

Files Metadata

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Web File Share allows you to attach information to files through the Metadata system. Predefined text fields can be filled in with information by selecting a file and clicking the "Metadata" contextual menu option.

To choose what metadata information to display in the files list, follow these steps:

1. Move the mouse over any column header and click the arrow icon that appears on its right side.
2. Expand the "Columns" sub-menu and select the columns that you want to display.

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