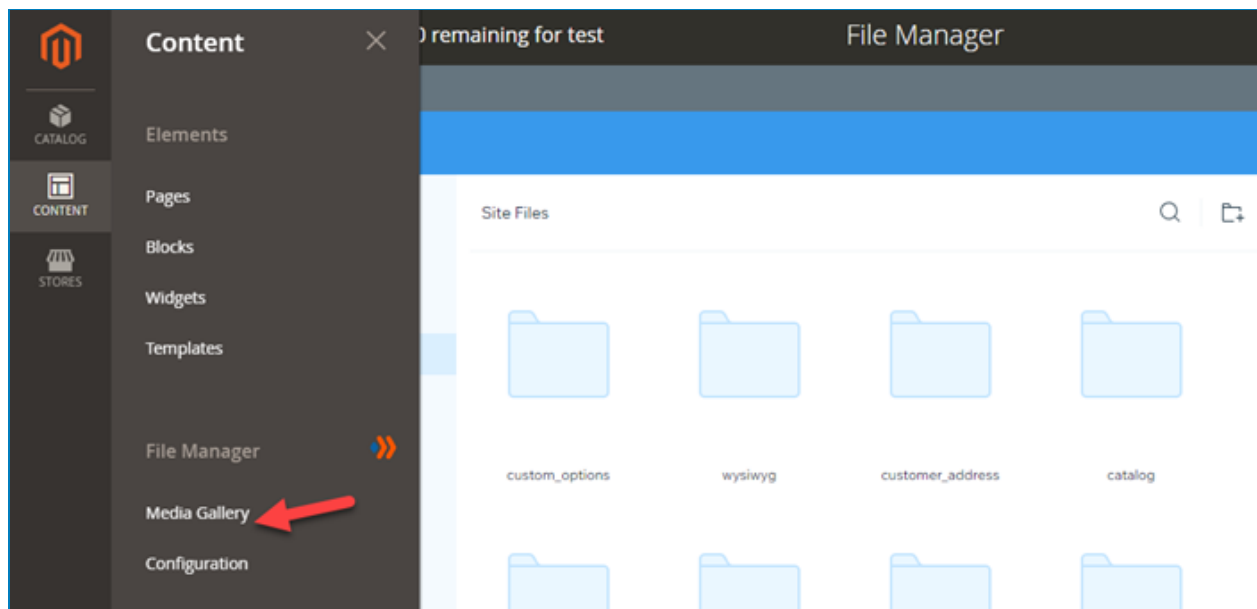
- **Enabled:** Choose **Yes** to allow the extension to integrate with DeviantArt.
- Click [Create app here](#) and follow this instruction to get the **Client ID**, **Client Secret**, and **Callback URL**.

III) Get Started

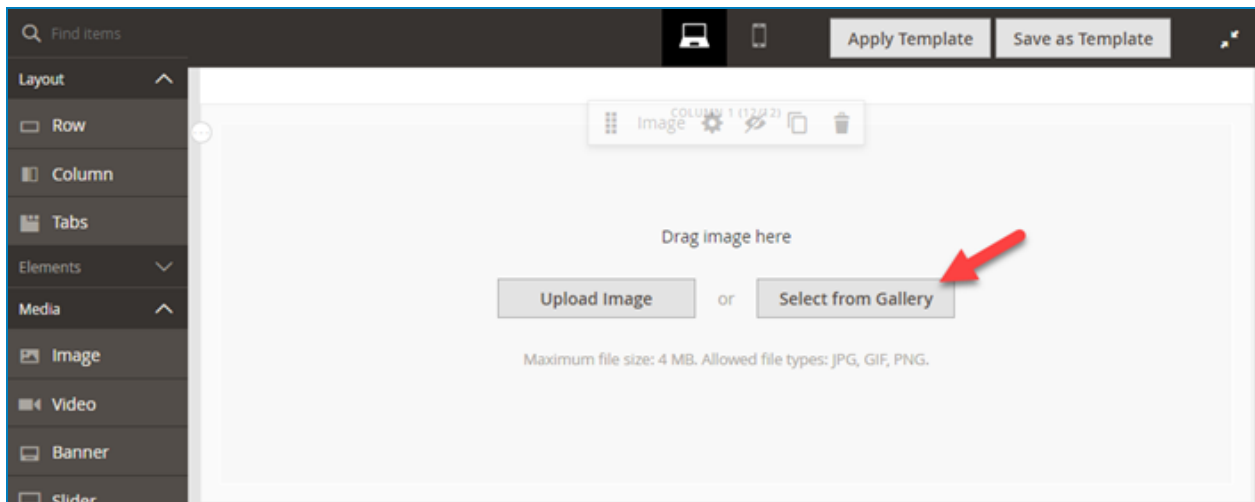
1. Access to File Manager

Whenever you work with media and files in Magento, like adding an image or video, you can navigate the extension.

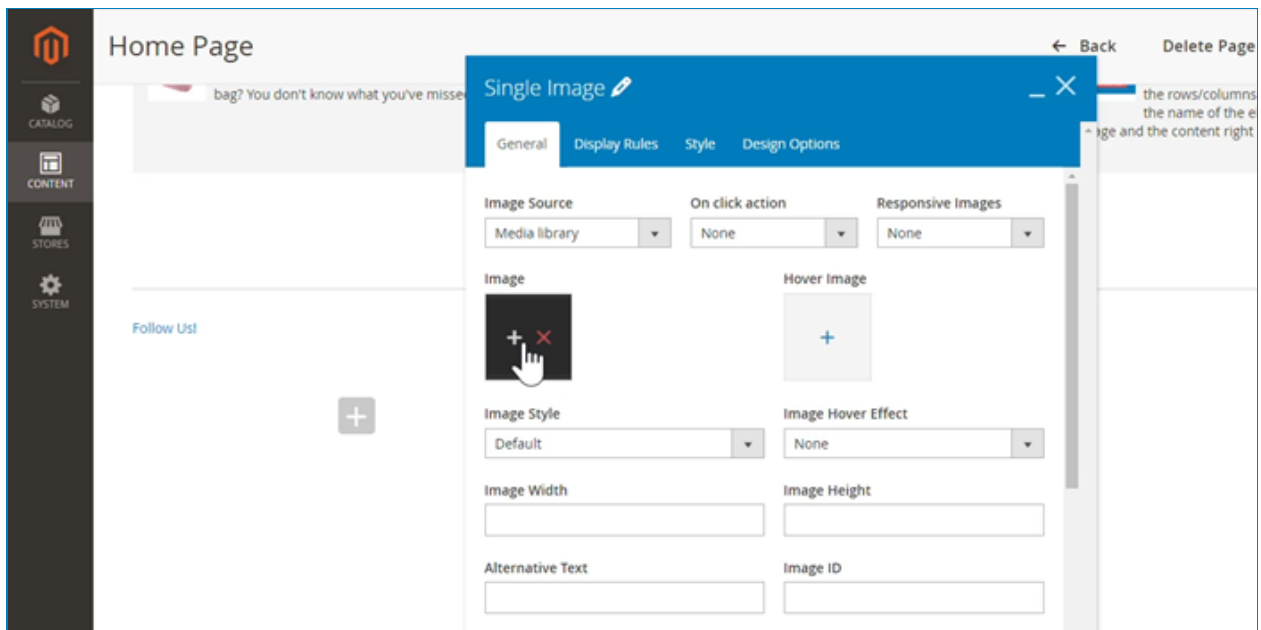
- ❖ From the admin dashboard: go to **Content >> File Manager >> Media Gallery**.



- ❖ From Magento Page Builder: In Magento Page Builder, you can access File Manager from elements requiring you to upload media like Image, Banner, Slider...



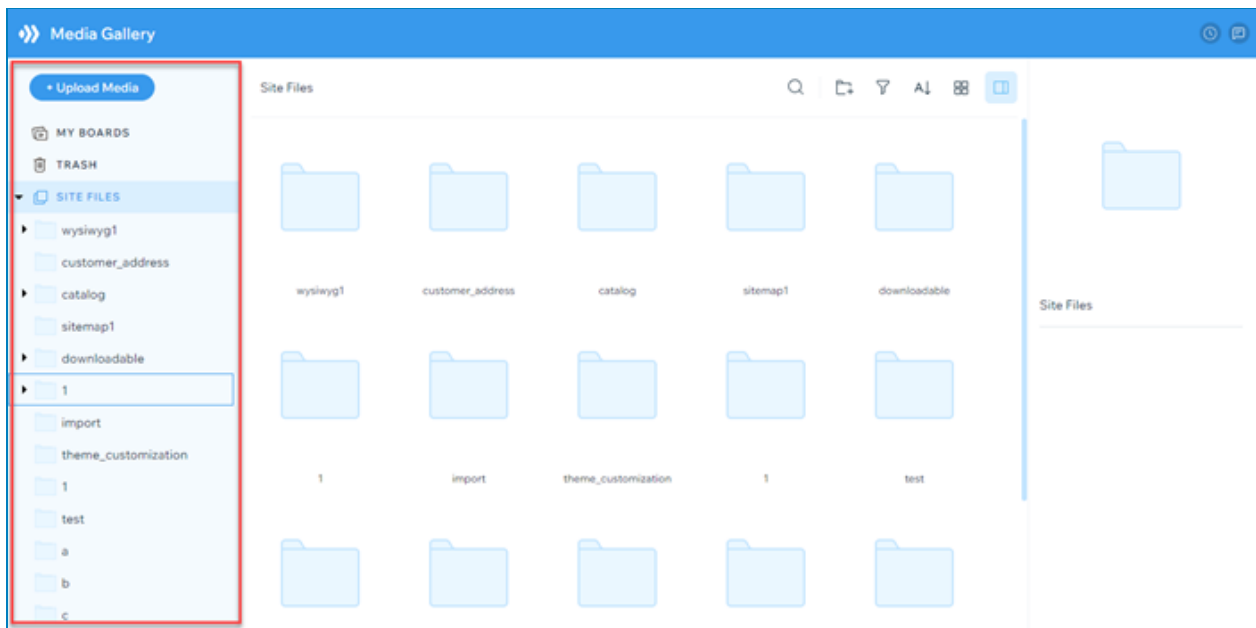
- ❖ From Magezon Builder extensions: You can be redirected to the File Manager in all elements requiring you to upload media.



2. Explain the Sections of File Manager

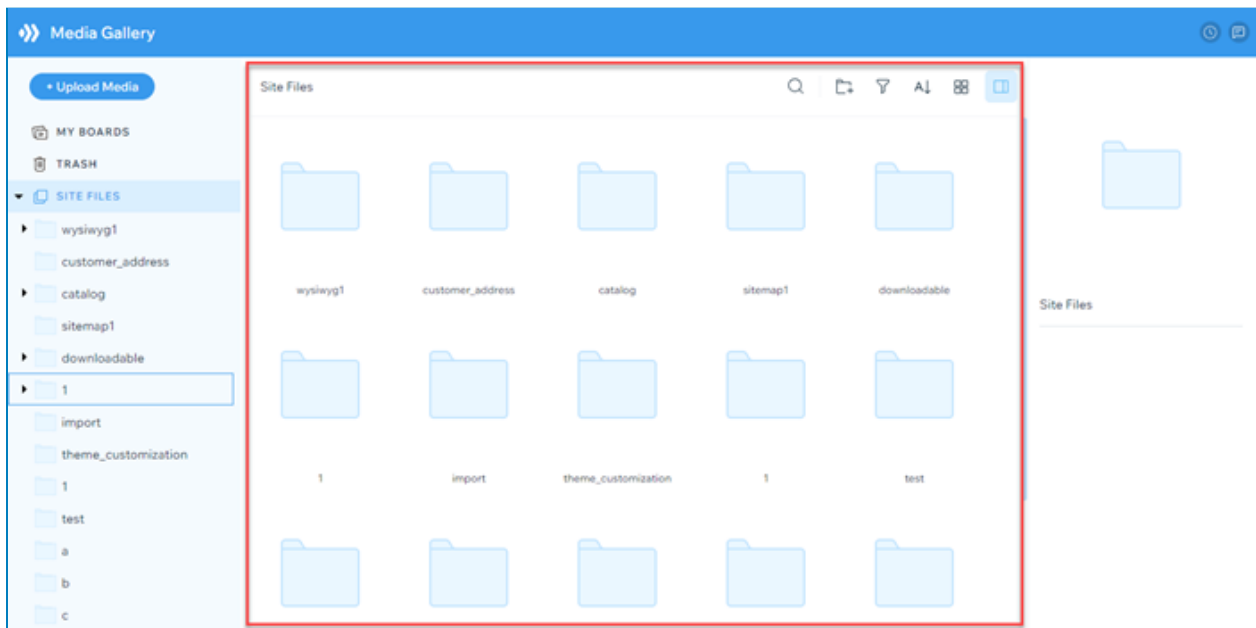
The extension's interface is divided into three sections: the left column, main column, and right column. Each column serves its purpose in managing and operating your assets.

❖ The **left column** gives you an overview of all folders in your library. You can:

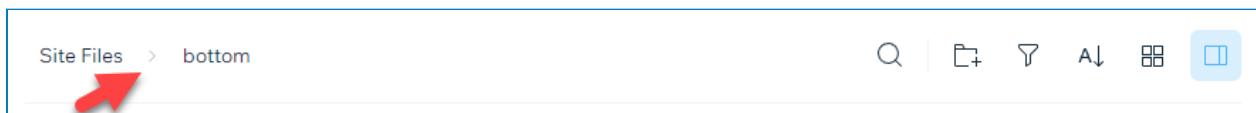


- **Upload Media:** [upload new files](#) or import media from social networks.
- **My Boards:** where you can find your boards.
- **Trash:** where you can find all items you [moved to the trash](#).
- **Site Files:** see the treemap that illustrates the hierarchical structure of your library. You can directly interact with your folders by dragging and dropping them to other locations or taking other actions using the smart context menu.

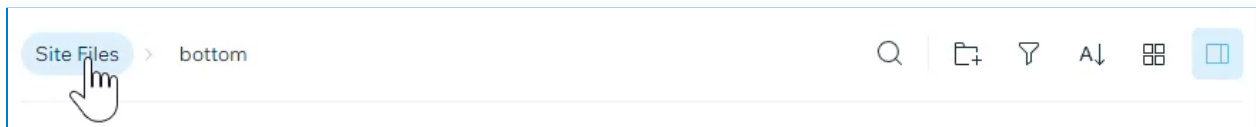
- ❖ In the **main column**, you will see all assets inside the folder you selected in the left column.



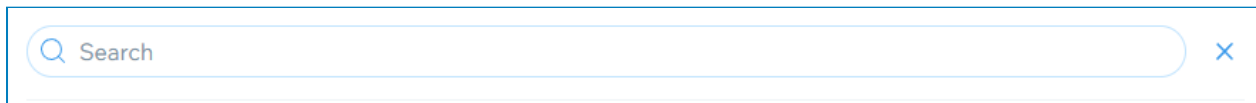
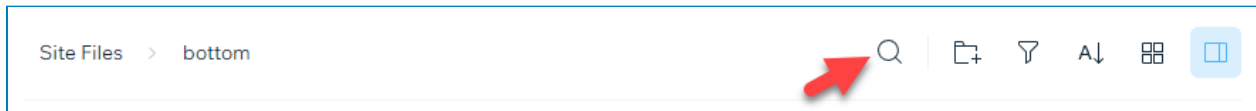
- The **breadcrumbs**: the navigation aid that allows you to see the relationship between the current location with other folders.



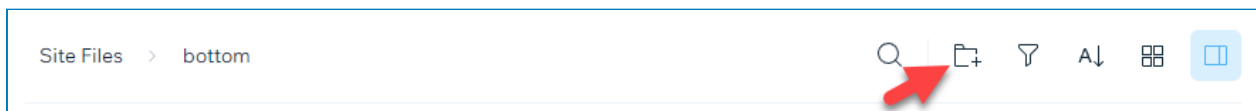
You can click on the breadcrumbs to quickly navigate to your desired folder.



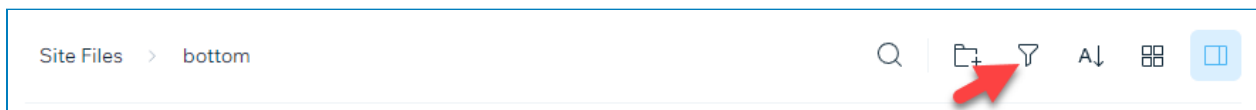
- **Search** icon: click and type the file/folder name you want to search for.



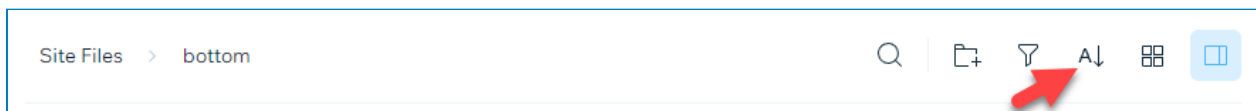
- **Create New Folder** icon: click to [create a new folder](#).



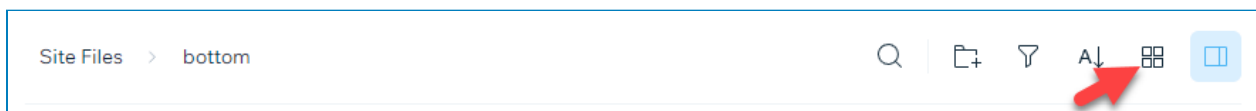
- **Filter** icon: filter the file types based on folders, images, videos, audio, pdf, zip, etc.



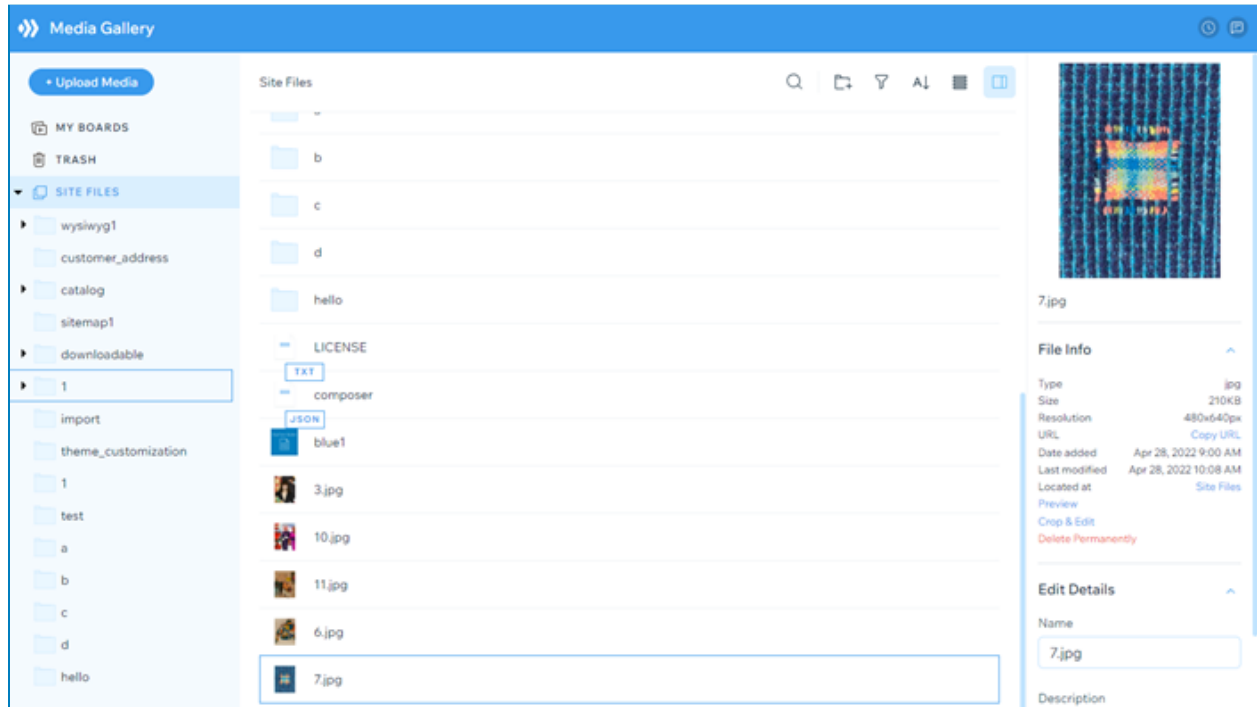
- **Sort** icon: sort items alphabetically or in ascending/descending order based on the last modified time.



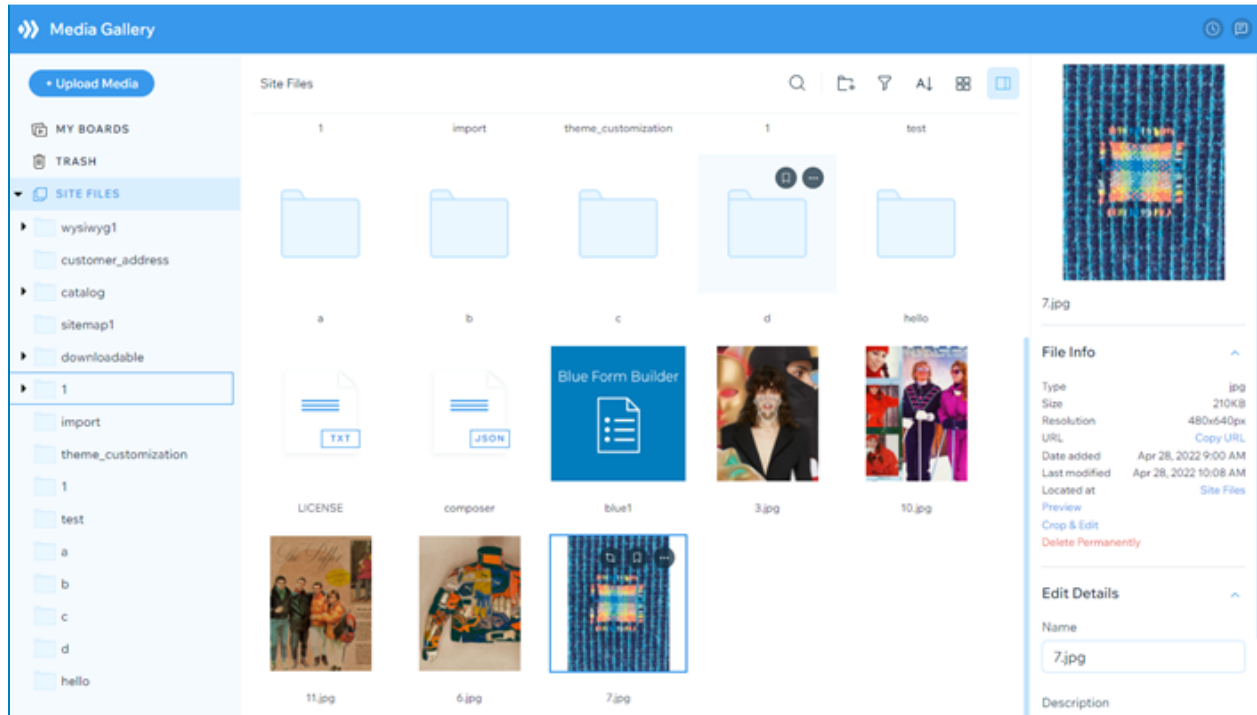
- **Change Layout** icon: select grid or list style of view modes.



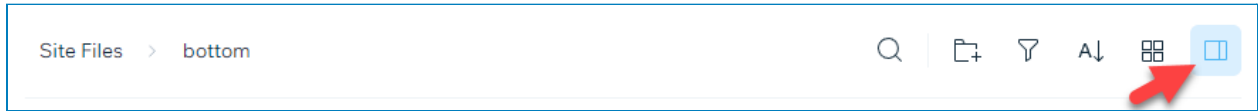
List style:



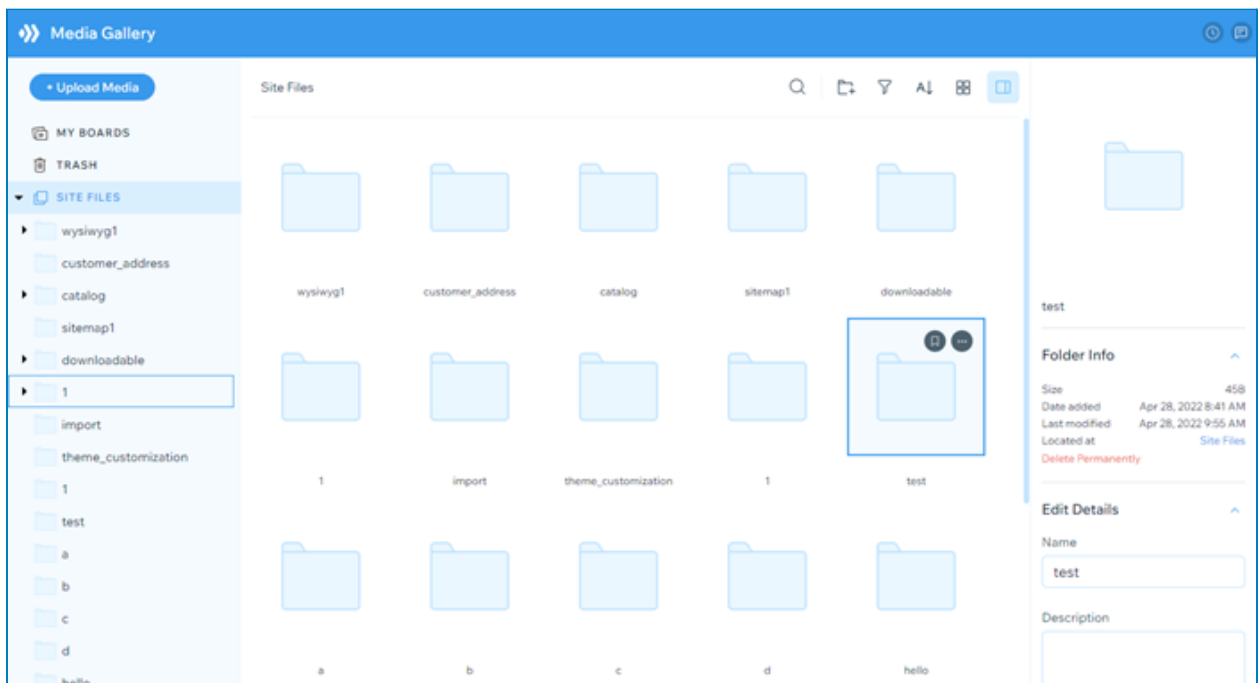
Grid style:



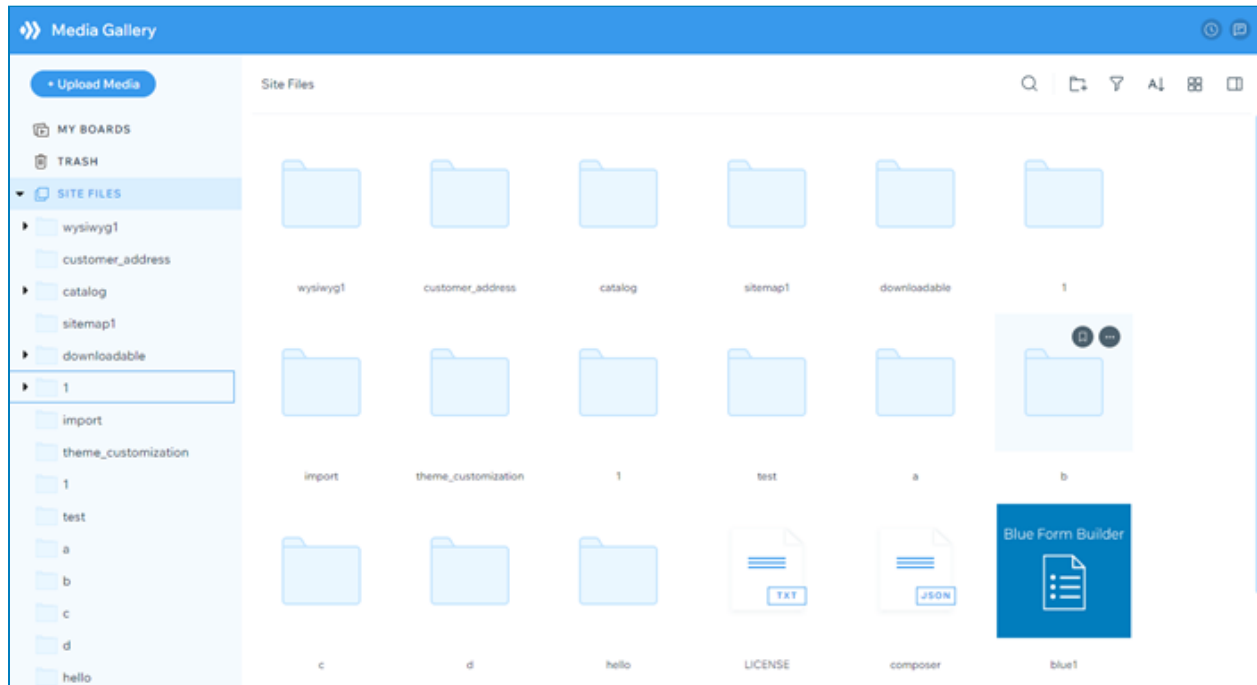
- **Hide Right Column** icon: click to show/hide the right column.



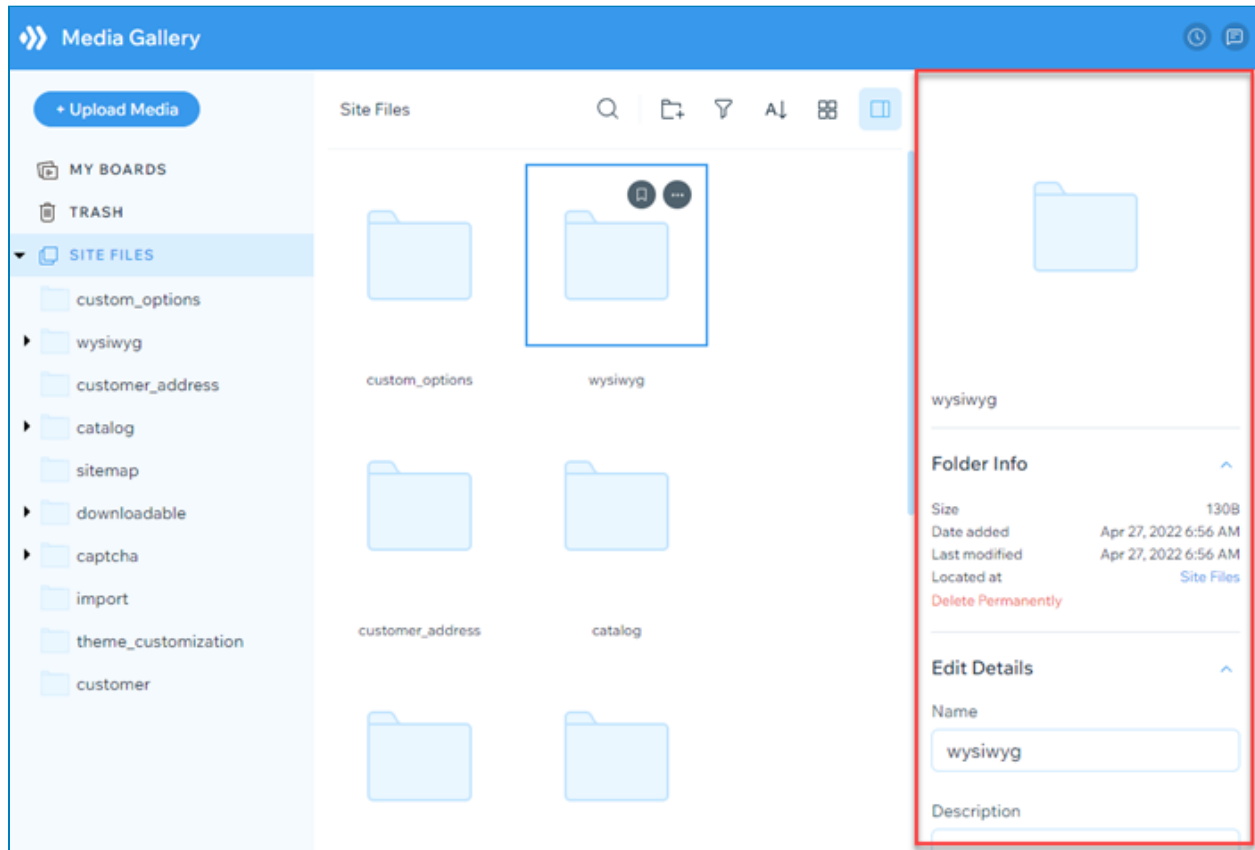
When we show the right column:



When we hide the right column:



- ❖ The **right column** will show the details of selected files/folders in the main column.



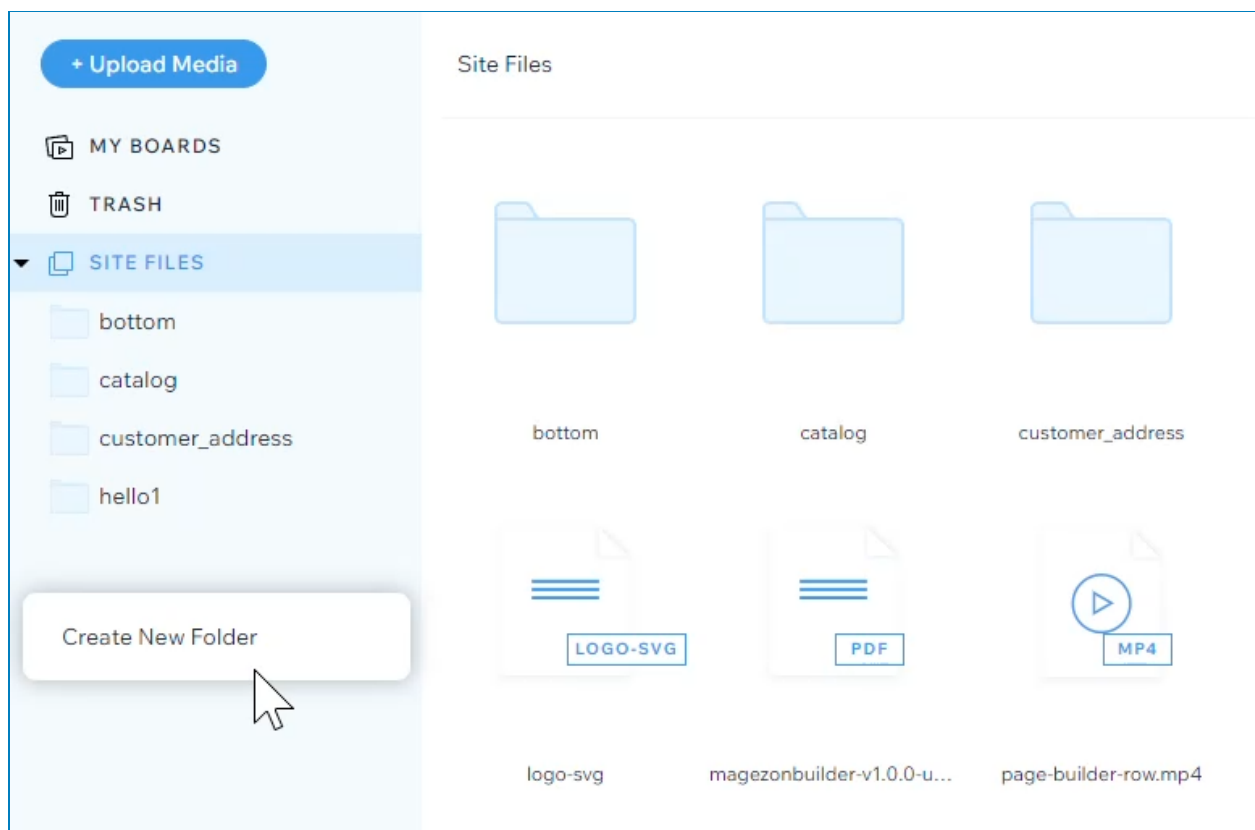
- **File/Folder Info:**
 - **Size:** see the size of the selected file/folder
 - **Date added:** see the date you uploaded the selected file/folder
 - **Last modified:** see the last time you modified the selected file/folder
 - **Located at:** see the location of the selected file/folder
 - **Delete permanently:** click to delete the selected file/folder permanently
- **Edit Details:**
 - **Name:** edit the selected file/folder name
 - **Description:** edit the selected file/folder description

IV) Upload and Create Assets

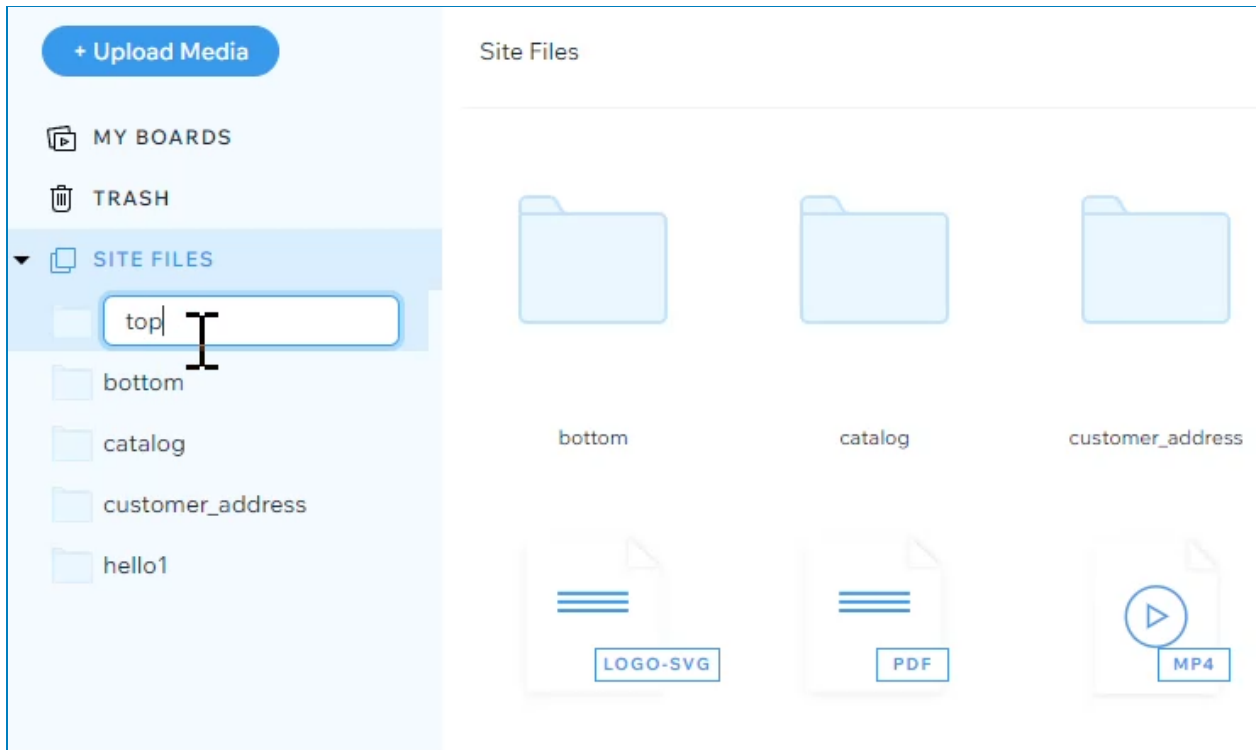
1. Create New Folders

File Manager for Magento 2 provides several ways to create new folders:

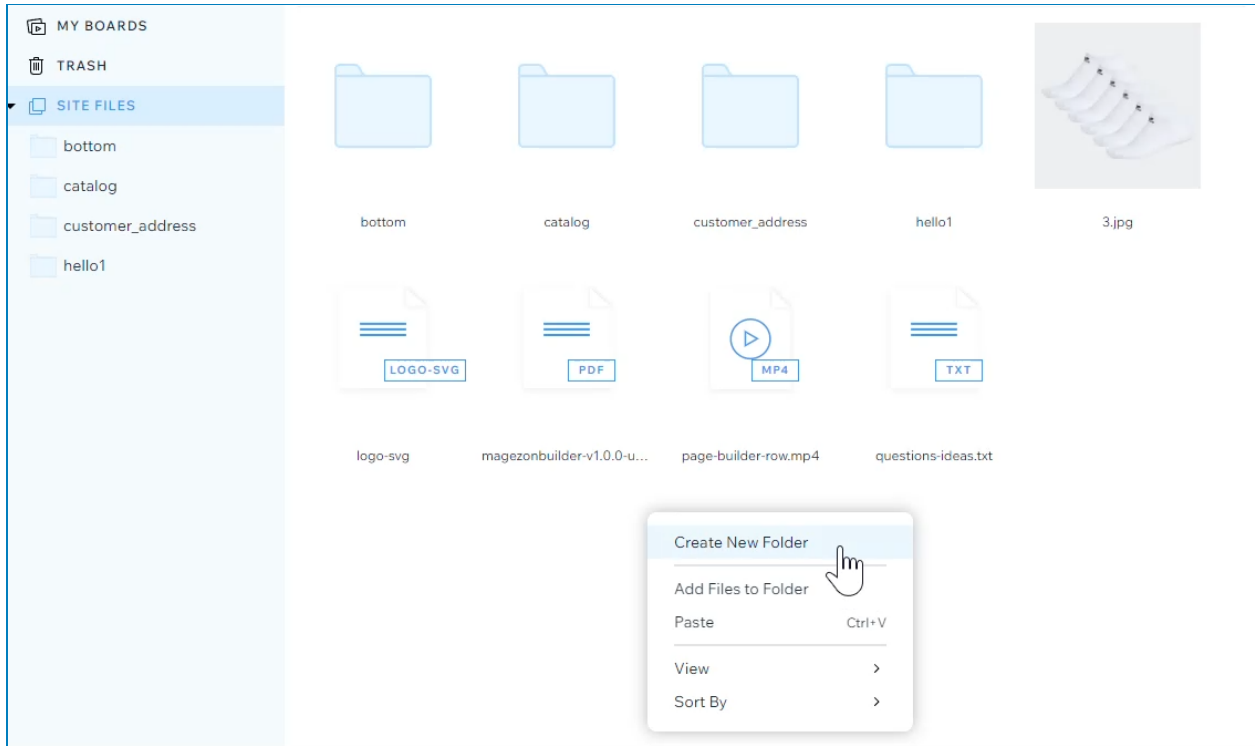
- ❖ **Way 1:** In the left column, perform right-click and choose **Create New Folder**.



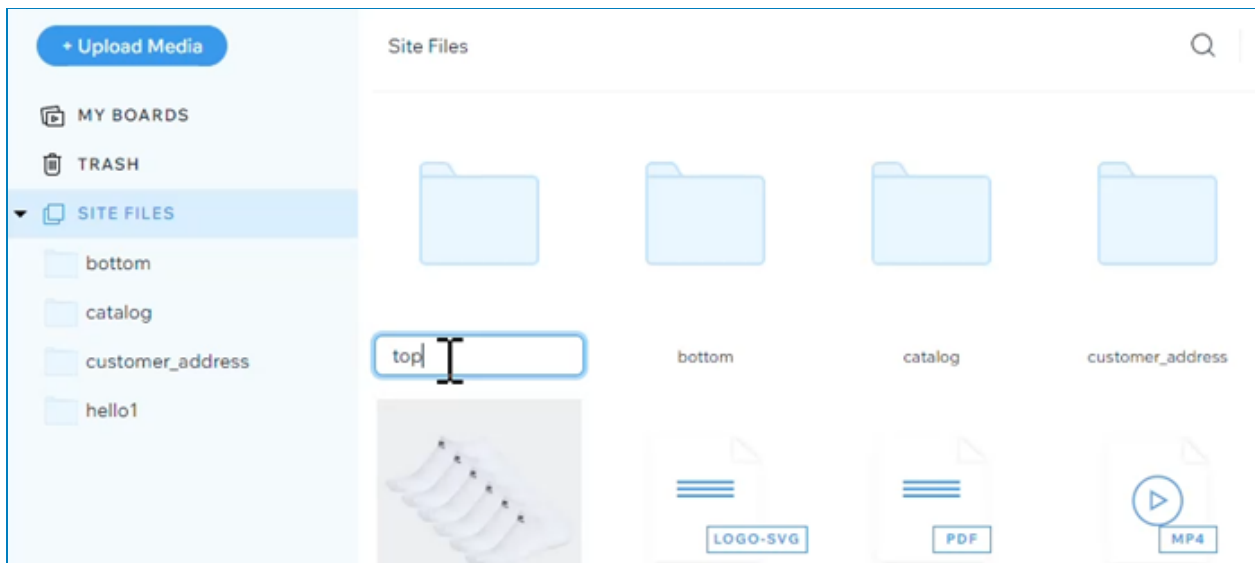
Then, enter a name for your new folder.



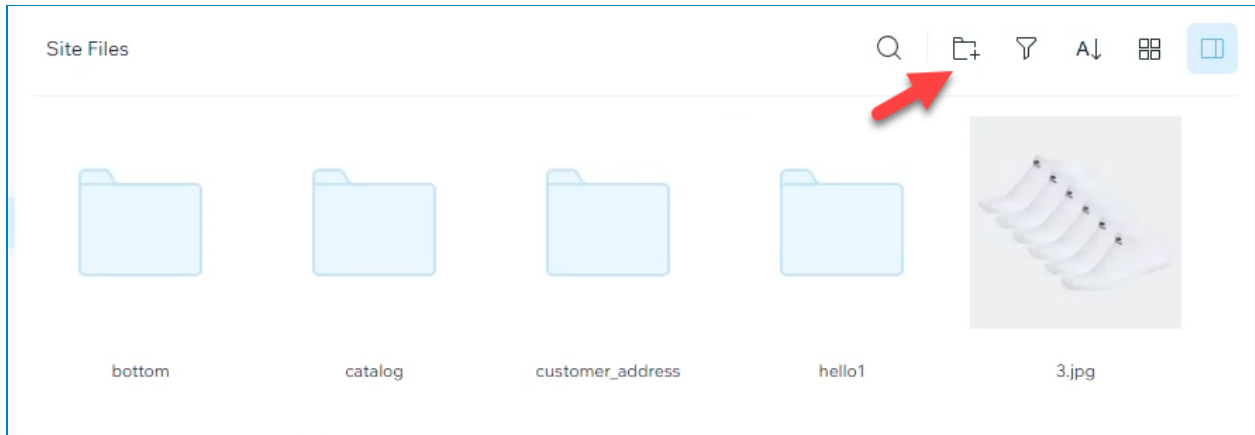
❖ **Way 2:** In the main column, perform right-click and choose **Create New Folder**.



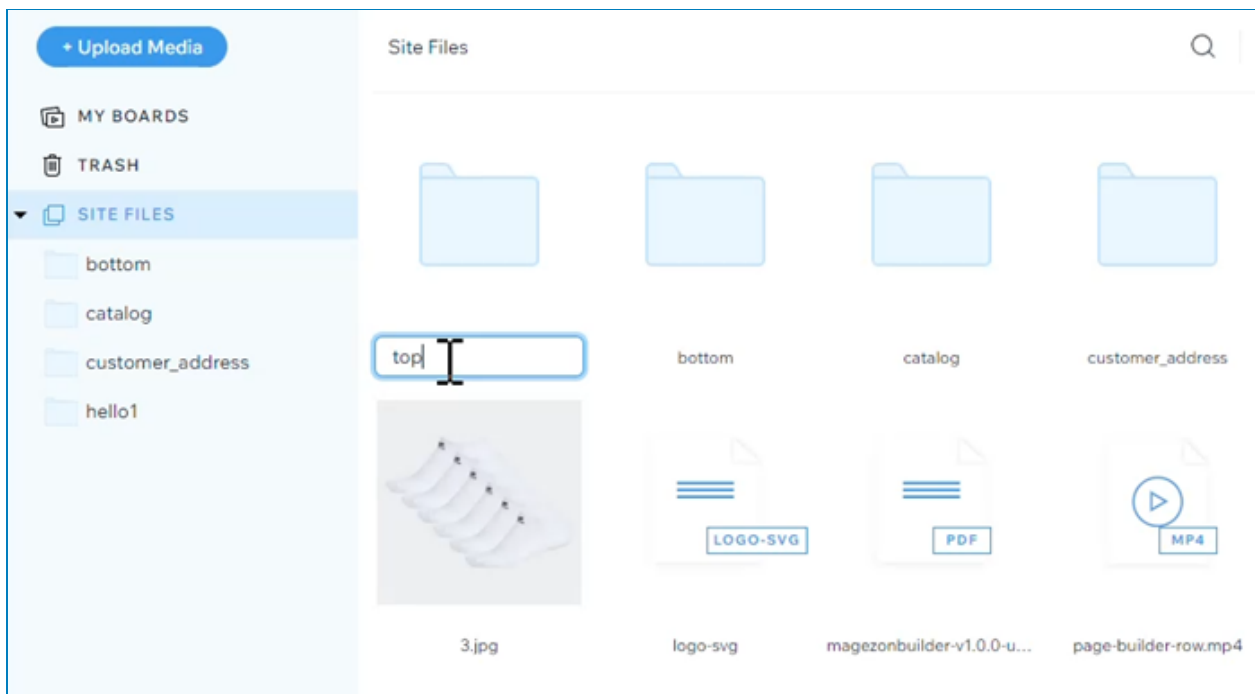
Then, enter a name for your new folder.



❖ **Way 3:** Click the **Create New Folder** icon in the toolbar.

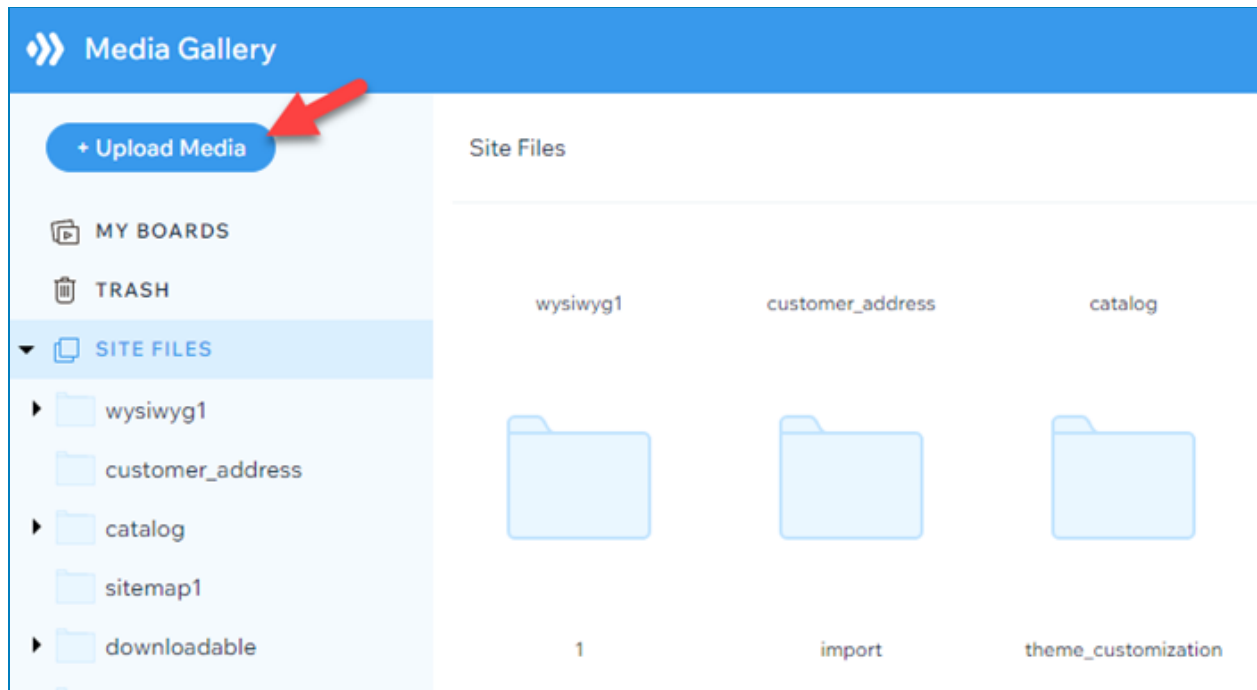


Then, enter a name for your new folder.

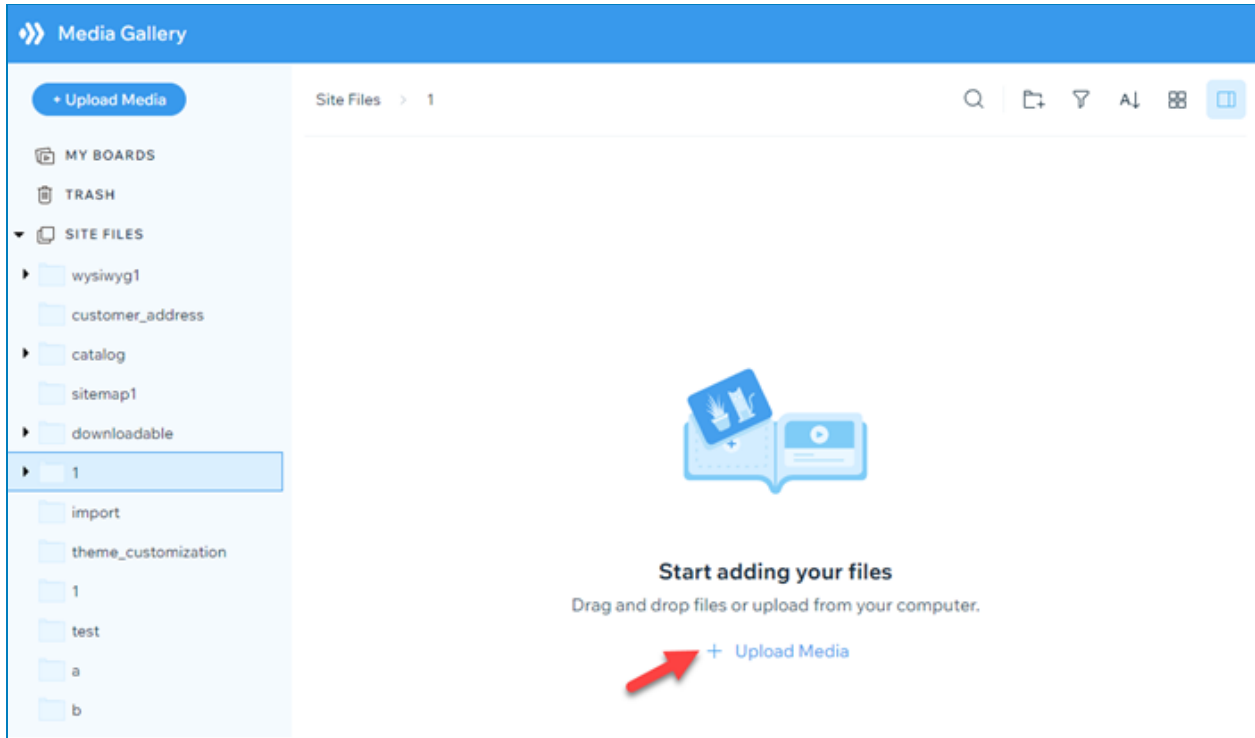


2. Upload Files to File Manager

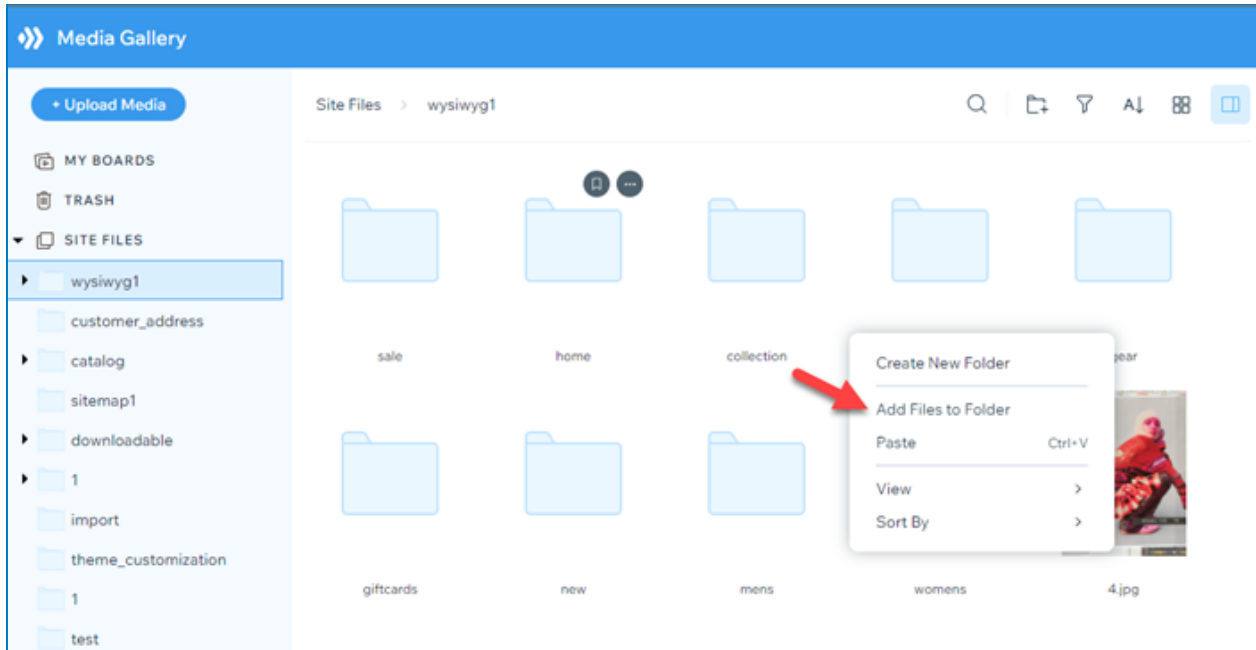
- ❖ **Way 1:** To upload your own files, click the **Upload Media** button in the left column.



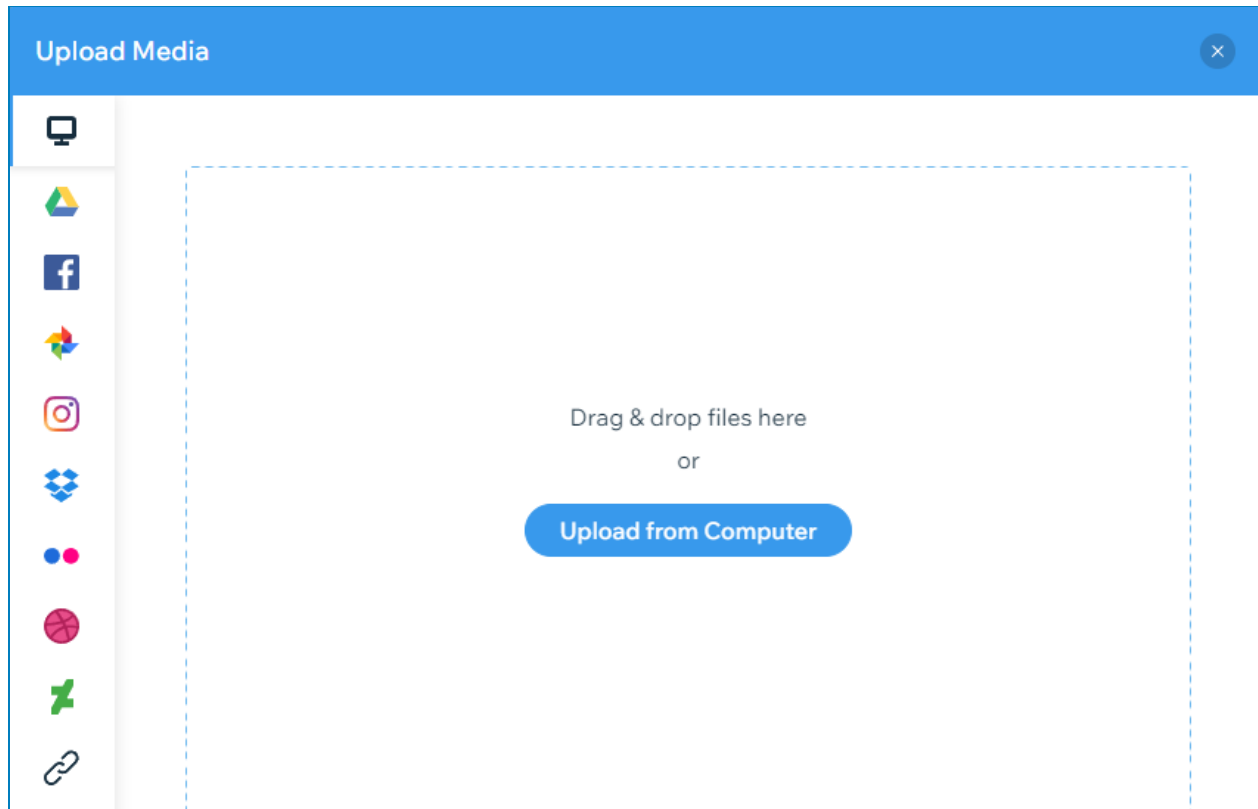
❖ **Way 2:** Inside every blank folder, you will see an upload button like this.



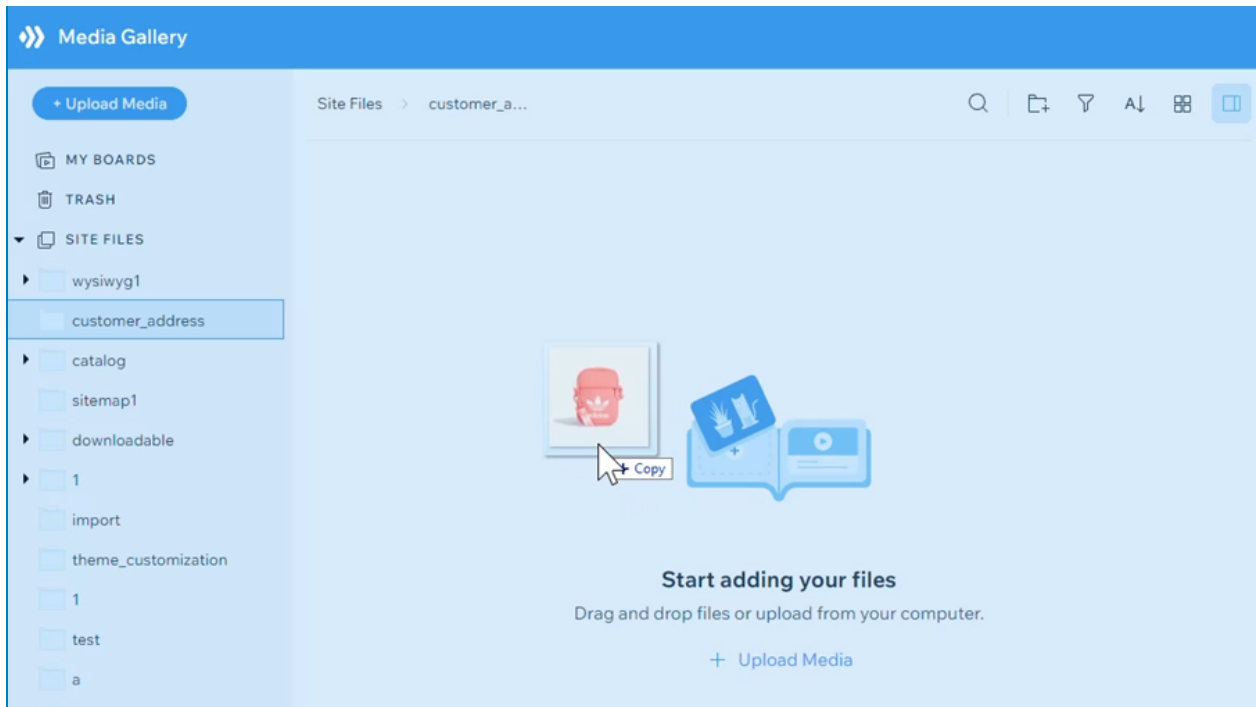
- ❖ **Way 3:** Choose a folder that contains some files, then perform right-click and select **Add Files to Folder**.



These three ways will lead you to a popup window requiring you to choose files from your computer or drag and drop files to this.



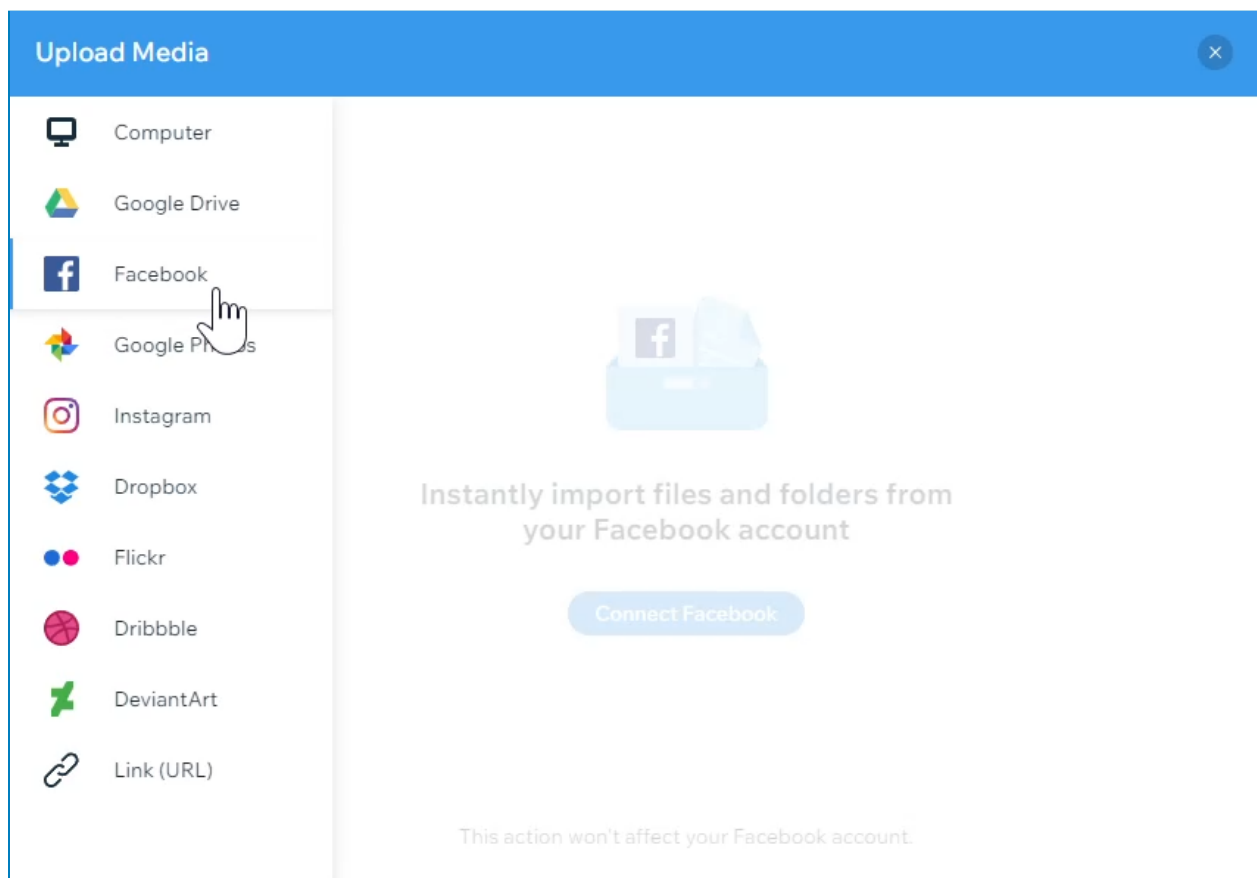
- ❖ **Way 4:** Other than that, you can directly drag and drop files from your computer into the File Manager interface.



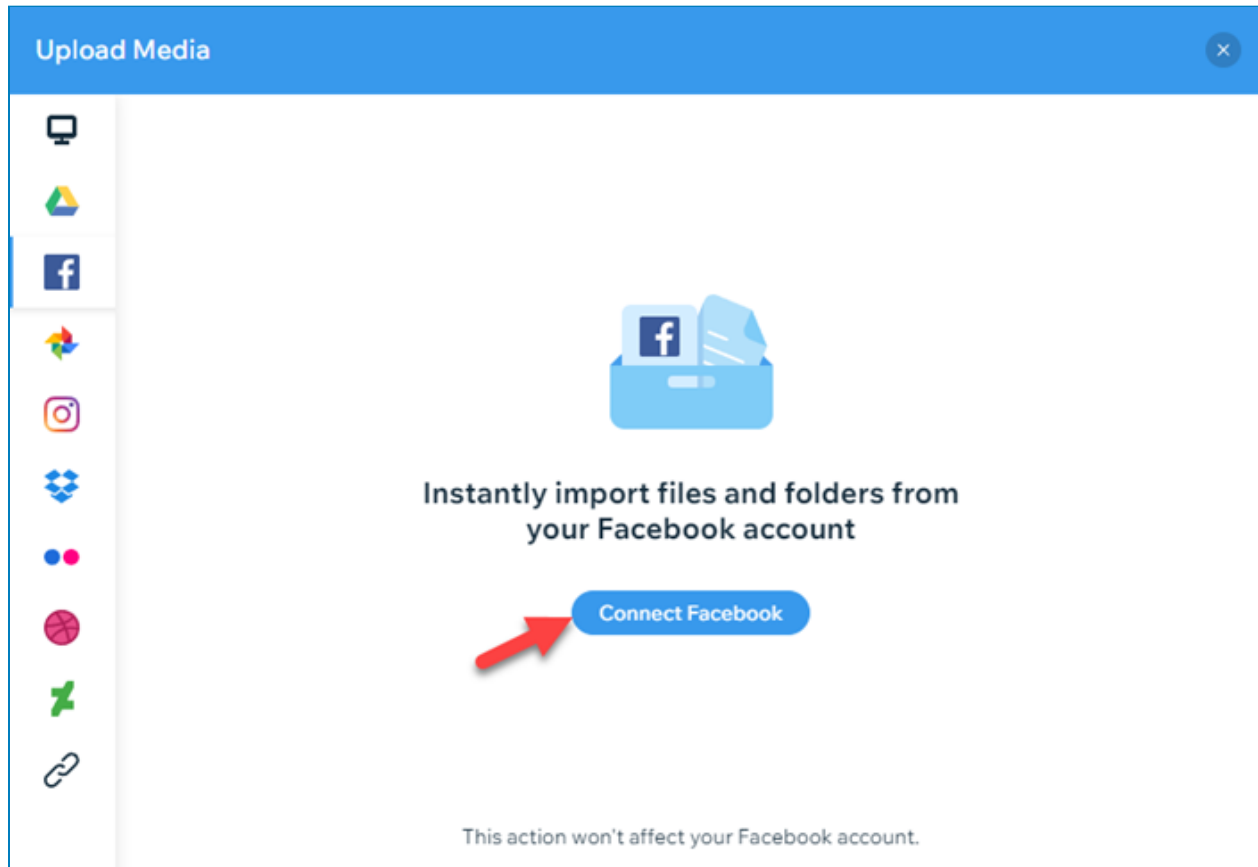
3. Import Media From Social Networks

Import your media from 8 social networks including Google Drive, Facebook, Instagram, Dropbox, Google Photos, Flickr, DeviantArt, and Dribbble. First, you need to connect the extension with your social network accounts.

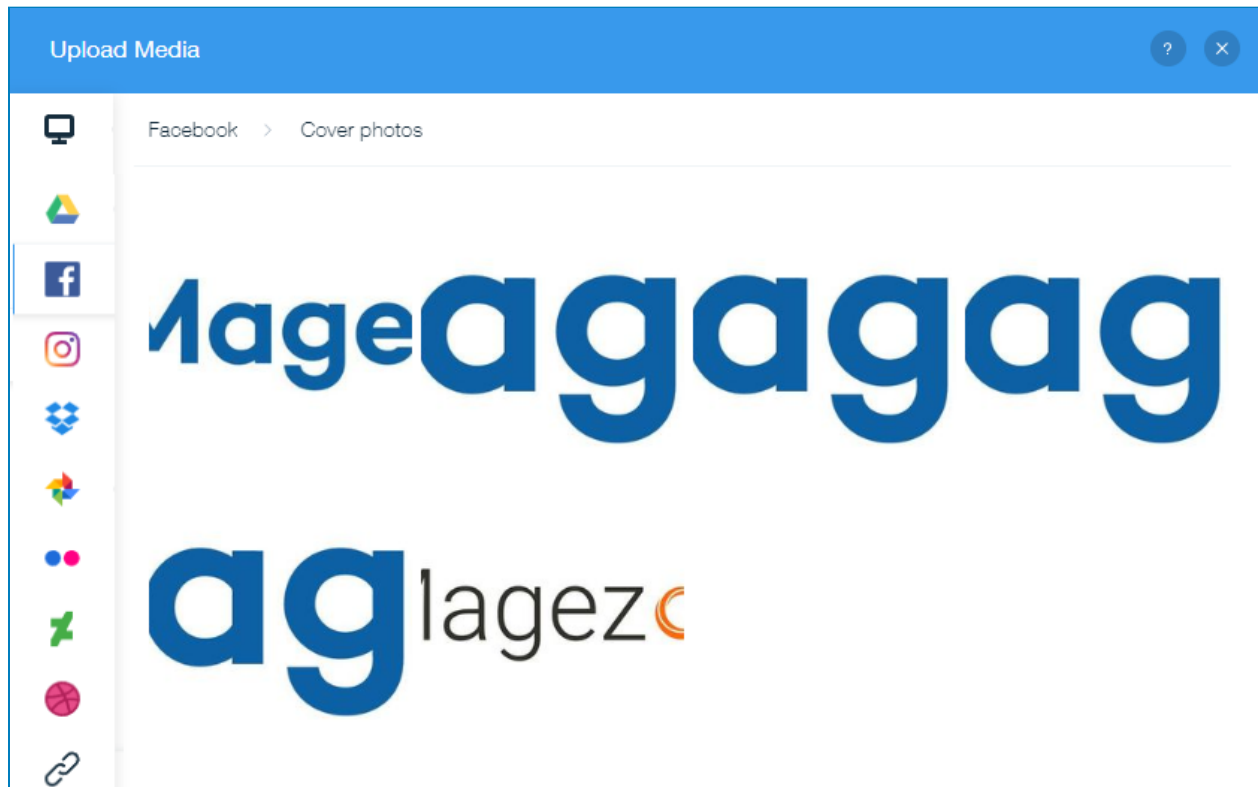
- In the upload popup window, select the social network you want to import media from.



- Then click the connect button:

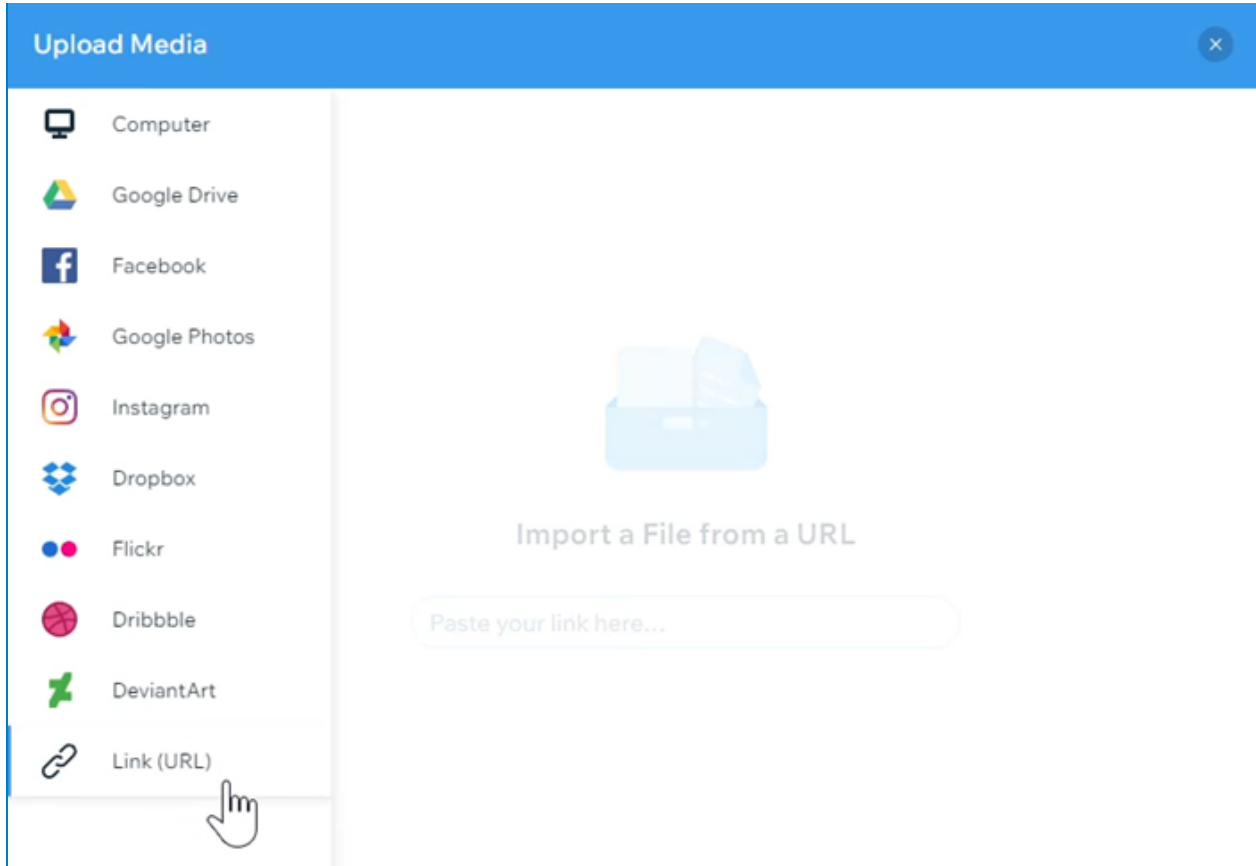


- After connecting, you can see your Facebook account photos right inside File Manager.

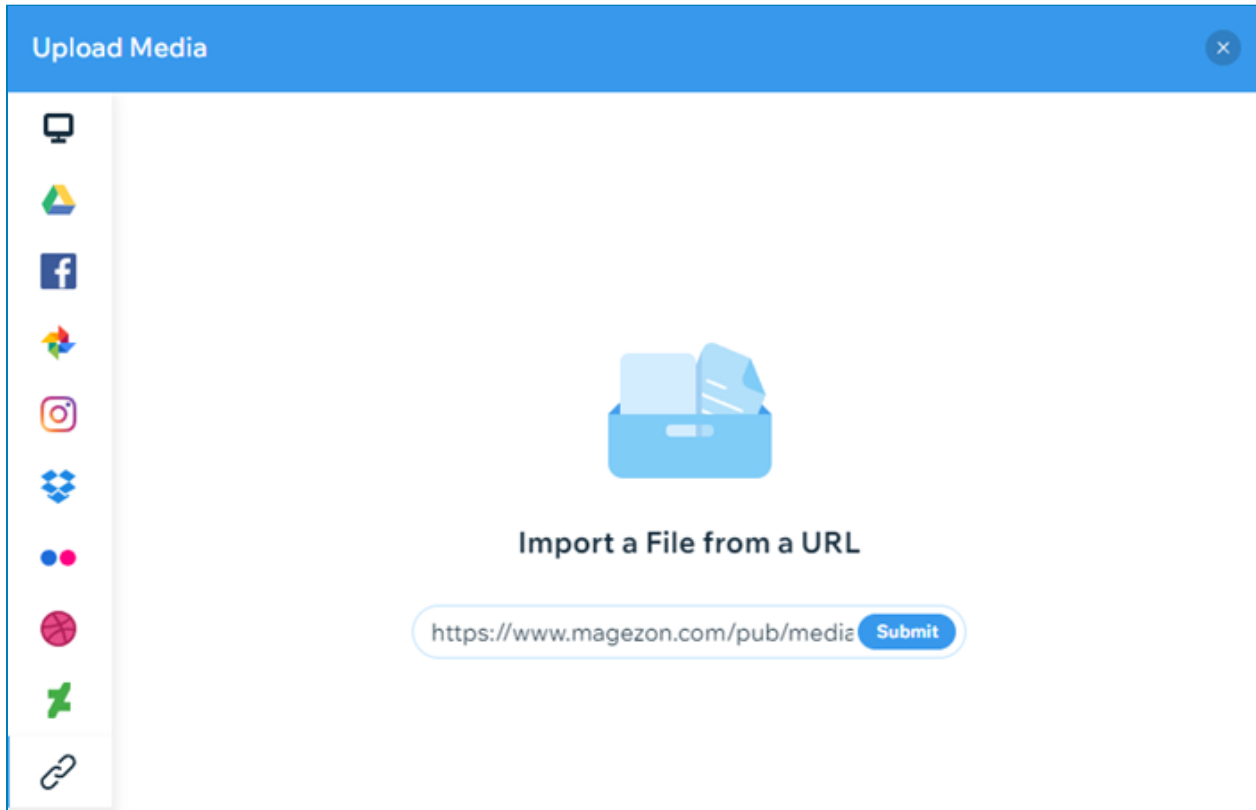


5. Import Media Using File URL

When uploading new files, you can select the link icon in the popup window.



Paste the link of the media here and click **Submit**.

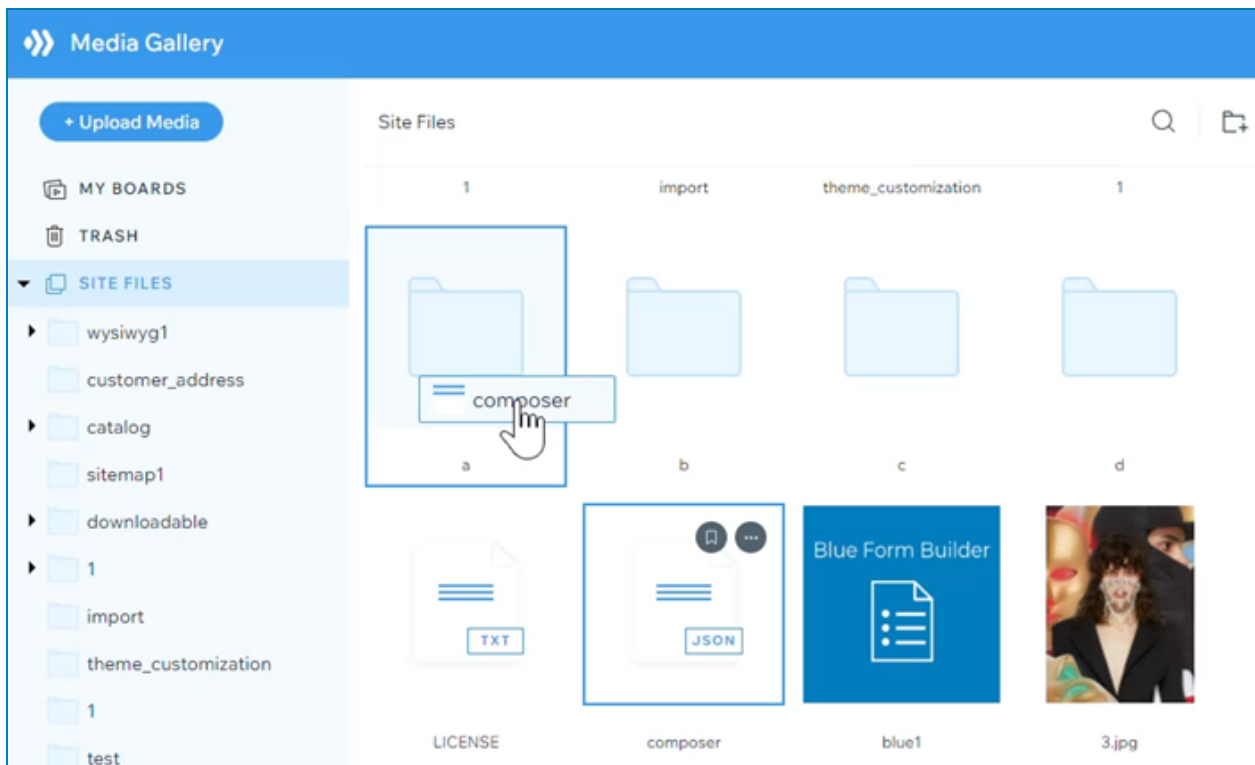


The screenshot shows a window titled "Upload Media" with a close button in the top right corner. On the left side, there is a vertical sidebar containing several social media and sharing icons: a monitor, a folder, Facebook, a multi-colored arrow, Instagram, a blue folder, a red and blue dot, a red circle with a white dot, a green plus sign, and a link icon. The main area of the window features a central illustration of a blue folder containing two documents. Below this illustration, the text "Import a File from a URL" is displayed. Underneath the text is a rounded rectangular input field containing the URL "https://www.magezon.com/pub/media" followed by a blue "Submit" button.

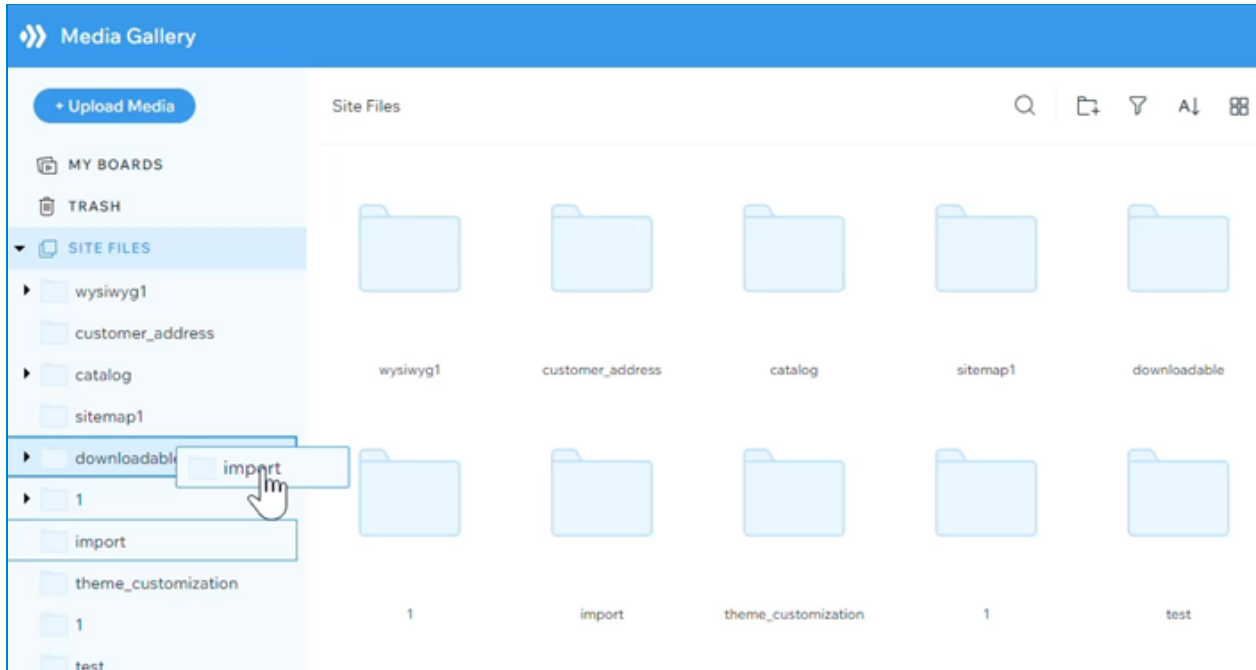
V) Manage Assets

1. Organize Assets

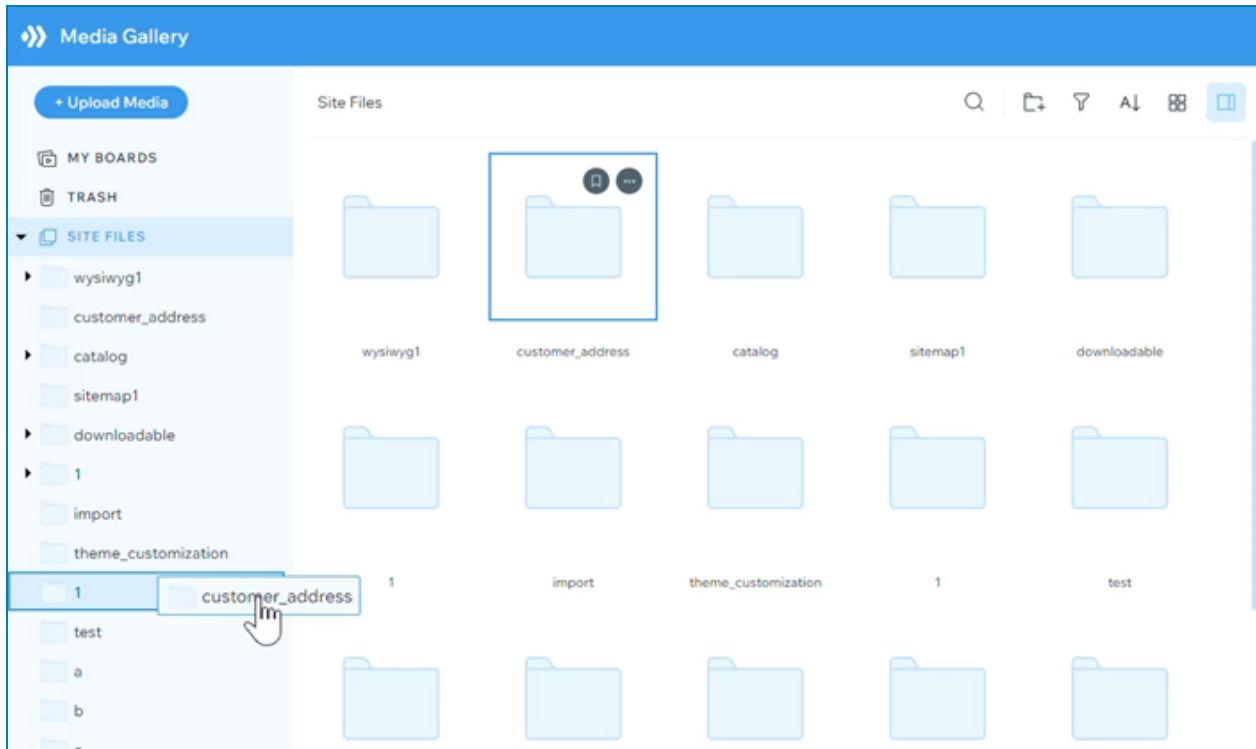
- ❖ Move a file/folder to another folder:
 - **Way 1:** Directly drag and drop a file/folder to another folder (valid with both left and main column).
Drag and drop to move your asset position in the main column.



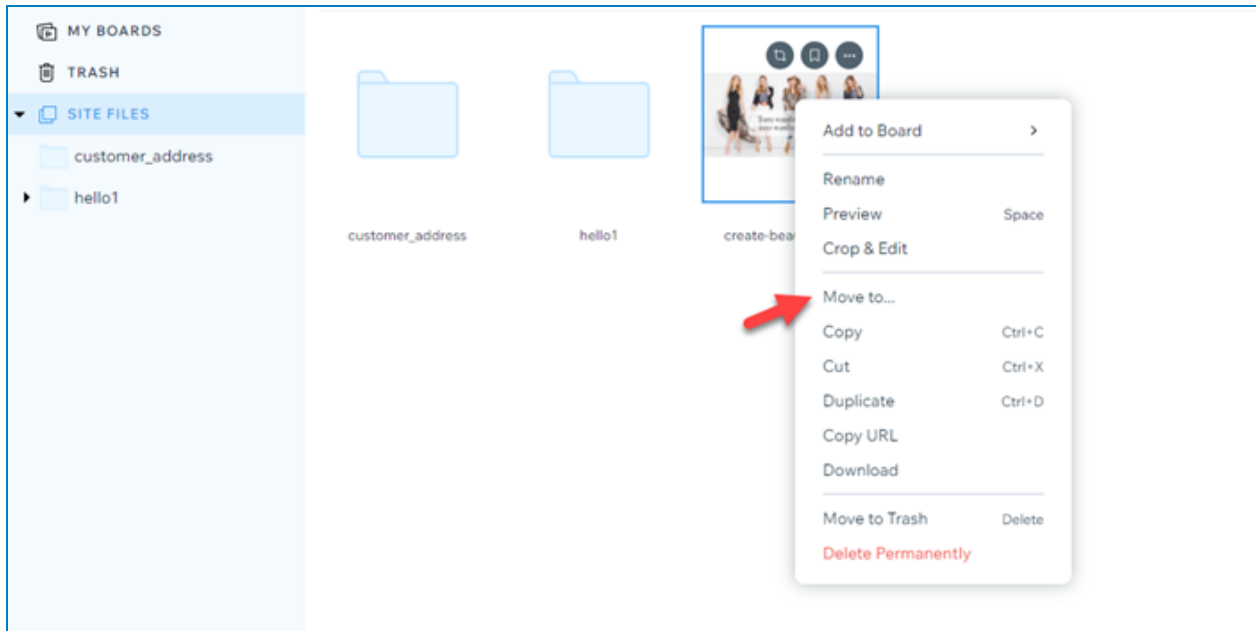
Drag and drop to move the asset position in the left column.



Also, you can drag and drop to move assets from the main/left column to the left/main column.

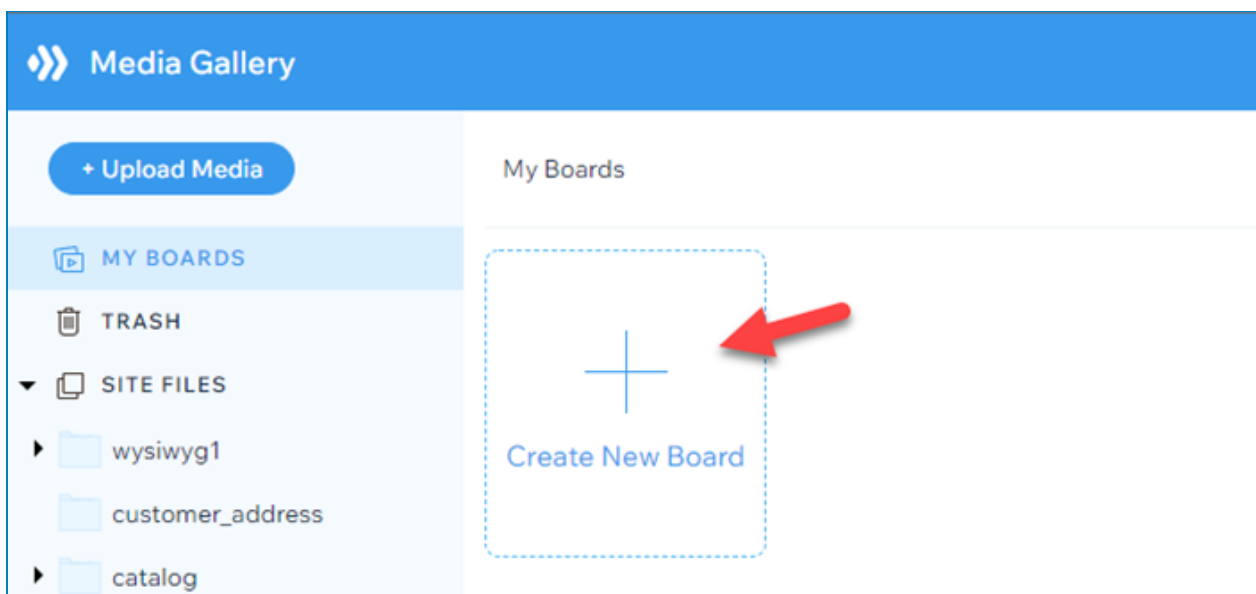


- **Way 2:** Select your desired file/folder, perform right-click and choose **Move to...**

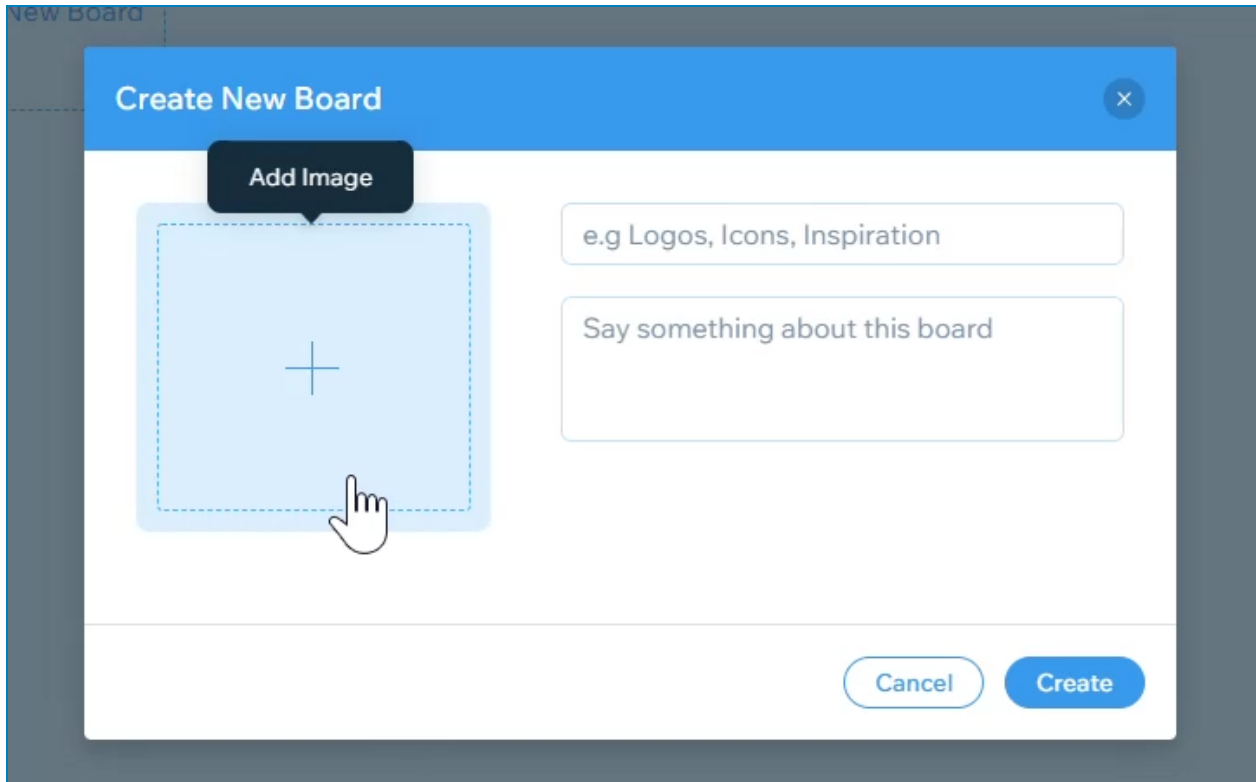


- ❖ Save a file to your board:

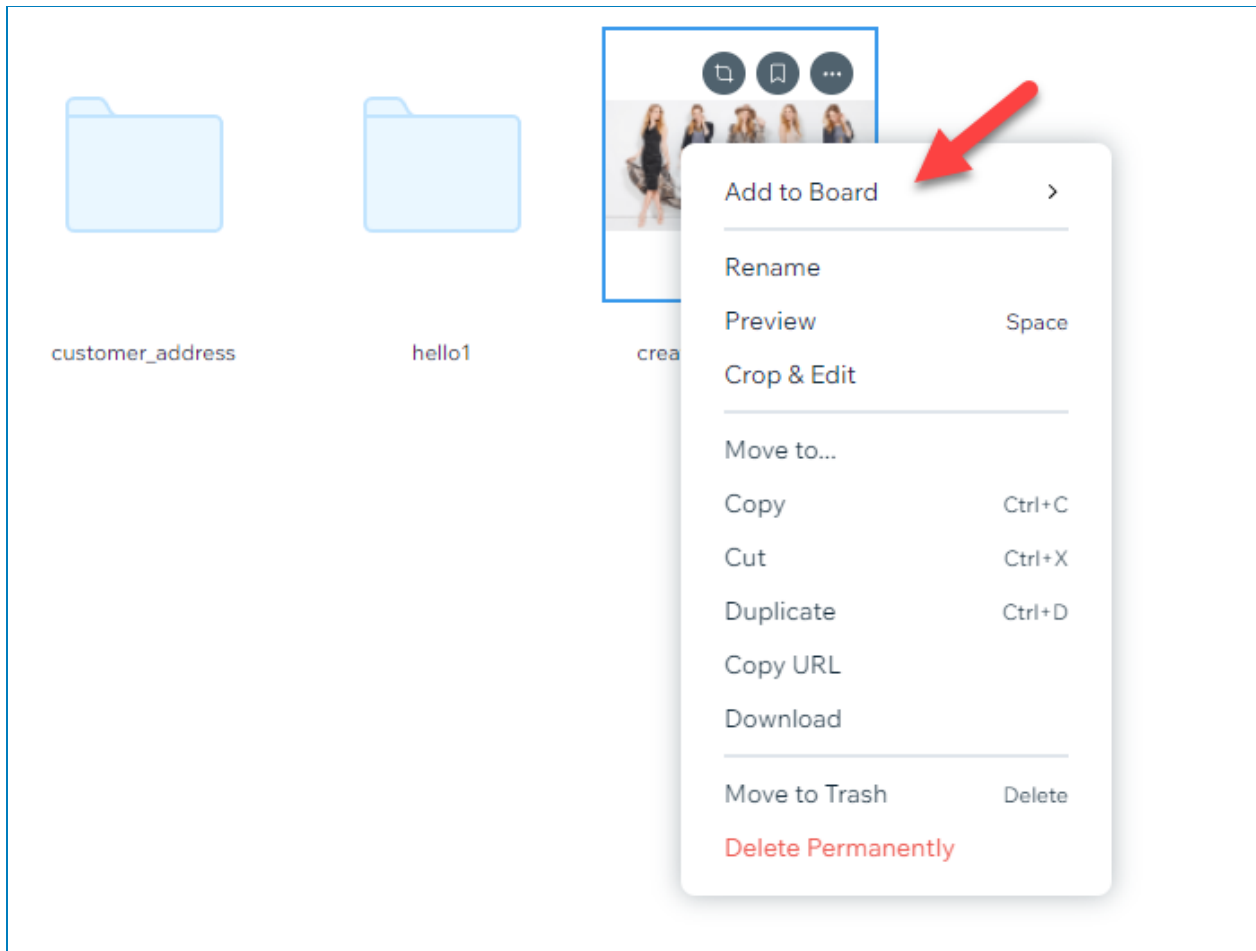
Board is where you can save your private files and folders without sharing them with other admins. Go to **My Boards** >>> **Create New Board** to create a new board.



A popup window will appear and require you to fill in some information for your new board.

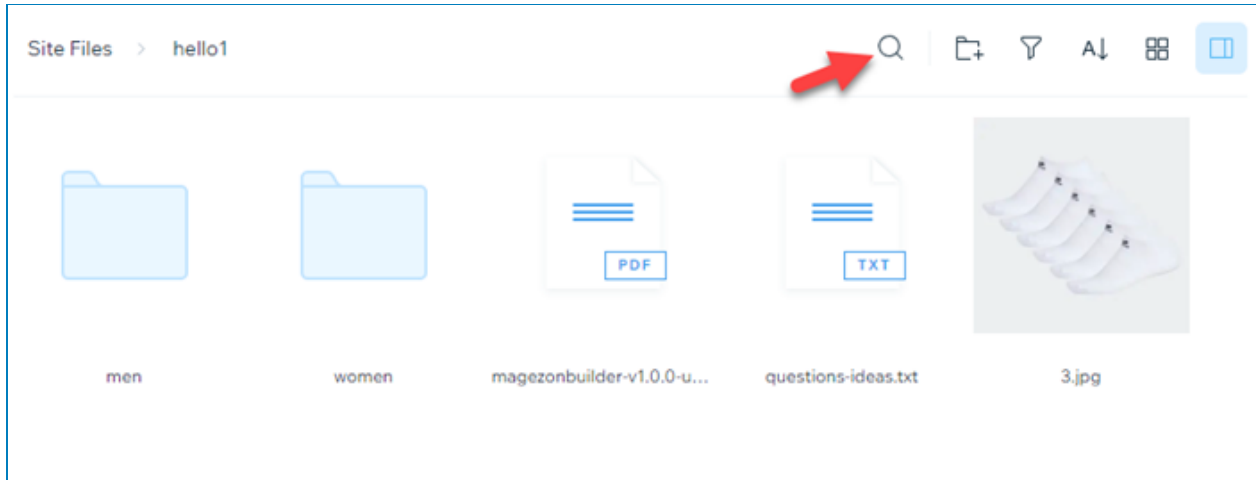


To add a file to your created board, perform right-click and choose **Add to Board**.

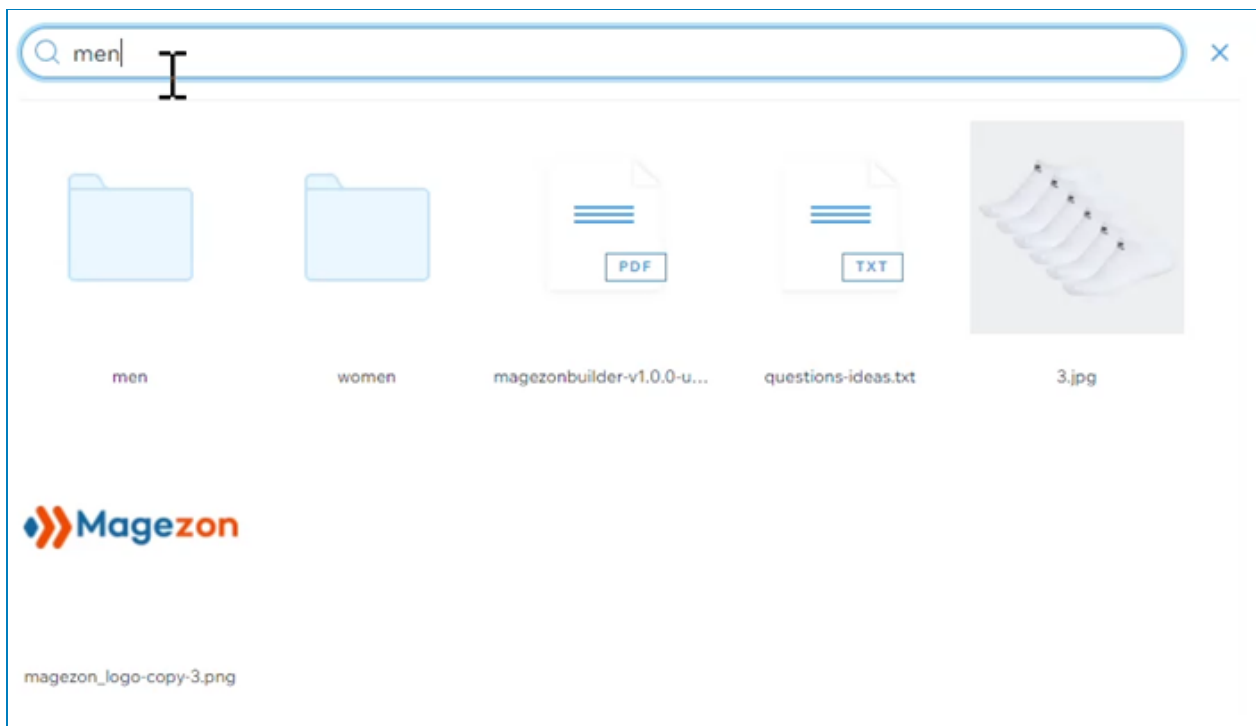


Tip: You can add multiple assets to the board by holding down the **Ctrl/Shift** on the keyboard (Cmd/Shift for Mac).

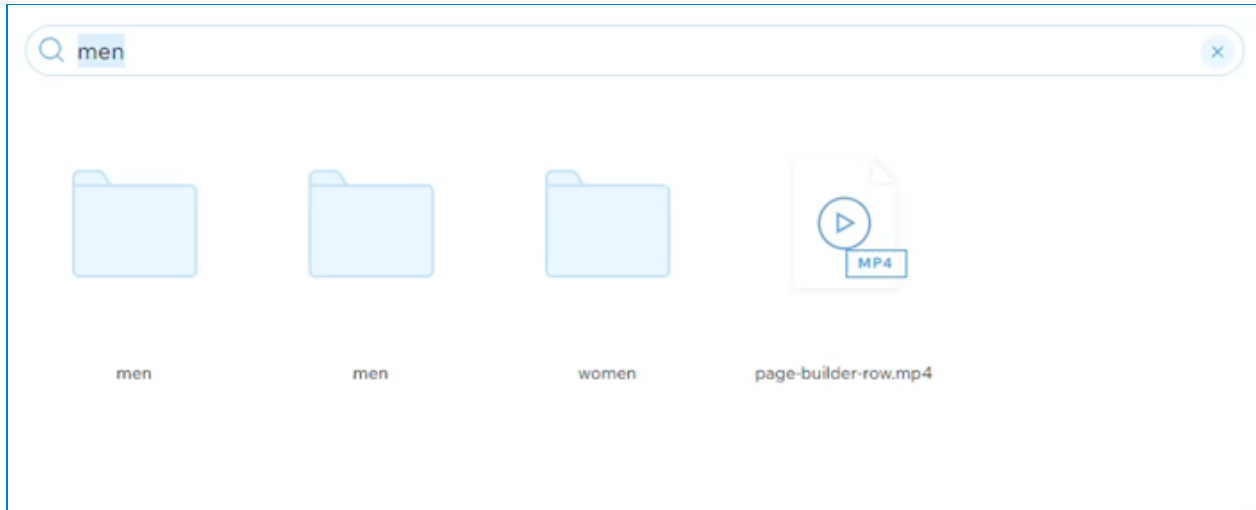
- ❖ Search assets: to search assets, click the search icon in the toolbar.



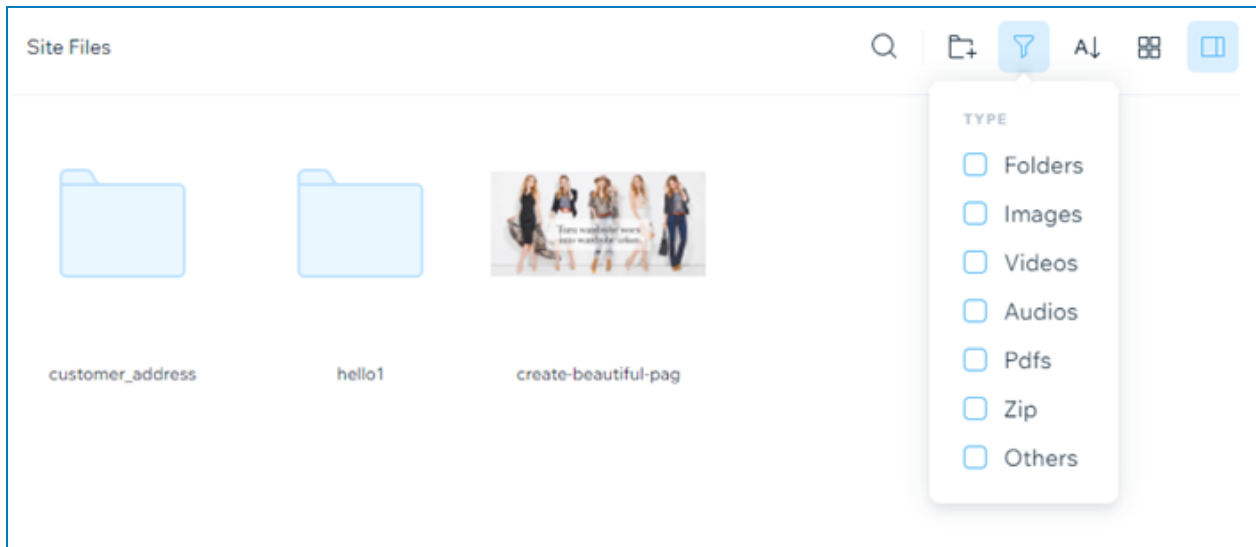
Then, type the asset name you want to search, and press Enter.



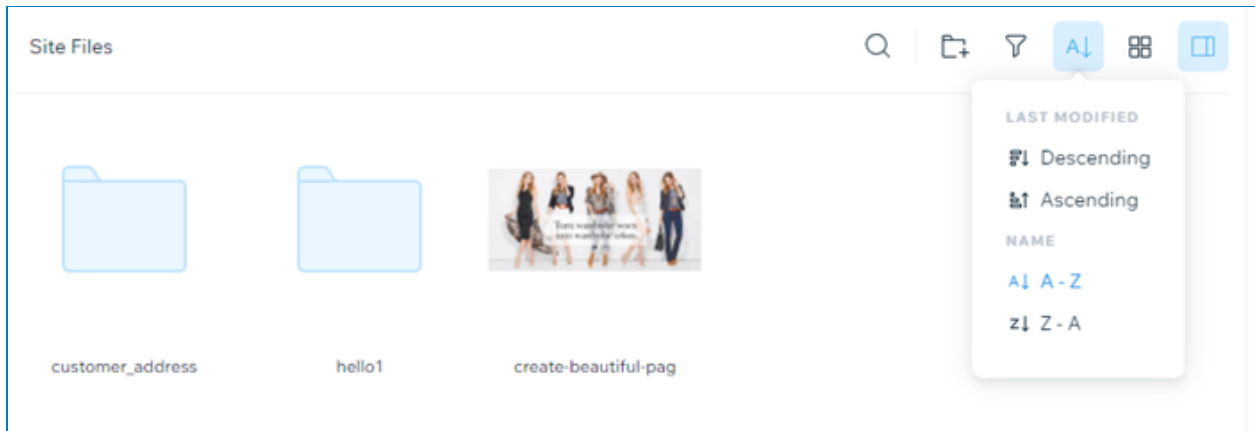
The result will show all assets containing your given keyword.



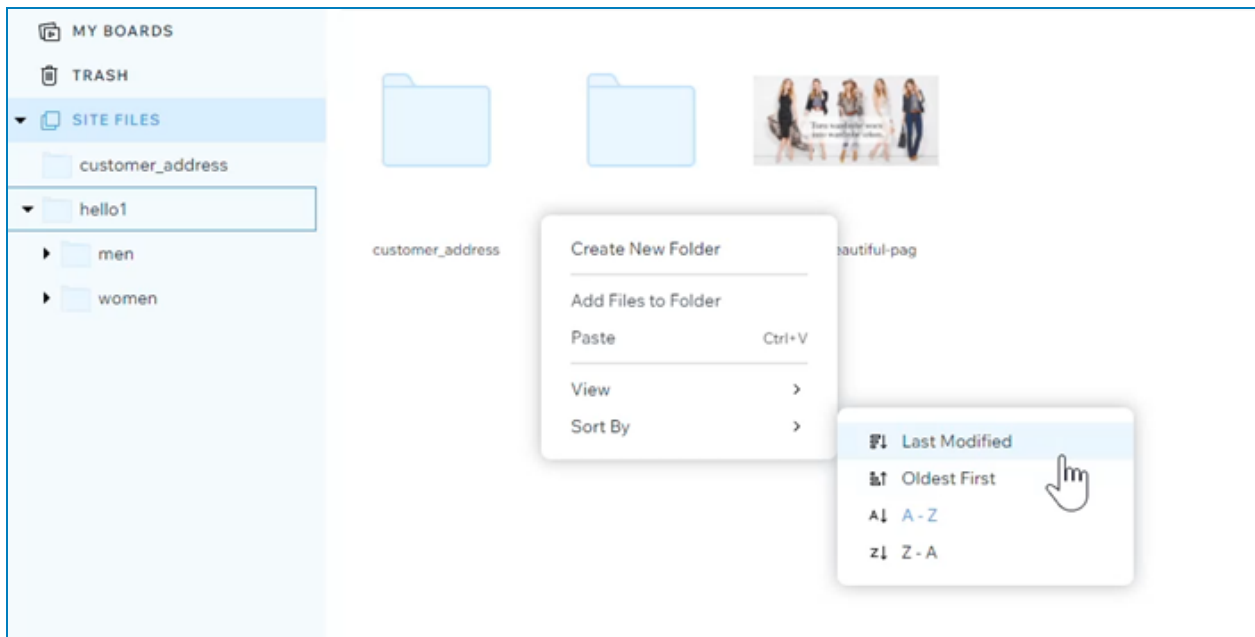
- ❖ Filter items: You can filter assets by file types. Click the filter icon in the toolbar, then tick the checkbox of the file types you want to display.



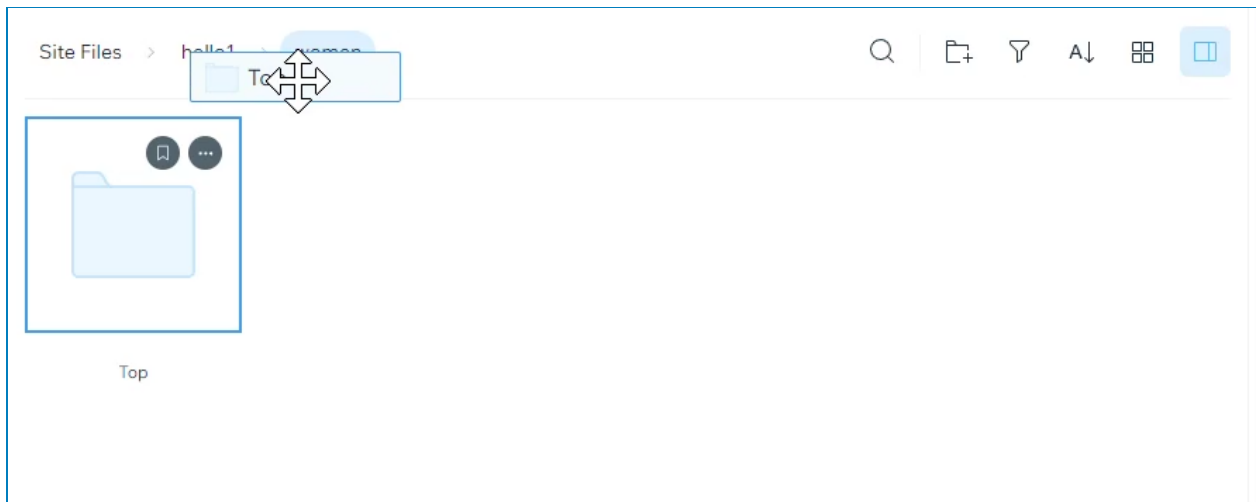
- ❖ Sort items: decide how your assets will be displayed (**Last Modified** or **Name**) using the sorting feature. You can either click the **Reorder List** icon like this



or perform right-click.



- ❖ Breadcrumbs: Use this navigation to see the relationship between the current location with other folders. Also, you can directly drag and drop to move around your assets in the breadcrumbs.

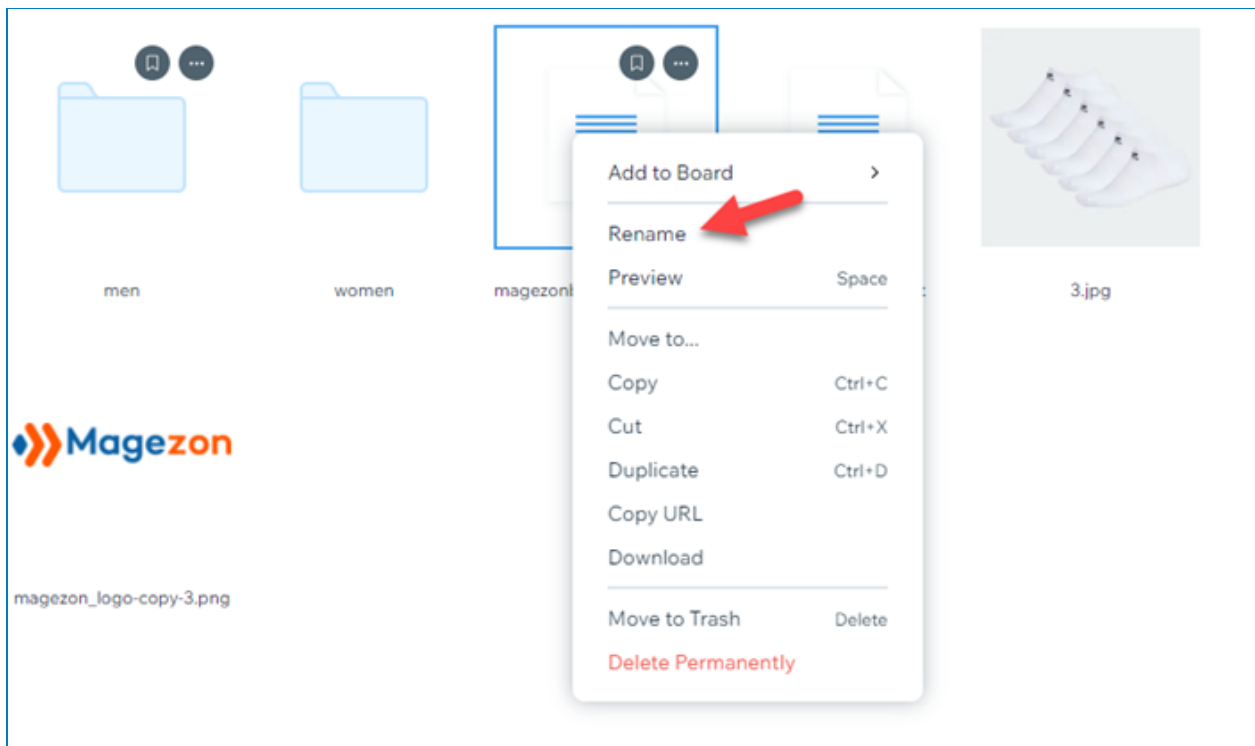


2. Rename Assets

- ❖ **Way 1:** Double click the asset you want to rename, type a new name, and press Enter.

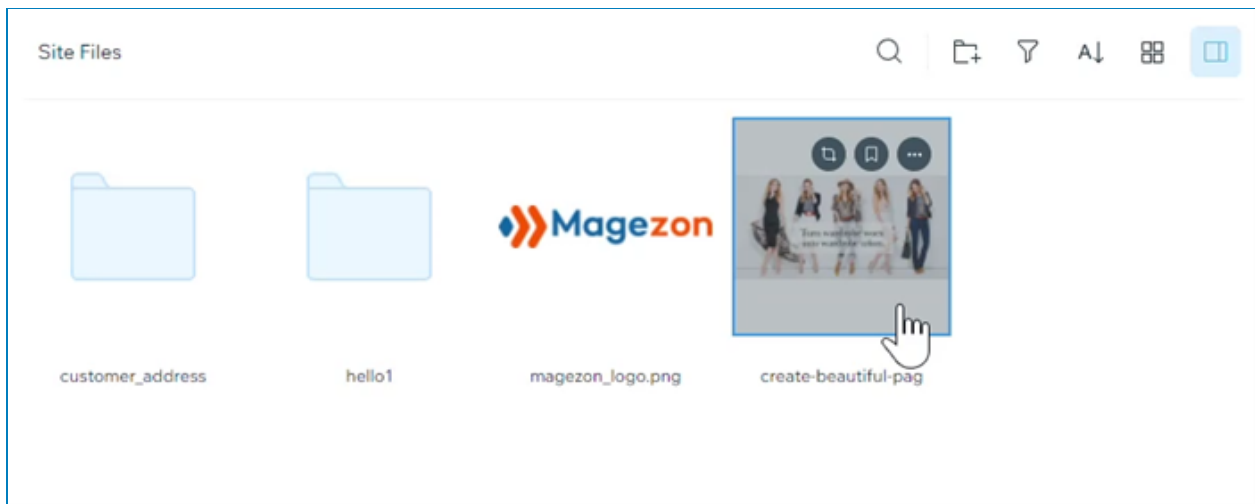


- ❖ **Way 2:** Choose the asset you want to rename, then perform right-click.

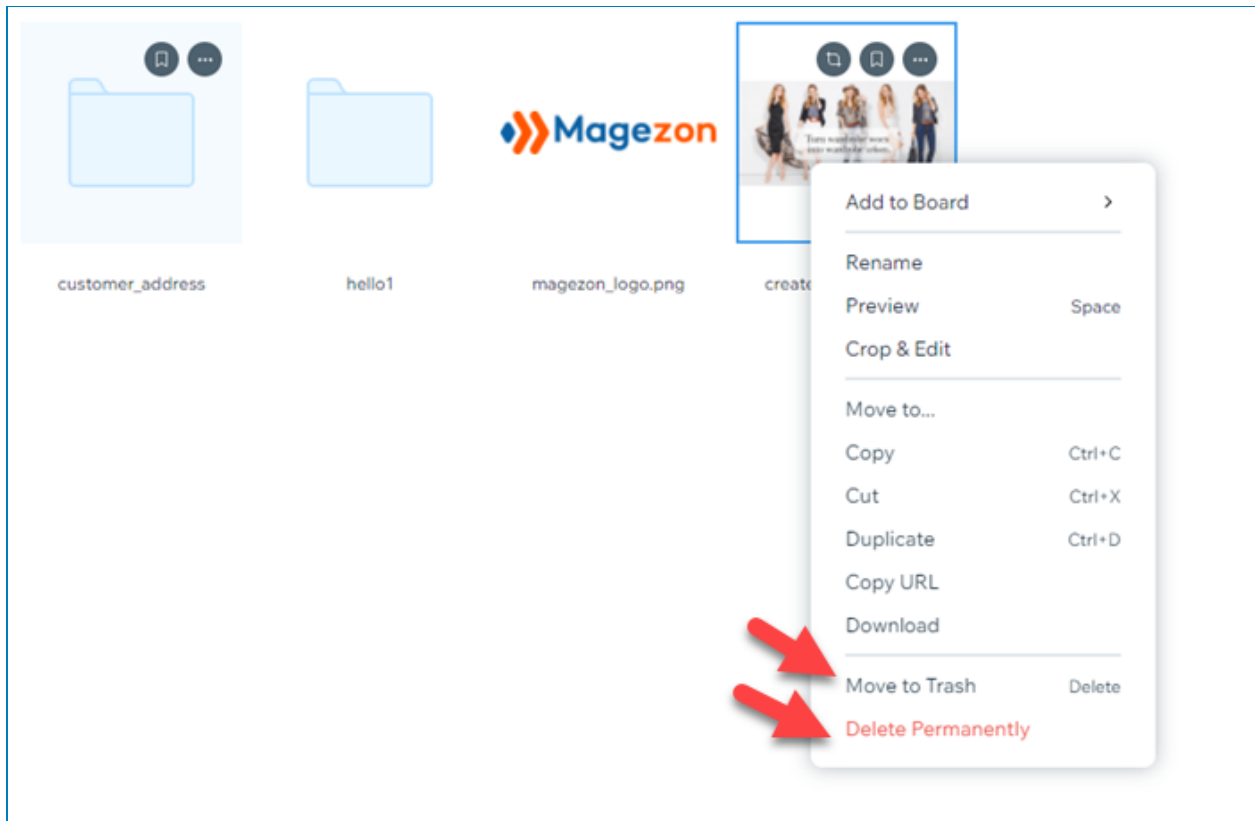


3. Delete Assets

- ❖ **Way 1:** Choose your desired asset, then press Backspace on your keyboard to move it to trash.



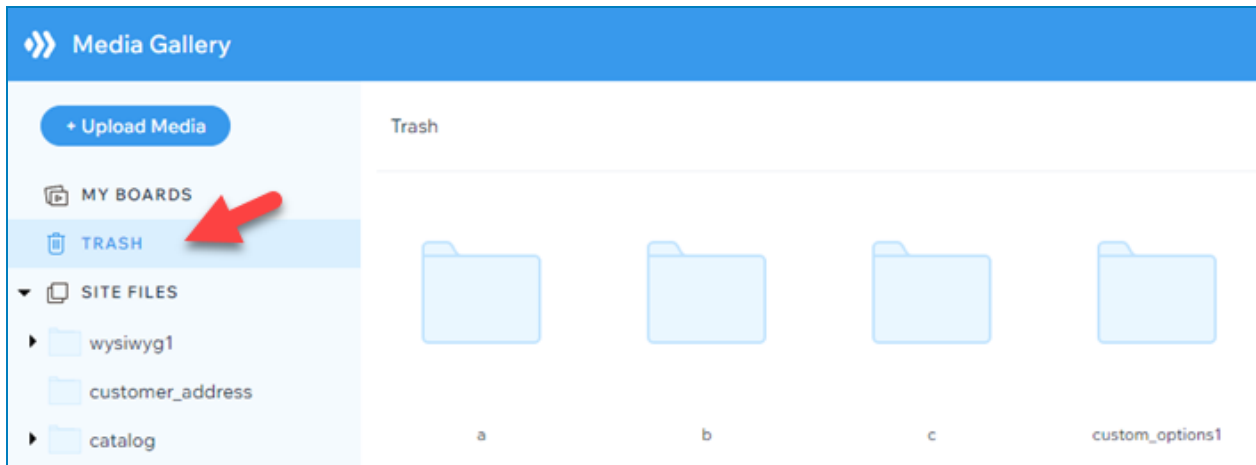
- ❖ **Way 2:** Choose your desired asset, then perform right-click. You can select either **Move to Trash** or **Delete Permanently**.



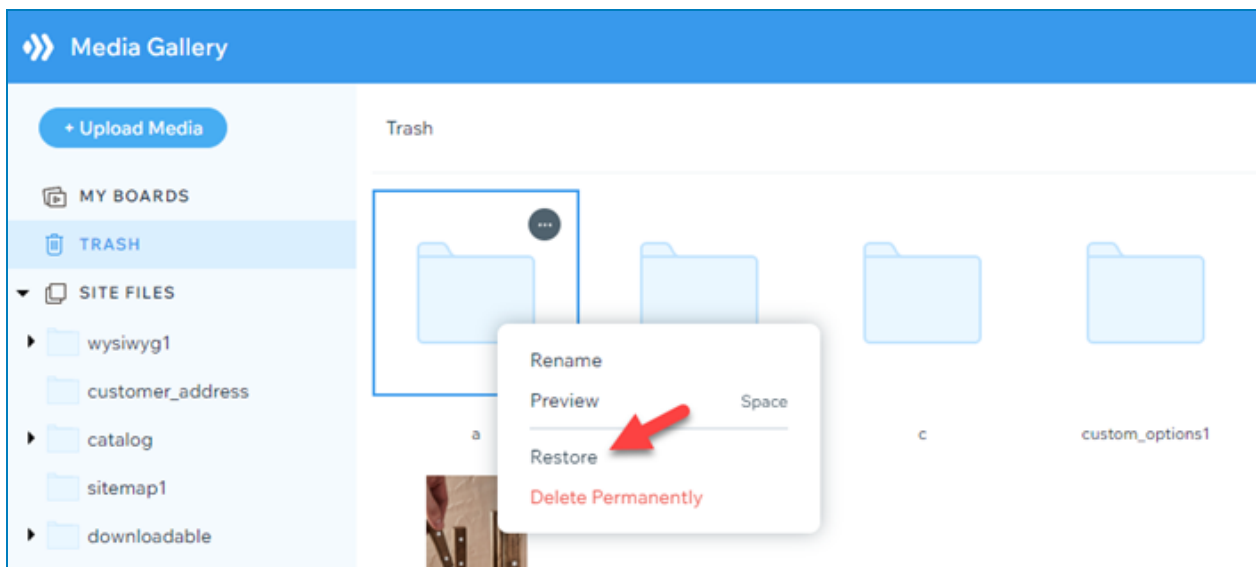
Tip: You can delete multiple assets by holding down the Ctrl/Shift on the keyboard (Cmd/Shift for Mac).

4. Restore Assets

To restore your deleted assets, go to the **Trash** located in the left column.



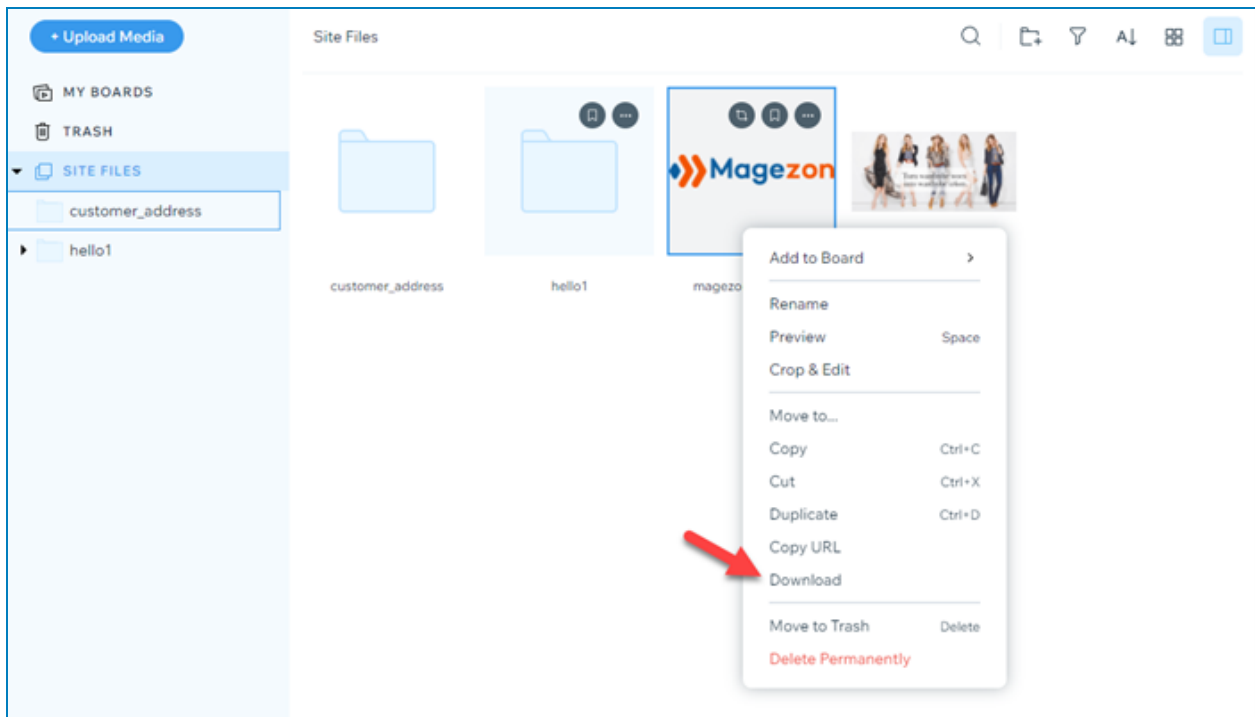
Hover the asset you want to restore, perform right-click, and choose **Restore**.



Tip: You can restore multiple assets by holding down the Ctrl/Shift on the keyboard (Cmd/Shift for Mac).

5. Download Assets

To download an asset, first hover over the relevant file/folder, perform right-click, then select **Download**.

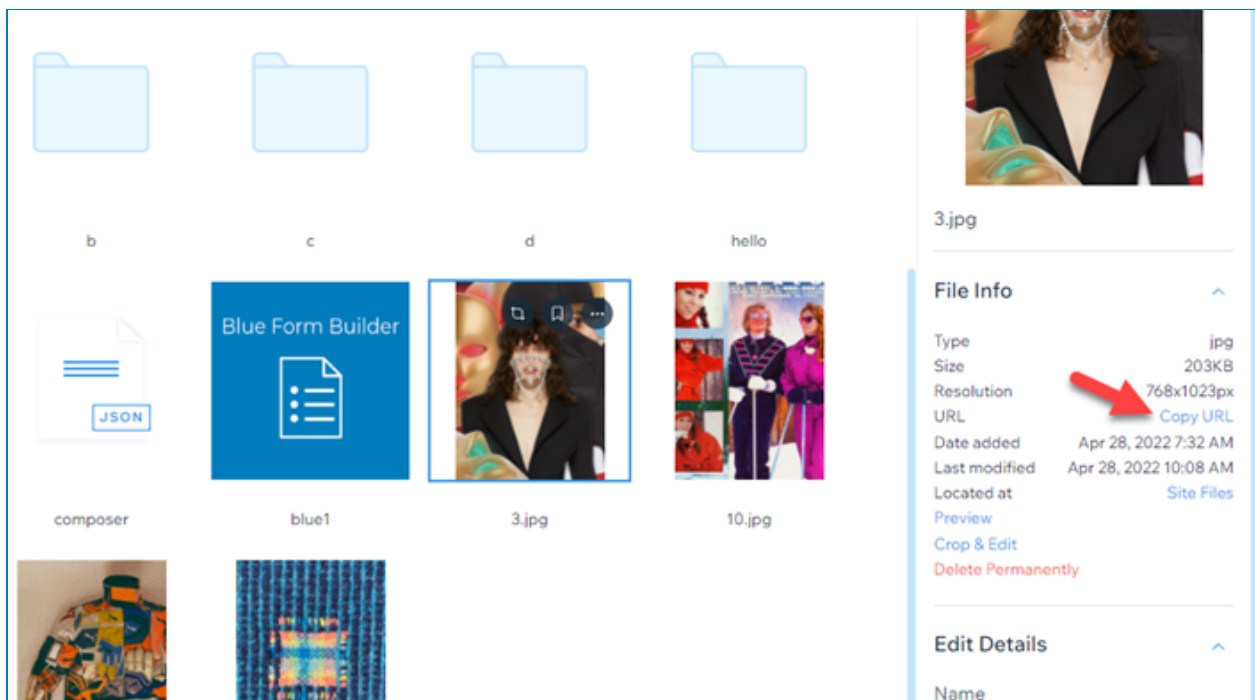


Note: You can download assets in both the left and the main column.

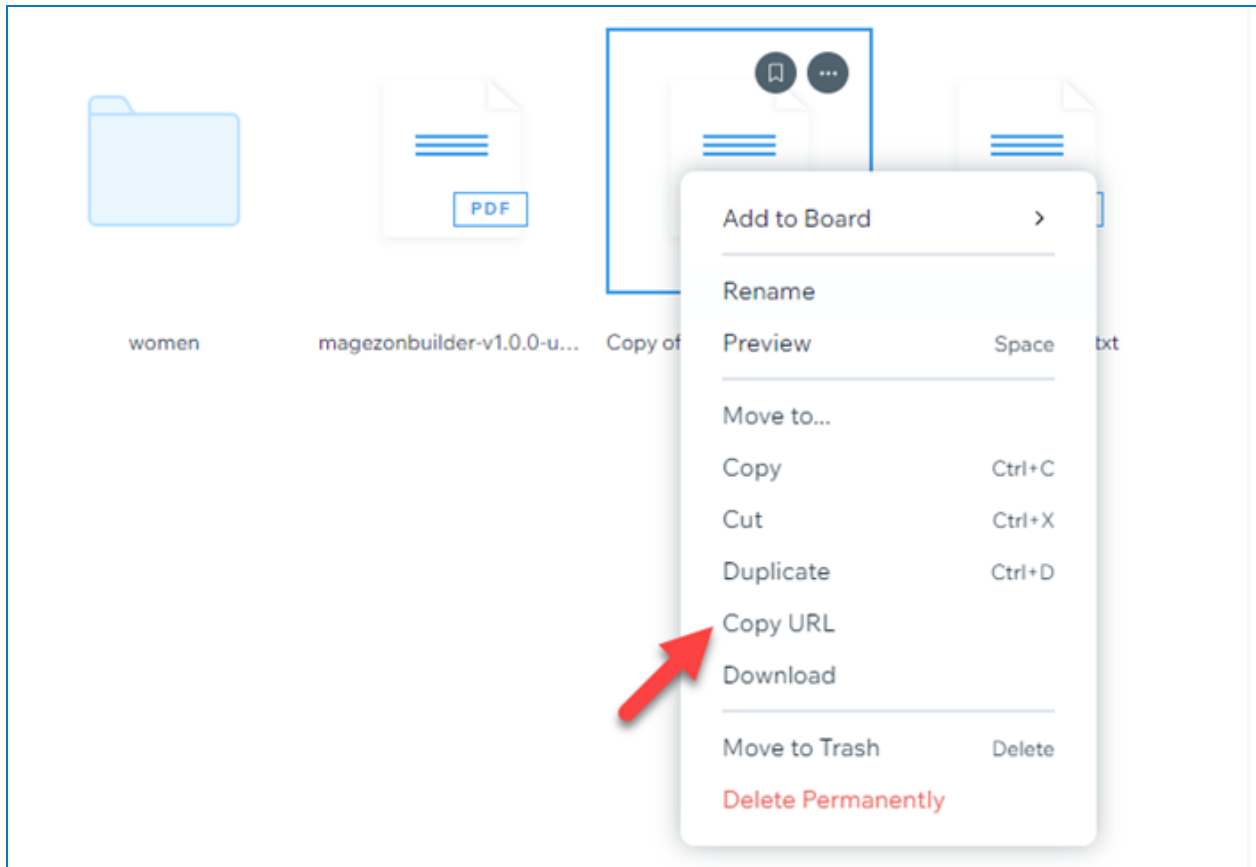
6. Retrieve File URL

To retrieve your file URL:

- ❖ **Way 1:** Click the relevant file. In the right column, click **Copy URL** to save the URL in the clipboard.



- ❖ **Way 2:** Hover over the relevant file/folder, perform right-click, then select **Copy URL**.

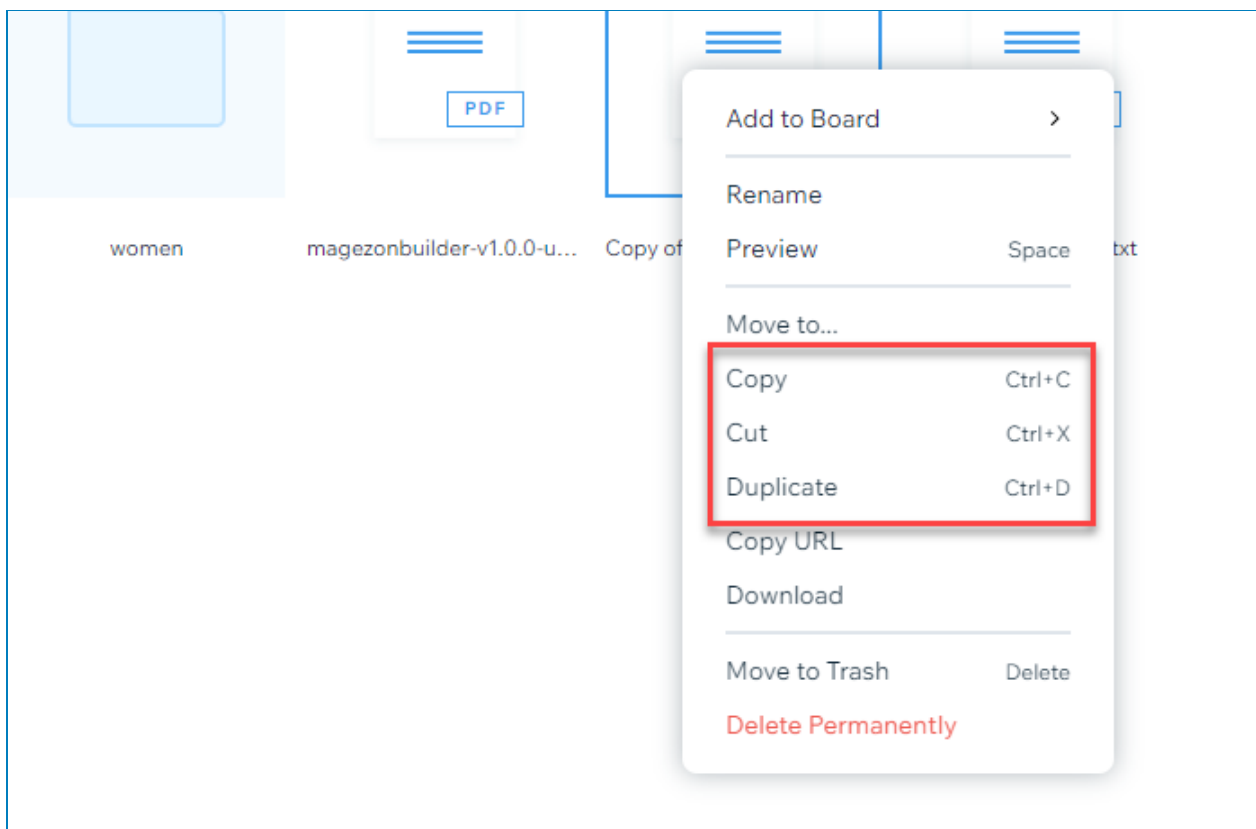


7. Keyboard Shortcuts

To save your time, File Manager for Magento 2 allows you to use keyboard shortcuts.

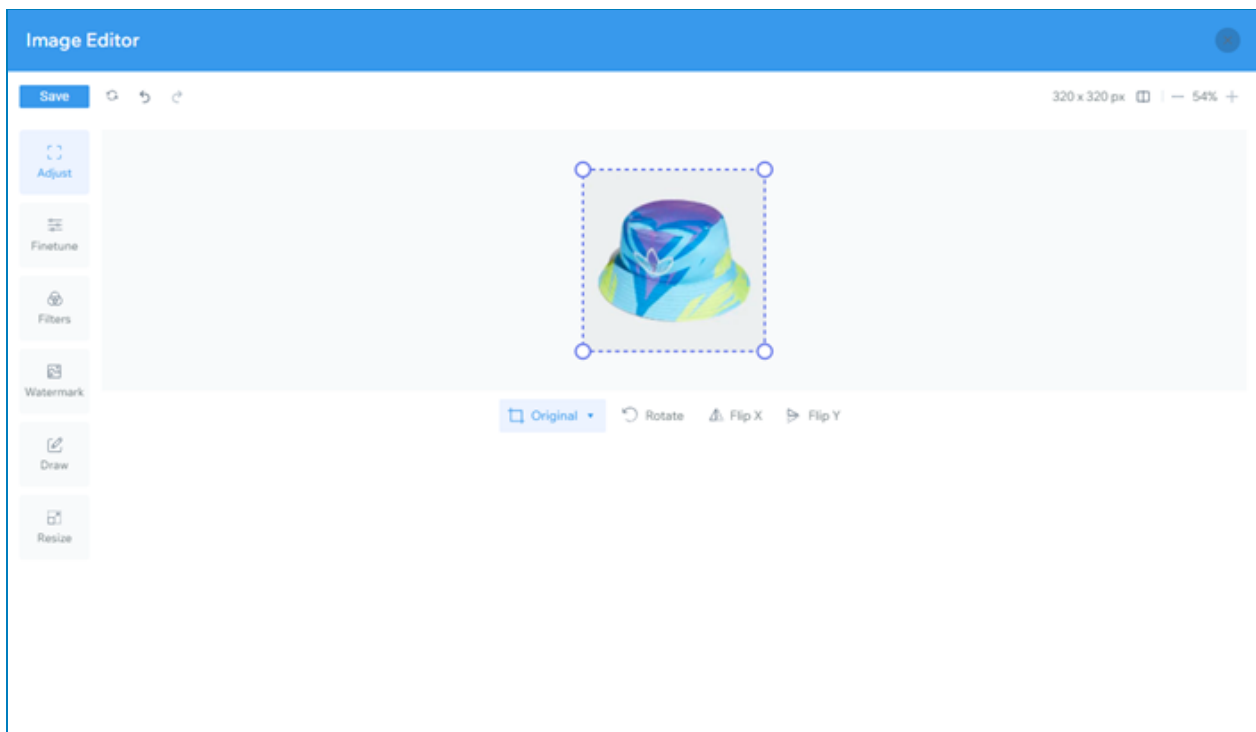
Specifically, you can:

- Copy the selected items: Ctrl + C
- Paste the selected items: Ctrl + V
- Cut the selected items: Ctrl + X
- Duplicate the selected items: Ctrl + D
- Delete the selected items: Backspace
- Preview the selected item: Space



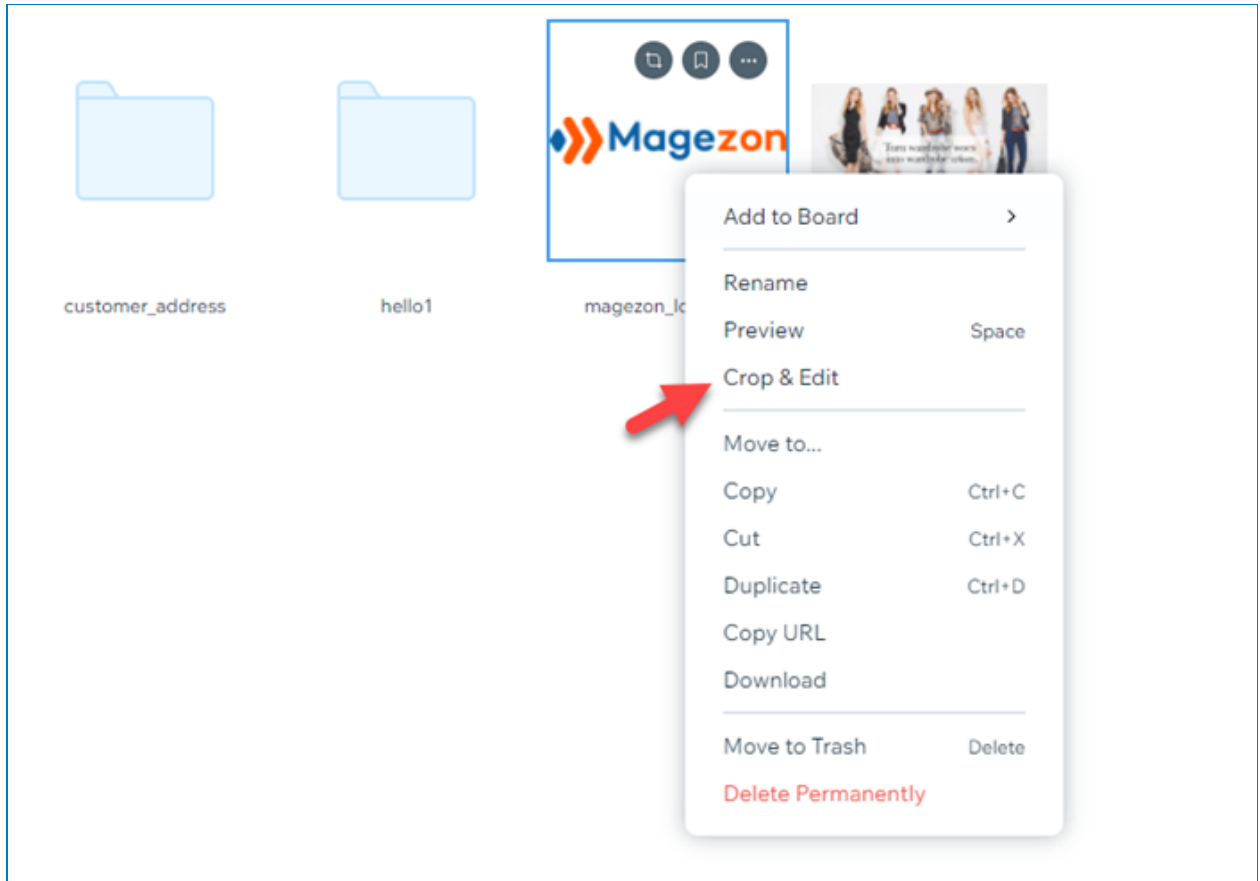
VI) Image Editor

The Image Editor in File Manager provides fundamental tools like Resize, Crop, Filter,...to edit images quickly and conveniently. Now you can enhance your site's visual without leaving the Magento backend.

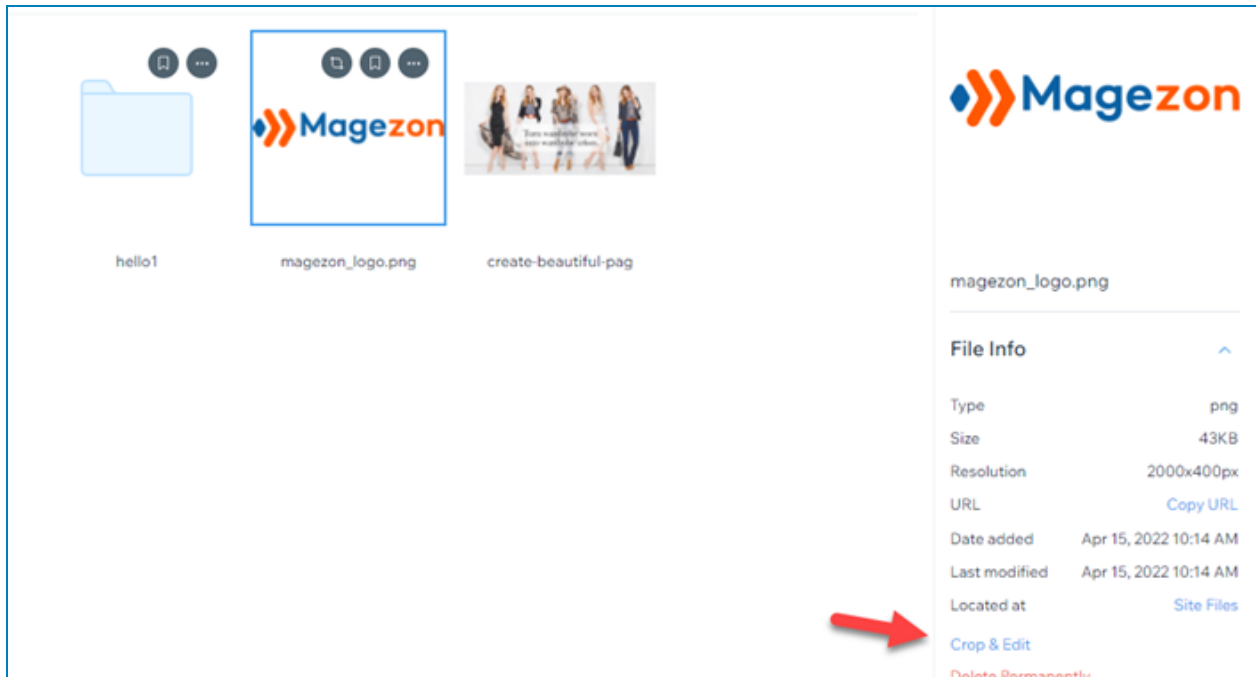


1. Access The Image Editor

- ❖ **Way 1:** Hover over your desired image, perform right-click, then select **Crop & Edit**.



- ❖ **Way 2:** Click your desired image. In the right column, click **Crop & Edit** to edit the image.



❖ **Way 3:** In the [preview modal](#), select **Crop & Edit**.

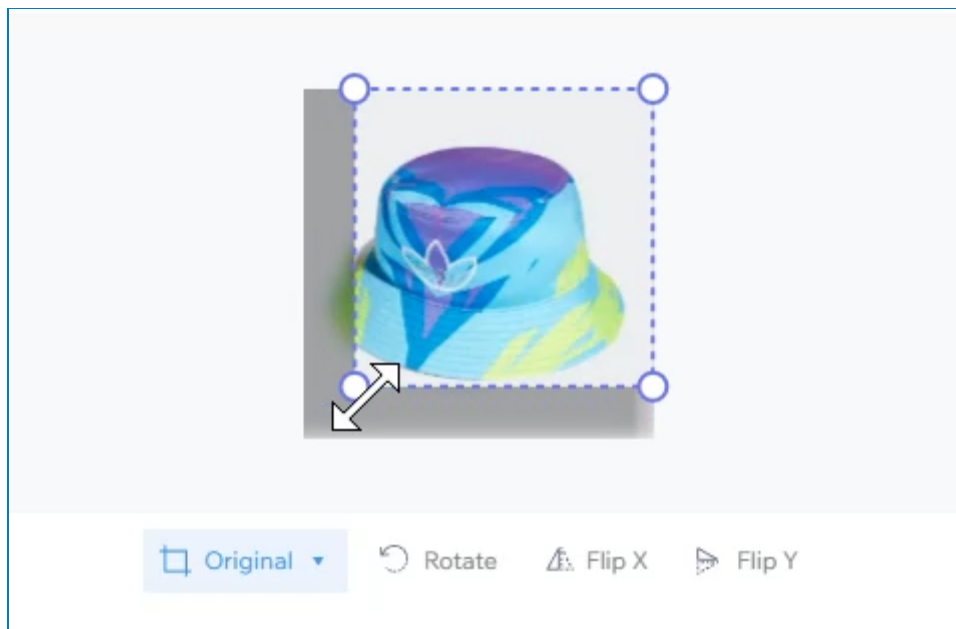


2. Edit Image

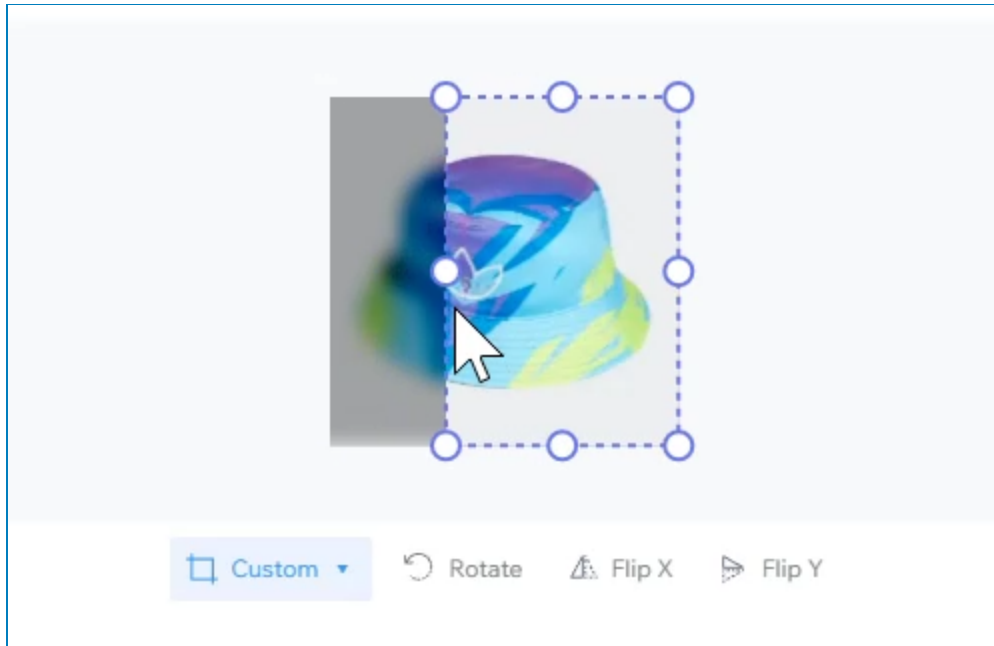
❖ Adjust

- **Crop** image:

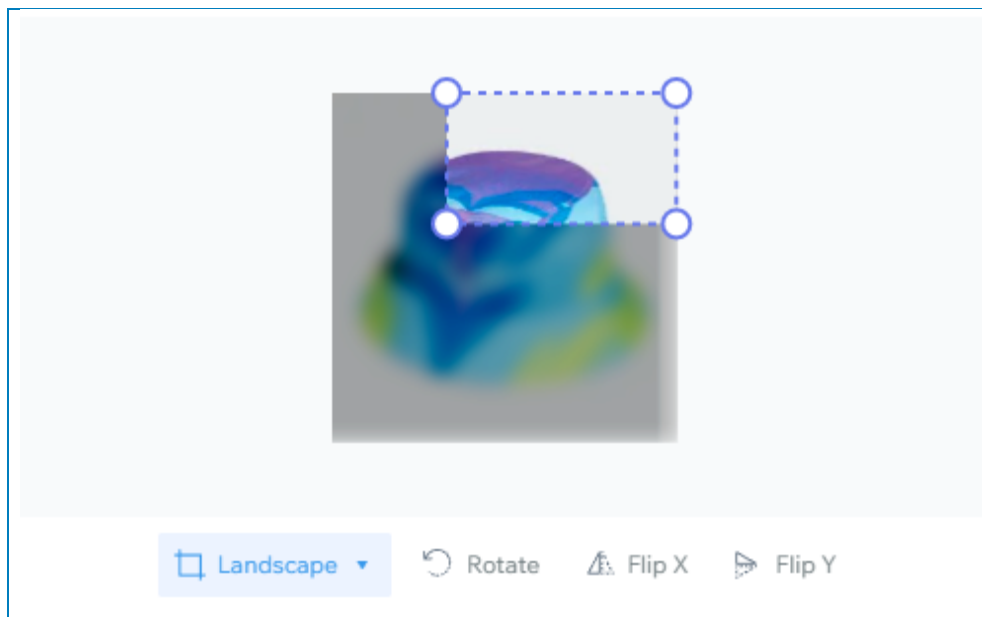
+ **Original:** Crop your image without changing the original ratio.



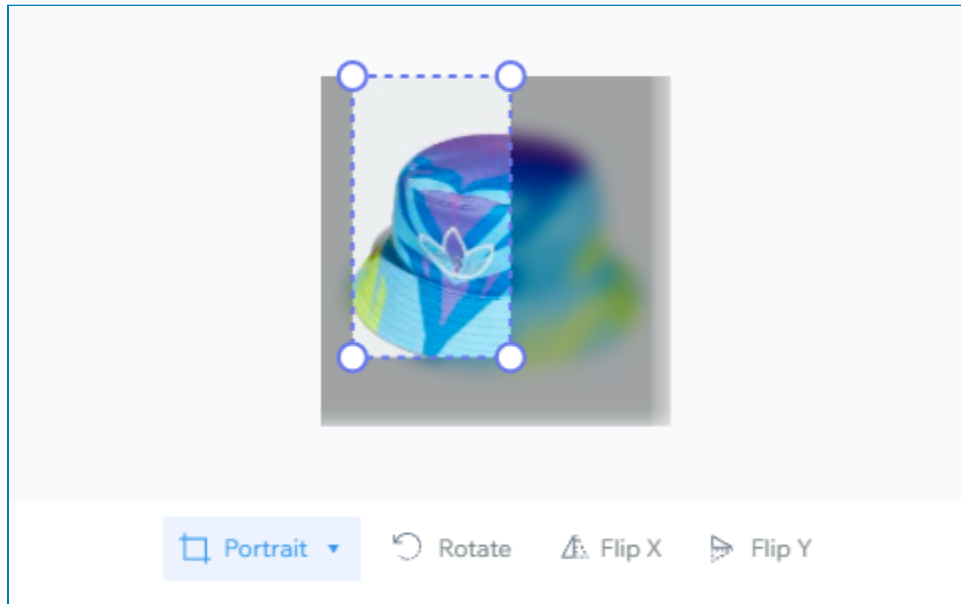
+ **Custom:** Crop your image freely.



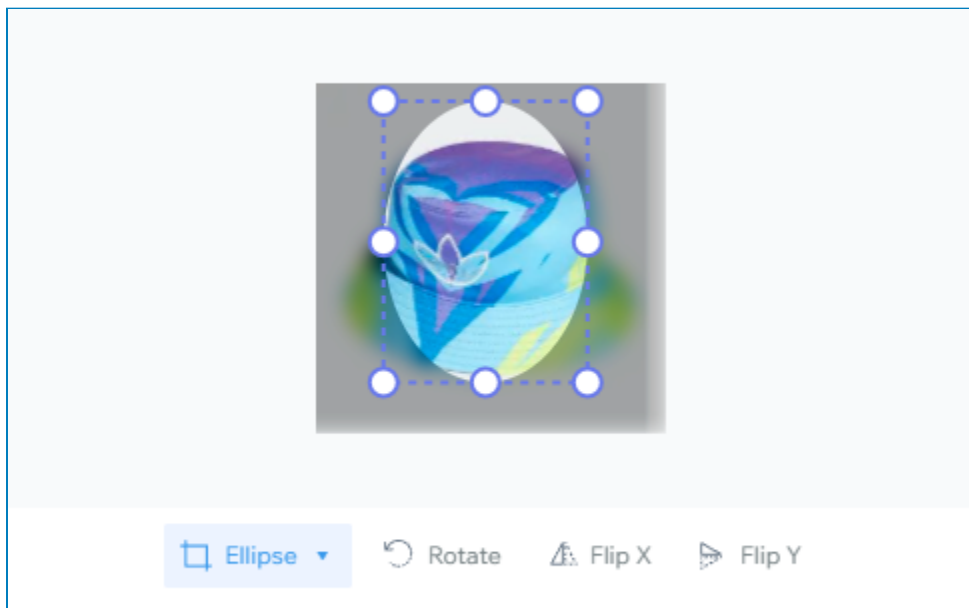
+ **Landscape:** Crop your image with the 16:9 ratio.



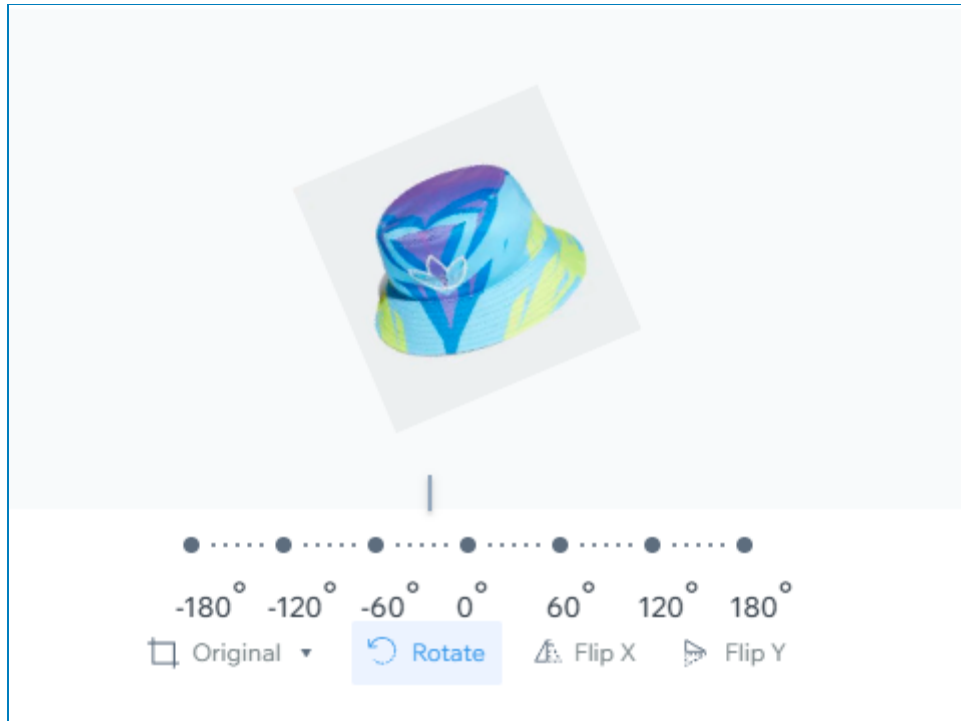
+ **Portrait:** Crop your image with the 9:16 ratio.



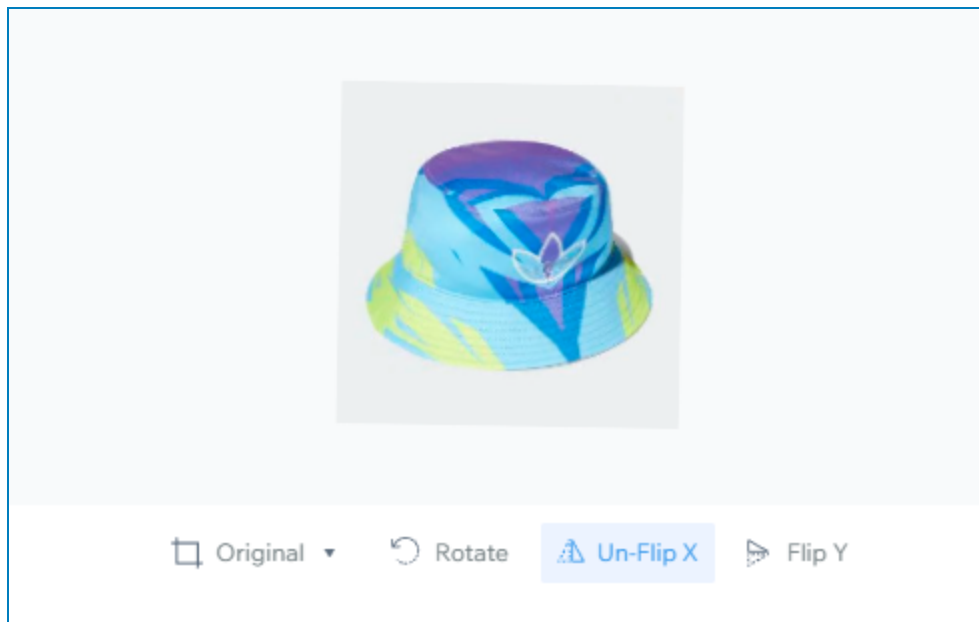
+ **Ellipse:** Crop your image with the ellipse shape.



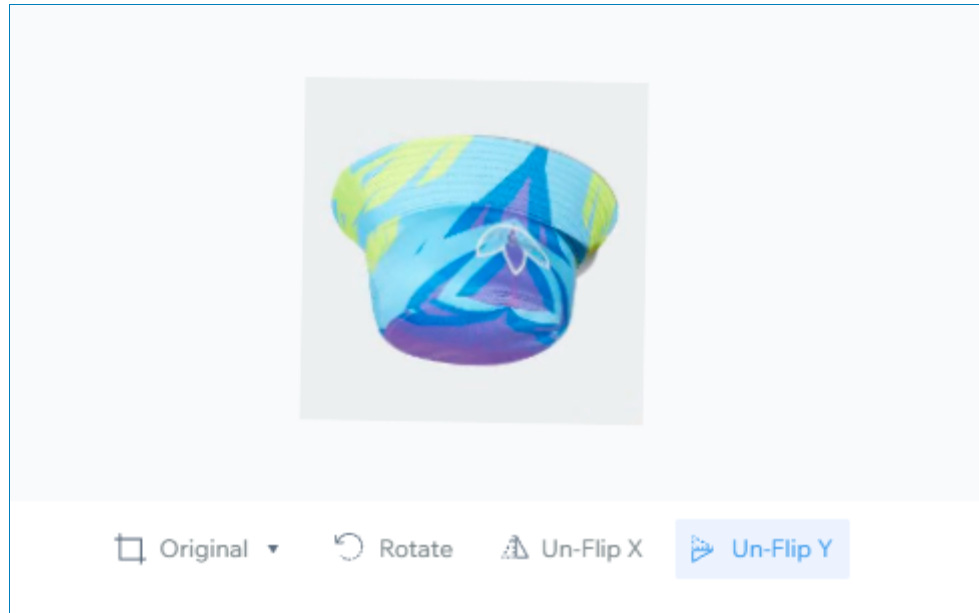
- **Rotate** your image by adjusting the slider:



- Click **Flip X** to flip your image horizontally.

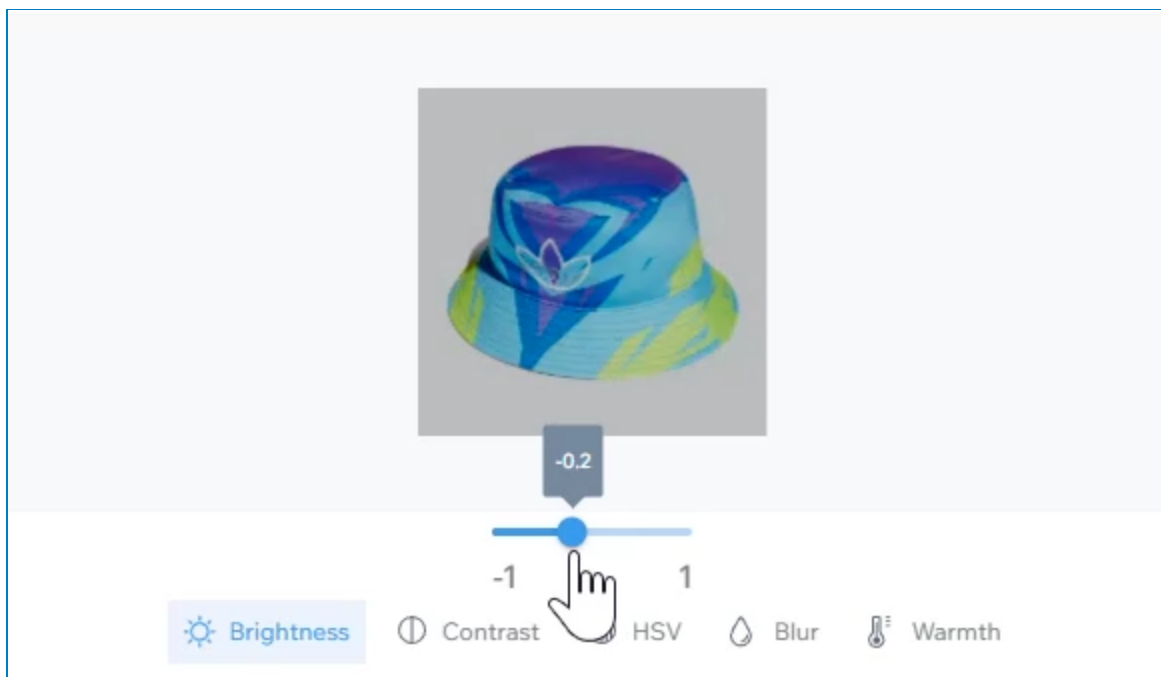


- Click **Flip Y** to flip your image vertically.



❖ Finetune

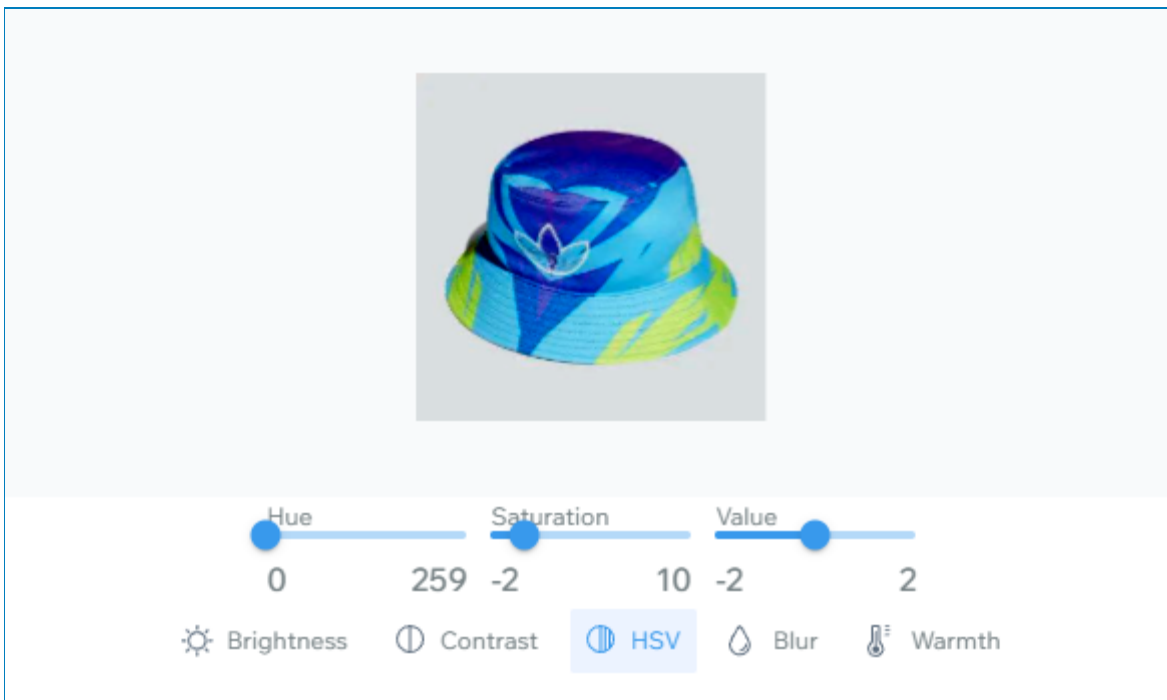
- Change the brightness of your image.



- Adjust the contrast of your image.



- Adjust the hue, saturation, and value of your image.



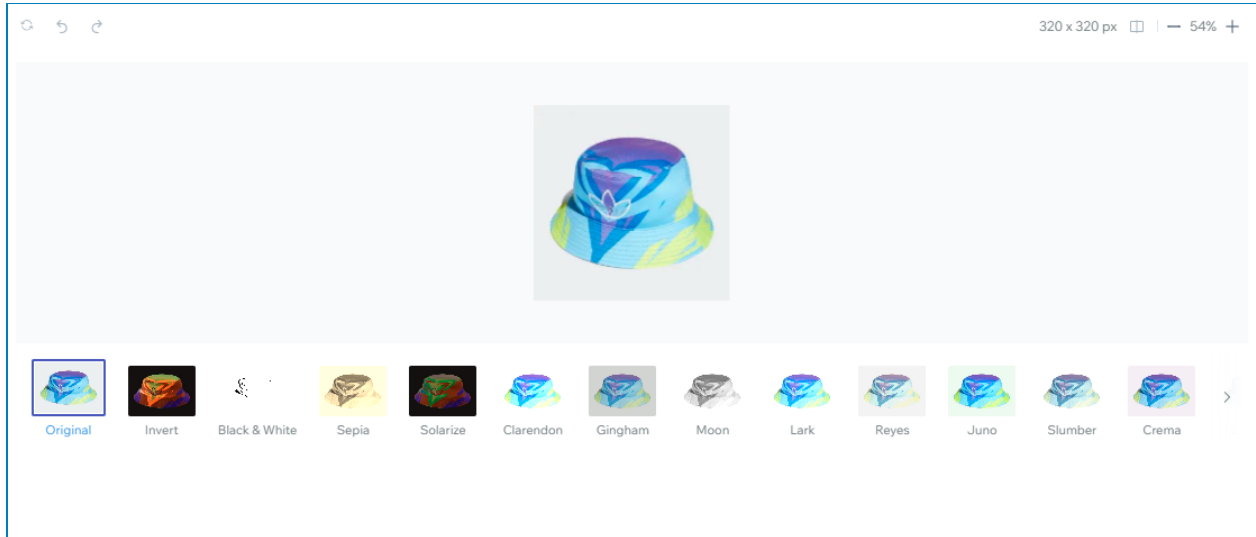
- Change your image's blurriness.



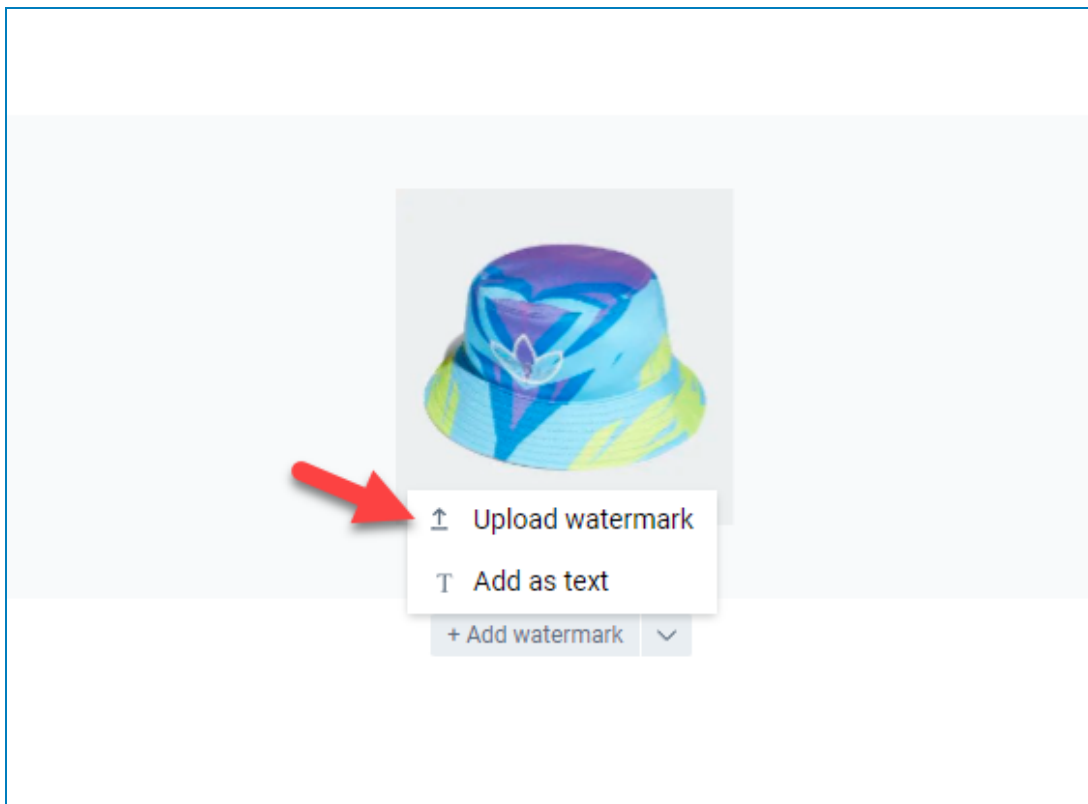
- Change your image's warmth.



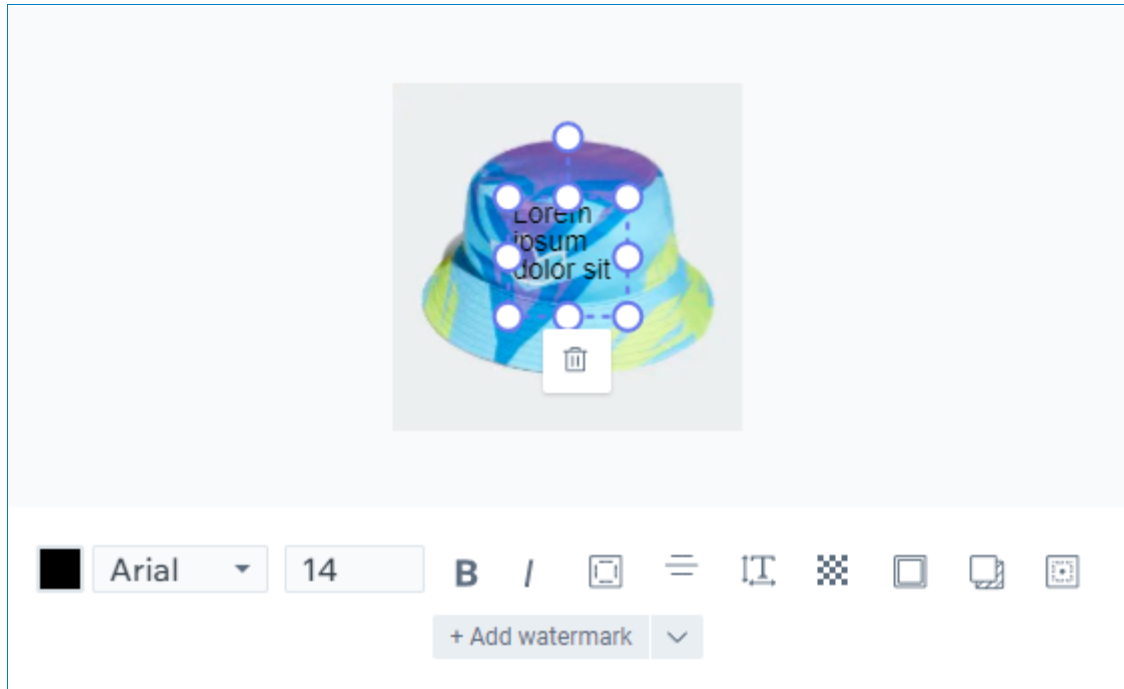
- ❖ Filter: Choose one from more than 50 available presets to apply to your image.



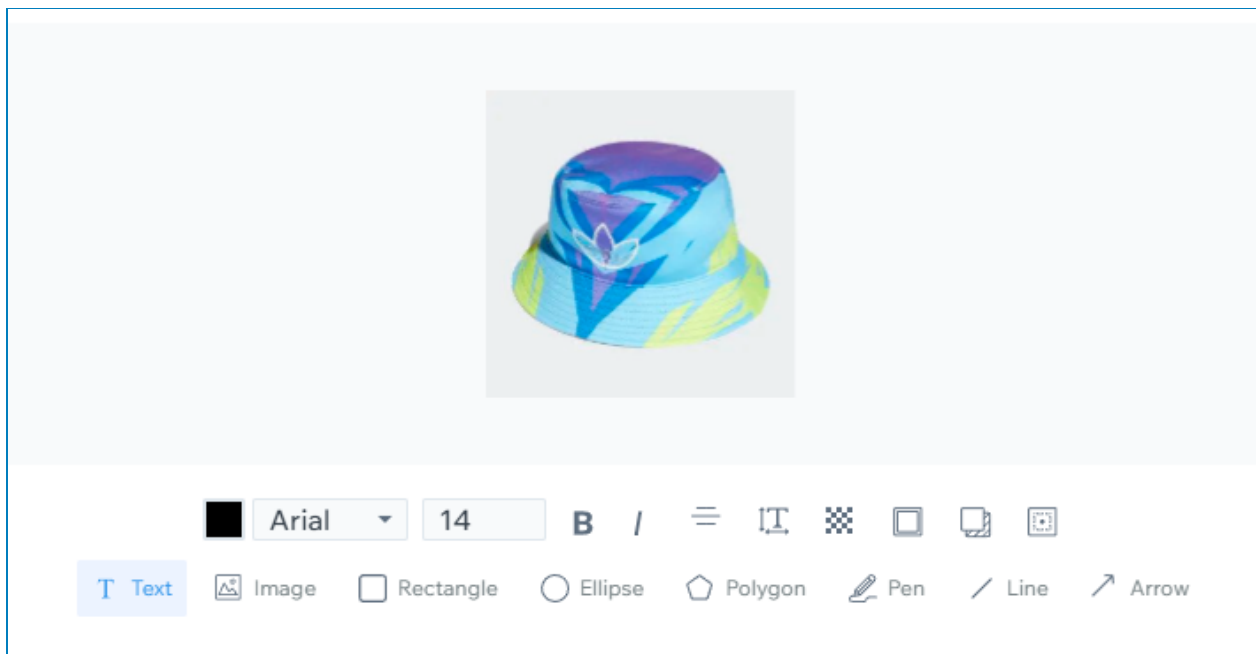
- ❖ Watermark: You can upload the watermark from your computer.



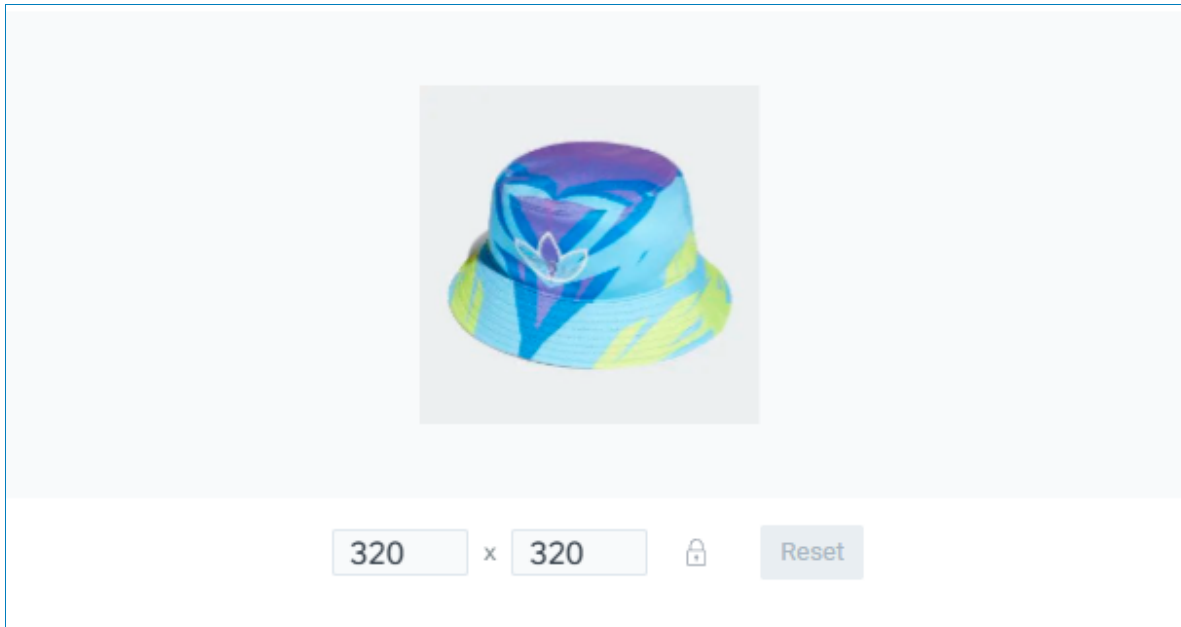
or add text as a watermark.



❖ Draw: Add text, images, shapes, arrows, or lines to your image.



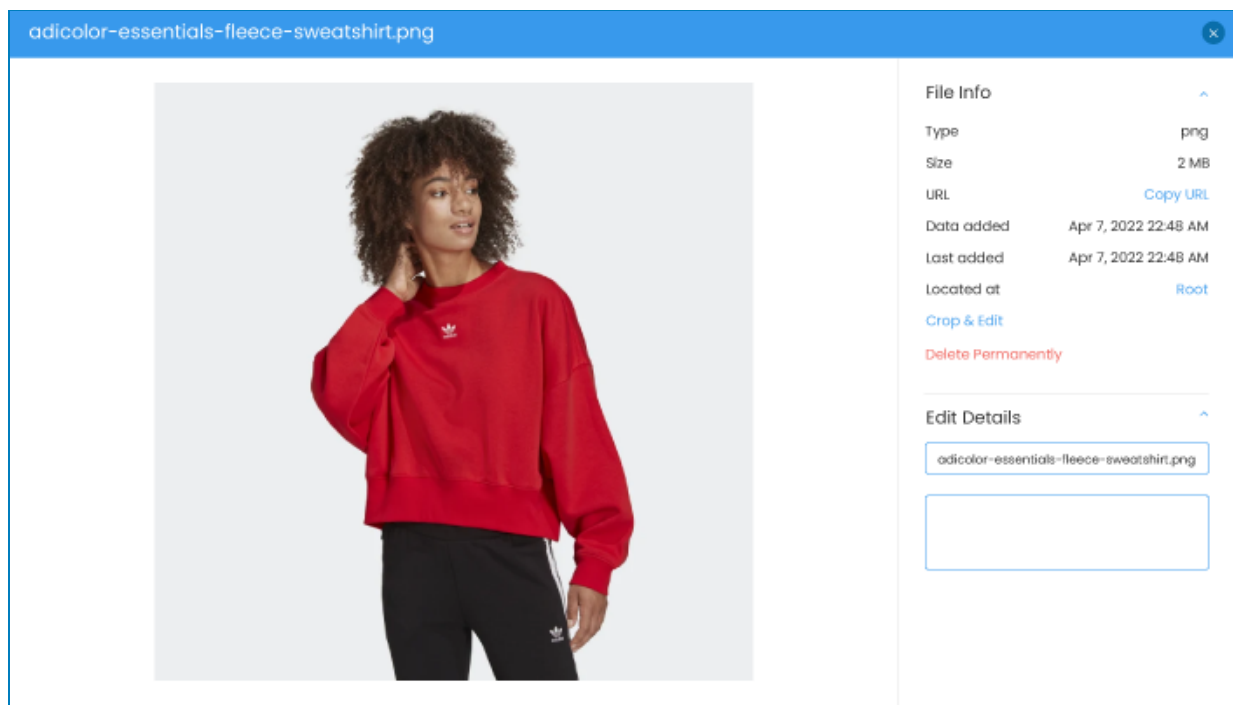
- ❖ Resize: Enter the value to resize your image. You can lock the ratio or not.



VII) Preview Modal


You can preview your images, videos, audio, and PDF right inside the Magento dashboard with a preview modal. To preview a file, just select it and press **Space** on your keyboard. The modal consists of two columns. The left column will display your image, video/audio player, and document, while the right column will show the file's details. You can also edit your file name and description right here.

- Preview your image:



- Preview your audio:

sport-background-music.mp3



File Info

Type	mp3
Size	1 MB
URL	Copy URL
Data added	Apr 7, 2022 22:48 AM
Last added	Apr 7, 2022 22:48 AM
Located at	Root

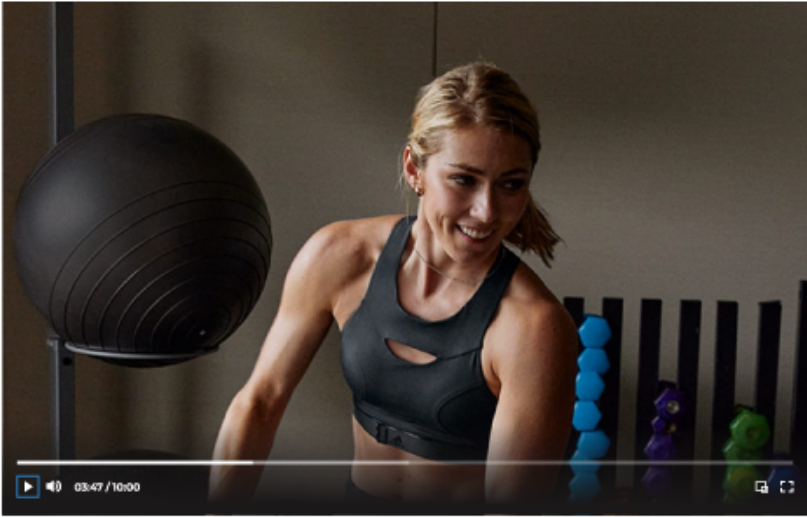
[Delete Permanently](#)

Edit Details

sport-background-music.mp3

- Preview your video:

choosing-the-right-medium-support-bra.mp4



File Info

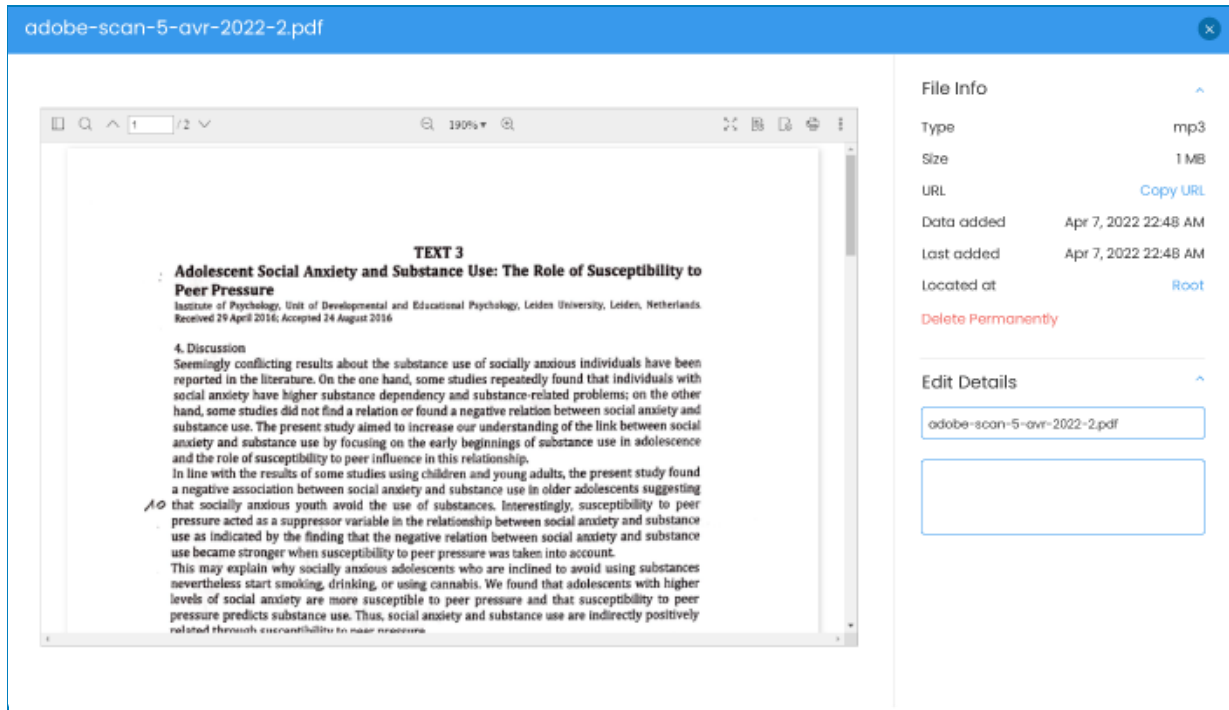
Type	mp4
Size	37 MB
URL	Copy URL
Data added	Apr 7, 2022 22:48 AM
Last added	Apr 7, 2022 22:48 AM
Located at	Root

[Delete Permanently](#)

Edit Details

choosing-the-right-medium-support-bra.mp4

- Preview your PDF document:



The screenshot displays a file manager interface with a document preview window and a sidebar containing file information and edit details.

File Info

Type	mp3
Size	1 MB
URL	Copy URL
Data added	Apr 7, 2022 22:48 AM
Last added	Apr 7, 2022 22:48 AM
Located at	Root

[Delete Permanently](#)

Edit Details

adobe-scan-5-avr-2022-2.pdf

Document Preview:

TEXT 3
Adolescent Social Anxiety and Substance Use: The Role of Susceptibility to Peer Pressure
Institute of Psychology, Unit of Developmental and Educational Psychology, Leiden University, Leiden, Netherlands
Received 29 April 2016; Accepted 24 August 2016

4. Discussion
Seemingly conflicting results about the substance use of socially anxious individuals have been reported in the literature. On the one hand, some studies repeatedly found that individuals with social anxiety have higher substance dependency and substance-related problems; on the other hand, some studies did not find a relation or found a negative relation between social anxiety and substance use. The present study aimed to increase our understanding of the link between social anxiety and substance use by focusing on the early beginnings of substance use in adolescence and the role of susceptibility to peer influence in this relationship.
In line with the results of some studies using children and young adults, the present study found a negative association between social anxiety and substance use in older adolescents suggesting that socially anxious youth avoid the use of substances. Interestingly, susceptibility to peer pressure acted as a suppressor variable in the relationship between social anxiety and substance use as indicated by the finding that the negative relation between social anxiety and substance use became stronger when susceptibility to peer pressure was taken into account.
This may explain why socially anxious adolescents who are inclined to avoid using substances nevertheless start smoking, drinking, or using cannabis. We found that adolescents with higher levels of social anxiety are more susceptible to peer pressure and that susceptibility to peer pressure predicts substance use. Thus, social anxiety and substance use are indirectly positively related through susceptibility to peer pressure.

VIII) Support

If you have any questions or need any support, please contact us in the following ways.

We will get back to you within 24 hours since you submit your support request.

- Submit [contact form](#).
- Email us at support@magezon.com.
- Submit a [ticket](#).
- Contact us through Skype: support@magezon.com.
- Contact us via live chat on our website: magezon.com.