



SL Media Folders

Virtual folders for your Media Library, pages, posts, and products

Version 1.0.4 | WordPress Plugin User Manual

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1. Overview

SL Media Folders adds virtual, drag-and-drop folders to your WordPress Media Library — organize images and files into a real folder tree without changing where anything physically lives on disk. It's built as a drop-in replacement for FileBird: it stores folders in FileBird's own database tables and reimplements FileBird's PHP classes, so anything already built against FileBird — including SL POS's own folder pickers and uploads — keeps working without changes.

- **Unlimited nested folders** — drag-and-drop reordering, colors, and a right-click context menu
- **Two view styles** — hierarchical tree, or a flat list showing each folder's full path (handy with a lot of folders)
- **Three visual themes** — Default, Dropbox, Windows 11
- **Folders beyond media** — turn on the same folder sidebar for Pages, Posts, Products, or any other post type
- **Download a folder as a ZIP** — grab every file in a media folder in one click
- **Per-user folders** — optionally give every user their own private folder structure
- **Import from five other folder plugins** — plus direct compatibility with FileBird, no import needed
- **Gallery shortcode** — display a folder's images anywhere on your site

Component	Minimum
WordPress	5.8
PHP	7.4

2. Installation & Migrating from FileBird

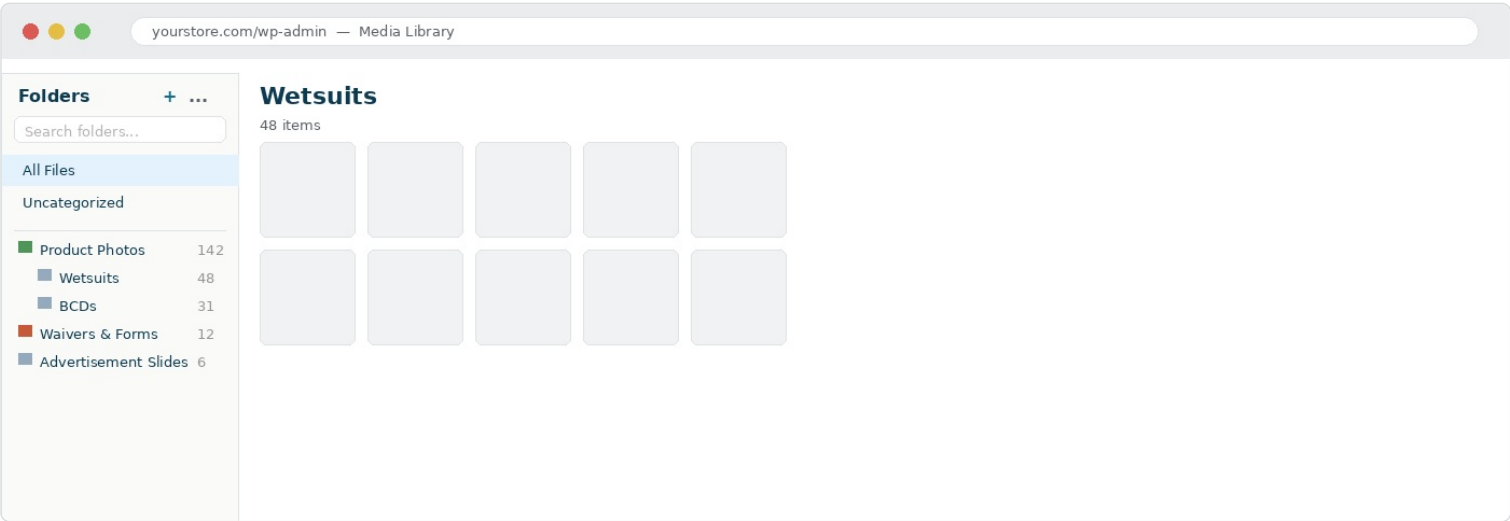
1. Go to **Plugins → Add New → Upload Plugin**, select the ZIP, and click **Install Now**, then **Activate**.
2. A new **SL Media Folders** item appears under the **Media** menu.

If You're Already Using FileBird

Nothing to migrate — your folders carry over automatically. SL Media Folders reads and writes FileBird's own database tables directly, so your existing folder structure and file assignments are already there the moment you activate. While FileBird itself is still active, a notice explains that you should deactivate it to actually switch over — with FileBird still running, its classes take priority. Once FileBird is deactivated, SL Media Folders' own compatibility layer takes over transparently, and every existing folder is exactly where you left it.

Anything built against FileBird — SL POS's folder pickers and uploads, or any other plugin/theme using FileBird's classes — keeps working with no reconfiguration, because SL Media Folders reimplements FileBird's own PHP classes and REST endpoints. Section 8g (Developers) lists exactly which compatibility points this covers, and where to check its status.

3. The Folder Sidebar



The folder sidebar on Media → Library — colors, nesting, and file counts per folder.

Go to **Media → Library**. The folder sidebar appears on the left, with the familiar Media grid or list on the right, filtered to whichever folder is currently selected.

The Toolbar

- **+ (New Folder)** — creates a new top-level folder
- **⋮ (Options)** — opens the same menu described below, without needing to right-click anything first
- **Collapse arrow** — hides the sidebar to reclaim screen space; reopen it the same way
- **Search** — filters the folder list itself by name as you type

The Options Menu

Click the **⋮** button, or right-click empty space in the sidebar, for:

- **Sort Folders** — Manual (drag to reorder), Name (A–Z), or Name (Z–A)
- **Sort Files** — any of 12 orders (date uploaded, date modified, title, file name, author, or file size — each ascending or descending); this is a personal, per-user preference, not shared with other users
- **Tree View / Flat View** — switch between the nested tree and a flat list showing each folder's full path
- **Expand All / Collapse All** — tree view only
- **Bulk Select** — check multiple folders at once for a bulk delete
- **Settings** — jumps straight to the SL Media Folders settings page (Section 8), shown only if you have permission to manage it

All Files & Uncategorized

Two special entries always sit above your actual folders: **All Files** (every item regardless of folder) and **Uncategorized** (items not filed into any folder yet).

Themes & Tree Style

Pick one of three visual themes — Default, Dropbox, or Windows 11 — store-wide in Settings (Section 8a). Tree vs. flat view (above) is a personal choice instead: each user can switch it from their own Options menu, independent of what anyone else has set.

Wetsuits

+ New Subfolder

Rename

COLOR

Cut

Paste

Pin

Download as ZIP

Delete

Right-click any folder for its full context menu.

Create, Rename & Delete

- 1. Click + in the toolbar for a new top-level folder, or right-click an existing folder and choose **New Subfolder** to nest one inside it.
- 2. Type the name directly into the inline text field that appears, then press **Enter** to save or **Escape** to cancel — clicking away also saves.
- 3. To rename, right-click a folder and choose **Rename** — the same inline editing behavior applies.
- 4. To delete, right-click and choose **Delete**, then confirm. Deleting a folder never deletes the files inside it — they simply become Uncategorized (or move up to the parent folder's level, for a subfolder).

Color

Right-click a folder for a row of color swatches — click one to tag that folder with a color for quick visual scanning, pick a fully custom color, or click the reset swatch to remove the color entirely.

Reordering & Moving

- **Drag and drop** a folder directly onto another to move it inside as a subfolder, or drag within the same level to reorder (only when folder sort is

set to Manual, Section 3)

- **Cut / Paste** — right-click a folder and choose **Cut**, then right-click the destination folder (or empty space, for top-level) and choose **Paste** — an alternative to dragging, useful when the destination isn't currently visible on screen

Pin a Folder

Right-click a folder and choose **Pin** to keep it close at hand near the top of the sidebar regardless of where it actually sits in your folder tree — handy for a folder you use constantly. Unpin the same way.

Bulk Delete Multiple Folders

1. Open the Options menu (Section 3) and choose **Bulk Select**.
2. Check every folder you want to remove.
3. Click **Delete Selected** (shows a running count) and confirm, or **Cancel** to back out without deleting anything.

5. Working with Files

- **File a media item into a folder** — drag it from the grid directly onto a folder in the sidebar, or select it and use the folder picker in its attachment details
- **Include Subfolders** — turn this on in Settings (Section 8b) so opening a folder also shows the files inside its subfolders, not just files filed directly into it
- **Folder column** — enable this in Settings (Section 8a) to add a Folder column to the Media Library's list view, so you can see (and sort by) each file's folder without opening it
- **Download a folder as a ZIP** — right-click any media folder and choose **Download as ZIP** to download every file inside it in one archive
- **Folders in the media picker** — if enabled in Settings (Section 8a), the same folder sidebar appears inside the media picker when choosing an image from the page/post/product editor, so you can browse and filter by folder without leaving that screen
- **Uploading through the picker's "Upload files" tab** — a new file automatically goes into whichever folder makes sense for where you're uploading from: the folder currently open in that picker's own sidebar, or if there's no sidebar in view, your last-used folder (or the Startup Folder, Section 8b, as a final fallback). The library view then switches to that folder right afterward, so the file you just uploaded is immediately visible and ready to select — you're never left hunting for it in Uncategorized.

6. Folders for Posts, Pages & Products

The same folder sidebar isn't limited to media — turn it on for any other post type in your site (Pages, Posts, Products, or a custom post type) in Settings → Post Types (Section 8d). Once enabled for a post type, its own list screen (e.g. **Products → All Products**) gains its own independent folder tree — completely separate from the Media Library's folders, with its own names, nesting, and colors.

Drag a row from the list directly onto a folder in that sidebar to file it — useful for organizing a large product catalog or a big page/post library into logical groups beyond WordPress's own categories.

Filtered product-type links now behave correctly here too. If you have a Startup Folder set (Section 8b), it opens automatically on a plain visit to the list screen — but not when you arrive via a link that's already filtered to a specific view, such as a category, tag, author, or search. That same exclusion now also covers links filtered by product type — for example, Travel Booking Manager's **Travel → All Trips** menu item, which opens Products filtered to just the "trip" product type. Previously that filter wasn't recognized, so the Startup Folder's own restriction got layered on top of it, showing a narrower (or occasionally emptier-looking) list than "every trip product." Visiting a product-type-filtered link now shows exactly what that link promises, with no folder restriction added on top.

7. Gallery Shortcode

Display a media folder's images anywhere on your site with the `[sl_folder_gallery]` shortcode:

```
[sl_folder_gallery folder="12" columns="4" size="medium" link="file" subfolders="0" captions="0" orderby="date" order="DESC"]
```

Attribute	Controls
folder	The folder ID to display (find it from the folder's URL when selected in the Media Library, or via the developer helper functions — Section 8g)
columns	Grid columns
size	Image size (thumbnail, medium, large, full)
link	What clicking an image opens — the file itself, its attachment page, or nothing
subfolders	Set to 1 to include images from subfolders too
captions	Set to 1 to show each image's caption beneath it
orderby / order	How images are sorted

8. Settings

Go to **Media → SL Media Folders**. Five tabs across the top.

8a. General — Appearance

Setting	Does
Folder theme	Default / Dropbox / Windows 11 — the visual style of the folder sidebar, store-wide
Tree view style	The default for new users (Hierarchical tree or Flat list) — each user can still switch their own view from the sidebar's Options menu (Section 3)
Show file counts	Show the number of files next to each folder
Folder column	Show a Folder column in Media Library list view
Folders in the media pop-up	Show the folder sidebar when choosing media from inside the page/post/product editor

8b. General — Behaviour

Setting	Does
Startup folder	Which folder opens when you visit the Media Library: Previously Opened Folder, All Files, Uncategorized, or a specific folder you choose. Any user can also right-click a folder and choose "Set as startup folder" for their own personal default.
Default folder order	Custom order (drag & drop) / Name A-Z / Name Z-A
Default file order	Store-wide default for the 12 file-sort options (Section 3) — any user can still choose their own from the sidebar
Include subfolders	Opening a folder also shows files from its subfolders
User based folders	Each user creates and manages their own private folder structure, invisible to everyone else — the same concept as FileBird's own "folder per user" mode. Shared folders are hidden while this is on, and return when it's turned back off. Note: other plugins reading folders (like SL POS) will see whichever user is currently logged in's own folders while this is active.

8c. General — Uninstall

Setting	Does
Delete SL Media Folders settings, post-type folders and folder colors when the plugin is deleted	Cleans up everything specific to this plugin on removal
Also delete the media folder tables	These tables are shared with FileBird — leave this unchecked if you might switch back to FileBird later. Your actual media files are never deleted by either option, only folder information.

8d. Post Types

Check any post type (Pages, Posts, Products, or a custom type) to turn on its own independent folder sidebar on that post type's list screen (Section 6). Each checked post type gets its own separate folder tree.

8e. Import / Export

Import from Another Folder Plugin

Copies folder structure and file placement from five supported plugins — Enhanced Media Library, WP Media Folder (JoomUnited), HappyFiles, Media Library Assistant (Attachment Categories), and Media Library Folders (Max Foundry). FileBird itself needs no import at all — its folders are read directly (Section 2). The source plugin can be active or already deactivated; click **Import** next to whichever plugin's folders were detected on your site. Running the same import again only adds anything new — nothing already imported is duplicated.

Export / Import Folder Structure (JSON)

Export folders (.json) downloads every folder — names, nesting, order, colors — and which files are in each, as backup or to move to another site. **Import** a previously exported file the same way; files are matched by their path in the uploads folder, so this works cleanly between sites that share the same media library.

8f. Tools

Calculate file sizes — runs once to measure every existing file, so you can sort by File Size (Section 3); new uploads are measured automatically

going forward without needing to re-run this.

8g. Developers

FileBird Compatibility

SL Media Folders stores folders in the same database tables FileBird uses, and provides FileBird's own PHP classes, so anything built for FileBird keeps working unchanged:

- `\FileBird\Model\Folder::setFoldersForPosts( $ids, $folder_id )`
- `\FileBird\Model\Folder::getPostsByFolderId( [ 'folderId' => 5, 'type' => 'image' ] )`
- `\FileBird\Classes\Tree::getFolders( null )`
- Upload requests carrying a "fbv" folder parameter

A status line on this tab confirms whether the compatibility layer is active — and specifically whether SL POS's folder pickers and uploads are working — or whether FileBird itself is still active and taking priority instead.

REST API Key

Used by the FileBird-compatible public API (`filebird/public/v1`) for unauthenticated requests. Leave blank to disable that public endpoint entirely; logged-in requests can always use `sl-media-folders/v1` regardless. Click **Generate** for a new random key.

PHP Helper Functions

Function	Returns
<code>slmf_get_folders()</code>	A flat list: id, name, parent, depth, path
<code>slmf_get_folder_tree()</code>	The full nested tree
<code>slmf_create_folder('Waivers', \$parent)</code>	A folder's ID — reuses an existing one with the same name rather than duplicating it
<code>slmf_set_attachment_folder(\$ids, \$folder)</code>	Assigns attachment(s) to a folder
<code>slmf_get_attachment_folder(\$attachment_id)</code>	Which folder an attachment is in
<code>slmf_get_folder_attachments(\$folder, \$include_subfolders)</code>	Every attachment in a folder
<code>slmf_get_folder_path(\$folder)</code>	A readable path, e.g. "Customers / Waivers"

9. Troubleshooting & Quick Reference

Issue	What to check
Existing folders don't appear after installing	Deactivate FileBird (Section 2) — while it's still active, its own classes take priority over the compatibility layer, so you may still be looking at FileBird's own UI rather than this plugin's.
SL POS folder pickers or uploads stopped working	Check the FileBird Compatibility status line under Settings → Developers (Section 8g) to confirm the compatibility layer is actually active.
A folder's files don't show up when browsing its parent	Turn on Include Subfolders in Settings (Section 8b) — by default, opening a folder only shows files filed directly into it, not its subfolders' files.
Can't sort by file size	Run Calculate File Sizes once under Settings → Tools (Section 8f) — sizes aren't measured retroactively until this runs.
A different user sees different (or no) folders	Check whether User Based Folders is on (Section 8b) — each user gets their own private set while it's enabled, hidden from everyone else.
Folder sidebar missing on Products or another post type	Enable that post type under Settings → Post Types (Section 8d) — it's off by default for everything except the Media Library.
Imported folders from another plugin look duplicated	They shouldn't be — re-running an import only adds what's new (Section 8e). If something still looks off, check the source plugin's own folder structure for the actual duplicates first.

Create a folder	Sidebar toolbar → + (or right-click → New Subfolder)
Move a folder	Drag it onto the destination, or Cut → Paste
Color-code a folder	Right-click → pick a swatch
Download everything in a folder	Right-click → Download as ZIP
Switch tree/flat view	Sidebar Options menu (…)
Turn on folders for Products	Settings → Post Types → check Products
Migrate from another folder plugin	Settings → Import / Export → Import next to the detected plugin
Embed a folder's images on a page	<code>[sl_folder_gallery folder="ID"]</code>

SL Media Folders is part of the Streamline plugin suite from Streamline Diving.

10. Version History

What's changed in each release of SL Media Folders, in plain language — for reference and troubleshooting.

Version	Date	What Changed
1.0.4	—	Fixed: visiting a product-type-filtered admin link (such as Travel Booking Manager's All Trips) incorrectly got the Startup Folder's restriction layered on top, showing a narrower list than the link actually promised — <code>product_type</code> is now excluded the same way <code>category/tag/author/search</code> links already were (Section 6).
1.0.3	—	Fixed: a file uploaded from a popup's Upload Files tab (such as a WooCommerce downloadable file) could land in Uncategorized instead of the right folder — the folder is now chosen per file at upload time, with a last-used-folder fallback (Section 5).
1.0.2	—	Uploading from a popup's Upload Files tab now goes into the last-used (or Startup) folder, and the library opens on that folder afterward so the new file is immediately visible (Section 5).
1.0.1	—	Fixed: widening the folder sidebar in the media popup now pushes the file grid, toolbar, and uploader over instead of covering them, with the grid re-flowing its columns to fit (Section 3).
1.0.0	—	Initial release.

Dates aren't tracked for releases before this section was added — shown as "—" above rather than guessed. Every release from here forward gets a dated entry.