

# Getting Started

The Folders application provides you with a way to store and protect files from your PC or Mac, from the Web, or from your camera. With Folders you can choose to have folders with files anyone can view, or you can lock a folder so that only you can view the contents after entering your password. Finally you can even hide a folder so that it only appears after entering your password.

There are two modes to using the Folders application. Locked and unlocked. When you first run the Folders application it is locked. In locked mode you can create new folders and add files. You can enable WiFi sharing and load files from your PC or Mac. However, you can not lock or hide folders while running in locked mode, you can also can not access locked or hidden folders in locked mode. To unlock folders, you must use the padlock button to enter your password. Once unlocked you have complete access to all folders and files, and all features of the application.

## Setting your Password

A password is required to unlock the Folders application. When unlocked you can access your locked and hidden folders, and you can use all of the features of the Folders application. Be sure to use a password that would not be easily guessed. Also, be sure to remember your password. If you lose your password you will not be able to gain access to any locked or hidden files.

### **To set your password:**

1. Press the padlock button on bottom right of the screen.
2. Enter your password, enter it again to confirm.
3. Press the Save Password button.

## Application Locking and Unlocking

### **To Unlock the Application:**

1. Press the padlock button on the bottom right of the screen.
2. Enter your password and press the "Login" button.

### **To Lock the Application:**

1. Press the padlock button on the bottom right of the screen.
2. Press the "Logout" button.

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# Creating Folders

Before you can add files you must create folders to put your files in to.

## To Create a Folder

1. Press the "+" button at the bottom left of the "My Folders" screen.
2. Enter a name for the new folder.
3. Press the "Save" button.

# Hiding and Locking Folders

To lock or hide a folder you must first unlock the application by entering your password.

See Locking and Unlocking

## To Hide or Lock

1. Make sure you have unlocked the application by entering your password.
2. Open the folder you wish to hide or lock by clicking on it from the "My Folders" screen.
3. Press the wrench icon at the bottom right.
4. Press either the "Lock Folder" or "Hide Folder" button.

If you get an error entitled "Folders Locked" then you have not unlocked the application by entering your password.

You can unlock or unhide a folder by following steps 1-3 from above and then pressing the "Unlock Folder" or "Unhide Folder" button.

# Transferring Files to and from your PC or Mac

To transfer files from your PC or Mac use the WiFi sharing feature of the Folders application. The WiFi Sharing feature allows to you use your web browser to establish a direct connection to your iPhone or iPod Touch. In order to use this feature you **must meet the following requirements.**

## WiFi Sharing Requirements

1. Your iPhone must be using WiFi (not 3G or EDGE).
2. Your PC or Mac must be on the **same network** as your iPhone or iPod Touch.

## To Enable WiFi Sharing

1. Press the WiFi button from the "My Folders" screen.
2. **Do not press finished until you have transferred all files.**
3. Open a Web Browser on your computer. (Internet Explorer, Firefox, Safari are all compatible with Folders)
4. Using the web browser on your PC enter the address shown on screen in Folders. It should start with http:// Enter the address just as you would for any website. Be sure to include http:// at the beginning of the address.
5. Follow the on screen instructions in your browser for creating folders and adding files.

## **Downloading Files back to your PC**

Once you have established a connection between your web browser and your iPhone/iPod you can download any of your files to your PC simply by **right-clicking** with your mouse on the file name in the web browser. Select the option to save the file, wording will vary depending on your web browser: "Save File As", "Save Link As", "Save Linked File As", etc...

## **Importing from the Camera and Photo Gallery**

You can store files from your device's photo gallery or take photos or video directly from the camera and save them in Folders.

### **To Add a File from the Photo Gallery**

1. Open the folder you want to add the file to.
2. Press the plus "+" button at the bottom left of the screen.
3. Press the "Media Library" button.
4. Select the photo or video you wish to import.

### **To Add a File from the Camera**

1. Open the folder you want to add the file to.
2. Press the plus "+" button at the bottom left of the screen.
3. Press the "Camera" button.
4. Take a photo or a video using the camera.
5. Press the blue "Use" button to add it to your folder.

## **Downloading Files from the Web**

Folders comes with a built in web browser that allows you to directly download files from the Internet into a folder while you browse the web!

### **Using the Folders Web Browser**

1. Open the folder you want to save files to.
2. Press the plus "+" button at the bottom left of the screen.
3. Press the "Web Browse" button.
4. Enter the web address in the field at the top of the screen.
5. Press the "GO" key on the keyboard.
6. Surf the web. Each link you press will give you the option to "Browse" or "Save". Choosing "Browse" will open the link in the browser just like it would in Safari. Pressing "Save" will save the link or file to your current folder.

## **Unzipping Archive Files**

If you need to move a large number of files at once you can zip them in a zip file, transfer the zip to Folders and unzip it. To do this simply download the zip file to a folder as you would any other file. Double tap on the file in Folders and it will unzip in your current directory.

**IMPORTANT NOTE:** Currently Folders does not support nested folders (folders inside of folders), therefore it cannot unzip a file that has folders in it. You must zip only files in your zip archive, not folders of files.

## Deleting Files and Folders

You can delete individual files or you can delete entire folders of files. The deletion process is similar to most built in iPhone/iPod touch applications. Please note that you can only delete locked folders after unlocking the application with your password.

### To Delete a File or Folder

1. Press the "Edit" button at the top right of the screen.
2. For each file or folder you wish to delete, press the red (-) "minus" button to the left of the item name.
3. Press the red delete button to confirm.
4. When finished, press the done button at the top right.

## Changing Your Password

### How to change your password

1. Press the padlock button on the bottom right and enter your password.
2. Press the padlock button again and press the "Change Password" button.

## iTunes Backup and Restore

If you have selected to Sync the Folders application with iTunes, iTunes will back up all of your folders and files each time it backs up your device. If you replace your device, get an upgrade, or restore it for any reason, iTunes should restore Folders with all of its contents. However, your **password will be reset**. The password is reset to a system default of 'psswd'. Use this password to unlock the application, then change your password by following these instructions.