

Using FileMaster

The full English version of FileMaster is no longer available on the app store. This tutorial was made before the change and shows the full English version. Almost all the options on your version are still in English with a few exceptions. You will still be able to follow this tutorial and continue to use FileMaster.

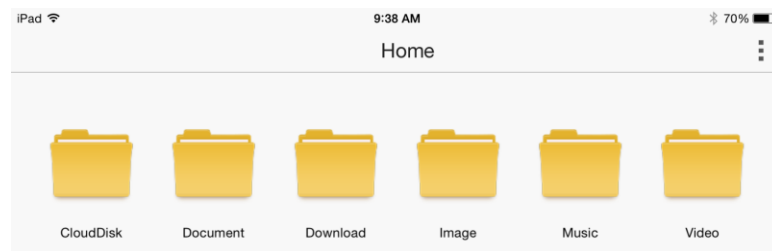
FileMaster is an app that allows you to organize all your files on your iPad, iPhone, and iPod. It also allows you to share your files with your other devices such as your computer.

Getting Started

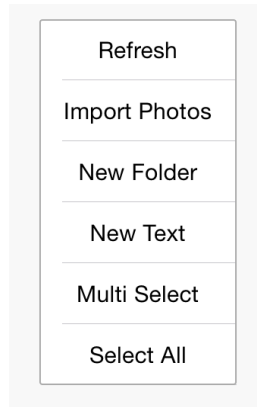
1. Find the FileMaster app and open it.



2. There will be a few introductory pages the first time you use the app. After those introductory pages you should be brought to screen that looks similar to the one below.



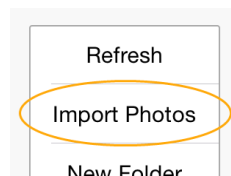
3. FileMaster is very similar to organizing files and folders on a computer. One important thing to remember is that touching the screen and holding for a couple seconds is equivalent to right clicking on a computer. An example is right clicking anywhere on your desktop on a computer. It would show options about creating folders, refreshing, and more. Doing that on the iPad will bring up similar options as shown below.



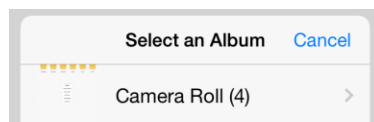
4. Another important thing to know is that tapping on something is equivalent to left clicking. If you wanted to open a folder or file you would tap on it.

Importing Photos and Video

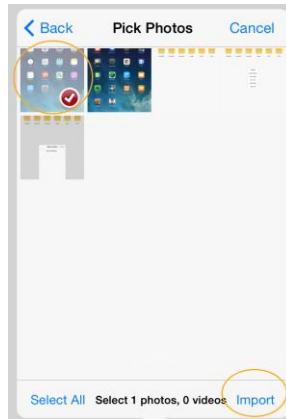
1. To import photos and videos, touch and hold on any open spot (don't do it on a file or folder because that will bring up options for that file or folder only) and then choose the option "Import Photos."



2. Then you want to select the album in which your photos or videos are in. In my example they were in the default album called "Camera Roll."



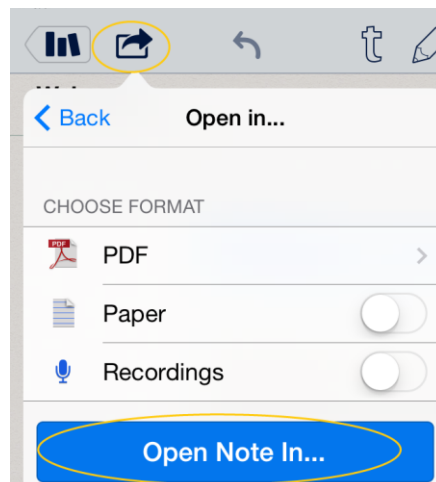
3. Now you can select the photos and videos you want by tapping on them. When you are finished selecting your photos, click on "Import" at the bottom.

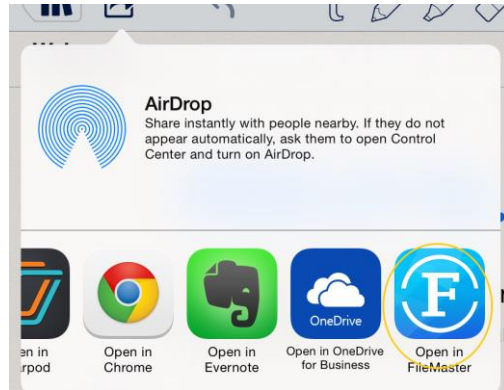


4. Your files should be added. All files that are imported in FileMaster go to the root folder/home screen.

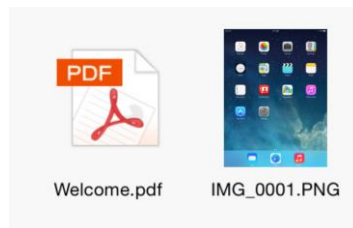
Importing Files and Documents from other Apps

1. To import files and documents into FileMaster, first open the app in which they are located in. In this example I am going to be importing a document from Notability. The key to importing a file or document from another app is to locate the "Share" button. The "Share" button should give the option "Open in..." which allows you to choose which app to send it to.



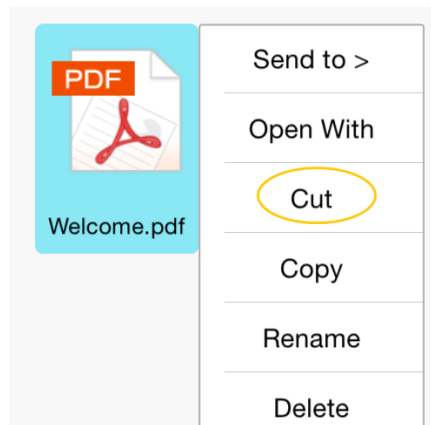


2. The file should now be imported into the root folder/home screen in FileMaster.

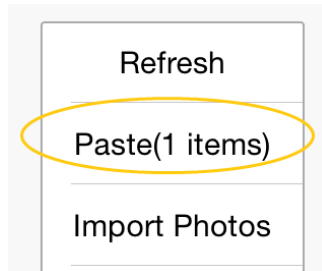


Moving Files into Folders

1. To move a file just touch and hold on the file for a couple seconds. That will bring up options for the file. Choose the "Cut" option.



2. Now navigate to the folder that you would like the file to be put in. In that folder you want to touch and hold for a couple seconds on any open space to bring up the options. Choose the option "Paste."



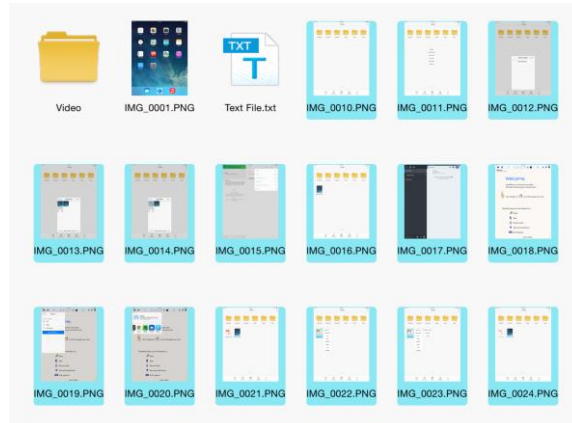
3. Your file should now be moved in the folder.

Selecting Multiple Files

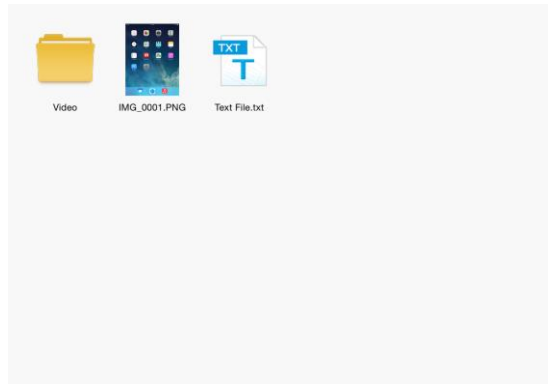
1. If you need to move or delete multiple files, there is an easy way to do it. First click on "More" in the lower left corner. Then choose the option "Multi Select."



2. Now you can select multiple files by clicking on them.

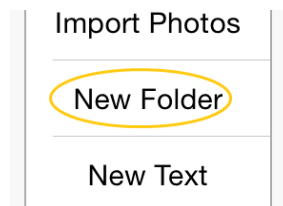


3. Once all your files are selected, touch and hold on any one of the selected files to bring up the options. The option that you choose will happen to all the selected files. In this case I deleted multiple files.



Creating folders

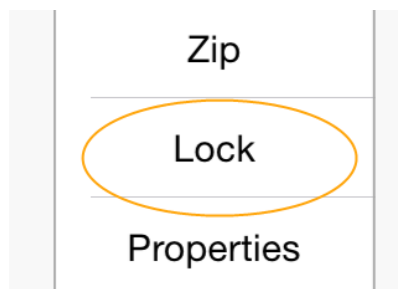
1. Navigate to the folder/location where you want a new folder. Touch and hold for a couple seconds on any open space to bring up the options. Choose the option “New Folder.”



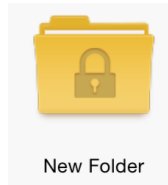
2. You will then be asked to give the folder a name. After that it should be created.

Locking Folders

1. FileMaster has the option to lock folders. Locked folders can have a 4 digit passcode that is required to open the folder. If the passcode is forgotten you will not have access to your files in that folder. To lock a folder, touch and hold for a couple of seconds on the folder. Choose the option “Lock.”



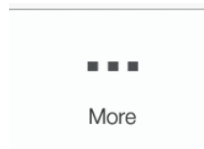
2. You should be prompted to set a passcode. After setting it you will notice a lock symbol on the locked folder.



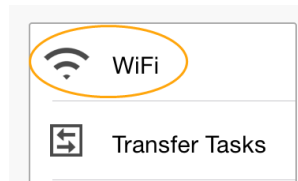
Transferring Files, Photos, and Videos with Wi-Fi

When transferring files and photos with Wi-Fi both devices must be on the same local area network! This means you can't transfer files to a device from your house to someone else's house. Typically a local area network will only encompass the building that you are in.

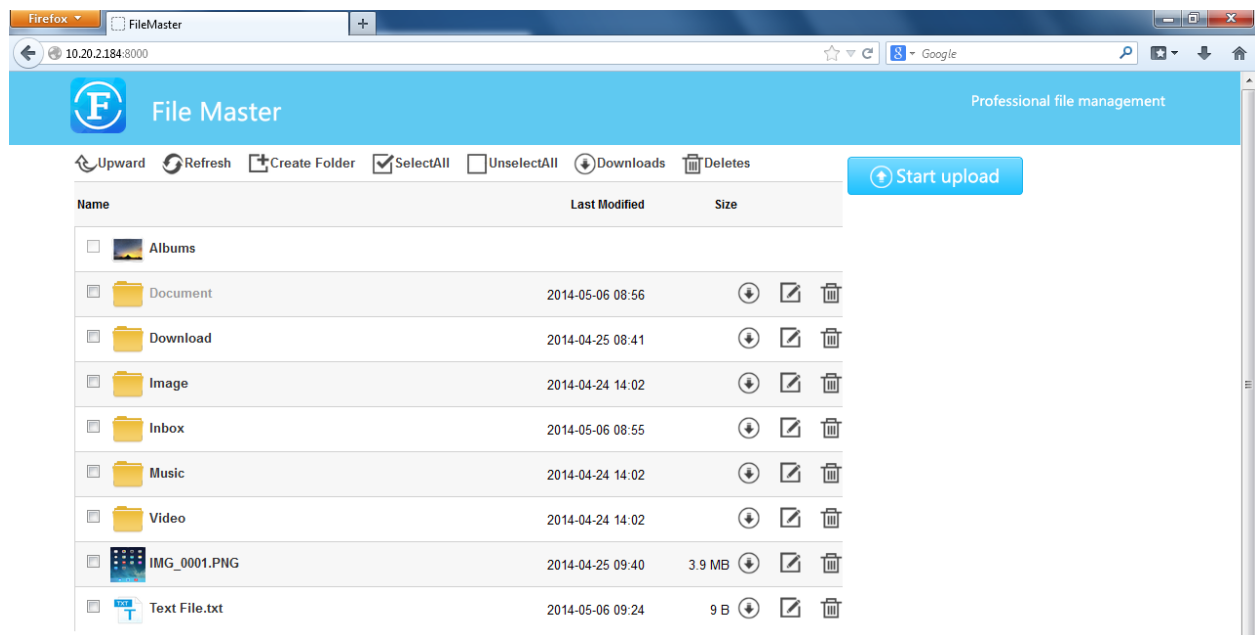
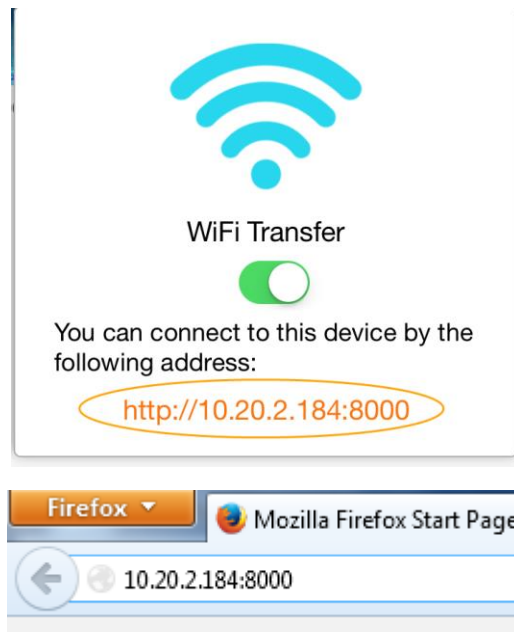
1. Click on the "More" button near the bottom.



2. Choose the option "Wi-Fi."



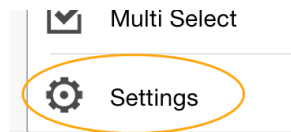
3. You will then see a popup as shown below. It will give you an address. Type that address into an internet browser on the device you want to transfer the files to.



4. You can now access all your files and download them to the other device.
5. You are able to upload by clicking the "Start upload" button.
6. When you are inside a folder, you click the "Upward" button in the upper left corner to go back to the previous folder.
7. To download files, click on the down arrow button that is to the right of the file or folder. If you would like to download multiple files, click the check box to the left

of each file and then click on the “Downloads” button near the top. Downloading multiple files will automatically group them together into a zip folder. You will have to extract the files from the zip folder. On a computer you can typically do this by right clicking on the zip folder and extracting the files.

8. If you want more security you can add a username and password. The username and password will be required before another device can view and transfer files from your iPad. To set a username and password, click on the “More” button near the bottom. Choose the option “Settings.”



9. Have “Authentication” enabled. This will let you set a username and password.

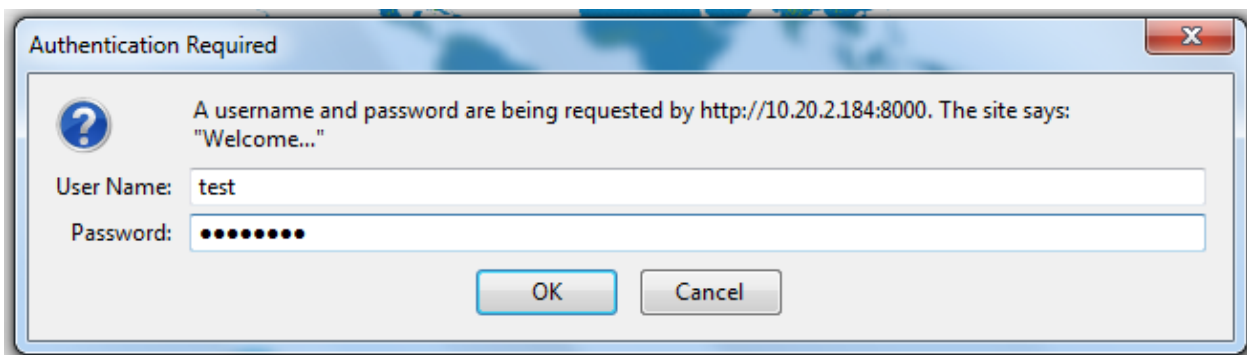
Authentication

Username

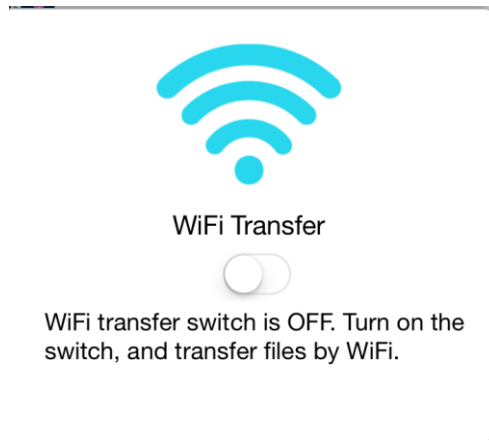
Password



10. Now when you want to access your files from another device, you will be prompted to enter the username and password.



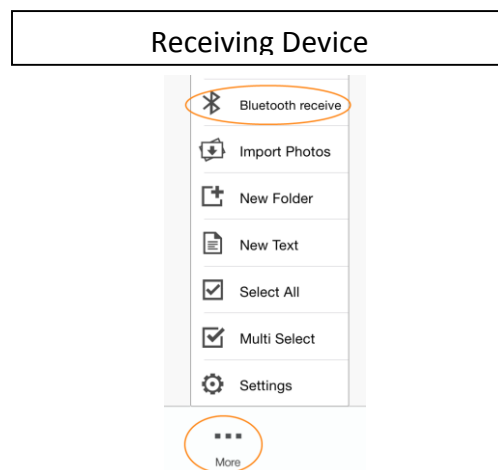
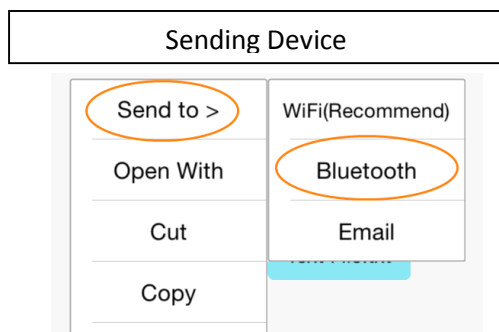
11. After you are finished with transferring files, make sure to turn the Wi-Fi off again.



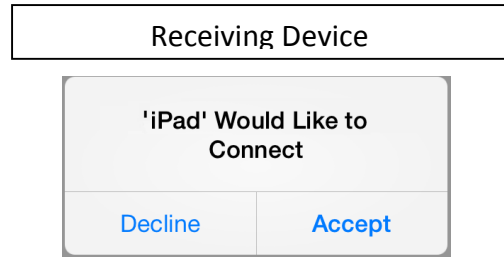
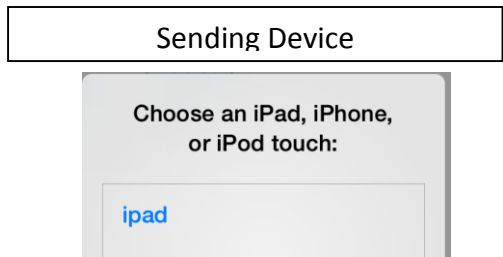
Transferring Files, Photos, and Videos with Bluetooth

To transfer files with Bluetooth you do not need to have both devices on the same local network. Both devices just need to be in close proximity. This means you would be able to transfer files to another device if you were outside and not near a wireless network. However, both the sending and receiving devices need the FileMaster app.

1. On the sending device, touch and hold on the file or folder you wish to send. This will display the options. Click on "Send to >" and then click on "Bluetooth." On the receiving device, click on "More" in the bottom right. Then click on "Bluetooth Receive."



2. The sending and receiving devices should begin searching for each other. The sending device should see the receiving device first. Make sure that it is the correct device and click on it. Then on the receiving device click on "Accept."



3. The receiving device should now be copied to the receiving device.