KNOWLEDGE BASE ARTICLE

# Opening, Previewing and Downloading Files in Folder Tree

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## Open a document

Select a file name in a table, or its preview area in tiles, to open it in the browser when that action is enabled. You can also open the item's three-dot **Actions** menu and select **Open in browser**. Selecting a folder navigates into it instead.

## Use an Office desktop app

For supported Word, Excel and PowerPoint files, choose **Open in desktop app** from the item menu. Folder Tree offers this command for `doc`, `docx`, `docm`, `xls`, `xlsx`, `xlsm`, `ppt`, `pptx` and `pptm`. The device must have an application that handles the corresponding Office link. Browser or device prompts are handled outside Folder Tree.

## Preview or download

1 Open the file's **Actions** menu.
2 Select **Preview** to display the SharePoint viewer in a side panel, when the command is available.
3 Close the panel to return to the folder, or use **Open in library** if that action is enabled and you need the library interface.
4 To save the document locally, select **Download** from the item menu.

**Note**

Preview availability depends on the document and SharePoint viewer. The page editor can disable opening, desktop-app opening, preview or download independently. A missing command is not necessarily an access error.

## Download scope

Download operates on one file at a time. Folder Tree does not provide a multi-file ZIP download or a folder download in the current version. SharePoint still enforces the user's permissions for each requested document.