

SIMPLE FILE LIST



Wordpress Plugin

Provides a List of Your Files on Your Website

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Note - There are two versions of Simple File List, the free version and the pro version. The free version is well suited for displaying a single file list on your website. If you need to organize a large number of files into folders and want more customization options please consider upgrading to [Simple File List Pro](#).

About the Plugin

Simple File List

Simple File List is a plugin that gives your WordPress website a basic list of your files, separate from the Media Library, which allows your users to open, download and optionally upload and manage files on the front-end.

To make the file list appear on the front-end, you simply need to place this shortcode snippet on any page, post or widget:

[eeSFL]

You add and manage the files and folders from the Admin List (shown), where you can add descriptions, rename files and delete them.

Both the front-end list and upload form can be shown to users based on their role; Everyone (Public), Only Logged-in User, Only Admins or Nobody.

The file list has options to show the file size, modification date, date added and thumbnails. Thumbnail images are generated automatically for images, videos and PDF files. You can sort files by name, dates, size or randomly.

File names are automatically renamed to remove problem characters for URLs, but you can add descriptions as well as assign a “nice name” to a file or folder. This is then shown in place of the real file name and can contain any characters needed.

When a user uploads a file, you can collect their name, email and file description. This can optionally be shown in the front-end file list.

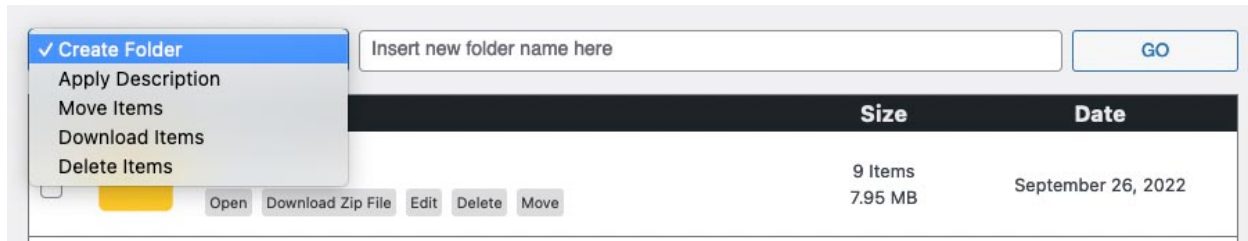
You can also give your front-end users full control over renaming, moving, sending, deleting and editing descriptions and file modification dates.

Thumb	Name	Size	Date
<input type="checkbox"/>	Folder-A <small>Open Download Zip File Edit Delete Move</small>	9 Items 7.95 MB	September 26, 2022
<input type="checkbox"/>	Mustang-Pics <small>Open Download Zip File Edit Delete Move</small>	6 Items 12.92 MB	June 17, 2022
<input type="checkbox"/>	Simple-File-List.pdf The Plugin Documentation <small>Open Download Copy Link Edit Delete Move Send</small>	1.41 MB	August 24, 2022
<input type="checkbox"/>	RUBHU GrubHub's Official Logo <small>Open Download Copy Link Edit Delete Move Send</small>	22.05 KB	August 16, 2022
<input type="checkbox"/>	Ohms-law-cartoon-cropped-300x248.jpg <small>Open Download Copy Link Edit Delete Move Send</small>	11.68 KB	June 17, 2022
<input type="checkbox"/>	SFL-Logo.png Simple File List Logo <small>Open Download Copy Link Edit Delete Move Send</small>	273.72 KB	June 17, 2022
<input type="checkbox"/>	02-A-Beautiful-Day.mp3 Song by Garbage <small>Open Download Copy Link Edit Delete Move Send</small>	8.24 MB	August 28, 2021
<input type="checkbox"/>	ANY QUESTION ? Any Questions? any-questions.jpg Submitter: Mitchell Bennis <small>Open Download Copy Link Edit Delete Move Send</small>	58.58 KB	November 28, 2017

SIMPLE FILE LIST PRO

The Admin File List

The Admin File List, on the back-end of your site, serves as the main location to manage your files. Here you can add, edit and delete anything in the list. Use the function bar at the top to create new folders and bulk edit checked items in the list.

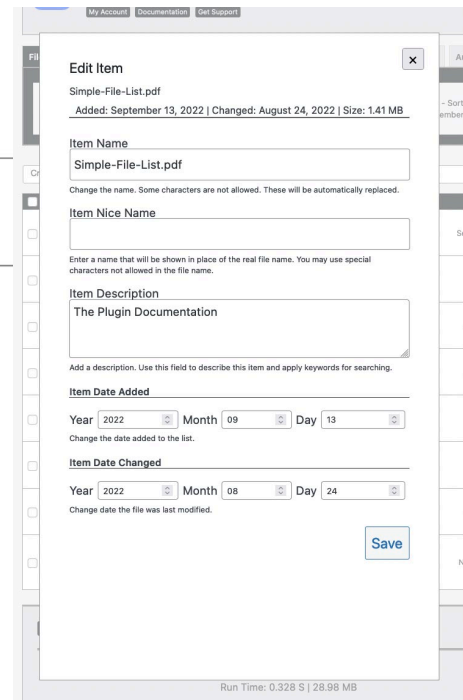


File Actions

File Actions allow you to perform different operations on the item.



- **Open** - Open the file in a new browser tab. The open link will only appear for file types that browsers can open.
- **Download** - Download the file directly to your computer or device. Folders are downloaded as a ZIP file.
- **Copy Link** - Copy the URL of the file and paste it into a web page or email.
- **Edit** - Open an Edit Details dialog. Here you can rename, add/edit a description or modify the dates of the file.
- **Delete** - A conformation box will appear. If you choose OK, the file will be deleted. Deleted Files and Folders are gone FOREVER.
- **Move** - Open a selection of folders where you may move this file or folder to. Whole folders and their sub-folders can be moved as easily as files.
- **Extract** - ZIP files will include an Extract action. Clicking this will create a folder of the same name and in the same location, provided the folder does not already exist. (Pro only)
- **Send** - Open an overlay where you can dictate an email message. You can also add more files to be sent. The message will contain links to the files chosen.
Requires Pro with the Simple File List Email extension.



EDIT FILE DIALOG BOX

Displaying the File List

To display the file list, add the shortcode to a page or post or widget. Simply paste this code and update...

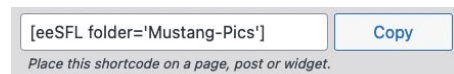
[eeSFL]

Use the plugin settings to define the appearance of the list and the file actions available. There are three types of list formats: table, tiles and flex.

Displaying a Sub-Folder

You can display any folder in your list on the front-end by adding this shortcode attribute:

[eeSFL folder="folder-a/folder-b/folder-c"]



To easily get the correct shortcode snippet, navigate to the folder you want to display on the back-end, then copy the snippet displayed at the top of the page.

Note - When you display a folder on the front-end, users can navigate downward into any sub-folder, but cannot navigate upward above the folder you have specified.

Additional Shortcode Attributes

There are many optional shortcode attributes that allow you to over-ride the plugin settings. You will only need to use these when you are showing a list in secondary locations. Use the Get Shortcode tab to create highly customized shortcode snippets.

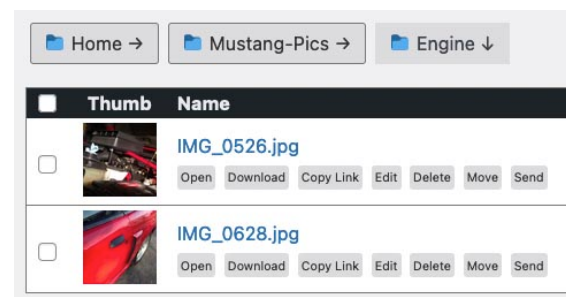
Folder Breadcrumb Trail

The Breadcrumb trail allows you to know where you are within a folder hierarchy. You can see each folder above your current location and click on it to go there.

You can hide this using the plugin settings if you wish to rely on the browser's back button.

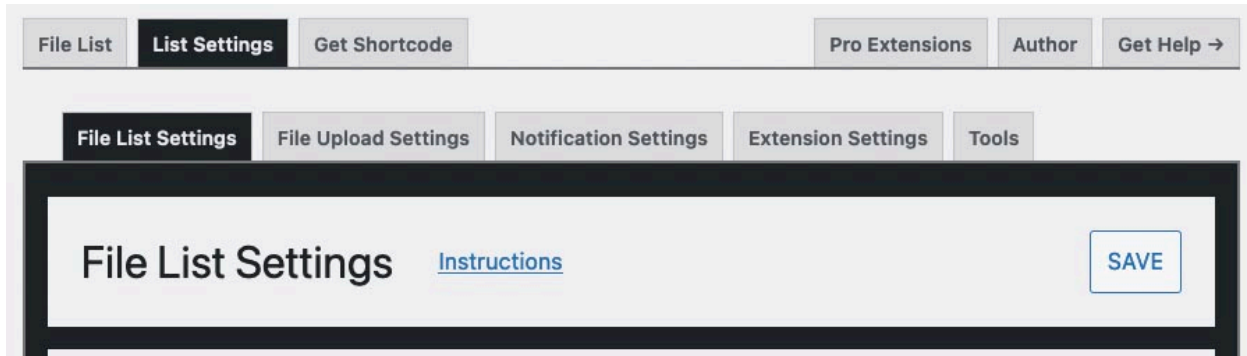
Thumb	Name	Size	Date
	hurray.png Open Download	8.47 KB	October 25, 2019
	Christopher-L-Collins.mov Open Download	2.07 MB	October 24, 2019
	Ice-Auger.mp4 Open Download	4.63 MB	April 25, 2019
	Nice-Catch.jpg Open Download	146.67 KB	April 25, 2019
	Geek-Humor.jpg Open Download	26.25 KB	April 25, 2019
	Ice-Flakes.jpg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

BASIC FRONT-END LIST



Plugin Settings

Simple File List provides a full set of option settings that allow you to define exactly how you want the list to behave and be displayed. Click on the **List Settings** tab on the back-end file list to go to the **File List Settings** options.



File List Settings

File List Settings determine how your list appears and behaves. Use shortcode attributes to over-ride for secondary list locations.

File List Details

File List Details

File List Name:

The name of this file list.

File List Directory:

This must be relative to your Wordpress home folder. (ABSPATH)

- * Default Location: wp-content/uploads/simple-file-list/
- * The directory you enter will be created if it does not exist.
- * If you change this later, information such as file descriptions will be lost.

Simple File List Pro allows you to define a custom file list directory. This directory must be relative to your Wordpress home directory, and may not be within one of the Wordpress core directories.

Note - Changing the directory will not affect the files on the disk, but may cause the loss of file descriptions, nice names and other information.

File List Access

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

Back-End Access: You can choose to show the Dashboard menu to user with any Wordpress role.

Front-End Management: Allow file editing and deletion on the front side of the site.

If you check this box, ANYONE who can access the page/post using the shortcode will be able to rename or delete files.

To create multiple lists, each with its own settings and extended front-end user access control, consider adding the [File Access Manager](#) extension to Simple File List Pro.

File List Access

Front-Side Display

Show To

Determine who you will show the front-side list to.

Back-End Access

Choose Role

Determine who can access the back-side settings.

Front-End Management

Allow

Allow file deletion, file renaming, editing descriptions and dates.

File Folders

Show Breadcrumb

Shows the relative folder path above the list.

Sort Folders First

Shows the folders grouped together at the top of the list, rather than sorted along with the files.

Show Folder Size

Show the total size of sub-folders. If unchecked, the count of items within a folder will be shown.

Allow Folder Download

Allow front-end users to download entire folders and sub-folders as a ZIP file.

When users click the download link, a zip file is generated and a download link is presented.

Note - Zip files are temporarily stored in a temp directory on your server, then deleted automatically each hour.

File Folders

Folder Navigation

Show Breadcrumb

Show a breadcrumb trail navigation above the list. Home / Folder 1 / Folder 2

Sort Folders First

Show First

Shows the folders grouped together at the top of the list, rather than sorted along with the files.

Show Folder Size

Show Size

If unchecked, the count of items within the folder will be shown.

Allow Folder Download

Allow Download

Allow front-end users to download entire folders and sub-folders as a ZIP file.

File List Style

There are three available front-end layouts to choose from: Table, Tiles and Flex.

There are also two color themes to choose from: Light and Dark. You can also choose not to use a color theme.

Color themes use transparency and are designed to accent your existing website theme colors. To define your own colors and styles, choose “No Theme” and then add the appropriate CSS to your site theme.

File List Style

File List Type

Style

Choose the style of the file list: Table, Tiles or Flex.

File List Theme

Show

Choose the color theme of the file list: Light, Dark, or None. This will rely upon your theme colors

File List Actions

Bulk File Download

Allow front-end users to download multiple files at once as a Zip archive.

Show Open Action

Displays an “Open” action below the file name.

Note - The user’s browser determines if the file can be opened. If it cannot the file will be downloaded.

Show Download Action

Displays a “Download” action below the file name. This option forces the file to be downloaded, even if the browser can open it.

Show Copy Action

Displays a “Copy Link” action below the file name. This will copy the URL of the file to the user’s clipboard.

File Actions

Show Bulk File Download

Show Checkboxes

Display checkboxes to allow the user to download multiple files as a ZIP archive.

Show Open Action

Show Link

Display the Open File link. If the browser cannot open the file, it will prompt the user to download.

Show Download Action

Show Link

The browser will prompt the user to download the file.

Show Copy Action

Show Link

Copies the file URL to the user clipboard.

File Sorting and Order

You can sort the file list by:

- Name
- Date Added
- Date Modified
- File Size
- Randomly

You can also choose the sorting order:

- Ascending (Going up)
- Descending (Going down)

File Sorting and Order

Sort By:

Reverse Order: ↓ Descending

Sort the list by name, date, file size, or randomly. Check the box to reverse the sort order.

Note - You can choose to display either the date added or the date modified regardless of the date sorted. See the File List Display section below.

File List Performance

Disk Scanning

The file list consists of an array of data stored in the Wordpress database. Fetching this data is much faster than scanning the physical disk upon each page load.

Because changes outside of the plugin (using FTP or other means) need to be accounted for, periodic re-scanning is done. You can choose how often this occurs and whether it occurs as the file list loads or by a Wordpress background task.

If you rarely change your files outside of the plugin, use the manual-only option for the fastest performance.

For each setting, you can always click the Re-Scan Files button on the Admin File List to force a re-scan of the disk. [More About Scanning](#)

Performance

File List Disk Re-Scan Method

Re-Scan:

Reduce server load by only scanning the hard disk occasionally. Choose to re-scan for external changes each time a page loads, each hour, once per day or manually.

Scan in Background

Background:

Background scanning may not work well in all environments.

Thumbnail Generation

Simple File List can automatically create thumbnail images for certain file types; gif, jpg, png and tif files, page 1 of PDF files, and the 1 second mark of most video files.

Your server must be compatible and have the required components for these features to work. Check with your web host if one of these features appears unavailable.

Thumbnail checking and generation happens when files are uploaded and when the disk is scanned.

Thumbnail Generation

You can choose to generate small representative images of large images, PDF files and videos files.

Image Thumbnails:

Read an image file and create a small thumbnail image.

PDF Thumbnails:

Read a PDF file and create a representative thumbnail image based on the first page.

Video Thumbnails:

Read a video file and create a representative thumbnail image at the 1 second mark.

*→ GhostScript is Not Installed. PDF thumbnails cannot be created.
→ Video thumbnails will not be created because ffmpeg is not installed.*

Smooth Scroll

Automatically scroll down to the list after an upload or other action that refreshes the page.

This feature can be helpful if the file list is not near the top of the page.

Smooth-Scroll

Use Smooth-Scroll:

Uses a JavaScript effect to scroll down to the top of the list after an action. This can be helpful if the list is not located close to the top of the page.

File List Display

Show Thumbnail

Show the file thumbnail and define the label text.

Show Date

Show the file date and define the label text. Also choose which date is displayed; Added or Changed

Show File Size

Show the file size and define the label text.

Show File Description

Show the file description and define the label text.

The file description will appear below the file name.

Show File Submitter

Show the file submitter information and define the label text.

Show Header

Show the table header above the file list or not.

Show Extension

Show or hide the file extension (.jpg) in the file name display. If you don't like the appearance of the extension, this setting allows you to remove it.

Preserve File Name

Whenever a files is upload, renamed, or found as new on the disk, the name is sanitized to make sure it can be used as a valid URL. However, the original file name is always preserved. This feature will show that as the Nice Name in place of the real file name in the list.

File List Display

File Thumbnail

Show Thumb

Show file thumbnail images.

File Date

Show Date Changed

Show the file date, either last changed or when added to the list.

File Size

Show Size

Limit the file information to display on the front-side file list. Enter a custom label if needed.

File Description

Show Description

Show a description of the file, which can include keywords and special characters not allowed within the file name.

File Submitter

Show Submitter

Show the name of the user who uploaded the file on the front-end.

Table Header

Show

Show or hide the file table header.

File Extension

Show

Show or hide the file extension.

Preserve File Name

Show

Files with illegal characters are renamed to ensure good URLs. This setting will preserve and show the original name as the Nice Name.

File Upload Settings

The File Upload Settings tab contains all of the available options that define how the file upload form appears and functions.

Upload Restrictions

Who Can Upload

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

Note - If you want to restrict uploading by WordPress users or roles, add the [File Access Manager](#) extension to Simple File List Pro.

File Upload Restrictions

Who Can Upload Files

Restrict To

Only Logged in Users Can Upload

Allow anyone to upload, only logged-in users, administrators or nobody. Please use "Anyone Can Upload" with Caution

Upload Job Limits

Upload Limit

Set the maximum number of files that may be uploaded per submission.

Maximum File Size

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

*Note - There are two PHP INI variables which limit your maximum upload file size: **post_max_size** AND **upload_max_filesize***

Upload Job Limits

Maximum Files Limit

File Limit 10

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

Maximum File Size

Size (MB) 8

Your hosting limits the maximum file upload size to 1024 MB.

Allow Overwriting

Overwrite or Save as New

Usually new files using an existing name will be numbered so a file is not overwritten. Check this box and existing files will be overwritten instead.



The screenshot shows a control panel titled "Allow File Overwrite". It has a section "Overwrite or Save as New" with a horizontal line above it. Below this is a label "Overwrite" followed by an unchecked checkbox. At the bottom, there is a grey box containing the text: "Do not save new copies of files with the same name. Existing files will be overwritten."

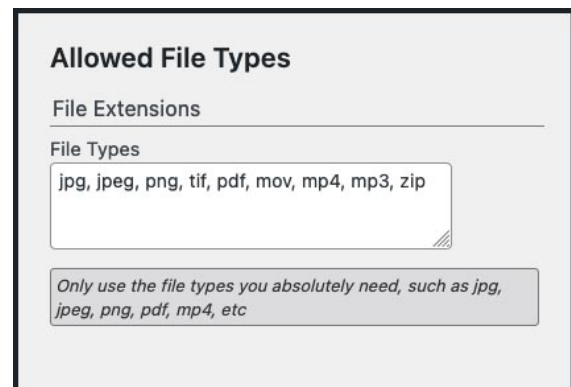
Allowed File Types

File Extensions

Add the file extensions you would like to accept. Separate each with a comma.

Only use the file types you absolutely need. Common file types include:

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



The screenshot shows a control panel titled "Allowed File Types". It has a section "File Extensions" with a horizontal line above it. Below this is a label "File Types" followed by a text input field containing the text: "jpg, jpeg, png, tif, pdf, mov, mp4, mp3, zip". At the bottom, there is a grey box containing the text: "Only use the file types you absolutely need, such as jpg, jpeg, png, pdf, mp4, etc"

Note - Simple File List will not allow for certain potentially dangerous file types to be uploaded.

Get File Submitter Information

Upload Description

Display a text area input so users may add a description to the file, or group of files, being uploaded.

Submitter Information

Get the file submitter's name, email and description.

For logged-in users, their name and email address are automatically added, so those inputs will not be displayed.

This information will be included within the upload notification email and added to the file details, which can be shown along with the file.

Upload Submitter Information

Upload Description

Show Input

Display an input allowing the submitter to add a text description of the file upload.

Submitter Information

Require

*Display a form with name and email which is required to be filled out.
If the user is logged in the form will not appear. The name and email address will be automatically captured from the user data.*

Upload Form Display

Upload Form Position

Choose to display the upload form either above or below the file list.

Confirmation

Choose the show an upload confirmation page after a successful file upload job, or simply go back to the file list.

Show Upload Limits

Show the user information about what can be uploaded: file size, number and file types.

*File Limit: 10 files
Size Limit: 256 MB per file.*

Types Allowed: jpg, jpeg, png, tif, pdf, mov, mp4, mp3, zip

Drag-and-drop files here or use the Browse button.

Display

Upload Form Position

Position

Choose to show the upload form either above or below the file list.

Confirmation

Show Results

Show a resulting list of the files uploaded, or proceed directly back to the file list.

Show Upload Limits

Show Limits

Display upload limitations on the front-end, such as size and types allowed.

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 defined.

Send Notification

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

Notifications

Enable Notifications

Enable

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

Note - Notifications are not sent when files are uploaded on the back-end.

Notice Recipients

Notice Email

This is the address the notice is sent to.

Copy to Email

Send a copy of each notice email to this address.

Blind Copy to Email

Blind copy notice emails here. No recipients see this address.

Note - You can add more than one email address for each input. Separate multiple addresses with a comma.

Notice Recipients

Notice Email

admin@simplefilelist.com

Send an email here whenever a file is uploaded.

Copy to Email

Copy all notice emails here.

Blind Copy to Email

Blind copy all notice emails here.

** Separate multiple addresses with a comma.*

Message Details

Your Name

The visible name in the From field.

Reply Address

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

Message Details

Your Name

The visible name in the From field.

Reply Address

The notification message's reply-to address.

Notification Message

Message Subject

The notification email subject line.

Message Body

This will be the text for the file upload notification messages. To insert file information and link, use this shortcode: **[file-list]** To insert a link pointing to the file list, us: **[web-page]**

Message Details

Message Subject

The notification message subject line.

Message Body

Greetings,

You should know that a file has been uploaded to your website.

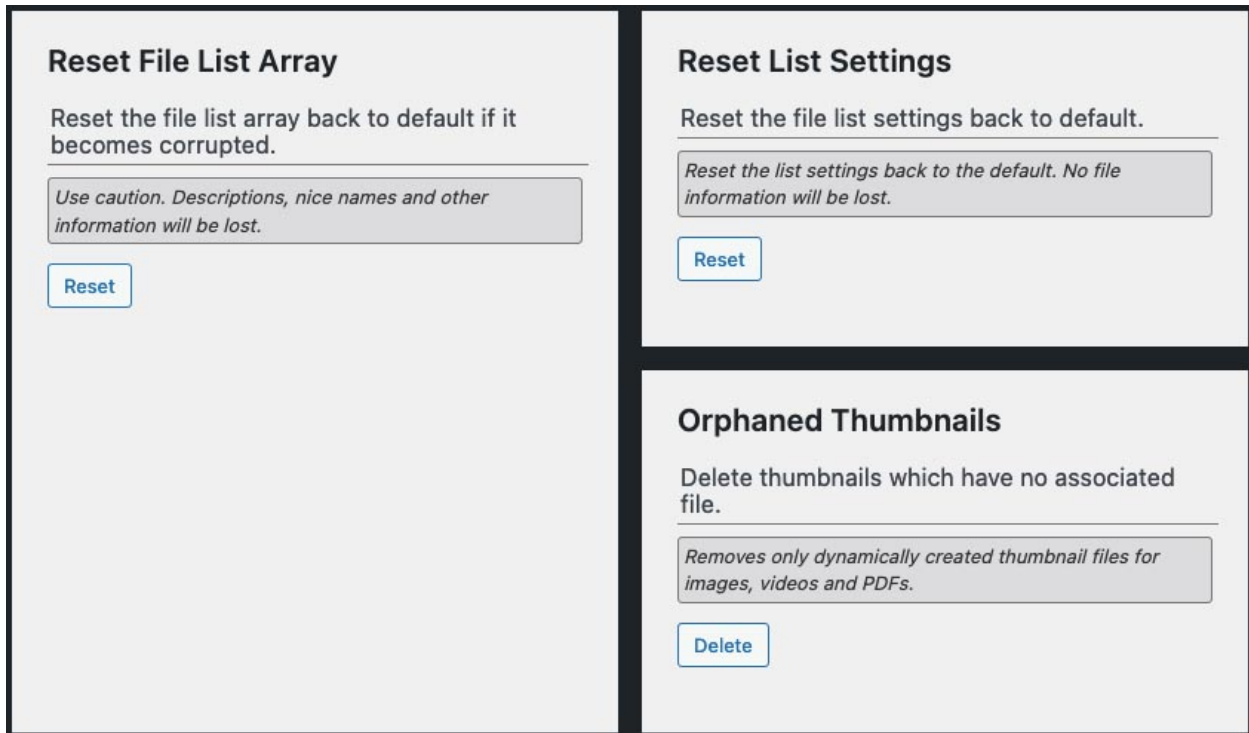
[file-list]

File List: [web-page]

This is the text for all file upload notification messages. To insert links to the files, use this shortcode: [file-list] To insert a link pointing to the file list page, use this shortcode: [web-page]

The Tools Tab

The Tools tab allows you options if you'd like to reset the file list and settings to the defaults.



Reset the File Array

Use this tool only if your file list array has become corrupted or if you wish to clear all descriptions and user information.

Reset the List Settings

This tool simply resets the file list settings back to the defaults.

Delete Orphaned Thumbnail Files

Thumbnail files for images and videos are generated when the file is detected. If the file is later moved, renamed or deleted outside of the plugin, the thumbnail file will remain. This tool allows you to delete any thumbnail that doesn't have an associated file.

*Thumbnail files are stored in the **.thumbnails** folder, located within the main file's folder.*

Pro Extensions

The free version of Simple File List provides the base features needed to post a single list of files. However, if you need more user access control or have a large number of files, upgrade to **Simple File List Pro** to have the ability to add extensions.

If an extension includes new settings, these will be added to the Extension Settings tab.

Search & Pagination

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

The image shows a search bar interface with four input fields: 'From', 'To', 'Name or Description', and a 'Search Files' button. The 'From' and 'To' fields are for date selection, 'Name or Description' is for text search, and the button is for executing the search.

Clicking on a date entry box will bring up a date picker. You can search for files with dates before, after or between two dates.

Use the text box to search file names, descriptions and submitter information. Text searches are case-insensitive. You can search for file types by just typing in the extension (pdf).

Search & Pagination Options

Search on the Front-End

You can disable the search bar on the front-end and only use it on the back-end.

Search Parameters

You can choose to show either the date entry, text entry or both.

Date Type to Search

When searching by date, you can search either the date the file was changed or the date it was added.

Enable Pagination

Break up long file lists into smaller sections. A navigation bar will appear below the file list.

Choose Page Size

Define how many files will be shown in each pagination section.

The image shows a settings panel titled 'Search' with the following options:

- Enable Searching on the Front-End**: Enable:
- Show the Search Panel: Date inputs will appear if the date column is displayed.*
- Choose the Search Parameters**: Search By: Text or Date (dropdown)
- Text searches file names, descriptions and owner information.*
- Choose the Type of Date to Search**: Search by Date Modified:
- Date the file was changed. If not selected, search will be by the date added to the list.*
- Enable Pagination**: Enable:
- Break up a large file list into smaller pages.*
- Choose Page Size**: Files per Page: 10 (dropdown)
- Choose how many files to show per page.*

Search Form Shortcode

You can also use a shortcode to place a search form anywhere on your website.

```
[eeSFLS permalink="http://file-list-url.com"]
```

The permalink value will be the page address where the file list you want to search is located.

File Access Manager

This extension adds the ability to create additional file lists, each with its own settings and user access permissions. Restrict access to files and lists based on WordPress user or role.

Create Five Types of File Lists

- **Restricted Mode**
Restrict access to all of the files by default. Grant access to specific files to specific users and roles.
- **User Mode**
Restrict file list access to a specific Wordpress user.
- **Group Mode**
Restrict file list access to a specified group of Wordpress users.
- **Limited Mode**
Restrict file list access to all except Wordpress users matching a specified role or with a minimum role or higher.
- **Normal Mode**
Do not restrict access. Files are viewable by anyone who can reach the file list page. Files may also be linked-to from outside of your website.

Plugin Settings

These settings apply to all file lists. They can be found by going to the “All File Lists” tab, then to the “Access Settings” tab.

Minimum Role

Define the minimum role to be considered when adding users to a list. This helps keep the choices manageable if you have many subscribers.

Minimum Role to Consider

Minimum Role

Minimum Role

These roles below will not be included when choosing file or list access.

Blind Copy Admin

Choose to notify the WordPress Admin for each file uploaded for all lists. This address is located on the WordPress Settings page.

Blind Copy Admin

Blind Copy All Notifications

Blind Copy All Notifications

Send a blind copy of each notification email to the main notification address: admin@simplefilelist.com

Extension Settings

These settings can be found by going to the “File List Settings” tab, then to the “Extension Settings” tab.

Maximum List Size

Set a limit for the maximum size of a file list. When this is exceeded the upload form will not appear until some files are removed or the limit is raised.

File Access Manager

Set a Maximum List Size

Maximum Size (MB)

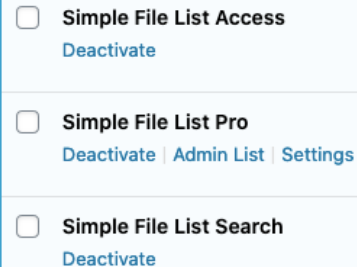
If the size is exceeded, the file upload form will not appear.

Getting Started with Access Manager

Step 1: Activate the File Access Manager

Make sure the main Simple File List Pro plugin is active, then activate the File Access Manager extension plugin.

Go to the File List Pro settings menu.

- 
- Simple File List Access**
[Deactivate](#)
 - Simple File List Pro**
[Deactivate](#) | [Admin List](#) | [Settings](#)
 - Simple File List Search**
[Deactivate](#)

Step 2: Select the Mode

Go to the File List Pro menu item. You will see this dialog asking you which type of mode you want to apply to your current list. Make your selection and then click save. You can always change this later.

Choose Access Mode [Getting Started](#)

Select the access mode for your existing file list.

- Normal Mode:** Files are public and can be linked-to from other websites.
- Limited Mode:** Limit access to WordPress users who have a specific Wordpress role.
- Group Mode:** Limit access to a group of WordPress users.
- User Mode:** Limit access to a specific WordPress user.
- Restricted Mode:** Admin grants file access. Users can see only files they uploaded.

[SAVE](#)

Step 3: Define the Operations Permissions

Next, define the file operations permissions allowed on the front-end. For each operation choose from these permissions:

- Nobody – The feature is disabled.
- This User / This Group (For User and Group modes)
- Minimum Role – Only logged-in user with this role or above.
- Match role – Only for users with this specific role.
- Anybody – Everyone, including public users.

List Operations Permissions

Allow File Uploads: ▾
Allow users to upload files to this list.

Allow File Management: ▾ ▾
Allow users to manage the files, including deleting them.

Allow Copying to Other Lists: ▾ ▾
Allow users to copy files and folders to other lists.

Create Additional File Lists

After you have defined the mode for your main file list, you can create additional file lists for other applications. To create a new file list, go to the "All File Lists" tab, then to the "Create List" tab.

All File Lists **Create List** Access Settings Pro Extensions Author Get Help →

Create New File List [Instructions](#) [Create List](#)

File List Mode

File List Name
List 2
Enter a title for the new file list.

File List Directory
wp-content/uploads/list-2/
The directory must be relative to the WordPress home directory.

The File List Access Mode

Normal Mode: Files are public and can be linked-to from other websites.

Limited Mode: Limit access to WordPress users who have a specific Wordpress role.
Minimum Role

Group Mode: Limit access to a group of WordPress users.

User Mode: Limit access to a specific WordPress user.

Restricted Mode: Admin grants file access. Users can see only files they uploaded.

[Create List](#)

When a new list is created it uses the settings from the main file list, so be sure to go through the settings tabs for the new list to ensure they are what you need.

Note - Once you create a new file list, the directory location cannot be changed. Create a new file list using the new directory location.

Step 5: Place the Shortcode

To display the list on your website, go to the Admin File List and copy the shortcode snippet displayed at the top of the page:

```
[eeSFL list="2"]
```

You can also create a customized shortcode for secondary display locations on the Get Shortcode tab. Place the shortcode snippet onto any Page, Post or Widget. Be sure to test the file list visibility and operations permissions using while logged-in as an intended user or role.

Note - If you omit the list attribute, the Main File List will be displayed. If the ID does not have an associated file list, no list will be displayed.

Sending Files

This extension adds the ability to easily send emails with links to one or more files within the list.

Click on the Send file action below the file name within the list to open the input dialog box. To add more files, click the “Add More Files” button.

Fill in the desired addresses, the subject line and the message body.

Links to the selected files will be added to the message.

Plugin Settings

Allow File Sending

Choose to allow file sending on the front-end.

Blind Copy Self

Choose to send a blind copy (BCC) of each email to the list administrator.

FAQs

Can I place multiple shortcodes on a single page?

Yes, with limitations. When placing more than one file list on a single page, only the first list displayed will have full functionality. Subsequent file lists will be limited to displaying only files. Sub-folders, front-end management controls and the upload form will not appear.

Are the file uploaded to the Media Library?

No, files are uploaded to a separate folder inside your general WordPress uploads folder or another location you specify.

Can I limit the access to my files to only logged-in users?

Yes, you can limit access to Admins or anyone who is logged in. If you need to restrict access by WordPress user or role, consider the [File Access Manager](#) extension to Simple File List Pro.

Can people who upload overwrite existing files?

Not by default. If a file is uploaded having the same name as one already present, a series number is appended to the name (filename_2.ext). If you want files to be replaced, uncheck the box on the Upload Settings tab.

Why does the file sometimes get renamed when it is uploaded?

File names must adhere to the rules of web URLs. Some characters are not allowed and will make the file unreachable if used. These are replaced upon upload. [More Information](#)

Can I place different lists in different places?

Yes, you can place the same list or different sub-folders on as many pages as needed. Using the [File Access Manager](#) extension you can place completely separate file lists.

Can I approve files before they appear on my website?

Yes. You will use two folders, one for an inbox and another for the outbox (approved files). When someone uploads a file to the inbox folder, you simply move it to the outbox folder if approved. You will use two different shortcodes, one only showing the upload form and the other for only showing the list. [Example](#)

Can I Force Acceptance of Terms Before Viewing or Uploading Files?

This isn't a part of Simple File List, but you can accomplish this with a little code added to your website theme. [Here's how](#)

How Do I Prevent Users From Downloading Files?

If users can view files, you cannot prevent them from downloading them. [More Information](#)

Can I Prevent Direct URL Access to My Files from Outside My Website?

Some website owners do not want anyone from outside their own site to be able to access the files in their list directly, sometimes called "hot linking". Simple File List adds hotline protection automatically unless you choose to show the files to everyone.*

**Apache web servers only*

Are the files in the list searchable by Google and other search engines?

Only if you place a list on the front-end of your website which is viewable to the general public. If you choose USER, ADMIN or NO, in the List Settings these files will not be indexed by search engines.

Can I customize the appearance of the list and uploader?

Yes, the CSS is easily over-ridden, making it easy for anyone with CSS knowledge to customize the page design. [More Information](#)

Can I change the appearance of the date?

Yes, the file date format uses the format selected in your WordPress Settings. Go to Settings > General

Can I create custom behavior after an upload completes?

Yes, you can hook into the actions "*eeSFL_UploadCompleted*" and "*eeSFL_UploadCompletedAdmin*" and do pretty much anything you want upon upload completion.

What is the maximum upload file size?

This is a setting that you choose in the file configuration. The absolute maximum size allowed will depend on your hosting setup. which is automatically detected.

Getting Help

What if I have trouble or need assistance? Will you help?

Yes! I enjoy helping people. Please contact me with any issues using my [support ticket system](#). I usually respond within 24 hours.

Website Resources

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