

Getting Started

▶ App Settings

To edit the FileCentral app settings, tap on the 3 lined button in the top left of the screen. Then tap on the cog button in the top of the side panel.

You can tap on the title of each settings section to open the settings for that section.

Use the search button at the top right of the screen to search for settings by name or value.

Settings

▶ Locking the FileCentral screen. Protecting your app data.

You can choose to lock access to FileCentral and its data using a setting. Open the app settings ([View](#)) - Application section, near the bottom. Tap on 'Application Password' and then you can choose when to lock the app screen. You can enter your own password or a pin code. Note: if you forget your password/pin then you will need to reinstall the app. You can also choose to use the touch id fingerprint unlock option if your iPhone/iPad supports it.

▶ Backup your app content data

You can back up all of your FileCentral data, including files, emails and other settings.

Open the app settings ([View](#)), scroll to the bottom and tap to open the 'Application' section. Tap to open the "Backup / Restore" screen.

You can do a quick backup using the 'Backup to File' or 'Backup to iCloud' options. It is best to save your backup file on a cloud server or somewhere else off of your device.

The most reliable method is to save the backup file to your Mac or PC using WePrint. [View](#). This avoids any possible network issues with cloud servers.

Note: Always check the size of the backup file after the backup is completed. The file should be greater than 100 KB if the cloud server has uploaded it correctly.

In the backup settings you can choose to encrypt the back with a password. You can also choose to reduce the size of your backup file by turning off the Include email content setting. Then your emails will be downloaded from your email server after the restore.

To restore your app settings from a backup file, tap on the 'Restore from iCloud' or 'Restore from File' to choose the backup file. All of the current app settings, files and emails will be replaced with the new backup file data.

If you see an error when restoring from a backup then the problem is most likely caused by moving the file to your device. Copy the backup file to your local Files screen inside FileCentral.

1. Open the "Files" screen inside FileCentral.
2. Tap on the "+" button and choose "Import".
3. Choose the file to import from iCloud or other cloud server. If there are problems importing from iCloud due to the file size, then you can use the File Providers server to import from iCloud.
4. Import the backup file to your local files screen inside FileCentral.
5. Open the backup/restore screen and then select the local backup file to restore your settings.

Printing

► Printing documents/images and converting to PDF

FileCentral can use the app [PrintCentral Pro](#) for printing and saving documents as PDF files. Once PrintCentral Pro is installed, any printing from FileCentral will be seamless and you can use all of the print options and even preview the print document.

File, Photo, Clipboard and Document Transfer

► Adding Cloud Servers

You can add a large range of cloud servers types to FileCentral

1. Tap on the 3 lined button in the top right of the screen to open the left side panel and tap on "Files"
2. Tap on the "+" button near the bottom of the screen.
3. Select the Cloud server type you wish to add
4. Depending on the cloud server type, you will be asked to login or will be taken to the cloud server app to authenticate your account.
5. After the Cloud Server account is added, you tap on the server icon to view the contents of the server.

For WebDAV server enter your user name and password as well as the URL to access the service (the URL will be available for your providers website).

For FTP enter your user name and password, you can change the port or rename FTP by tapping in the "Port" or "Name" field

Here are some sample server settings:

Box.net: URL="http://box.net/dav"

MyDisk.se: URL="https://mydisk.se/username/" Where "username" is your username. NOTE: Make sure the URL ends with "/"

► Import/Export files with your Mac or PC

You can follow the steps below to import files from your computer using WePrint

1. Make sure you have WePrint installed on your Mac or PC. Download and install WePrint from here <http://esz.us/wp>
2. Open WePrint on your Mac or PC and click on the "Settings" button and then open the "Sharing" tab
3. Half way down the Sharing tab screen you will see a button with "Choose" on it, click this and then select the folder you wish to use to share your files. This may be your entire Documents or My Documents folder, or you may wish to have a separate folder just for files you want to transfer to the iPad/iPhone
4. Go to your iPad/iPhone and open FileCentral, go to the Files screen in the left side panel. Tap the "+" button and then tap on "Import"
5. In the Places screen, if WePrint is not listed then tap "Add Server". FileCentral should find WePrint automatically, if it doesn't check our troubleshooting section ([View](#))
6. You will now see a list of files and documents that is the contents of the folder you selected
7. Tap to select one or more files and then tap "Import"

Export files to your Mac from your iPhone/iPad with these steps.

1. Follow the instructions above to set up WePrint for file sharing
2. Go to your iPad/iPhone and open FileCentral, go to the Files screen in the left side panel.
3. Use the checkboxes by each file icon to select one or more files and then tap on the action menu button (square with arrow).
4. Then select "Export" from the action menu and select the WePrint folder as the destination

You can also move your Mac files to the "EuroSmartz Apps" folder on "iCloud Drive". Then you can access these files inside FileCentral in the iCloud Server screen. It will take a short while for the files to transfer and appear.

You can also retrieve files from Cloud servers, see the cloud server ([View](#)) section to find out more

► Transferring content to another iPhone/iPad

You can transfer files, videos, photos, images, documents, the clipboard and other content to another device

Make sure you enable the "Bluetooth clipboard transfer" and/or the "WiFi clipboard transfer" options in the app settings ([View](#)) - Clipboard section. Check that both devices are either using Bluetooth or the same WiFi network. Make sure that both devices have FileCentral installed and open.

Open the clipboard screen in the left side panel inside FileCentral. You should now see a list of devices in the bottom of the screen.

You can tap on a device to send the clipboard. You can also check one or more files and drag them to each device. Hint: tap and hold for a short time, before dragging.

When viewing files and other content, you can choose "Send to Device" from the action menu to send content to another device.

► Transferring documents, images and files to or from your Mac or PC

You can transfer files, photos, videos, documents, the clipboard and other content from your iPhone/iPad to your Mac or PC. Make sure you have WePrint installed on your Mac or PC. Download and install WePrint from here <http://esz.us/wp>

Open the WePrint window on your Mac/PC, then tap on the "Status" tab. Tap on the "Settings" button and then open the "Sharing" tab to turn on "Allow Sharing". You can also choose which Mac or PC folder to share.

Then when you choose "Export" or "Save" from a file menu, you can select the WePrint server as the destination to send files.

You can also open the clipboard screen in the left side panel inside FileCentral. You should now see a list of devices in the bottom of the screen, including the green WePrint icon.

You can tap on a WePrint icon to send the clipboard. You can also check one or more files and drag them to each device. Hint: tap and hold for a short time, before dragging.

When viewing files and other content, you can choose "Send to Device" from the action menu to send content to your Mac or PC.

► Transfer files to or from a Cloud Server

With FileCentral you can transfer files, videos, photos and documents between your device and different cloud servers

When viewing a files screen, either local files or cloud server files, tap on the "+" button in the top right and select "Import". This will allow you to choose another location to select files and import them into the current file screen.

You can also select one or more files in a Files screen and then choose "Export" from the action menu button in the top right (square with arrow).

► Import files from other apps

You can transfer files from other apps to FileCentral.

Method 1 - Multitasking on supported iPads with iOS 11

Open the Files (or Web Browser) screen inside FileCentral

Slide up from the bottom of the iPad screen to show the app bar. Tap and drag on another app (which supports drag eg. Photos, Safari, Files) to the right of the screen to create a split screen.

Tap and hold on document, photo or other content to drag to FileCentral to save or print.

Method 2 - Use "Open in" from your other app and select FileCentral. This option should be available in most apps when selecting files and using an action menu

Method 3 - Use "iCloud Drive" from your other app and tap on "EuroSmartz Apps". This will save the documents from the other app in the iCloud folder inside FileCentral

Method 4 - Use a Cloud Server to share the file with other apps

▶ Send files to another app

You can send files and other content to other apps from inside FileCentral.

Tap on the 3 lined button in the top left of the screen to show the left side panel. Then tap on "Files" to show the file screen.

Tap on the checkbox in the file icon to select files and then tap on the action menu button (square with arrow) to show the action menu.

You can choose either the "Open with App" or "Share" actions in the menu to share content with other apps such as Omnifocus, Devonthink, Evernote etc.

▶ Mount iPad/iPhone as a Disk on your Mac/PC

You can mount your iPad or iPhone as a disk on your computer and you will then be able to freely move files and folders on and off the disk - for a step by step guide, [tap here for Mac](#) and [tap here for Windows](#)

▶ Synchronise files between devices

You can synchronise your files in FileCentral with FileCentral on other devices using iCloud. Open the app settings ([View](#)) and then open the "Files" section. Turn on 'Sync local files between devices via iCloud'. This will automatically share files between your devices that have your iCloud account.

▶ Zip and unzip files

You can zip files in the Files screen. Tap to check one or more files with the checkbox. Then use the action menu in the top of the screen (square with an arrow). Select "Zip files" and then name the new zip file.

You can unzip and view zipped files by simply tapping on them. You can copy files out of a zip file by selecting one or more files and using "Export" in the action menu at the top of the screen.

Photos:Images

▶ No access to photos. Photos show a cloud icon

If you do not see any photos in FileCentral or get an access warning message, then you need to enable access to photos. Open the device 'Settings' app and scroll down and tap on the FileCentral icon near the bottom. Tap on 'Photos' and enable access.

If you see a dimmed/faded cloud icon when you tap on a photo then the photo is downloading from iCloud. Some images take some time to download. Check your iCloud settings (at the top) in the Settings app. Tap on "Photos" in the iCloud settings. If you have selected "Optimise iPad/iPhone Storage" then your photos may not stored on your device. They will be downloaded when needed. Turn on the "Download and Keep Originals" if you have space so that the photos are always available.

▶ Save, export or upload photo/image files to a photo album

You can add images files to your device photo album.

Select the image file in the files screen and choose "Export to photo album" from the action menu.

► Saving photos/images as files

You can save photos from your photo album to image files.

Open the images screen in the left side panel inside FileCentral. Select one or more photos and the choose "Save as file" from the action menu. (square with arrow button)

Then you can choose where to save the file. You can save the image file to the local files screen or to a cloud server. You can also save an image file to your Mac/PC. ([View](#))

► Send photos/images to another device

You can send photos from your photo album to another iPhone/iPad or even your Mac/PC.

Open the images screen in the left side panel inside FileCentral. Select one or more photos and the choose "Send to Device" from the action menu. (square with arrow button)

Make sure the other device has FileCentral or WePrint (Mac/PC) running with file sharing enabled. ([More details](#))

Troubleshooting

► My device says "Error connecting to the server". It can't find the WePrint server

If you have problems connecting to your WePrint server, here are some options try.
Try rebooting your network router

Make sure WePrint is installed on your Mac or PC to share files with your iPad/iPhone.
Install WePrint on your Mac or PC from here: <http://esz.us/wp>

Make sure WePrint on your Mac/PC and also the iPhone/iPad are in the same network

On rare occasions connection problems occur and are usually caused by your Firewall. Check the [Windows](#) help page to make sure your firewall isn't blocking connections. Try turning off your firewall temporarily to test it.

Try also changing the WePrint port number in the WePrint Settings - Advanced tab. Set the custom port number to 8081 or 8082 etc. Make sure you change the port on your device too if you do this.

Check that your device is connected to your Wi-Fi router with a password if it needs one. Some routers allow guest access with no password, but that blocks access between devices in the same network.

If your router has password access, enter it in your iPhone/iPad settings.

Some routers have a feature in the router Admin screens called "AP Isolation". This will block access between devices. Check that "AP Isolation"/"Wireless Client Isolation" is off.