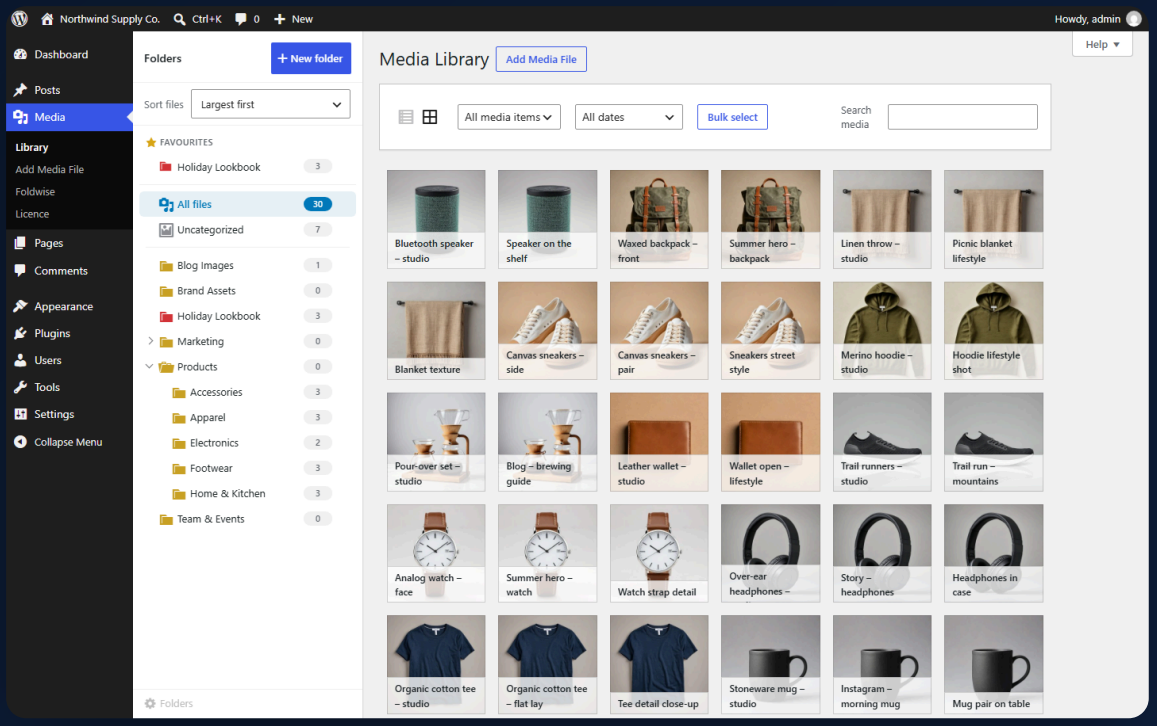
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Foldwise — Media Library Folders for WordPress

Version 1.0.0 · Installation, licence activation, every setting explained, FAQ and troubleshooting.



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Foldwise — Media Library Folders for WordPress: User Guide

Foldwise adds drag-and-drop folders to the WordPress media library. A folder tree sits next to Media → Library (grid and list view) and inside the media pop-up used by the block editor, the classic editor and page builders.

Folders are "virtual": they are stored as a private WordPress taxonomy on your files. Files are never moved on disk and their URLs never change.

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1. Installation

1. In WordPress go to **Plugins** → **Add New** → **Upload Plugin**, choose the Foldwise zip and click **Install Now**, then **Activate**.
2. Go to **Media** → **Library**. The folder tree is on the left.

Requirements: WordPress 6.4 or newer, PHP 7.4 or newer. The Pro ZIP download also needs the PHP `ZipArchive` extension (installed on almost every host).

Upgrading from Free to Pro

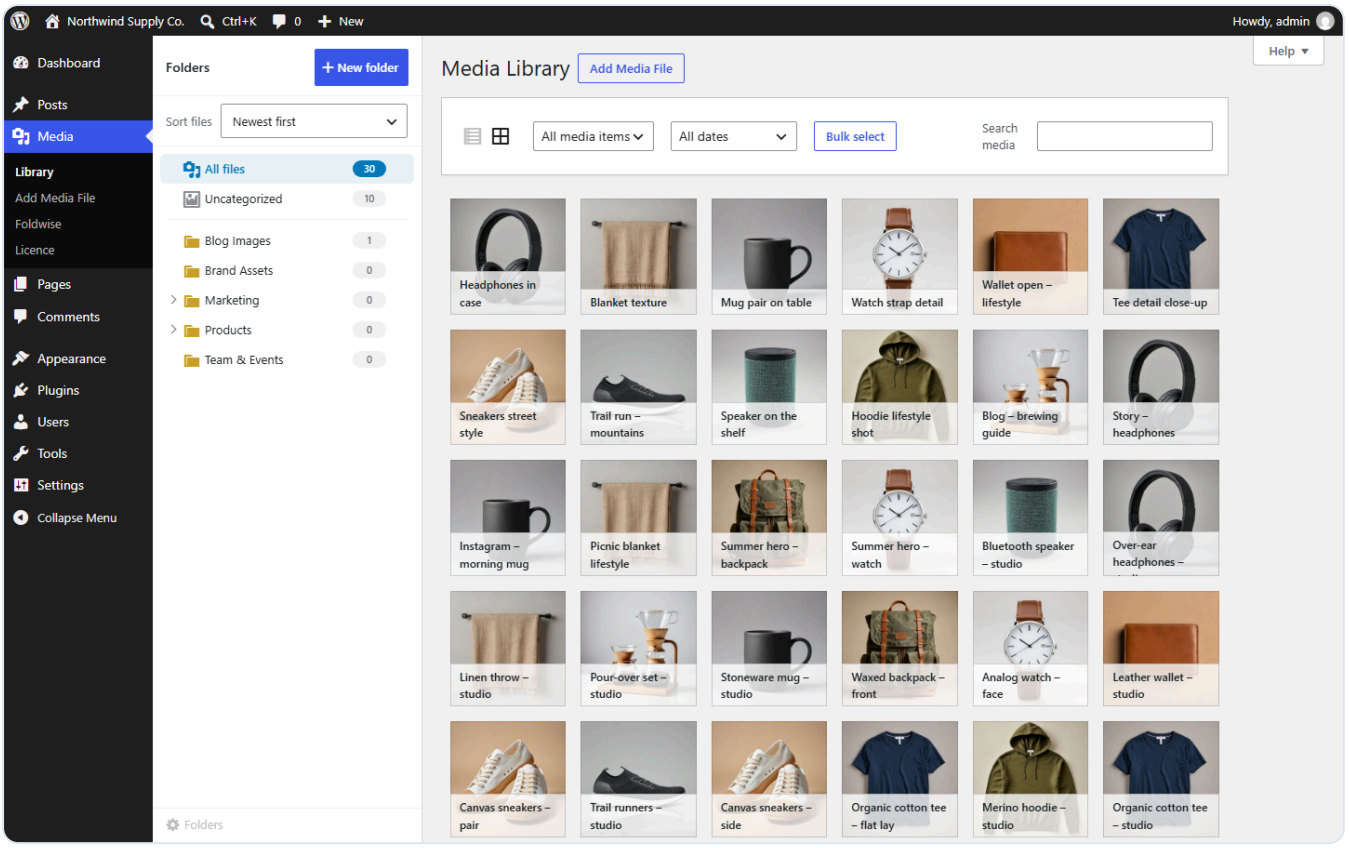
1. Download the Pro zip from your Code Craft purchase email.
2. Plugins → Add New → Upload Plugin → choose the Pro zip → **Replace current with uploaded**. Your folders and settings are kept.
3. Go to **Media** → **Licence**, paste your licence key and click **Activate licence**.

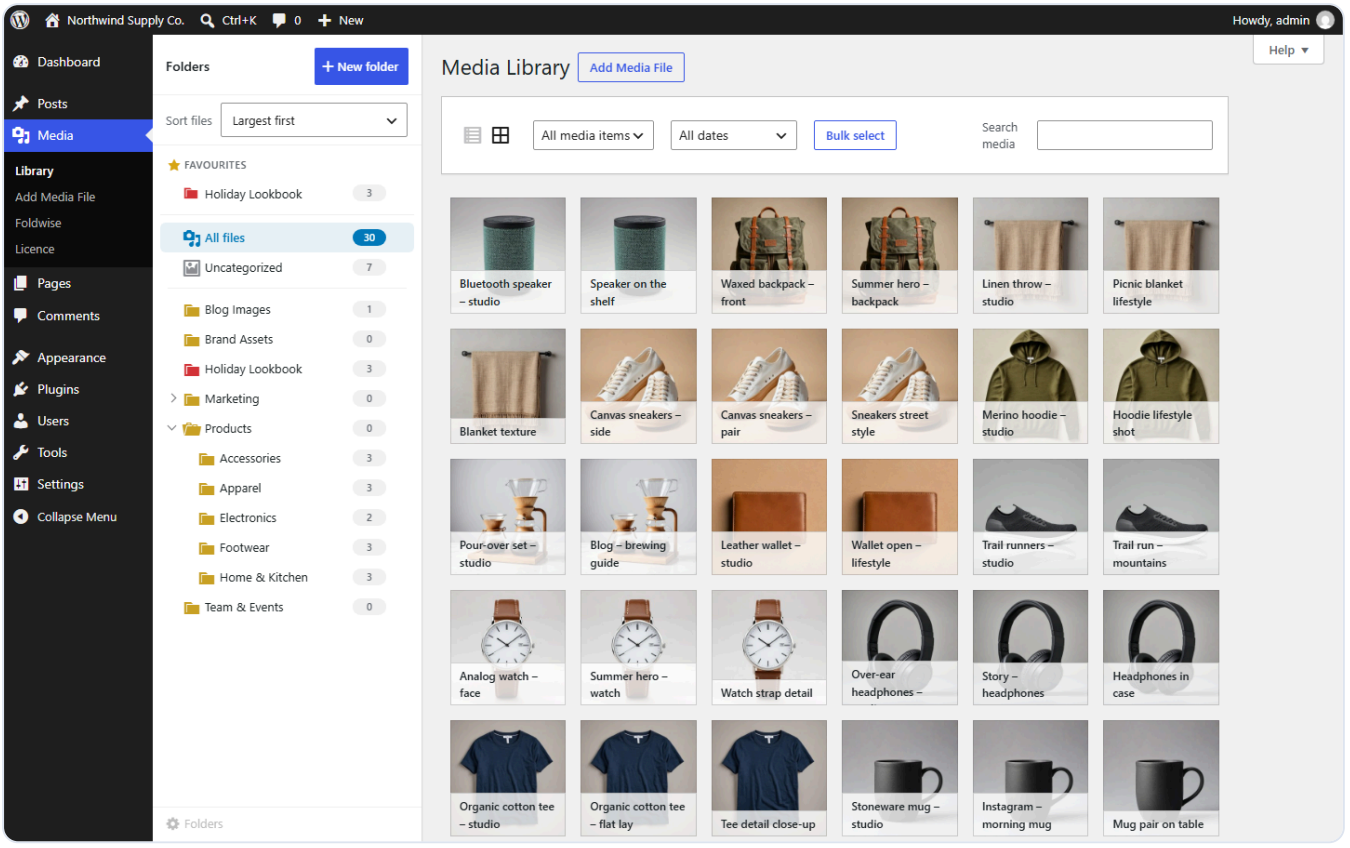
The Pro features unlock as soon as the key is active. When a monthly or yearly licence ends, the Pro features switch off (the free features and all your settings are kept) and switch back on as soon as you renew; use **I have paid — check again** on the licence screen after paying. Lifetime licences never end.

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2. The folder tree (Media → Library)

Screenshot: ,





The tree shows:

- **All files** — the whole library, with the total number of files.
- **Uncategorized** — files that are not in any folder yet.

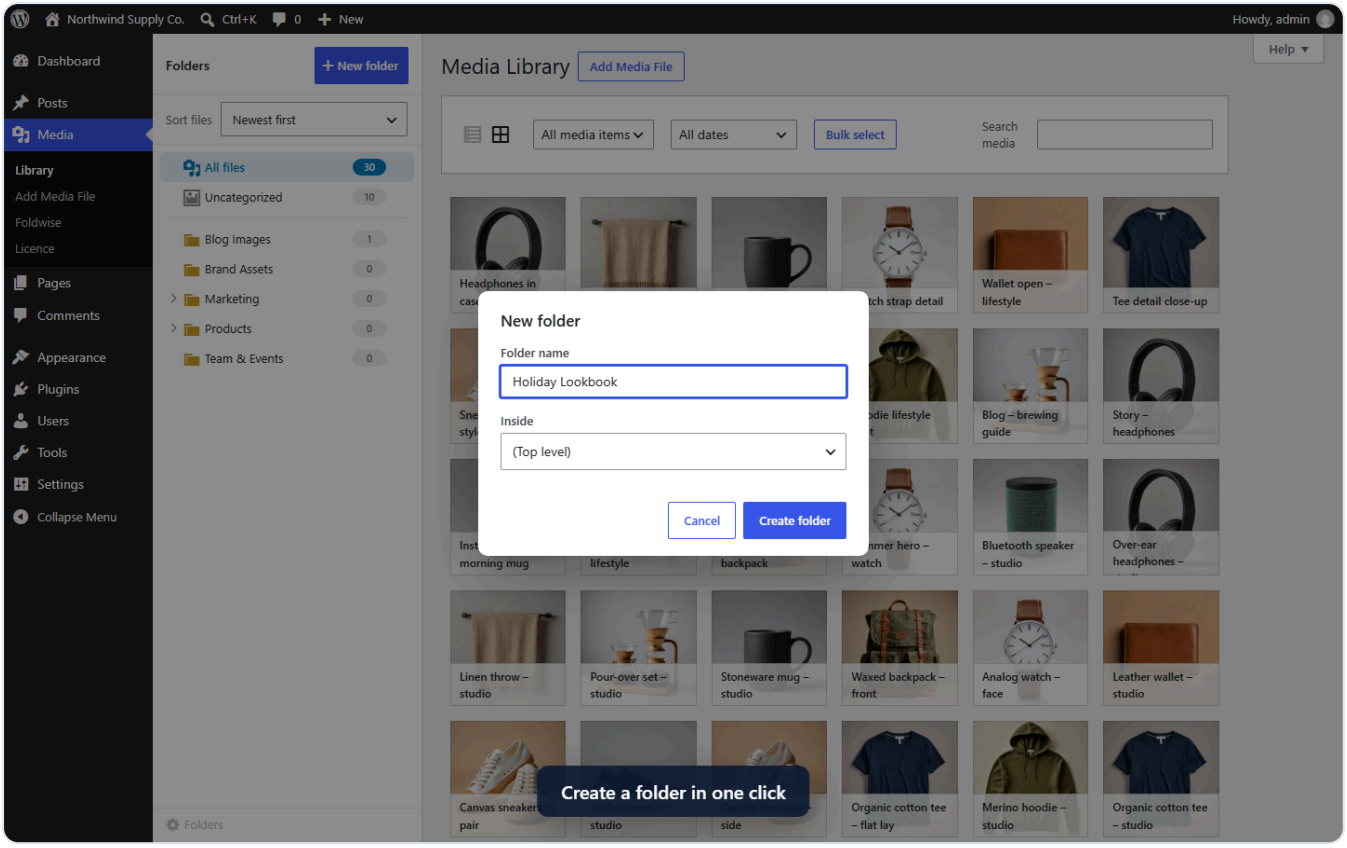
- Your folders, alphabetically. A small arrow means the folder has subfolders; click it (or double-click the folder) to open it. Only the folders you open are loaded, so very large trees stay fast. Foldwise remembers which folders you left open.

The number next to each folder is the number of files directly inside it. Counts update the moment you move, upload or delete files.

Click a folder to show only its files. In grid view the library updates in place; in list view the page reloads filtered to that folder (the folder is kept in the address, so you can bookmark it).

Create a folder

Screenshot:



1. Click **New folder** at the top of the tree.
2. Type a name and choose where it goes (**Inside**: top level or any existing folder).
3. Click **Create folder**.

To create a subfolder directly, right-click a folder (or use its ⋯ button) and choose **New subfolder**.

Rename, move and delete folders

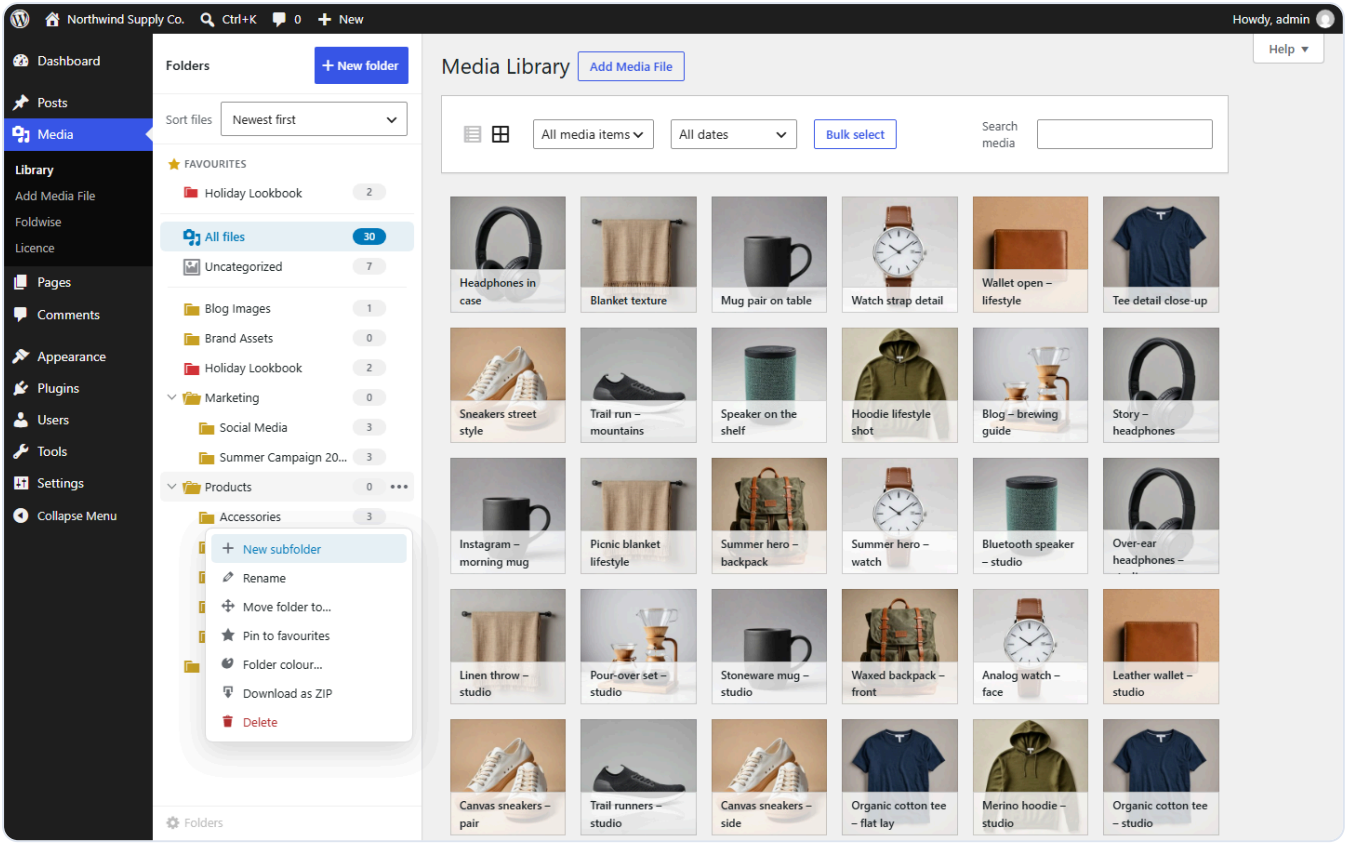
Right-click a folder, click its ⋯ button, or select it and click **Actions for ...** at the bottom of the tree. The menu offers:

- **New subfolder**
- **Rename**
- **Move folder to...** — choose a new parent, or "(Top level)".

- **Delete** — removes the folder and its subfolders. **Files are never deleted**: they move to Uncategorized.

You can also drag a folder onto another folder to move it. While dragging a folder, a "Drop here to move to the top level" area appears under the tree.

Screenshot:

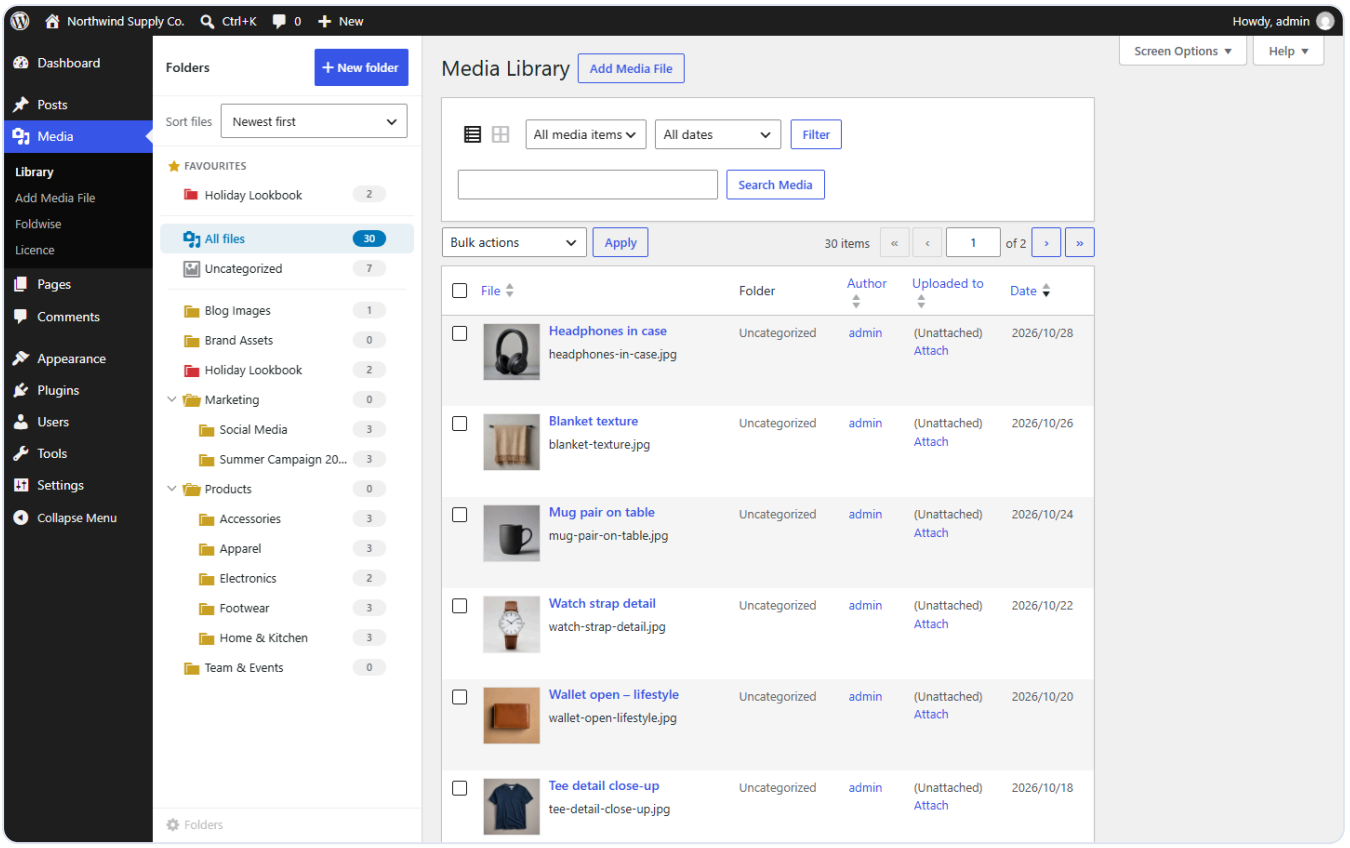


Move files into folders

- **Drag and drop:** drag a file from the grid (or a row from list view) onto a folder in the tree. Dropping on **Uncategorized** takes files out of their folder.
- **Several files at once (grid view):** click **Bulk select**, select files, then drag one of them — all selected files move together — or click **Move to folder** in the toolbar and pick a folder.
- **Several files at once (list view):** tick the files, choose **Move to folder** in the **Bulk actions** menu and click **Apply**. You can also drag ticked rows onto a folder.
- **One file:** open a file's details; the **Folder** field lets you choose its folder.

A file lives in one folder at a time; moving it takes it out of its previous folder.

Screenshot: (list view with the Folder column)



Uploading into a folder

When a folder is selected in the tree, files you upload (Add Media File, drag files from your computer into the library or the pop-up) go straight into that folder. You can turn this off in the settings.

Keyboard use

The tree is a standard keyboard tree:

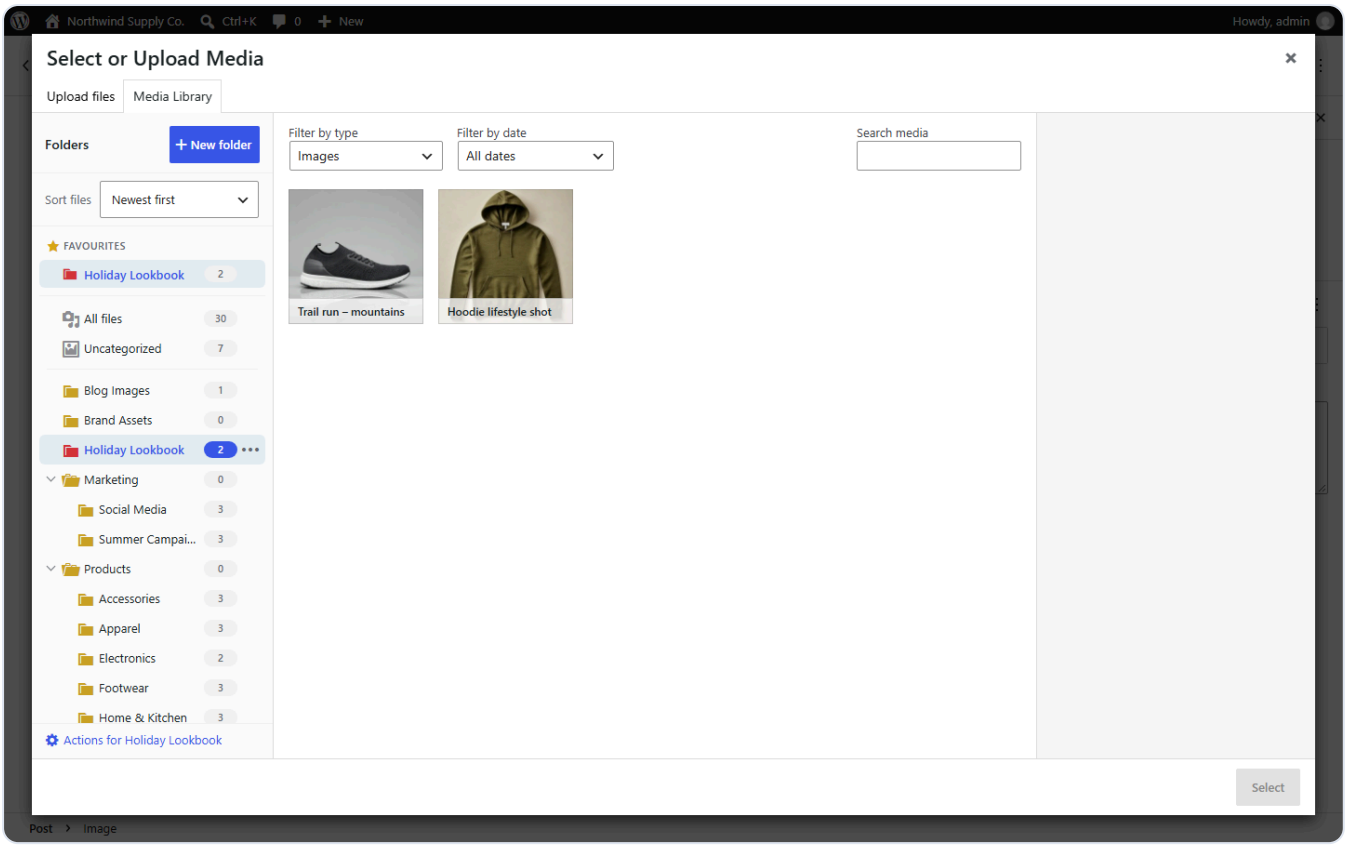
Key	Action
↑ / ↓	Move between folders
→ / ←	Open / close a folder (or go to its first child / its parent)
Enter or Space	Show the folder's files
F2	Rename the folder
Delete	Delete the folder (asks first)
Shift+F10 or the Menu key	Open the folder's action menu

All dialogs work with Tab, Enter and Escape. Every drag-and-drop action has a keyboard alternative (Move to folder button, bulk action, Folder field, Move folder to…).

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3. Folders in the media pop-up (block editor and page builders)

Screenshot:

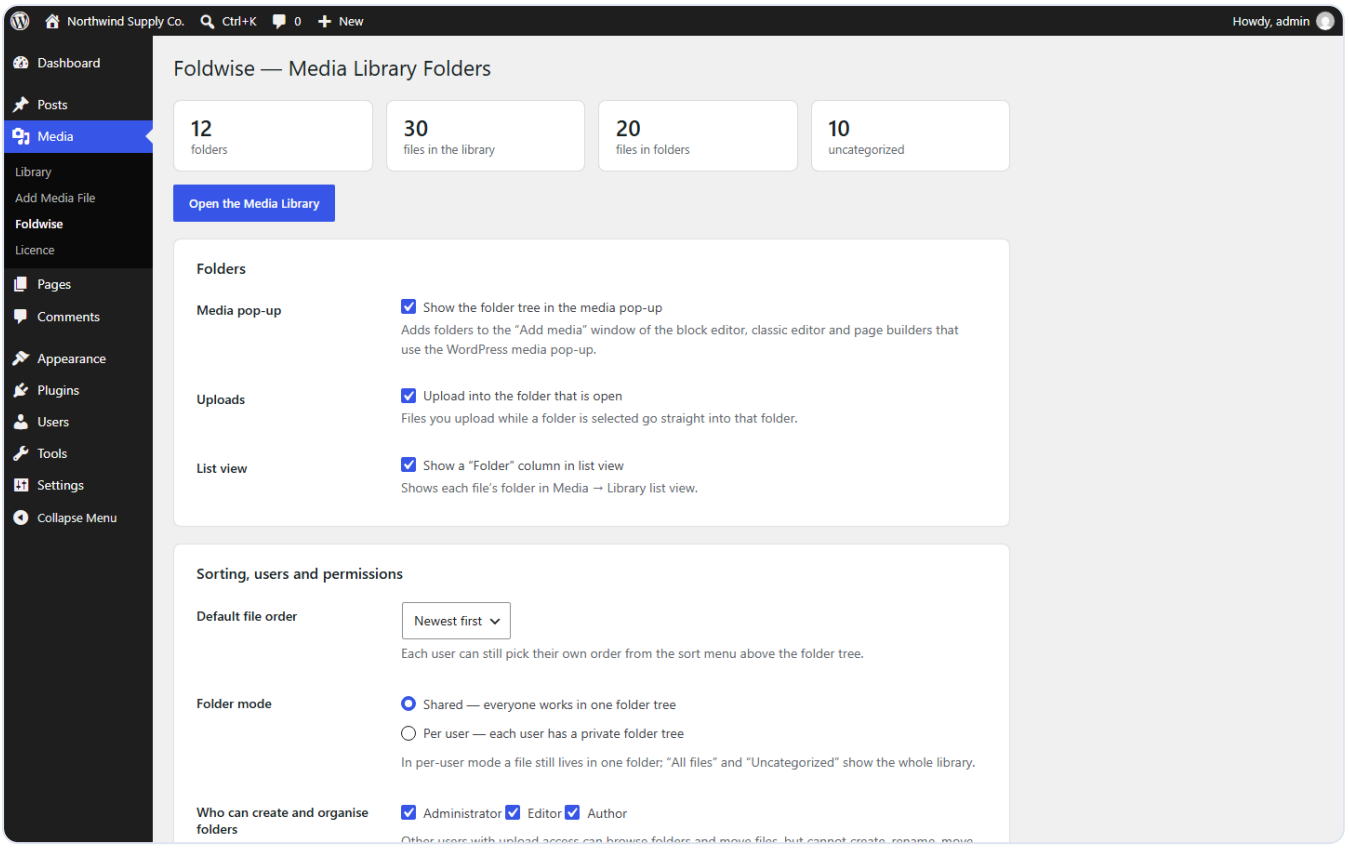


Whenever WordPress opens its media pop-up — the Image, Gallery, Cover or Media & Text block, the featured image panel, the classic editor's Add Media button, or a page builder that uses the WordPress media window — the folder tree appears on the left of the **Media Library** tab. Click a folder to see its files, drag files onto folders, and create folders without leaving the editor.

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4. Settings (Media → Foldwise)

Screenshot:



The top of the screen shows how many folders you have, how many files are in the library, how many are in folders and how many are uncategorized.

Folders

- **Media pop-up — Show the folder tree in the media pop-up** (on by default).
- **Uploads — Upload into the folder that is open** (on by default).
- **List view — Show a "Folder" column in list view** (on by default).

Sorting, users and permissions (Pro)

- **Default file order** — the order new users see: Newest first, Oldest first, Name A–Z, Name Z–A, Largest first, Smallest first or File type. Each user can change their own order from the **Sort files** menu above the tree; it is remembered per user.
- **Folder mode** —
  - *Shared*: everyone works in one folder tree.
  - *Per user*: every user sees and manages only the folders they created. "All files" and "Uncategorized" still show the whole library, and a file is still in only one folder.
- **Who can create and organise folders** — tick the roles that may create, rename, move and delete folders. Users of other roles with upload access can still browse folders and move files. Administrators can always manage folders. If no role is ticked, every role with upload access may manage folders.

Uninstall

- **Delete all plugin data when the plugin is deleted** — off by default so you can swap Free and Pro without losing anything. When on, deleting the plugin removes all folders, colours, pins, sort

preferences and settings. Your media files are never deleted.

Tools

- **Recalculate folder counts** — counts update automatically; use this only if another tool changed files directly in the database.

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5. Pro features

Sort files

Use **Sort files** at the top of the tree to sort by name, date, size or type. The order applies to the grid, list view and the media pop-up. Sizes for files uploaded before Pro was activated are filled in automatically in the background (WP-Cron, 200 files per run).

Folder colours and favourites

Open a folder's menu:

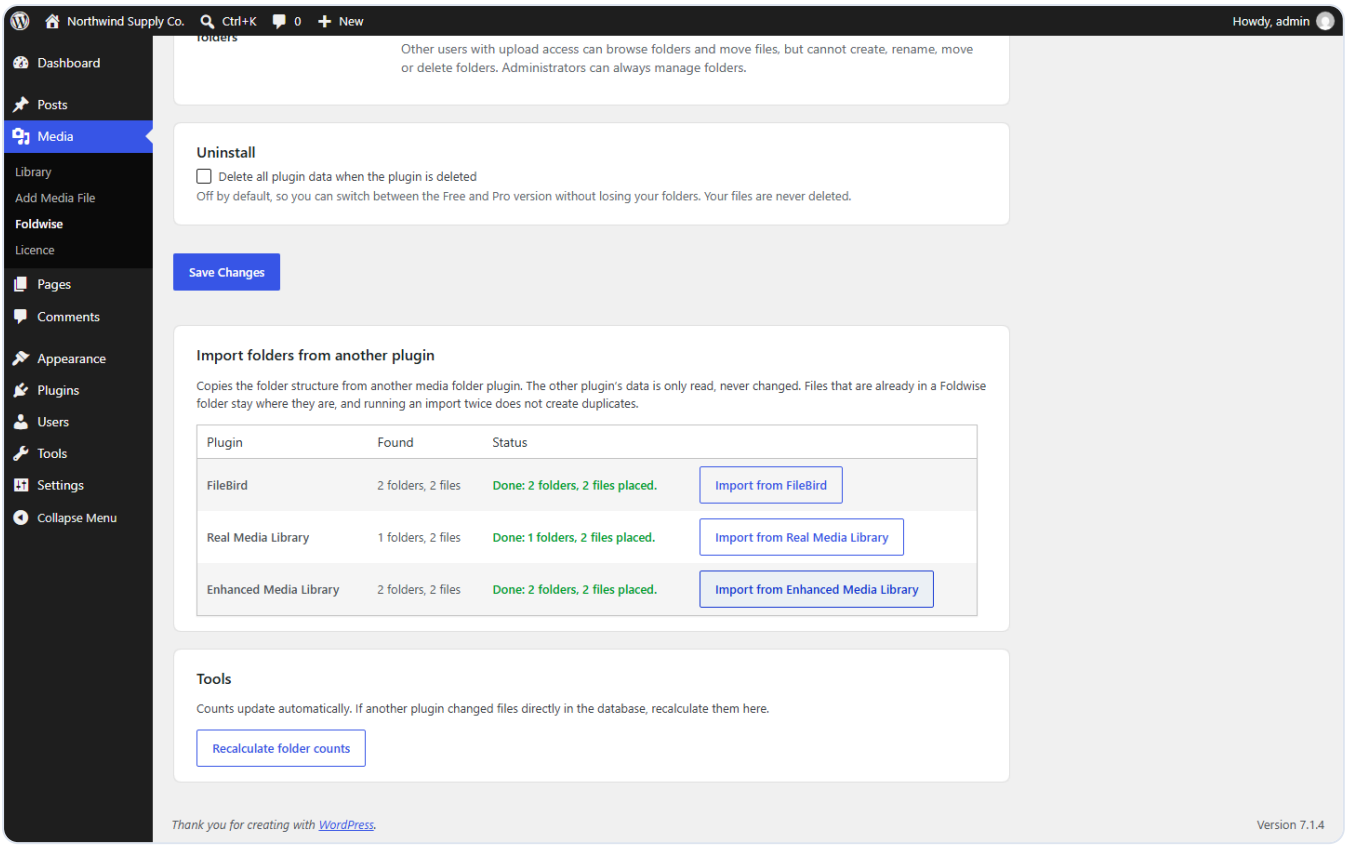
- **Folder colour…** — pick one of nine colours (or Default). Colours are shared by all users.
- **Pin to favourites** — the folder appears in a **Favourites** list at the top of the tree. Favourites are personal to each user. Choose **Remove from favourites** to unpin.

Download a folder as ZIP

Open a folder's menu and choose **Download as ZIP**. The ZIP contains the folder's files and all its subfolders (as subfolders inside the ZIP), using the original uploaded files. Only users who can upload files and can see that folder can download it. The temporary ZIP file is deleted from the server straight after the download. Very large folders (over 2 GB) are refused; developers can change the limit with the `fpmf_zip_max_bytes` filter.

Import from other folder plugins

Screenshot:



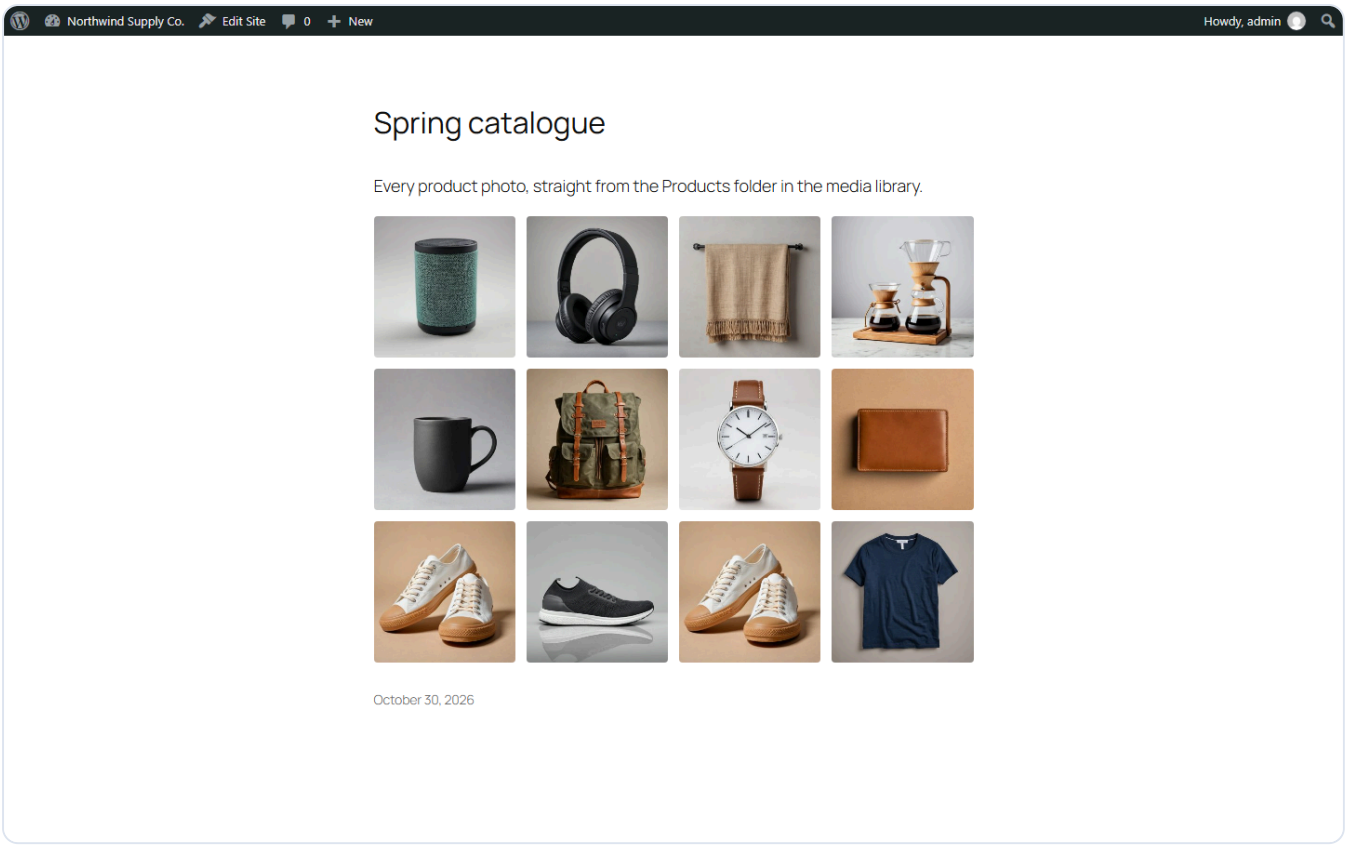
Under **Media → Foldwise → Import folders from another plugin**, Foldwise shows which supported plugins left data in your database and how many folders and files it found:

- **FileBird** (tables `wp_fbv` and `wp_fbv_attachment_folder`; folders only, not collections)
- **Real Media Library** (tables `wp_realmedialibrary` and `wp_realmedialibrary_posts`; folders, collections and galleries become folders; shortcuts are skipped)
- **Enhanced Media Library** (the "Media Categories" taxonomy `media_category`; a file in several categories goes into the first one)

Click **Import from ...**. The other plugin does not need to be active, and its data is only read, never changed. Files that are already in a Foldwise folder stay where they are. Running an import again does not duplicate folders. Large libraries are imported in batches of 500 files.

Folder Gallery block

Screenshot:



In the block editor add the **Folder Gallery** block and choose a folder. The block shows the folder's images as a responsive grid and updates itself whenever you add or remove images in that folder. Settings: columns (1–8), maximum images, image size, order (newest, title, random), link (full-size image, attachment page or none), include subfolders, crop to squares, show captions.

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6. FAQ

Does Foldwise move my files? No. Paths and URLs never change.

What happens to files when I delete a folder? They move to Uncategorized.

Can a file be in two folders? No — one folder at a time, like on your computer.

I switched to per-user mode and my colleagues' folders disappeared. That is how per-user mode works: each user sees their own folders. Switch back to Shared to see all folders again; nothing was deleted.

A user cannot see the New folder button. Their role is not ticked under "Who can create and organise folders" (Pro).

Will my folders survive switching from Free to Pro (or back)? Yes. Folders are only deleted if you tick "Delete all plugin data" and then delete the plugin.

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7. Troubleshooting

- **The tree does not appear in the pop-up:** check that "Show the folder tree in the media pop-up" is on. Some page builders use their own media manager instead of the WordPress one; the tree only appears in the WordPress media window.
- **Counts look wrong after a database import or another plugin's bulk change:** use **Tools → Recalculate folder counts**.
- **"Your session has expired":** reload the page (the security token is older than 24 hours).
- **ZIP download says the server cannot zip files:** ask your host to enable the PHP ZipArchive extension.
- **Sorting by size puts some files last:** sizes of older files are being filled in in the background; give WP-Cron a few minutes on large libraries.

Support: https://coodecraft.com/support