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Step 1: Accessing the account

Upon transaction, users have 2 ways of accessing the www.rsjoomla.com account and download RSFiles! (an RSJoomla! account is automatically created for unregistered users, once the purchase has been approved)

1. Login with the user and password received by email, during the transaction process, using the **Customer Login** form.
2. Login with the order number received on the user email.

Login with the order number



The screenshot shows a web interface with a dark navigation bar containing 'Home', 'Blog', and 'Extensions' with a dropdown arrow. Below the navigation bar is a blue breadcrumb trail: 'Home » Login with Order Number'. The main content area has a grey header with the title 'Login with Order Number'. Below the title, there is a text instruction: 'If you did not receive your username and password, you can login with the order number'. The form contains two input fields: 'Order Number:' with the value '123456' and a required field indicator (*), and 'Email:' with the value 'myemail@yahoo.com' and a required field indicator (*). A blue 'Login' button is positioned below the email field.

Step 2: Download RSFiles!

2.1 Download the component

To download RSFiles! you need to:

Step 1: login on www.rsjoomla.com with the user details or the order number received on email.

Step 2: Access the “Downloads” link from the main menu.


Home | Blog | Extensions ▾ | **Downloads** | Support ▾

Home » Downloads

Downloads

Submit a Ticket | My Support Tickets | My Memberships | **My Downloads** | Free Downloads | My Account

My Downloads



download component | view all plugins and modules

2.2. Download language files

Additionally, if you need RSFiles! translated into other languages, you can download the available language files from the **“Downloads” area** >> **RSFiles! Membership** >> **Languages** or [create your own language files](#).

Home » Support » Documentation » RSFiles! » Multi-language support » Language files available

Language files available

Currently we have the following translations available:

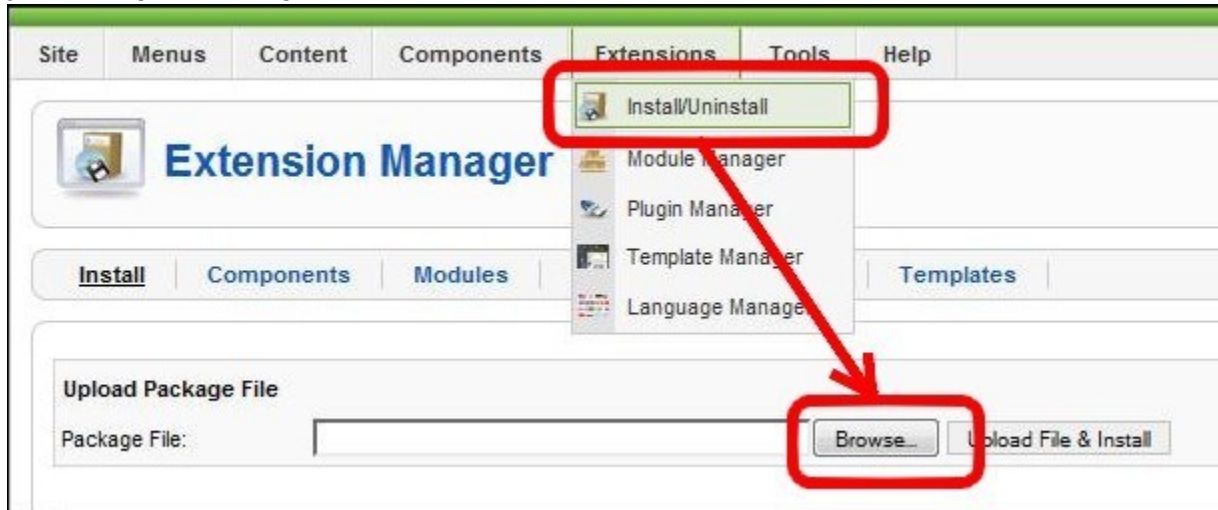
#	Language
	English
	Dutch
	Danish
	French

Step 3: Installing RSFiles!

3.1 Installing the component

RSFiles! installs like any other component – using the default Joomla! installer.

In the backend panel, head to **Extensions >> Install/Uninstall >> Browse RSFiles! from your computer >> Upload File & Install**.



3.2 Installing the language files

You can install the RSFiles! language files using the default Joomla! installer (see the above screenshot). Make sure that you have previously installed the frontend and backend Joomla! languages pack

1. **Install the Joomla! languages pack** (if they haven't been previously installed):
 - a. Head to [Joomla! language packs area](#) and choose the translation.
 - b. Download the corresponding front-end and back-end Joomla! languages pack
 - c. Install the Joomla! languages pack (using the default Joomla! installer): in the backend panel, head to **Extensions >> Install/Uninstall >> Browse the Joomla! language files >> Upload and Install**

e.g. If you want to use RSFiles! in Dutch, you must first install the Dutch Joomla! languages pack for frontend and backend, from http://joomla.org/nl-NL_joomla_lang_site.1.5.20.zip [nl-NL_joomla_lang_admin.1.5.20.zip](http://joomla.org/nl-NL_joomla_lang_admin.1.5.20.zip)

2. **Install the RSFiles! languages pack:** (using the default Joomla! installer)
 - a. To download the RSFiles! language files, access your www.rsjoomla.com account and head to **"Downloads" area >> RSFiles! Membership >> Languages** (see [Step 2.2 Download RSFiles! language files](#))

b. In the backend panel, head to **Extensions >> Install/Uninstall >> Browse the RSFiles! language files >> Upload**

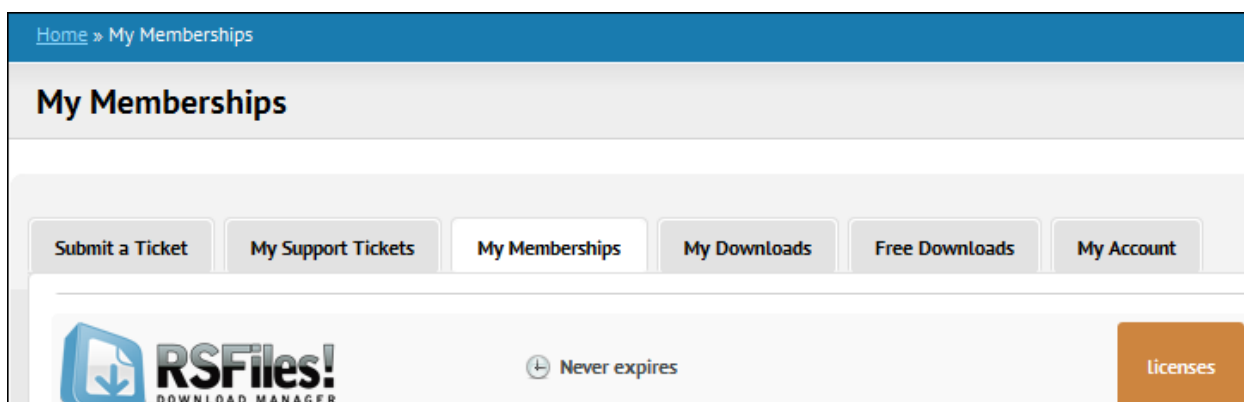
Step 4: Update RSFiles! to a newer version

There are 2 ways to update the RSFiles! component:

- **4.1 - using the RSFiles! “Updates” tab** : once you have added the RSFiles! License code, you will be able to receive updates directly in the Joomla! back-end panel.

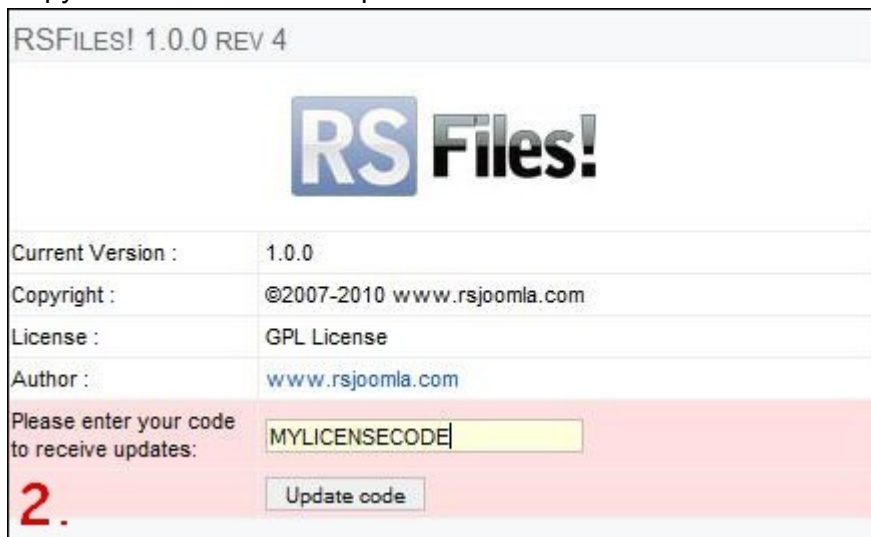
Step 1:

Access your www.rsjoomla.com account, head to Downloads >> “My memberships” area and click on the Licenses link, located near the “RSFiles! Membership”. Notice that you’ll be required to specify a domain first.



Step 2:

Copy the license code and paste it in the RSFiles! Back-end control panel.



Step 3:

Once you have entered the license code, you will be able to receive updates directly in the backend Joomla! Panel.



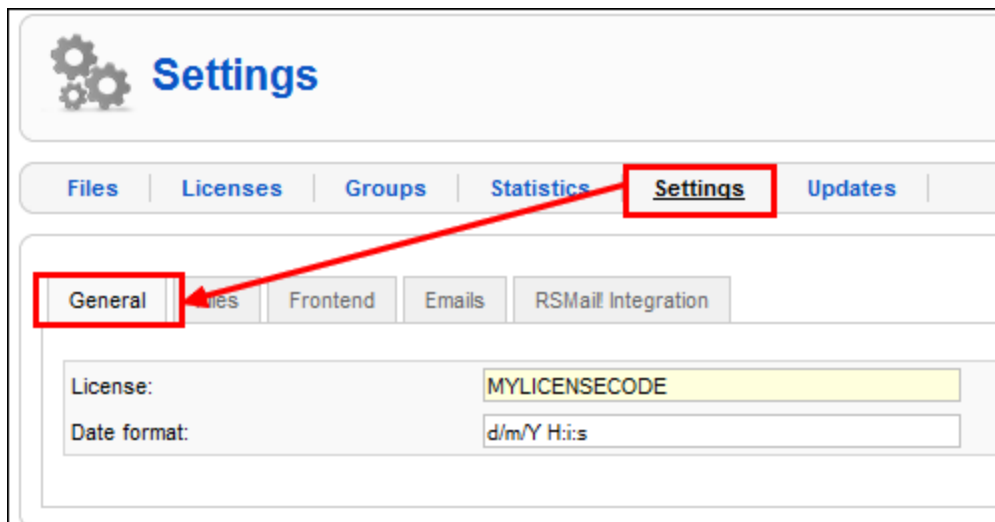
- **4.2 – using the default Joomla! installer:** download RSFiles! from your RSJoomla! account - *My downloads area*. In the Joomla! backend panel head to **Extensions >> Install/Uninstall >> Browse the RSFiles! pack >> Upload**.

Step 5: RSFiles! settings

Path: *Joomla! backend panel >> Components >> RSFiles! >> Settings*

5.1 General Settings

In this area, you'll be able to add your license code, required when updating the component - see [Step 4: Update RSFiles! to a newer version](#)



The date format configuration, allows you to set a single central point of configuration for dates that will be used throughout RSFiles!. This is essentially a mask that will be applied to all RSFiles! stored dates. A complete list of usable mask is available [here](#).
By default, the *d M y H:i* mask is used.

5.2 File settings

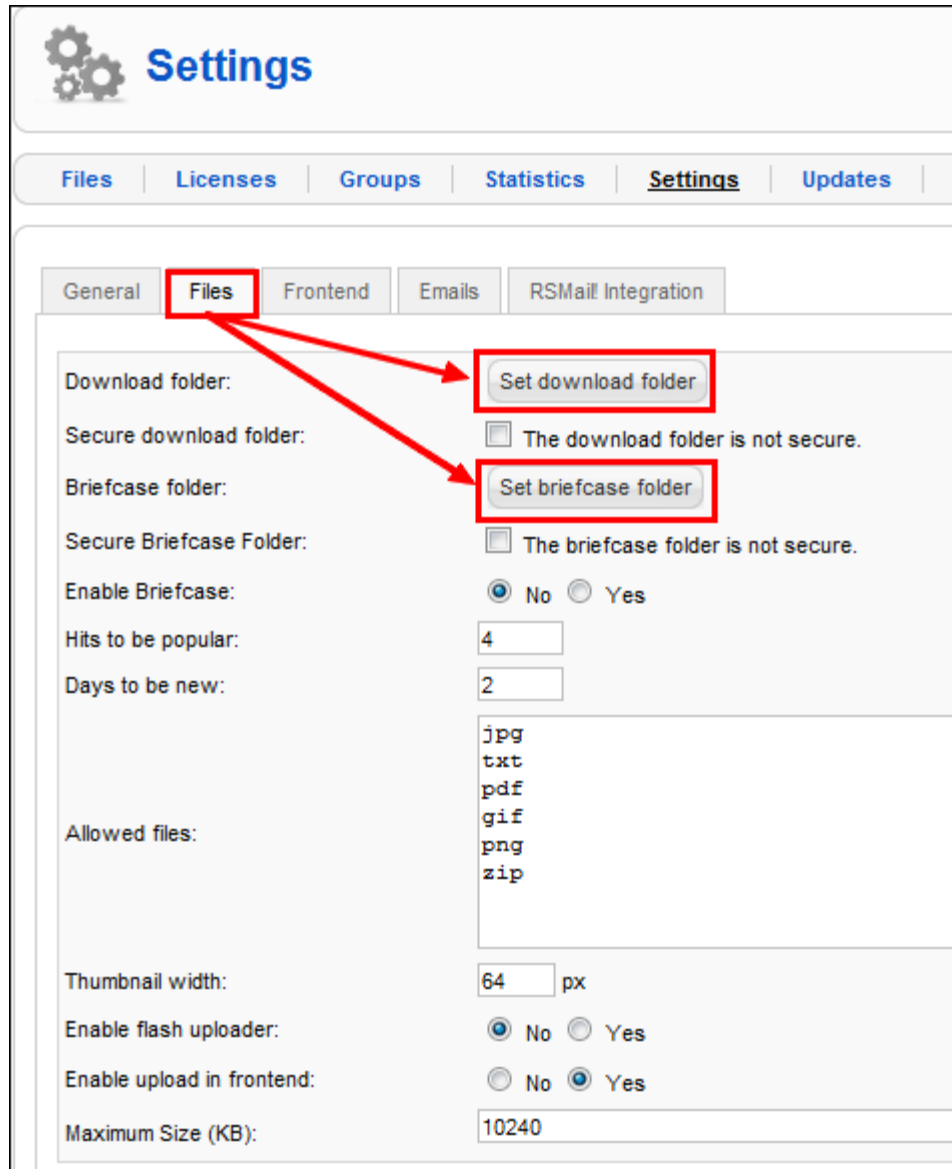
The “Files” tab allows you to configure the files, the download & briefcase folders.

- (*) **Download folder:** allows you to set your download folder. This will become the root folder.
- (**) **Secure download folder:** creates a htaccess file that will restrict the access to the download folder.
- (*) **Briefcase folder:** allows you to set the briefcase folder. This will become the briefcase root folder.
- (**) **Secure briefcase folder:** creates a htaccess file that will restrict the access to the briefcase folder.
- **Hits to be popular:** How many visualizations are required for a file to be marked as *popular*
- **Days to be new:** For how many days (from its upload) will the file be marked as *new*
- **Allowed files:** restricts the uploaded files from the frontend.
- **Thumbnail width:** set up the thumbnail width
- **Enable flash uploader:** enable the flash uploader when uploading files
- **Enable upload in frontend:** allow users to upload via the frontend
- **Maximum Size (KB):** the maximum size of the uploaded file



Notice:

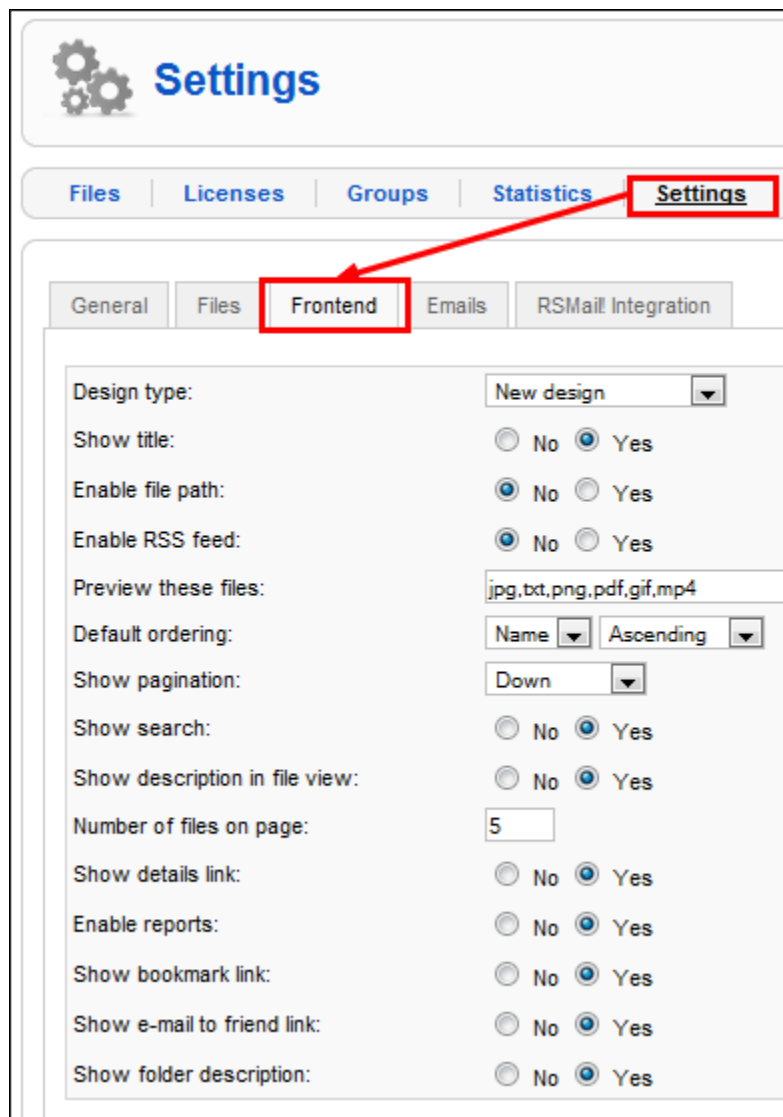
- (*) Changing the root folders will cause informations about the files in the older location (such as description, version number, etc.) to be lost.
- (**) We recommend setting the download and briefcase folders outside the Joomla installation folder.



5.3 Frontend settings

- **Design type:** Keep the old design / New design. The *New design* option presents a similar design, but it can only be edited from within the *RSFiles!* source code or via a *template override*.
- **Show title:** enabling this option will display the file title in the frontend.
- **Enable file path:** display file path in frontend.
- **Preview these files:** for the configured file types it will create a preview link: mp3,3gp,flv,mp4,jpg,txt,png,pdf,gif
- **Default ordering:** order of the displayed files.
- **Show pagination:** enabling this option will display the pagination.

- **Show search:** enabling this option will display a search button, that will allow you to search through the files available for download.
- **Show description in file view:** enabling this option will display the file description.
- **Number of files on page:** the number of files displayed per page.
- **Show details link:** enable or disable the Details link on the RSFiles! pages.
- **Show report link:** enable or disable the Report link on the RSFiles! pages.
- **Show bookmark link:** enable or disable the Bookmark link on the RSFiles! pages.
- **Show e-mail to friend link:** No / Yes - if enabled you can display a button that will allow you send the file to a friend (via email).
- **Show folder description:** If enabled, it will display the configured folder description (listing areas)





Notice:

- The *Old design* feature is a **legacy** option. This will be **removed** with the next RSFiles! revision. If you are using an old custom design/theme, it would be best to make the necessary adjustments for the new one.

5.4 Emails settings

Path: Joomla! backend panel >> Components >> RSFiles! >> Settings >> Emails

Via this settings tab you can configure some emails that can be generated with RSFiles!: the admin email, upload email, report email and email download.

Settings

Files | Licenses | Groups | Statistics | **Settings** | Updates

General | Files | Frontend | **Emails** | RSMail Integration

From:

From name:

Reply:

Reply name:

CC:

BCC:

▼ Admin email

▶ Email download

▶ Upload email

▶ Report email

5.4.1 Admin email

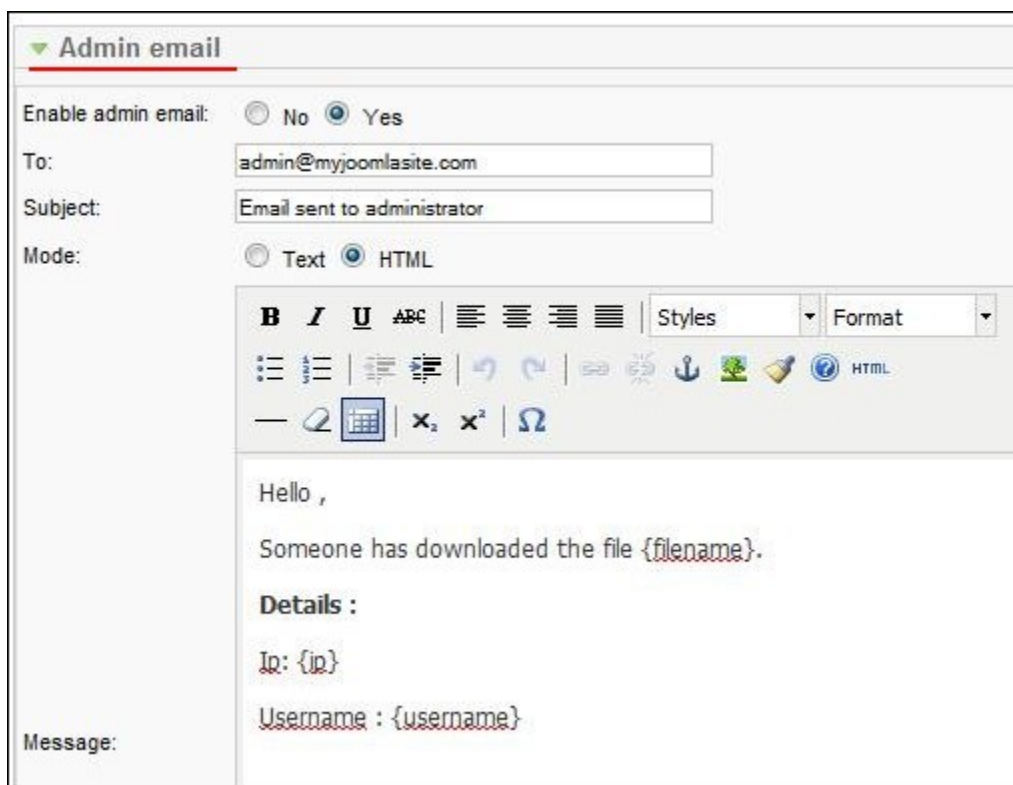
Enabling this email will generate an email (send to the site administrator) every time a new download has been made. This area offers general email configuration options: *to*, *subject*, *mode* (text/html) and *message* (WYSIWYG text area).

Placeholders:

{filename}: displays the downloaded file name.

{ip}: shows the user IP address that downloaded the file.

{username}: the username that downloaded the file.



The screenshot shows the Joomla! Admin email configuration interface. At the top, there is a section titled "Admin email" with a dropdown arrow. Below this, there are several configuration options:

- Enable admin email:** Two radio buttons, "No" and "Yes". The "Yes" button is selected.
- To:** A text input field containing "admin@myjoomlasite.com".
- Subject:** A text input field containing "Email sent to administrator".
- Mode:** Two radio buttons, "Text" and "HTML". The "HTML" button is selected.

Below these options is a WYSIWYG text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, and HTML. Below the toolbar is a text area containing the following message:

Hello ,
Someone has downloaded the file {filename}.
Details :
Ip: {ip}
Username : {username}

The text area is labeled "Message:" at the bottom left.

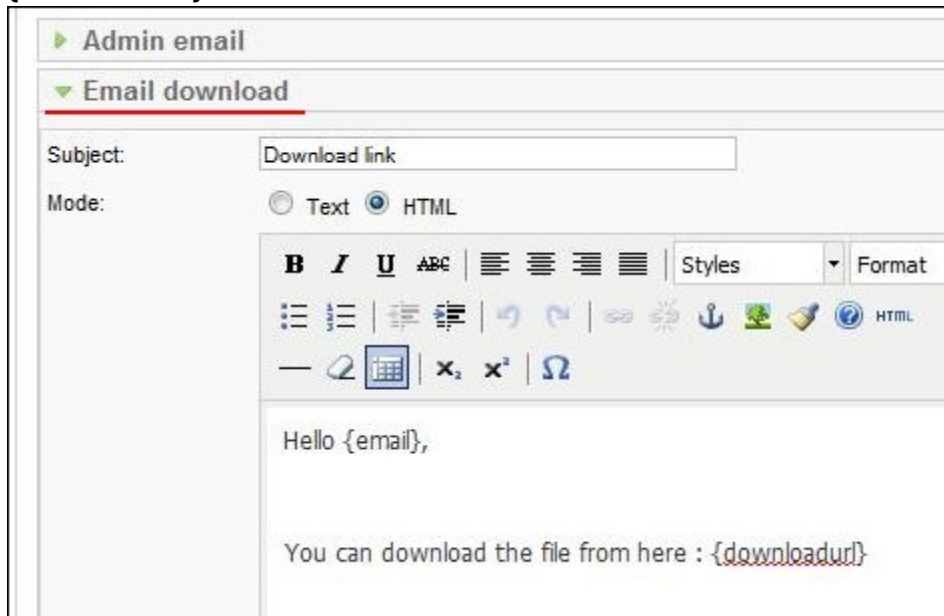
5.4.2 Email download

If the *Components > RSFiles! > Files > Edit a file > Download method* option is set to *email download* then the email in question will be sent. Configuration fields: *subject*, *mode* and *message*

Placeholders:

{email}: the user email that has requested the file for download

{downloadurl}: shows the file URL.



The screenshot shows the Joomla! configuration interface for email settings. It is divided into two sections: 'Admin email' and 'Email download'. The 'Email download' section is expanded and contains the following elements:

- Subject:** A text input field containing 'Download link'.
- Mode:** Radio buttons for 'Text' and 'HTML', with 'HTML' selected.
- Rich Text Editor (WYSIWYG):** A toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, insert table, subscript, superscript, and link) and a 'Format' dropdown menu.
- Message:** A text area containing the email body text: 'Hello {email},

You can download the file from here : {downloadurl}'.

5.4.3 Upload email

The upload email is sent to site administrator, whenever users are uploading files. This area offers general email configuration options: *enabled*, *to*, *subject*, *mode(text/html)* and *message (WYSIWYG text area)*.

Admin email

Email download

Upload email

Enable upload email: No Yes

To:

Subject:

Mode: Text HTML

B *I* U ABC Styles Format
Align left HTML
 x_2 x^2

The user {username} has uploaded a new file .
{files}

Placeholders:

- **{username}**: the username that downloaded the file.
- **{files}**: lists the file that has been downloaded.

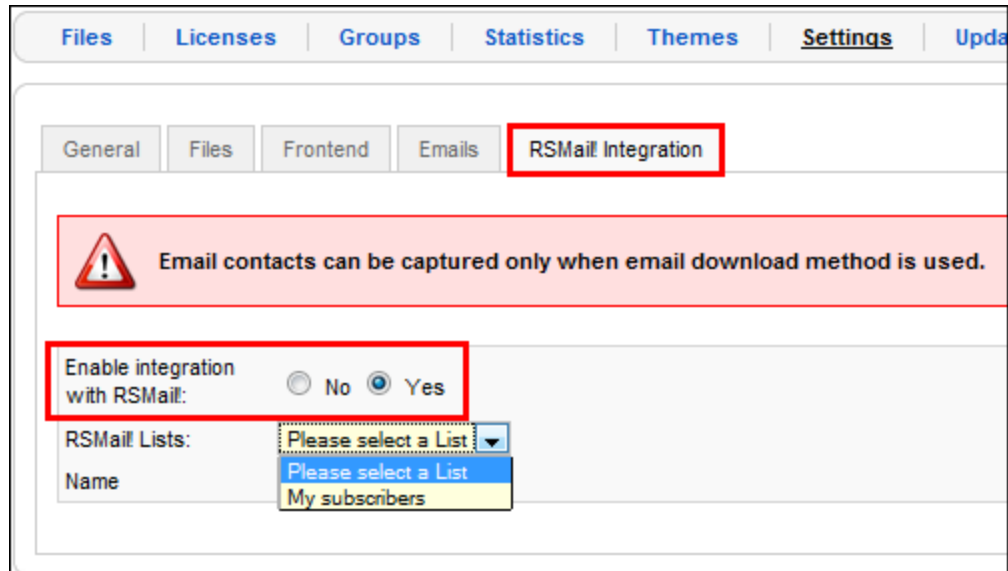
5.4.4 Report email

Report email: the report email is sent whenever a user submits a report for a given file. This area offers general email configuration options: *enabled*, *to*, *subject*, *mode(text/html)* and *message (WYSIWYG text area)*.

Placeholders:

- **{username}**: the username that downloaded the file.
- **{files}**: lists the file that has been downloaded.
- **{ip}**
- **{report}**

5.5 RSMail! Integration



Notice:

The RSMail! Integration tab is available only when RSMail! is installed. This integration allows you to capture the filled in user details (name and email) when using the **Email download** method.

- **Enable integration with RSMail!:** Yes / No.
- **RSMail! Lists:** a drop-down select list with all the current configured RSMail! subscriber lists.
- **Name:** specify to which RSMail! list field the named will be mapped to.

Step 6: Create new user groups

Path: **Joomla! backend panel >> Components >> RSFiles! >> Groups**

RSFiles! offers by default the possibility to differentiate file download based on group permissions, via the *Groups* tab, as the described in the image below.

Since **revision 8** new options have been added to the groups in RSFiles!, mainly the possibility to allow each group user to have his own **Briefcase Folder** and to perform actions to the folders and files from them. The new customizable options for user groups are:

- *Can Download Briefcase Files* - **Allows the users in this group to perform Download actions in their briefcases;**
- *Can Upload Briefcase Files* - Allows the users in this group to perform **Upload** and **New Folder** actions in their briefcases;
- *Can Delete Briefcase Files* - Allows the users in this group to perform **Delete** actions in their briefcases;
- *Can Maintain Briefcase Files* - Allows the users in this group to **Manage** all the briefcases;
- *Maximum Number of Files* - Enter the **Maximum Number of Files** that a user can upload to his briefcase folder;
- *Maximum file upload size* - Enter the **Maximum File Upload Size** that a user from this group can upload;
- **Briefcase Quota** - Specify the Quota of the user`s briefcase;

Edit group

Files
Licenses
Groups
Statistics
Settings
Updates

Group name:

Joomla Groups:

Can Download Briefcase Files: No Yes

Can Upload Briefcase Files: No Yes

Can Delete Briefcase Files: No Yes

Can Maintain Briefcase Files: No Yes

Maximum Number of Files:

Maximum file upload size: Mb. (The maximum upload size)

Briefcase Quota: Mb

- .- Registered
- .- Author
- .- Editor
- .- Publisher
- .- Public Back-end
- .- Manager
- .- Administrator

No Yes

No Yes

No Yes

No Yes

Additionally, you can select users that belong to this group

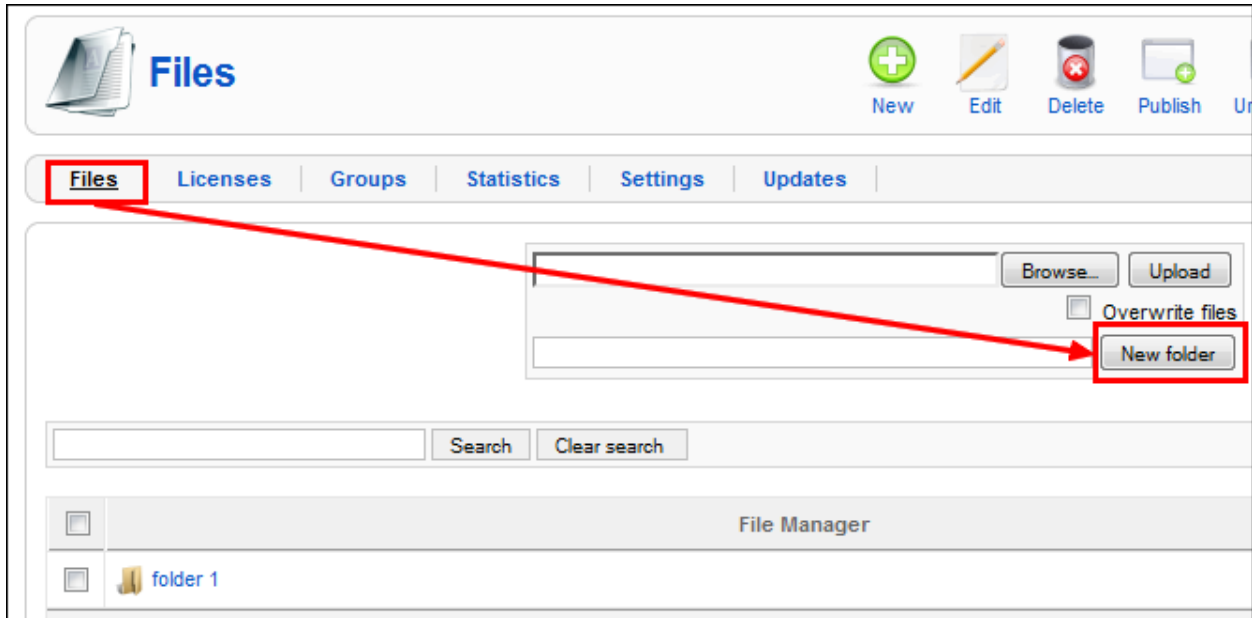
[Click here to select users](#)
[Click here to remove selected users](#)

Step 7: Configure folders

Once you have created user groups, you can configure files and folders for download/upload in frontend.

7.1 Create a new folder

Path: **Joomla! backend panel >> RSFiles! >> Files**

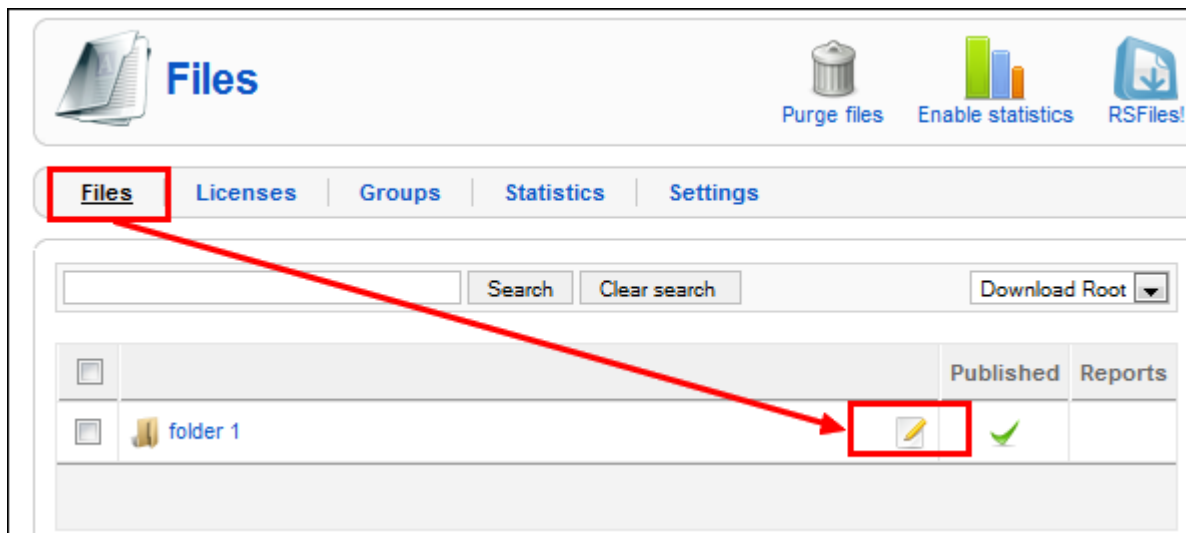


7.2 Assign folder permissions

Path: *Joomla! backend panel >> Components >> RSFiles! >> Files*

Step 1:

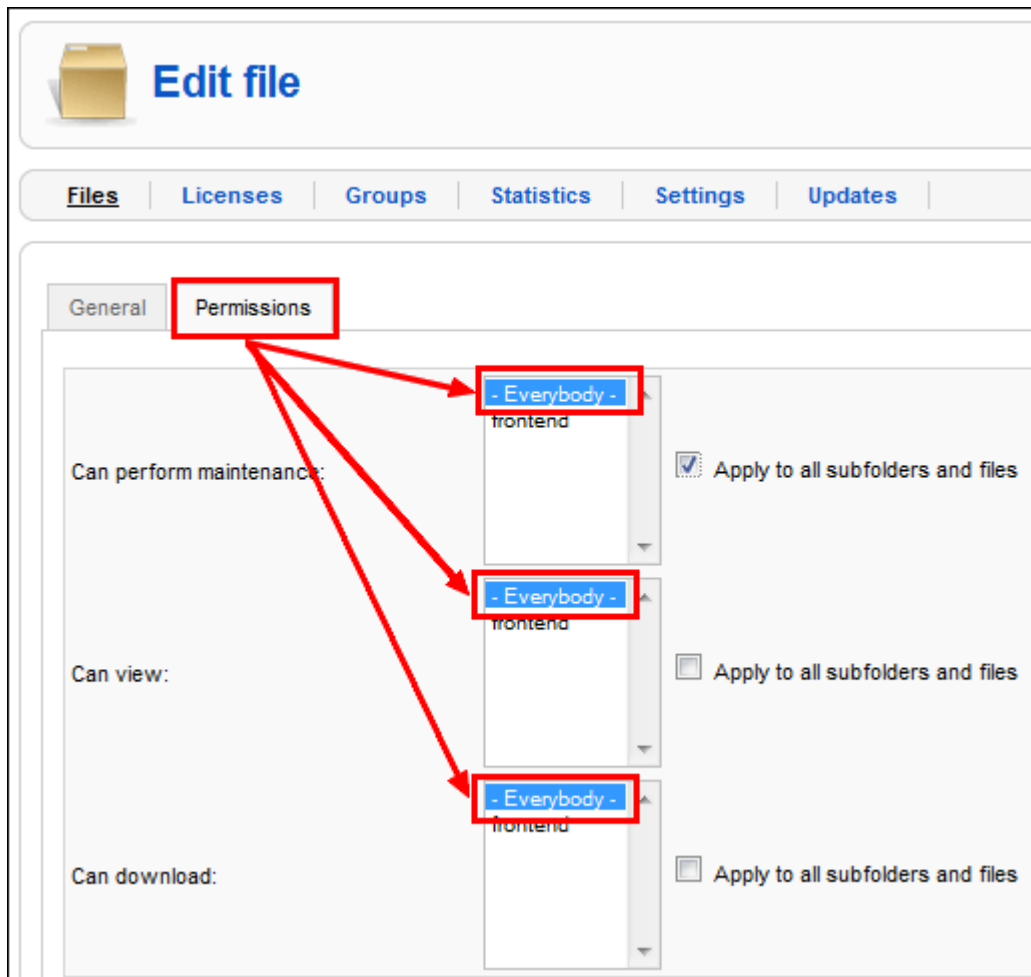
Clicking on a folder will open up its content. To edit, its configuration options you will have to click on the *edit icon*, located on the right.



Step 2: access the “Permissions” tab:

These settings may be applied to all subfolders and files.

- **Can perform maintenance:** when this option is selected, the group can upload and delete folders in the frontend.
- **Can view:** users with this assigned permission can view the folder in question.
- **Can download:** the selected user group can download the folder.

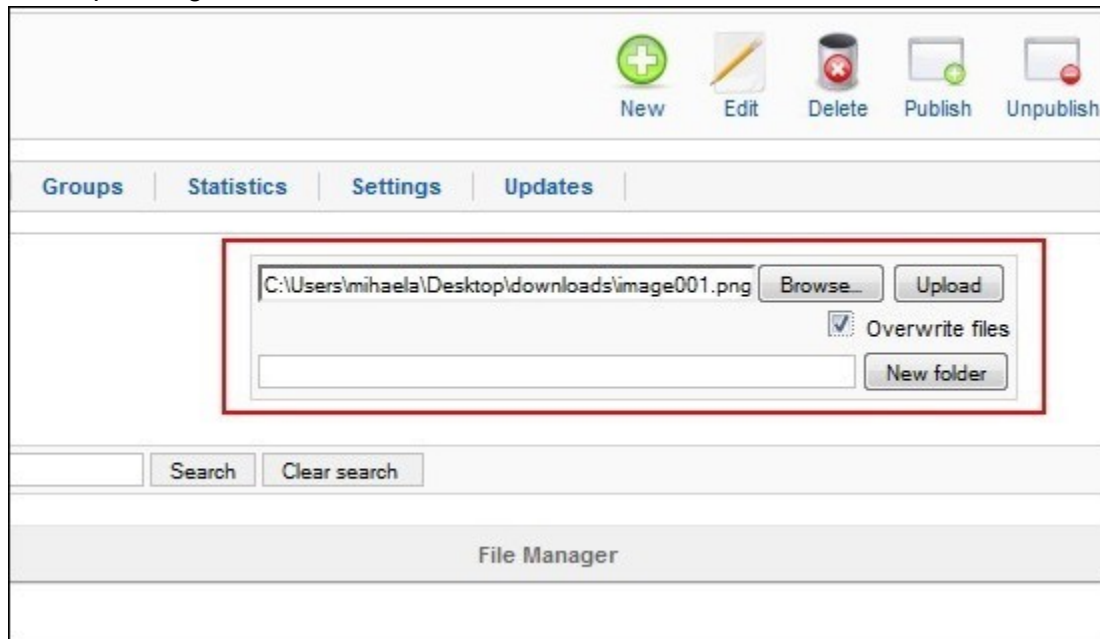


Step 8: Configure files

8.1 Upload files

Path: *Joomla! backend panel >> Components >> RSFiles! >> Files.*

Starting with RSFiles! Rev. 9, a new option allows users with permissions to overwrite existing files when uploading.

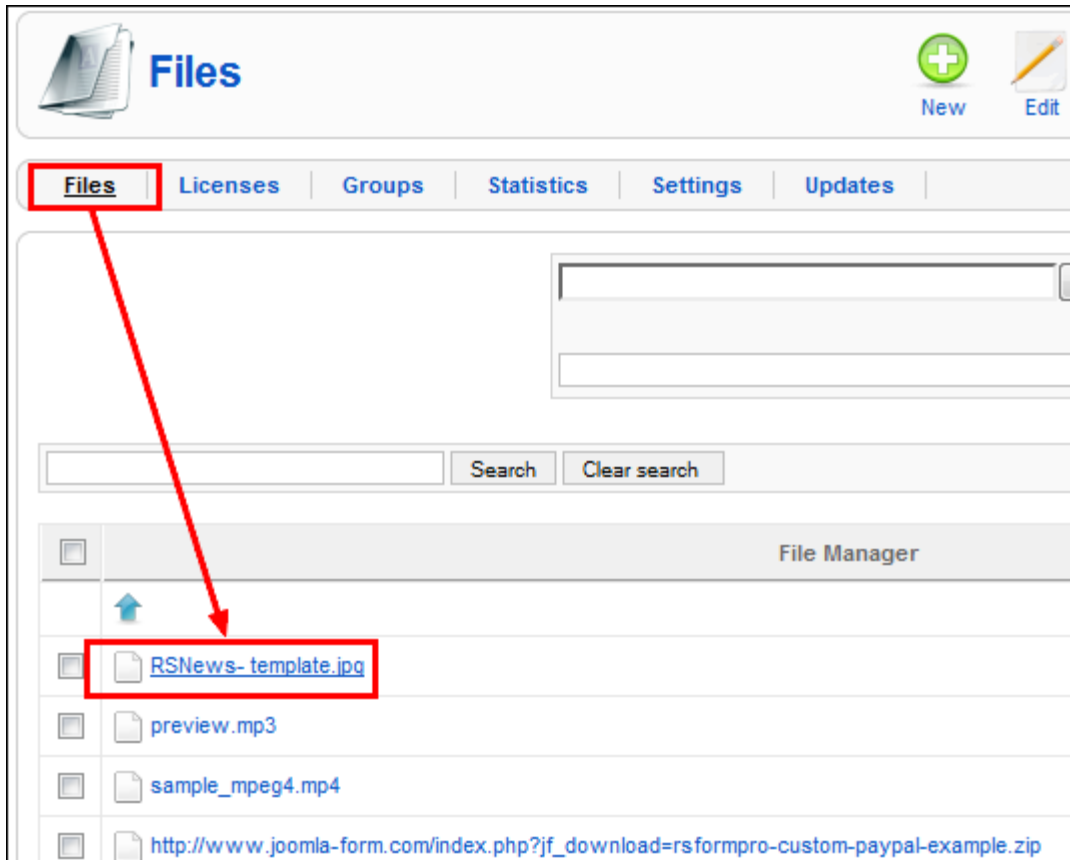


8.2 Edit files

In the “Files” tab you will find a list with all files and folders. Select the file to edit.

Edit the file:

- **File path:** the path of the file.
- **Date added:** date of the file upload.
- **Unpublish file after:** enables administrators to set an expiration date for each uploaded file and automatically unpublish the file, once it has expired.
- **Enable statistics:** when this option is enabled, RSFiles! records in the “Statistics” tab some download information: username, IP, date, time and hit count.
- **File version :** this is used for internal reference.
- **License:** RSFiles! allows you to define licenses in the “Licenses” tab, so users can agree/disagree with your terms before download.
- **Download method:** users can download files *directly* from the site or by *email*.
- **File description:** edit the file description using the WYSIWYG editor
- **Thumbnail image**

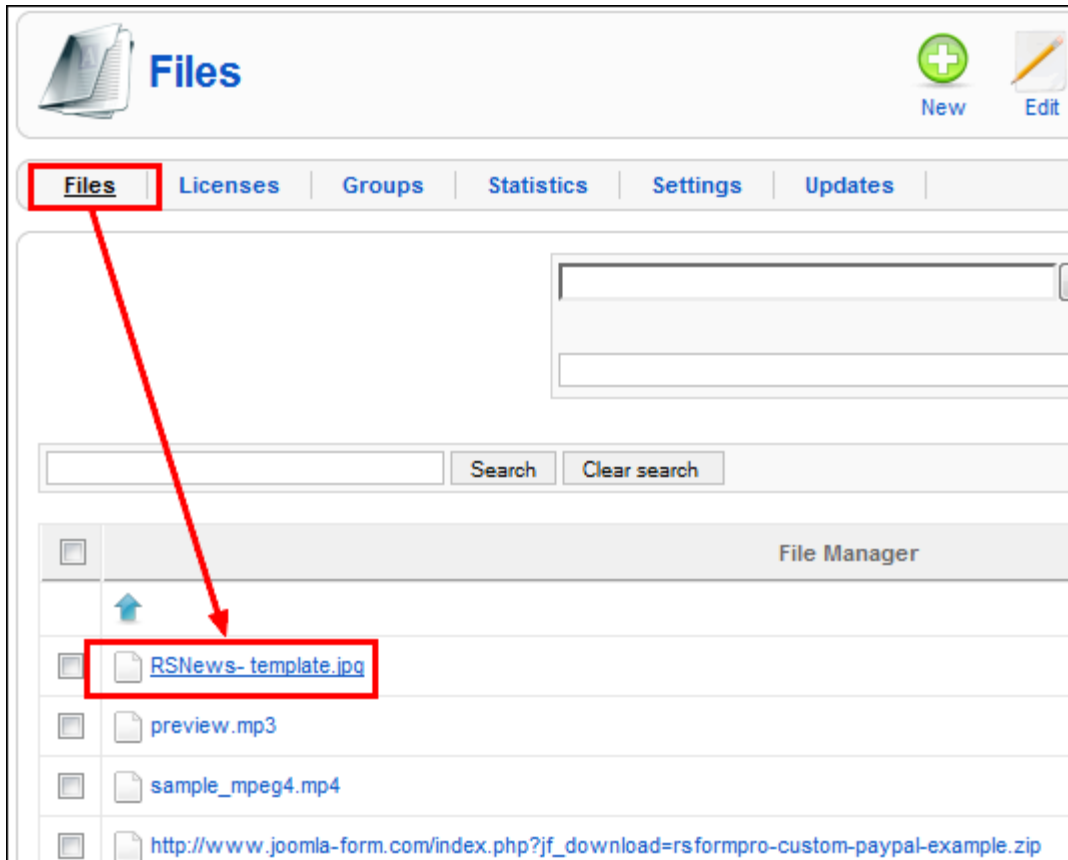


8.3 Assign file permissions

Path: *Joomla! backend panel >> Components >> RSFiles! >> Files*

Step 1:

In the “Files” tab, select the file for which you want to assign the user permissions and click to edit.



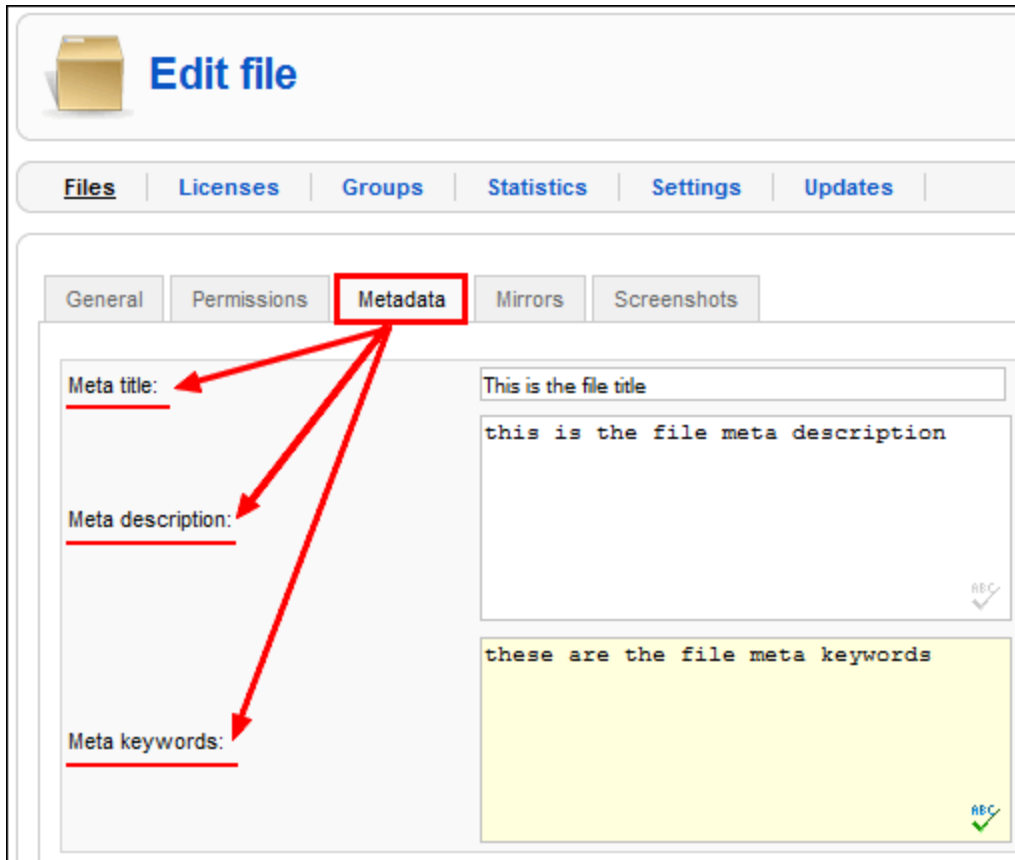
Step 2:

Click on the “Permissions” tab and select the user group for each action.

- **Can perform maintenance:** when this option is selected, the group can upload and delete the file in frontend.
- **Can view:** users with this assigned permission can view the file
- **Can download:** the selected user group can download the file

8.4 Add meta title, description & keywords

If you're not using [RSSEO!](#) to handle the page meta data for 3rd party components, you'll still be able to optimize the RSFiles! pages using the latest added feature: meta title, meta description and meta keywords.

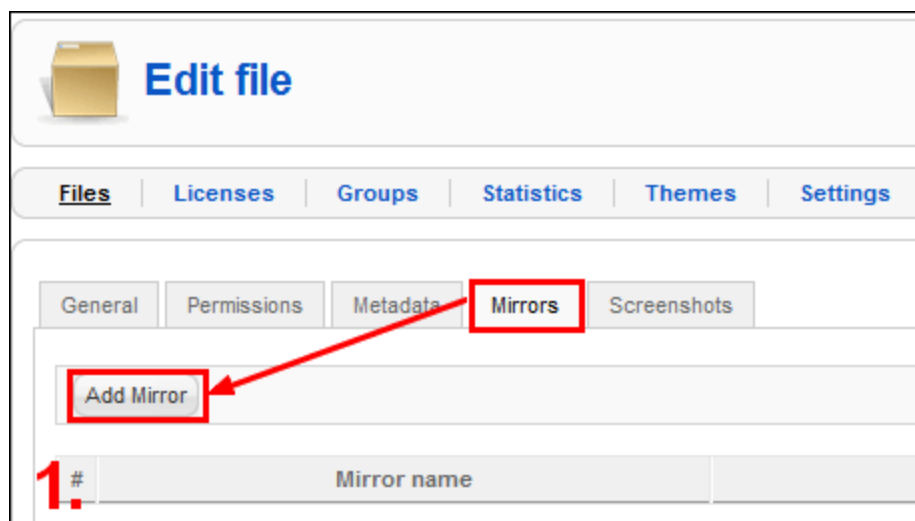


8.5 Add file mirrors

Path: **Joomla! backend panel >> Components >> RSFiles! >> Files >> Mirrors**

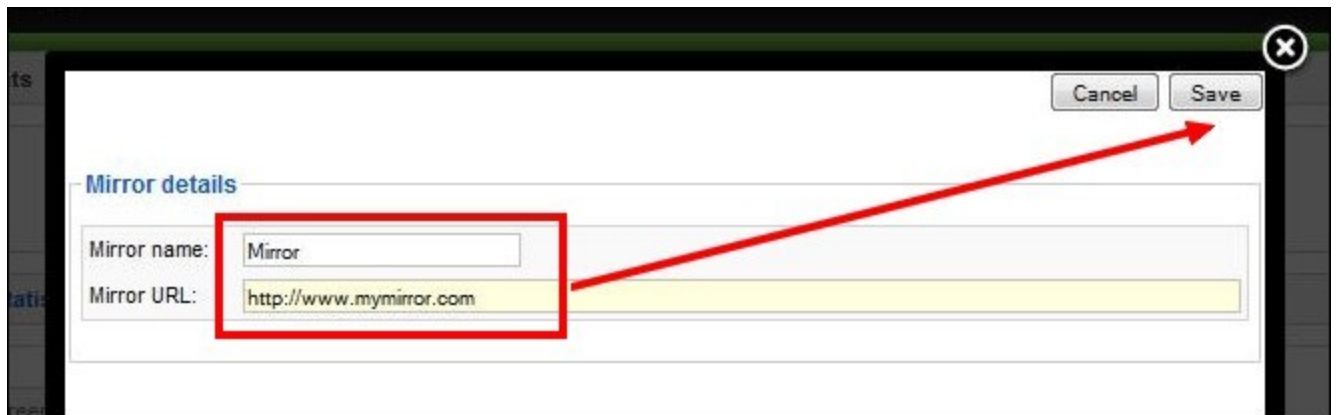
Step 1:

In the "Mirrors" tab, click on the "Add mirror" button. This will provide an alternate download link for the file in question.



Step 2:

Add the mirror name and URL and hit the “Save” button.

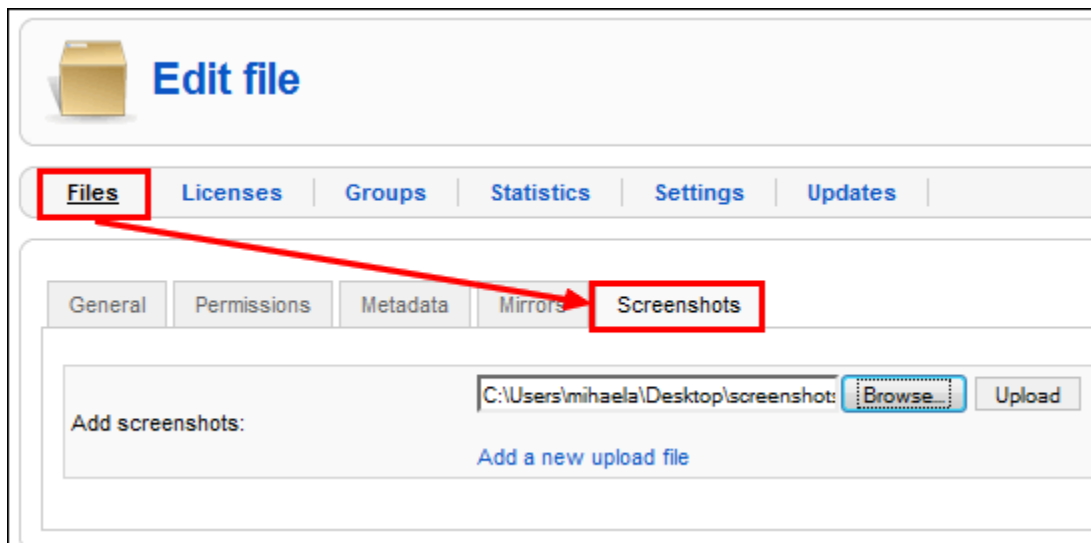


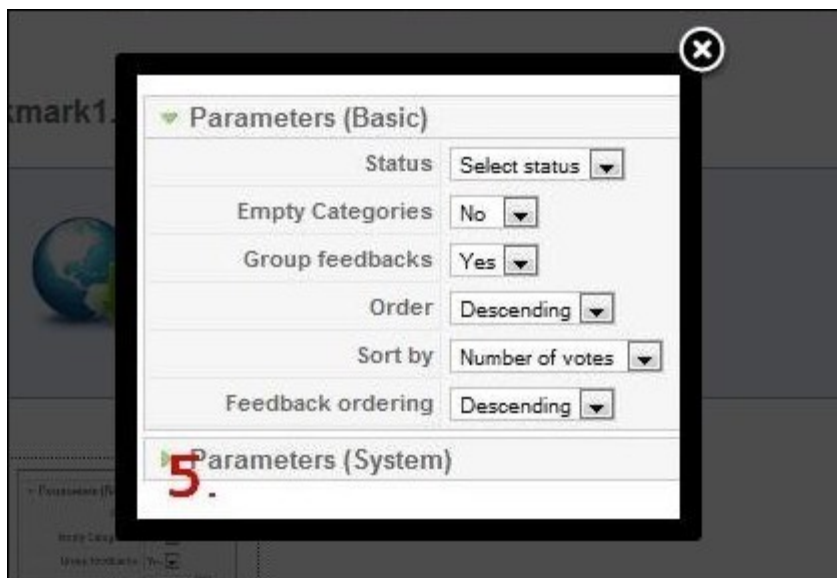
8.6 Add file screenshots

Path: **Joomla! backend panel >> Components >> RSFiles! >> Files >> Edit the file >> Screenshots**

To add file screenshots, head to the “Files” tab and edit the file. In the “Screenshots” tab browse the file screenshot and hit the “Upload” button.

Screenshots will be displayed in frontend in a modal window.





Step 9: List files in frontend

RSFiles! offers 2 ways to display files and folders in frontend: using the menu links or the RSFiles! System Plugin.

9.1 List files using the menu link

Step 1:

To create a RSFiles! menu link, head to **Joomla! backend panel >> Menus >> Menu Manager >> Main Menu** and click on the right icon to edit.



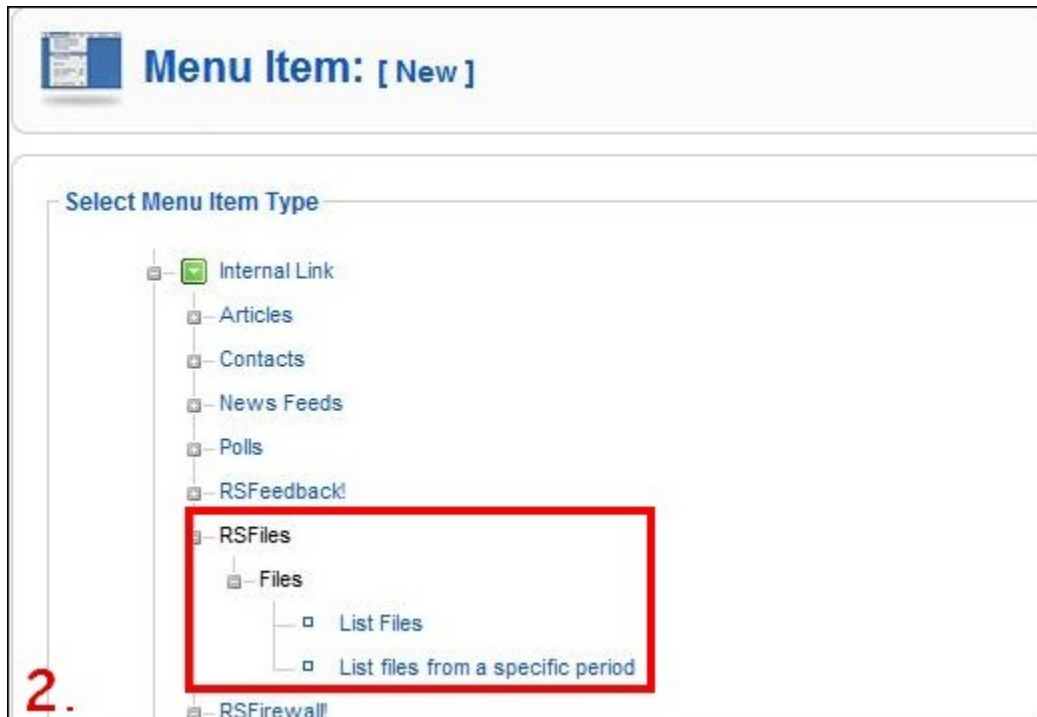
Step 2:

In the Menu Item Manager, click on the "New" icon from the right panel. In the "Internal link" menu, select RSFiles!

Here you'll find 2 menu options:

- **List files**
- **List files from a specific time period**

These 2 options have almost the same functionality, the only difference between them is that the second option will only show the files and folders from a specific range of time.



Step 3:

Select one option from above and fill the menu name. Additionally, you can add a Page title or a menu image.

Menu Item Type

List Files

Show all files and folders that are in the root folder

Menu Item Details

ID:	70
Title:	List files
Alias:	list-files
Link:	index.php?option=com_rsfiles&view=files
Display in:	Main Menu
Parent Item:	<ul style="list-style-type: none"> Top Home Joomla! Overview - What's New in 1.5? Joomla! License

3.

For the “List files from a specific time period” option, you’ll need to enter the time range to display the files in frontend.

Menu Item Type

List files from period

Show files and folder between the selected period of time

Menu Item Details

ID:	54
Title:	List files from a specific period
Alias:	list-files-from-a-specific-period
Link:	index.php?option=com_rsfiles&view=files
Display in:	Main Menu

Parameters (Basic)

Start Date	09/01/2010
End Date	09/30/2010

Parameters (System)

9.2 Publish files/folders in articles

To publish files/folders in articles or third party pages, you need to use the RSFiles! System Plugin, which is included in the download package.

The plugin is enabled by default.

9.2.1 Publish a specific file

Step 1:

In the "Article Manager", select the article where you want to publish the file.



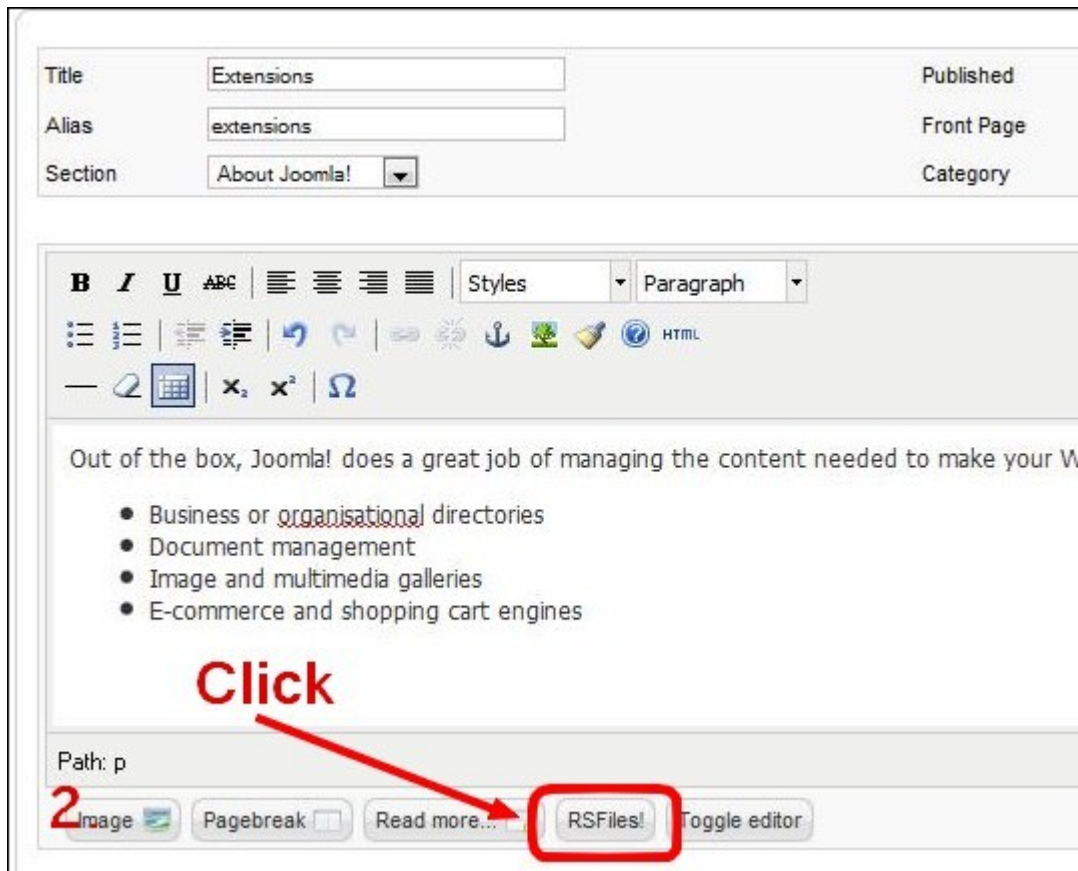
The screenshot shows the "Article Manager" interface. At the top left is the "Article Manager" logo, and at the top right is an "Unarchive" button. Below the header is a "Filter:" input field with "Go" and "Reset" buttons. The main content is a table with the following columns: "#", "Title", "Published", and "Front Page". The table contains four rows of data:

#	<input type="checkbox"/>	Title	Published	Front Page
1	<input type="checkbox"/>	RSJoomla! Updates		
2	<input type="checkbox"/>	Home		
3	<input checked="" type="checkbox"/>	Extensions		
4.	<input type="checkbox"/>	Joomla! Features		

The row for "Extensions" is highlighted in yellow, and a red box is drawn around the checked checkbox. A red "1" is placed to the left of the row number "4.".

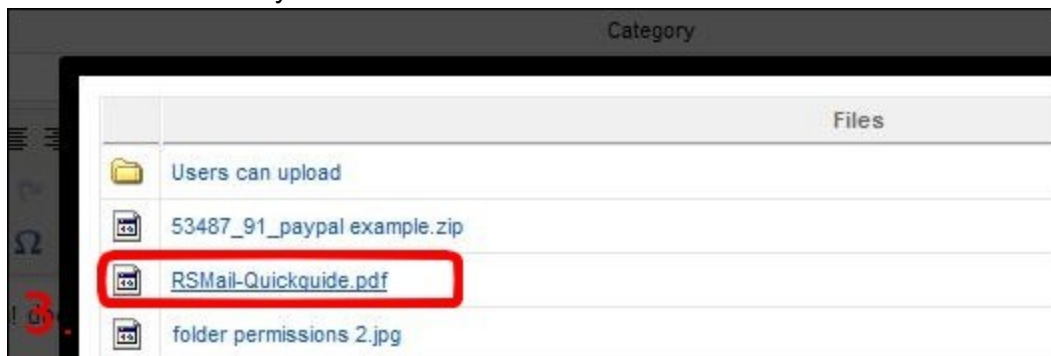
Step 2:

Click on the RSFiles! button located at the bottom of the editor.



Step 3:

Select the file which you want to include in the article.



RSFiles! automatically adds in the article the following placeholder:
`{rsfiles path="RSMail-Quickguide.pdf" template="default"}`

Title: Pub

Alias: Fro

Section: Ca

B *I* U ABC | | Styles | Paragraph

Out of the box, Joomla! does a great job of managing the content needed to n

{rsfiles path="RSMail-Quickguide.pdf" template="default"}

- Business or organisational directories
- Document management
- Image and multimedia galleries
- E-commerce and shopping cart engines

9.2.2 Publish a specific folder

Step 1:

In the "Article Manager", select the article where you want to include the folder.

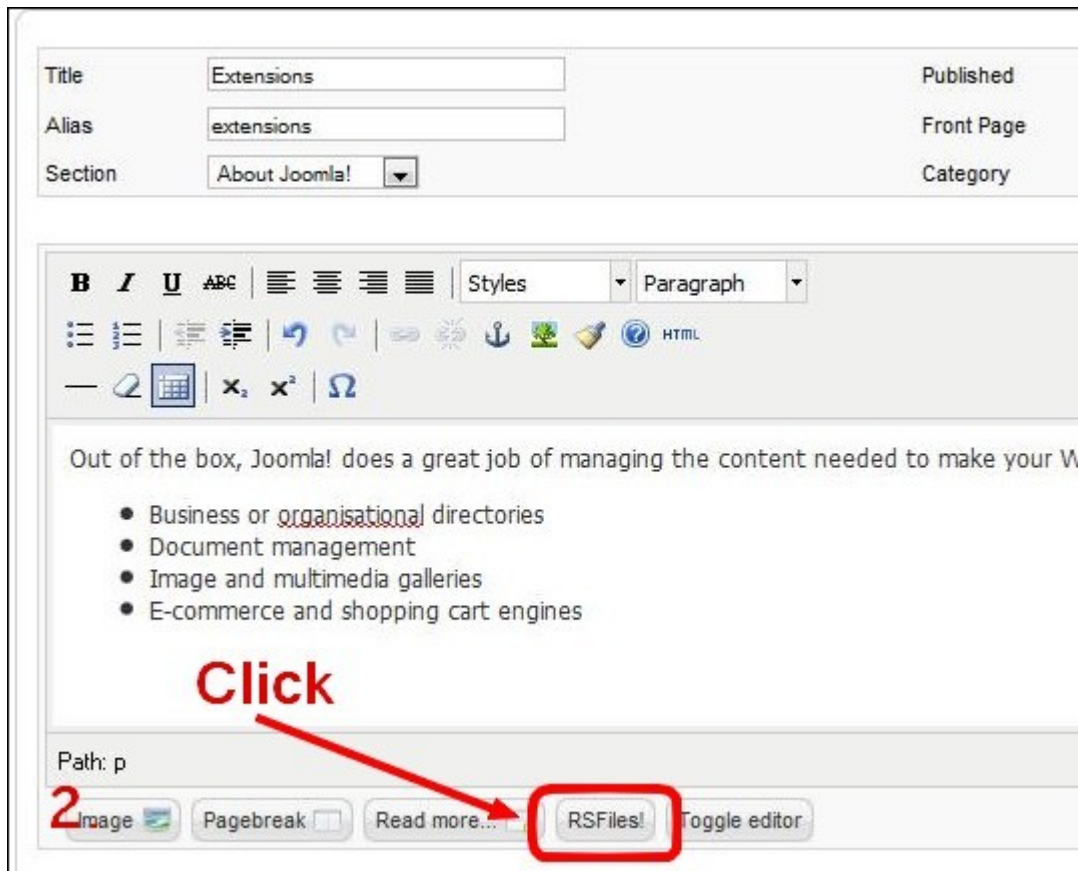
Article Manager Unarchive

Filter:

#	<input type="checkbox"/>	Title	Published	Front Page
1	<input type="checkbox"/>	RSJoomla! Updates		
2	<input type="checkbox"/>	Home		
3	<input checked="" type="checkbox"/>	Extensions		
4.	<input type="checkbox"/>	Joomla! Features		

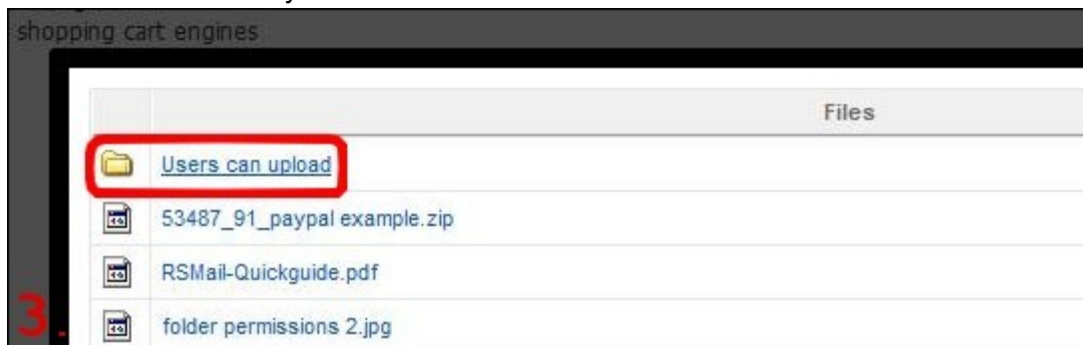
Step 2:

Click on the RSFiles! button located at the bottom of the editor.



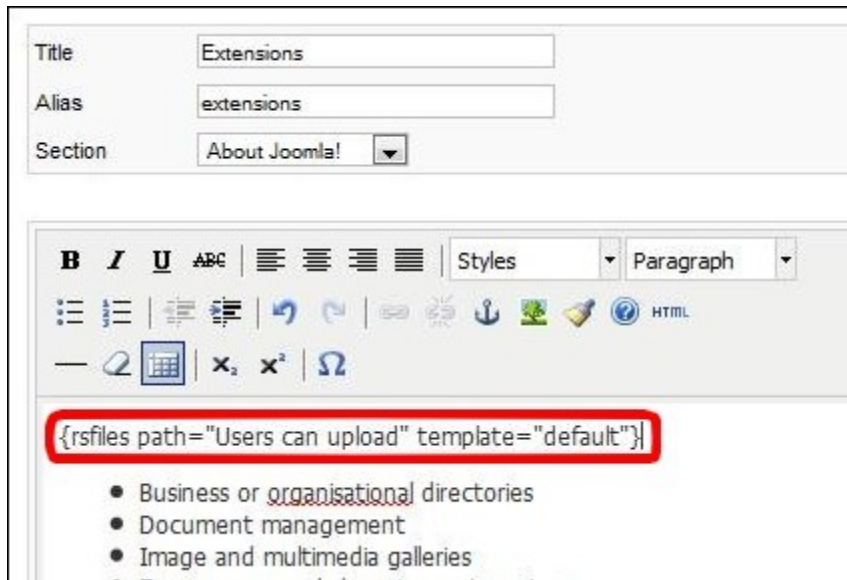
Step 3:

Select the folder that you want to include in the article.



RSFiles! automatically adds in the article the following placeholder:

```
{rsfiles path="RSMail-Quickguide.pdf" template="default"}
```

9.2.3 Publish the content of the entire download folder

Step 1:

In the "Article Manager", select the article that you want to include the folder.



Step 2:

Include in your article the following placeholder (same placeholder as for publishing a file or a folder, but in this case leave the path blank):

`{rsfiles path="" template="default"}`

Title: Extensions
Alias: extensions
Section: About Joomla! ▼

B I U ABC | [List Icons] | Styles | Format | [HTML Icon]

`{rsfiles path="" template="default"}`

- Business or organisational directories
- Document management
- Image and multimedia galleries
- E-commerce and shopping cart engines

2.

9.3 Display files in a module position

The RSFiles! **Latest files module** allows you to display a list of the recently uploaded files. This is available for download in the View my downloads > RSFiles! > Modules area.

To **install** the plugin simply head to *Extensions > Install / Uninstall*, browse the file and click *Upload and Install*.

As configuration parameters the module has the following options:

- Module class suffix: you can use this to control the module CSS
- Number of results: the number of displayed items
- Itemid: SEF usage

Details

Module Type: **RSFiles! latest files**

Title: RSFiles! Latest Files

Show Title: No Yes

Enabled: No Yes

Position: user1 ▼

Order: 0::RSEvents! Slides ▼

Access Level: Public
Registered
Special

ID: 123

Description: This module will allow you to display the latest files from RSFiles!

RSFiles! Latest Files
Event5.csv added on 02/03/2011 16:18:00
1298891710_plus.png added on 02/03/2011 16:17:44

Notice:

- The files will only be displayed if the current user or guest has enough RSFiles! **viewing permissions.**

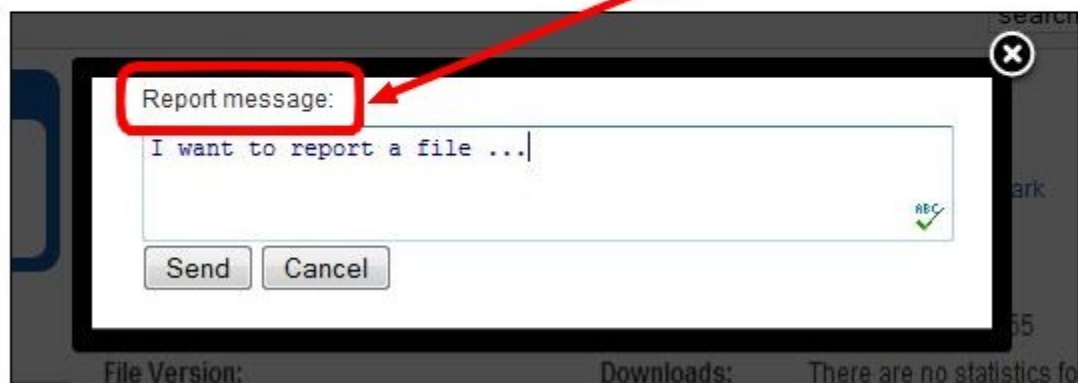
Step 10: Frontend options

10.1 Report files

The report function is a built-in feature, that doesn't require any further configuration in backend.

In frontend, users can easily report files using the "Report" icon from the top menu. A modal window allows them to send their message to the administrator.

Frontend view:



In backend, administrators can view the reported files in the "Files" tab. Each file has a separate link that will display the reports, along with the message details.

Backend view:

1.

	Published	Reports
...		
create folder.jpg		

Reports
1 Report

2.

Files | Licenses | Groups | Statistics

User: admin (127.0.0.1)
Date: 07/10/2010 11:45:39
Message: TEST

10.2 Bookmark files

This option allows users to bookmark files while browsing your website and download multiple files in one package.

1.

Report Bookmark Back

2.

Download selected | Download all

<input type="checkbox"/>	Filename	Delete
<input checked="" type="checkbox"/>	2checkout.zip	(X)
<input checked="" type="checkbox"/>	create a new theme 2.jpg	(X)

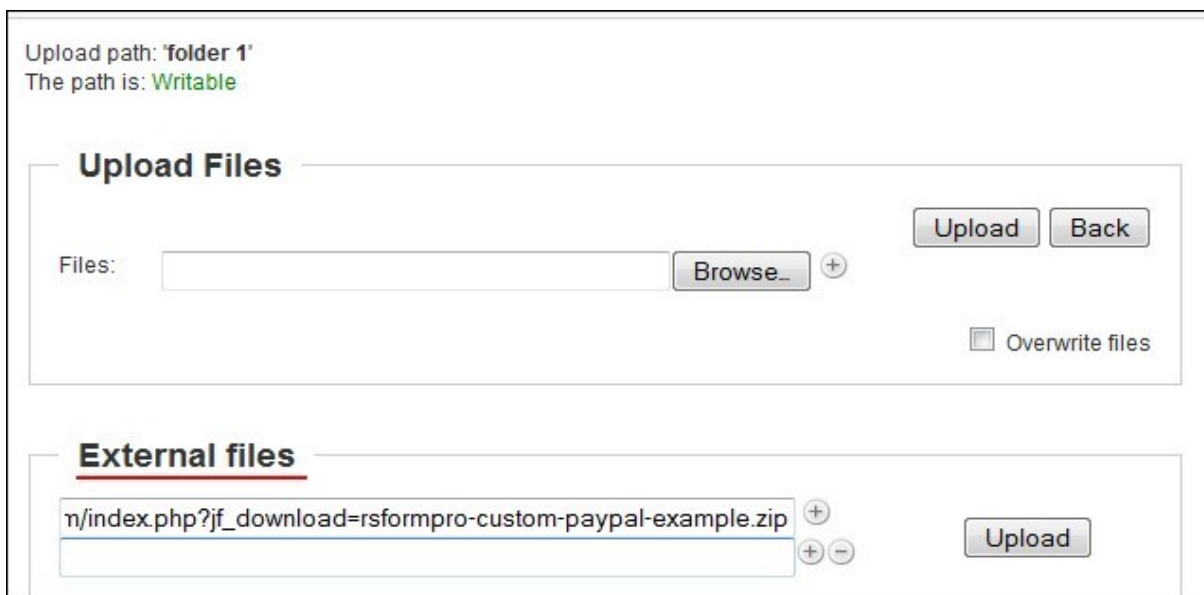
10.3 Upload files

10.3.1 Allow users to upload files in frontend

Path: **Joomla! backend panel >> Components >> RSFiles! >> Files >> Permissions >> Can perform maintenance >> Select a group that you would like to perform maintenance**

Users can upload files in frontend only if they have maintenance permissions in the “Files” tab. By default, the user permissions are set to “Everybody”, thus anyone can delete and upload files.

Starting with RSFiles! Rev. 9, users with permissions are allowed to upload both, internal and external files.



The screenshot displays the RSFiles! upload interface. At the top, it shows the upload path as 'folder 1' and notes that the path is 'Writable'. The interface is divided into two main sections: 'Upload Files' and 'External files'. The 'Upload Files' section includes a text input field for file names, a 'Browse...' button with a plus sign, and 'Upload' and 'Back' buttons. There is also an 'Overwrite files' checkbox. The 'External files' section features a text input field containing a URL, a plus sign button, and an 'Upload' button.

Step 1:

The upload option must be enabled first in the “**Settings**” tab >> **Files** >> **Enable upload in frontend**.

Settings

Files | Licenses | Groups | Statistics | **Settings** | Updates

General | **Files** | Frontend | Emails | RSMail Integration

Download folder:

Secure download folder: The download folder is not secure.

Briefcase folder:

Secure Briefcase Folder: The briefcase folder is not secure.

Enable Briefcase: No Yes

Hits to be popular:

Days to be new:

Allowed files:
jpg
txt
pdf
gif
png
zip

Thumbnail width: px

Enable flash uploader: No Yes

Enable upload in frontend: No Yes

Maximum Size (KB): **1.**

Step 2:

Before allowing users to upload files in frontend, create in backend a new folder to organize files.

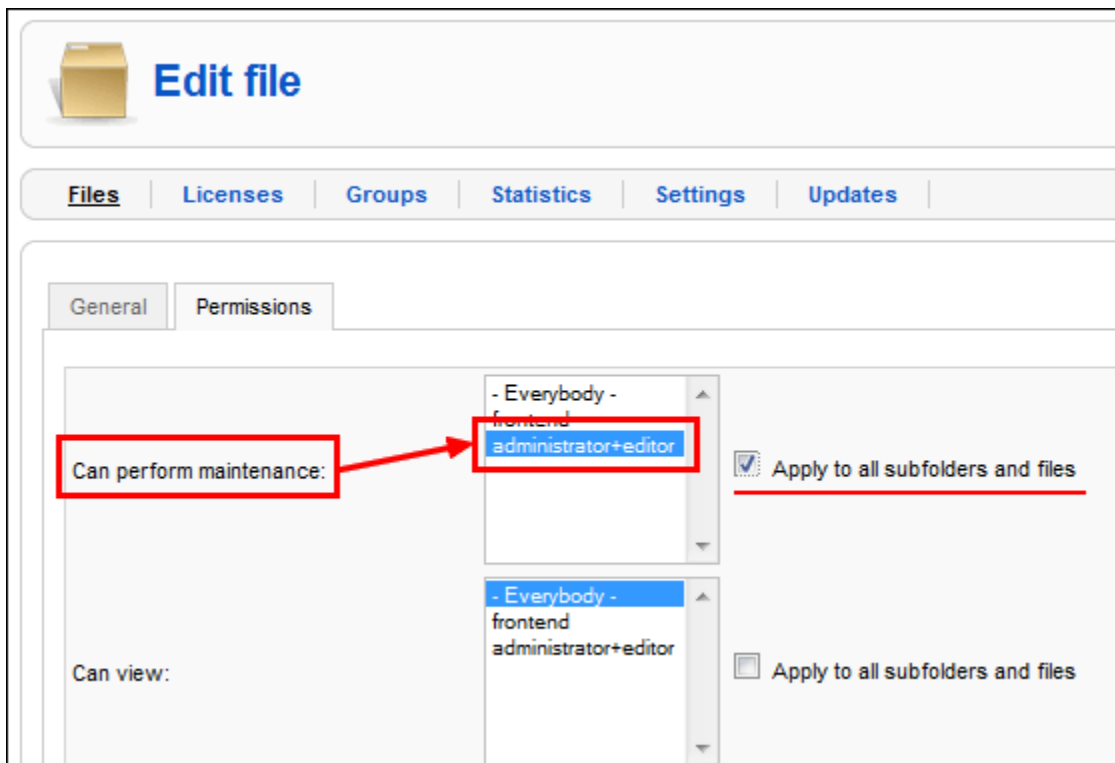


Steps 3 and 4:

Edit the upload folder >> “Permissions” tab >> select the group that is allowed to perform maintenance (delete / upload files) in front-end. (in our example we’ve chosen to allow only administrators and editors to delete files)

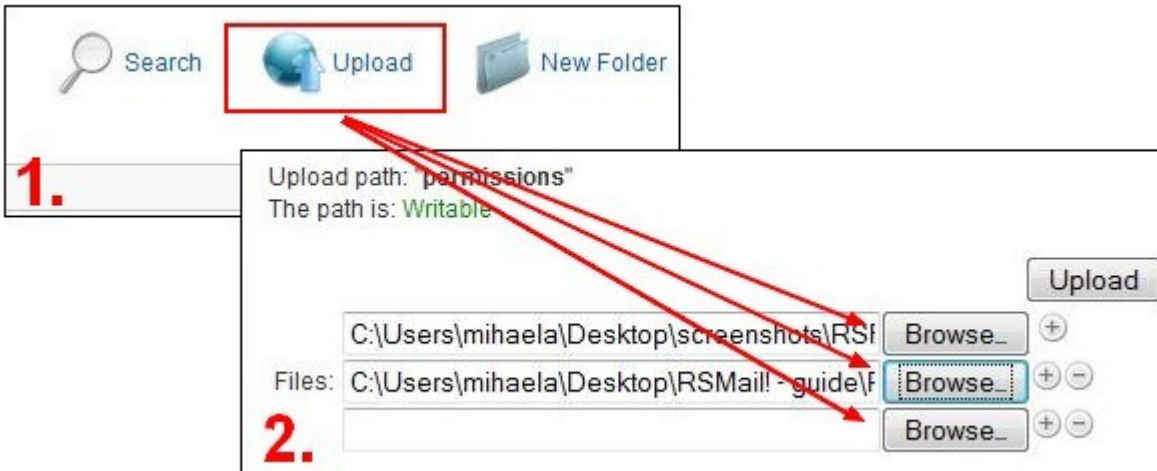
Check the “Apply to all subfolders and files” box if you want to pass further the permissions to included subfolders and files.

If you want to allow only certain users to upload files, make sure to select the appropriate group.



10.3.2 Multiple uploads

In frontend, users can upload multiple files once, if they have folder maintenance permissions in the “Files” tab. (to set these permissions, see [step 10.3.1 Allow users to upload files in frontend](#)).



10.4 Allow users to delete files in frontend

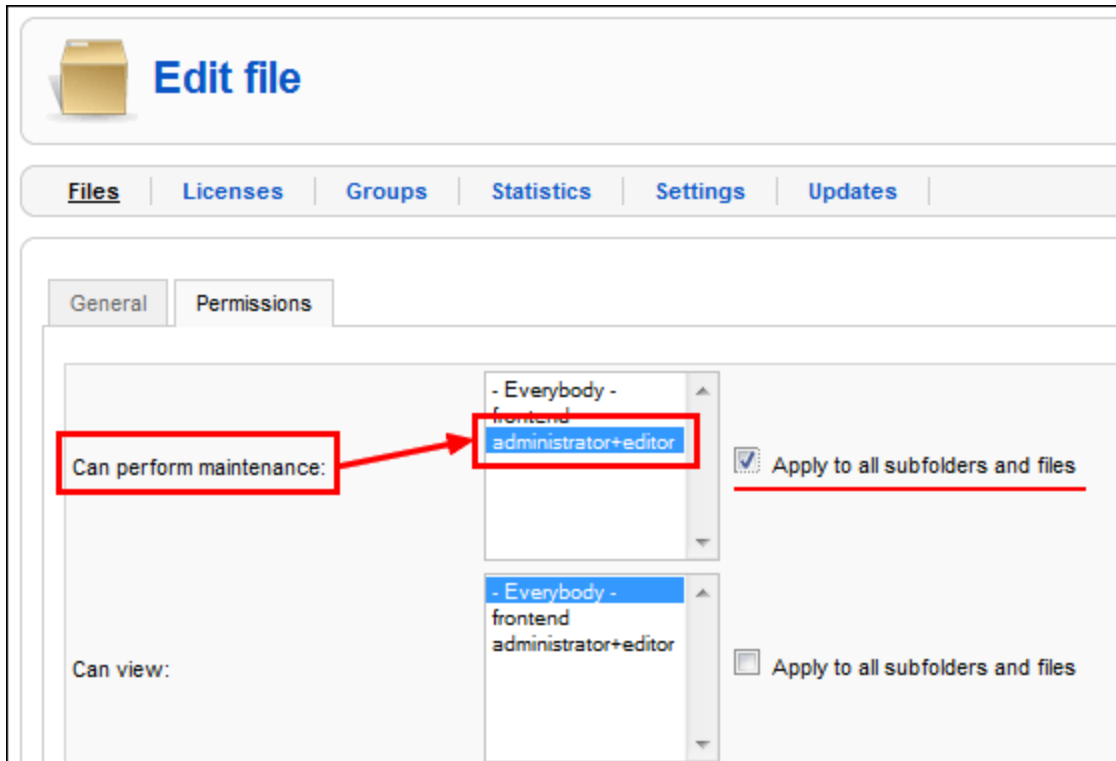
Path: **Joomla! backend panel >> Components >> RSFiles! >> Files >> Permissions >> Can perform maintenance**

Users can delete/upload files in frontend only if they have assigned maintenance permissions in the “Files” tab.

By default, the user permissions are set to “Everybody”, thus anyone can delete and upload files.

Edit the upload folder >> “Permissions” tab >> select the group that is allowed to perform maintenance (delete / upload files) in front-end. (in our example we’ve chosen to allow only administrators and editors to delete files)

Check the “Apply to all subfolders and files” box if you want to pass further the permissions to included subfolders and files.



Note:

All users are allowed to delete/upload files when the “maintenance permissions” are assigned to **“Everybody”**. If a certain group is selected, the maintenance permissions will be assigned only to users that belong to it, all other users will be excluded from deleting/uploading files.

10.5 Edit files

When users are allowed, they can publish/unpublish files, enable/disable file statistics, change the file date, version, license, download method - direct or by email and file description.

This option can be used in frontend only if users have maintenance permissions in the “Files” tab.

A screenshot of the Joomla! file edit form. The form includes fields for Published (radio buttons for no and yes), File name (Flower.jpg), Date added (2010-10-06), Enable statistics (radio buttons for no and yes), File version (1.0), License (No license), and Download method (Email download). Below these fields is a rich text editor with a toolbar containing bold, italic, underline, text color, list, link, unlink, anchor, image, and HTML icons. The text area contains the text "Flower description". A red arrow points from the 'Edit' button in the toolbar above to the form.

10.5.1 Allow users to edit in frontend

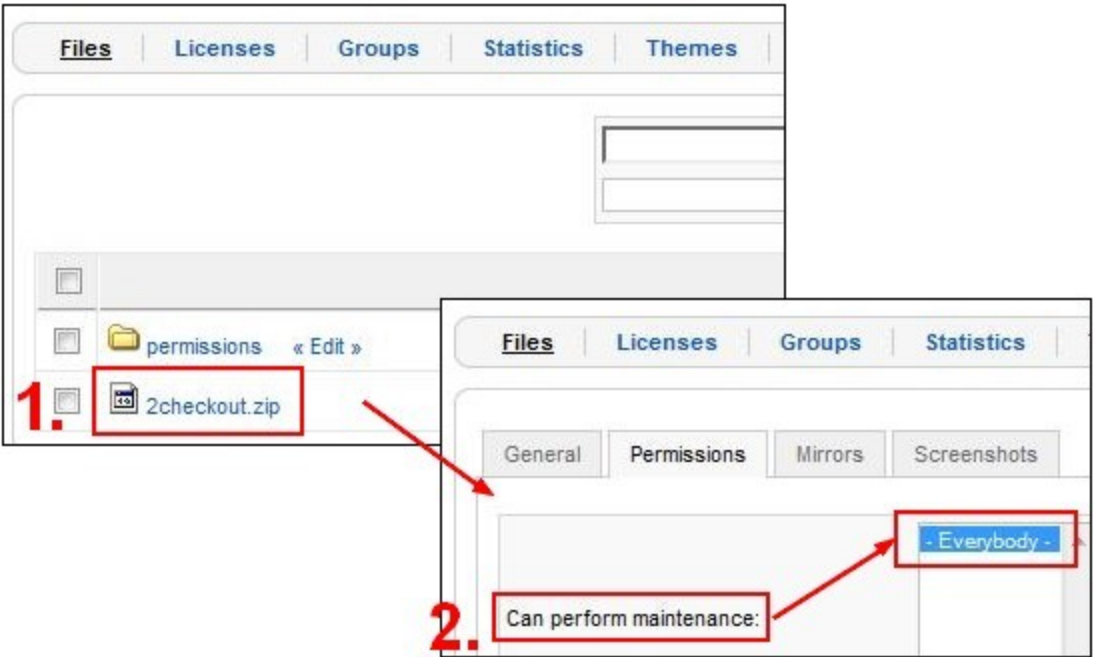
Path: **Joomla! backend panel >> Components >> RSFiles! >> Files >> Permissions >> Can perform maintenance >> Everybody**

Files:

By default, the user permissions are set to “Everybody”, thus anyone can perform maintenance/edit files.

Folders:

If the file is uploaded in a folder, you need to set its maintenance permissions to “Everybody”, so anyone can edit in frontend.

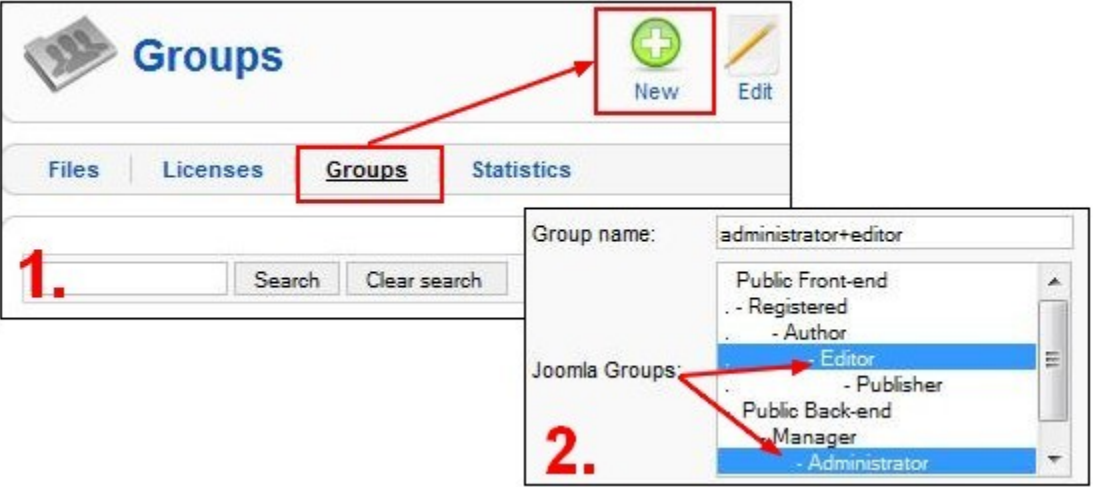


10.5.2 Restrict the editing option in frontend

Step 1,2:

To restrict users the access to this option, head to the “Groups” tab and create a new group, that will be allowed to edit files in front-end (see [Step 6: Create new user groups](#)).

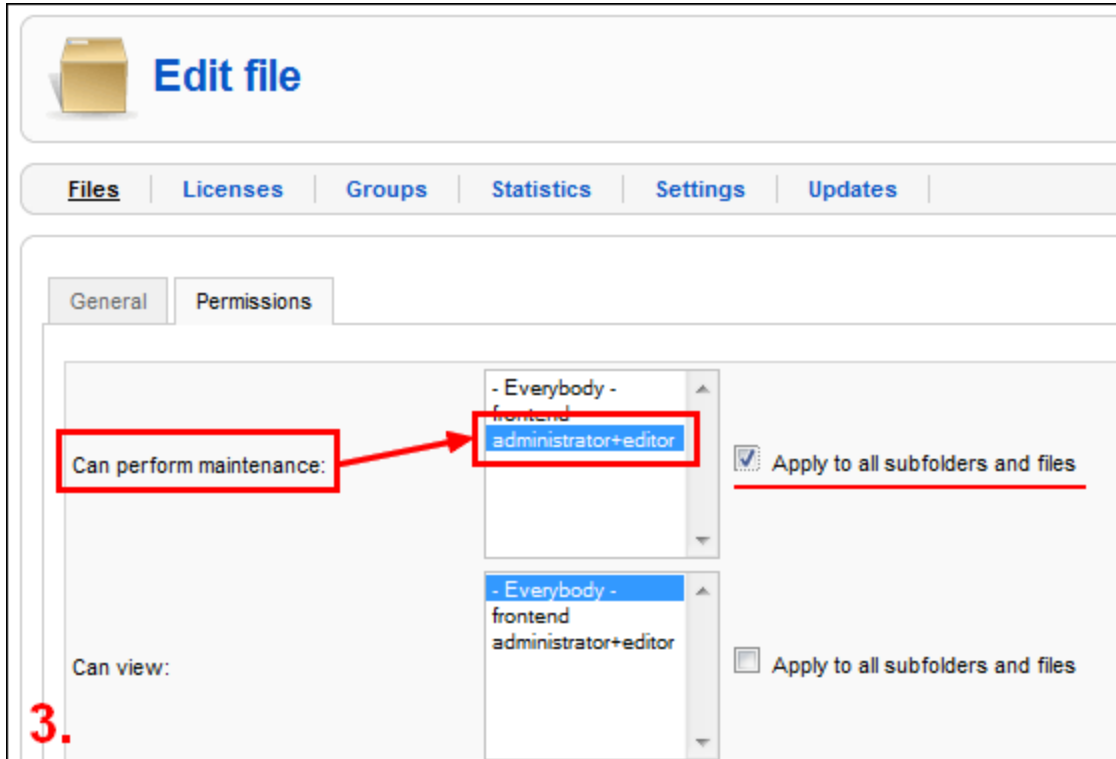
Select the Joomla! user group for which you want to assign editing permissions. Additionally, you can include in this group individual users.



Step 3:

In the “Files” tab, edit the folder for which you to impose restrictions and assign the maintenance rights only to the group that will be allowed to edit files (for example, administrators and editors, all other users won't be allowed to edit the files).

Check the “Apply to all subfolders and files” box if you want to pass further the permissions to included files and subfolders.



10.6 Search files

This function allows your users to search files and folders by a certain keyword.

The search function offers options to sort the results by name/date/hits or ascending/descending.

Home Search Back

Keyword: image

Ordering: Name Ascending

Search in: Description

Search

Name
Date
Hits

10.7 Recommend files to friends

RSFiles! rev. 7 brings a new feature for front-end: the possibility to recommend files to friends file via email.

Details Send e-mail Report Bookmarks Back

E-mail this link to a friend.

E-mail to:
myfriend-email@email.com

Sender:
Me

Your E-mail:
my-email@hotmail.com

Subject:
this file might interest you

Send Cancel

The purpose of this guide

This guide is designed to assist you, step by step, in configuring, preparing and sending newsletters with the [RSFiles!](#) component.

We've also created a RSFiles! Quick Guide, that includes all important steps that you must follow to be able to quickly send newsletters.

Additionally, we've launched the [RSJoomla! TV Channel](#) to support our components with a series of video tutorials and presentations.

The RSFiles! Documentation can be found [here](#).

For any other questions, please submit a ticket to the [RSJoomla! support department](#).