

# **File Navigator**

## **User Guide**

**Release 1.0.3**

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### 1. **About File Navigator**

The File Navigator plug-in simulates a Windows Explorer like behaviour in the Lotus Notes sidebar.

It provides common functions like creating new folders on the file system, drag'n'drop support from IBM Lotus Notes to the file system – and vice versa.

The plug-in although provides some special functionality like converting mail documents in to EML files, an EML file viewer, support for network shares and so on.

Currently the File Navigator is available in the following languages:

- Danish
- Dutch
- English
- French
- German
- Italian
- Spanish

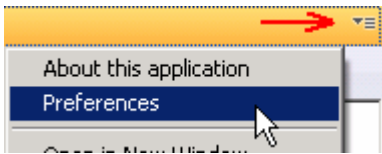
### 2. **System requirements**

The plug-in requires IBM Lotus Notes 8.5 or higher.

There are no known operating system restrictions.

## 3. Preferences

Most of the functionality in the File Navigator can be set via preferences. You can open them through the top menu.











### Note:

This guide shows all available settings and preferences. Your administrator may have configured or hidden them centrally.

## 4. Functionality

### 4.1 Context menu and keyboard commands

The File Navigator provides a user-friendly context menu for common file tasks.

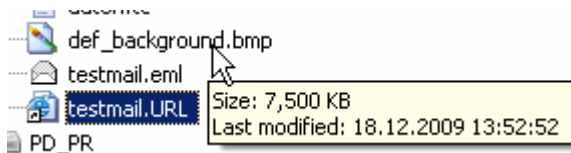
Open	ENTER
 Copy	CTRL+C
 Paste	CTRL+V
 Rename	F2
 Delete	DEL
 Refresh	F5
 Create folder	CTRL+1
 Add to favorite folders	CTRL++
 Remove from favorite folders	CTRL+-

All tasks can be done through using the context menu or through keyboard commands.

Drag'n'drop in File Navigator works like using the operating systems file navigator. You can use SHIFT to move files during drag'n'drop or STRG to copy those files.

### 4.2 Tooltip

You can get some useful file information through hovering over a file.



### 4.3 Refreshing the file tree

For refreshing the file tree you can click on the button in the toolbar. It refreshes all drives.



To enable (=show) this button you have to activate the following preference.

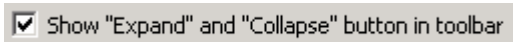


## 4.4 Expanding and collapsing folders

To expand or collapse the folders there are two buttons provided within File Navigator. Please consider, that expanding a lot of folders may take some time.

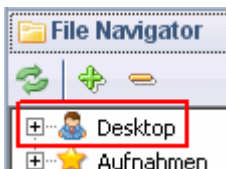


To enable (=show) this button you have to activate the following preference.

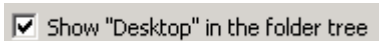


## 4.5 Show "Desktop"

As a shortcut functionality you can enable your Desktop as first item in the File Navigator. On Window systems it is your Desktop directory, on Unix/Linux based systems it is your home directory.



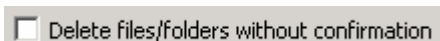
To enable (=show) the Desktop you have to activate the following preference.



## 4.6 Deleting and replacing files or folders

By default you are asked if you want to delete a file/folder or replace a file/folder. This should prevent unwanted deletions of files or folders.

If you don't want this protection you can disable the confirmation dialogs through the following preference settings.



## 4.7 Show hidden files

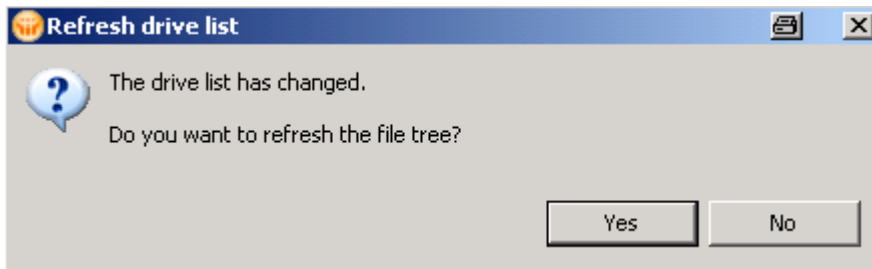
By default hidden files are not displayed in File Navigator. This should prevent unwanted operations, which could affect the systems behaviour.

If you want to see hidden files, you can enable them through the following preference setting.



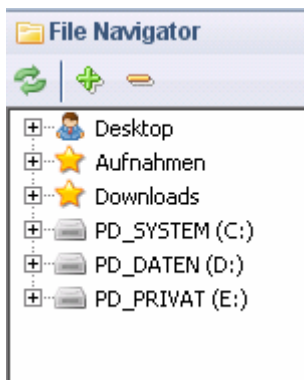
## 4.8 Automatic reload of the file tree

The File Navigator provides a functionality to automatically reload the file tree. This is a kind of alert, which informs you after the drive list has changed (i. e. when adding or removing an usb stick).

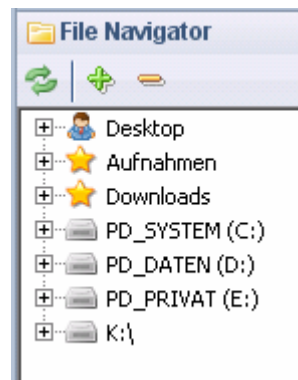


If you confirm this dialog with “Yes” the tree will be automatically refreshed.

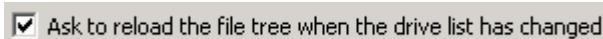
Before:



After:



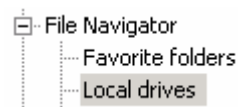
To enable this functionality you have to activate the following preference.



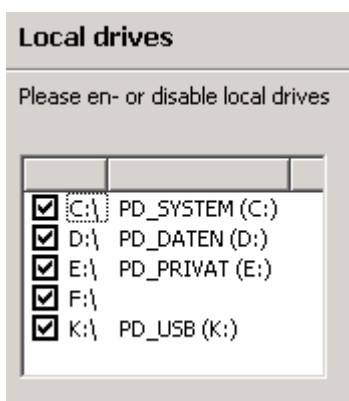
## 4.9 Managing local drives

When you have a lot of local drives it makes sense to hide those you don't use (often).

For that you can en- or disable every drive through a preference. Within the preferences dialog navigate to “File Navigator => Local drives”.



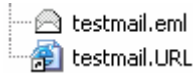
There you can check/uncheck your current local drives. Checked drives are displayed, unchecked are hidden.



## 4.10 Mail dropping/conversion and EML viewing

In some cases it could be useful to “archive” mail documents onto the file system. For that case the File Navigator provides two different ways:

- Creating an URL link file
- Creating an EML file



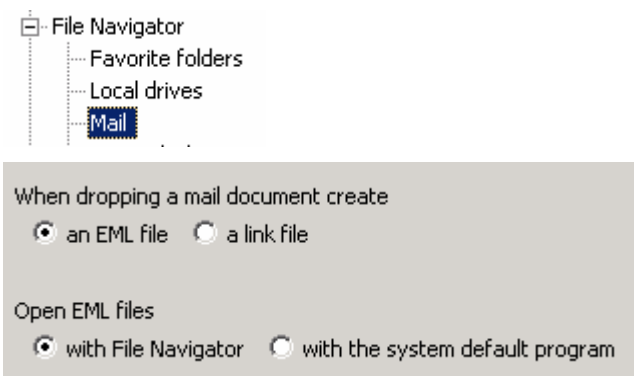
An URL link file is just a link to the original Notes Mail document. If you delete or move the Mail document the link will have an invalid target and won't work any more.

An EML file is a full “copy” of the original Mail document. It can be archived and used even if the original Mail document has been deleted.

The File Navigator provides an own EML viewer for created EML documents. You can only view those EML files when you open through the File Navigator plug-in.



You can set the preferences through navigating to “File Navigator => Mail”.

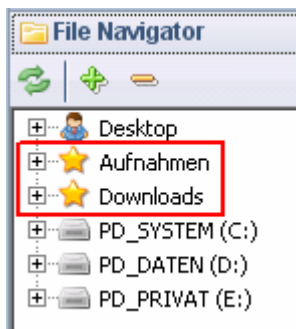


### Important

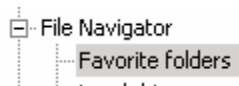
In some cases Notes 8.5.1 is needed to convert Mail documents to EML format.

## 4.11 Managing favorite folders

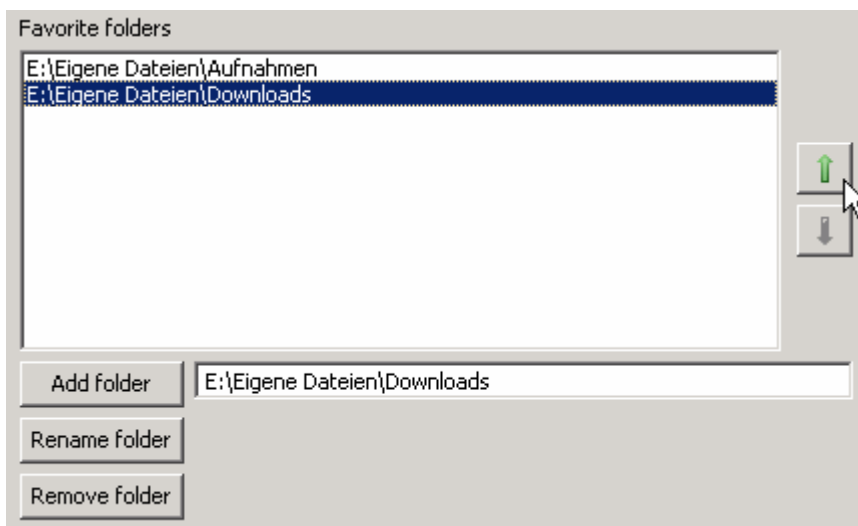
Favorite folders provide a convenient way to access in your most used folders in a shortcut way.



To manage your favorite folders open your preferences and navigate to “File Navigator => Favorite folders”.



From within this dialog you can add, rename or remove favorite folders.



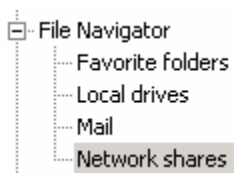
Hint:

Removing a favorite folder doesn't remove the folder from the file system.

## 4.12 Managing network shares

Network shares are a functionality to provide quick access to network data without mapping the shares as local drives.

First you have to enable them through the preferences (“File Navigator => Network shares”)

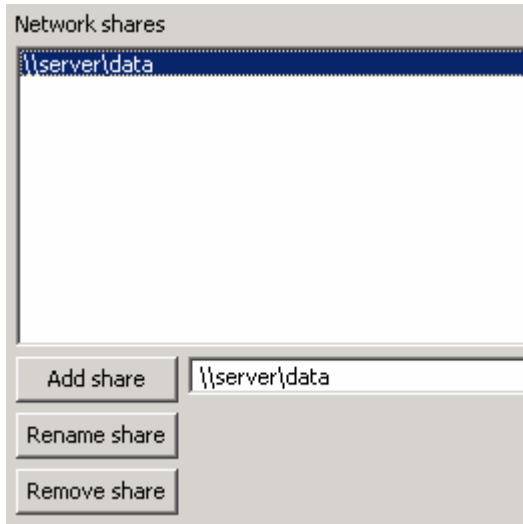


## File Navigator

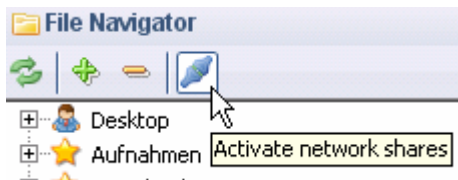
Activating the preference setting (see the following picture) activates the network share settings.



As you can see those settings are similar to the favorite folder dialog.



Enabling the preference although enables a new button in the toolbar. Network shares aren't visible before you enable them via this button. This step is necessary because sometimes you don't have the share available (i. e. offline) – in those cases File Navigator could "hang" because it tries to reach an unavailable share. Please consider this!



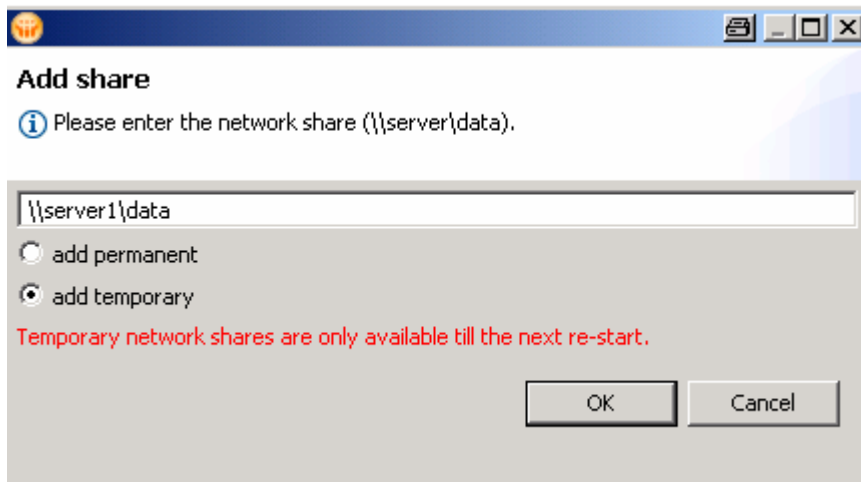
After you've activated the share you'll see three new buttons



- The leftmost button inactivates (disables) the network shares. Use it, when you go offline.
- The button in the middle creates a new dialog to add a network share without using the preferences.
- The right button allows you to remove network shares.

You can add two kinds of network shares:

- Permanent shares, which will be there until you remove them
- Temporary shares, which will be deleted through a plug-in restart.



Permanent network shares are displayed through a blue network image, temporary network shares are displayed through a red network image.



The button for removing shares allows you to remove permanent and temporary network shares at once.

