APPLICATION USER GUIDE

FileManager

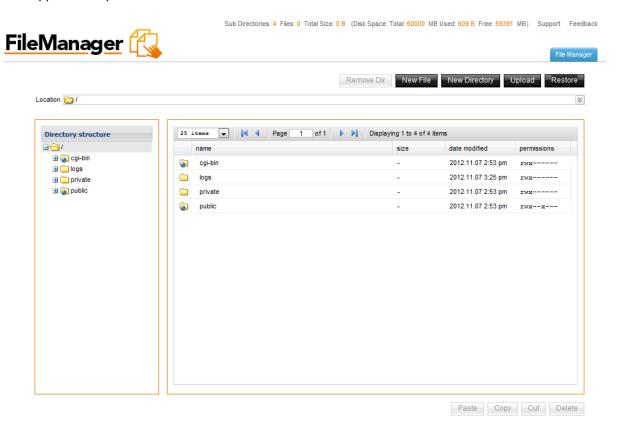|	
Application:	**FileManager**
Version:	**3.2**
Description:	File Manager allows you to take full control of your website files. You can copy, move, delete, rename and edit files, create and remove directories, change file permissions and upload files from your local computer to the server.

Summary Contents

1   Introduction

File Manager allows you to take full control of your website files. You can copy, move, delete, rename and edit files, create and remove directories, change file permissions and upload files from your local computer to the server.

File Manager is best used to manipulate files that have been previously uploaded to your website. To upload more than one file at a time, an FTP client is generally more efficient.

TO LAUNCH FILE MANAGER PRO:
- Click on the **File Manager Pro icon**.

The application opens in a new window.

1.1   Navigation

The main menu is located on the top right corner of File Manager Pro:

- **File Manager:** links you to the page where you can manipulate your files.

- **Support:** opens online help files for File Manager Pro in a new window

- **Feedback:** allows you to send feedback concerning File Manager Pro
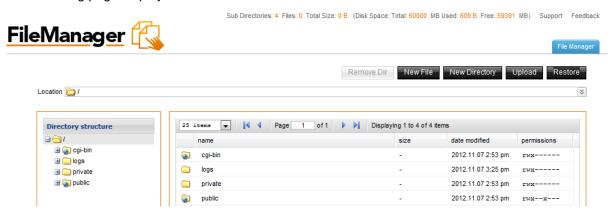
2   File Manager Pro

File Manager Pro allows you to copy, move, delete, rename and edit files, create and remove directories, change file permissions, restore files from the backup and upload files from your local computer to the server.

2.1   Changing Directories

To Change the Directory:

1.   Double click on the directory name that you want to access.

The following page displays:

2.   The content of the chosen directory will display in the right panel.

Note: You may move a file from one directory to another simply by dragging it to the wanted directory.
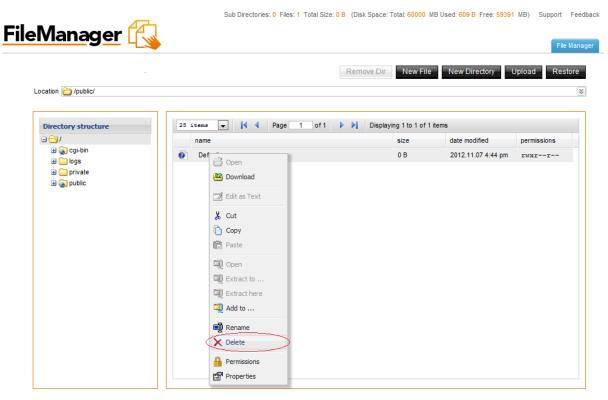
2.2   Deleting Files

To Delete Files:

1.   Select the filename in the right panel.

2.   Right-click and click **Delete**.

Note: Multiple files can be deleted in one operation using standard windows selection methods (control and click).
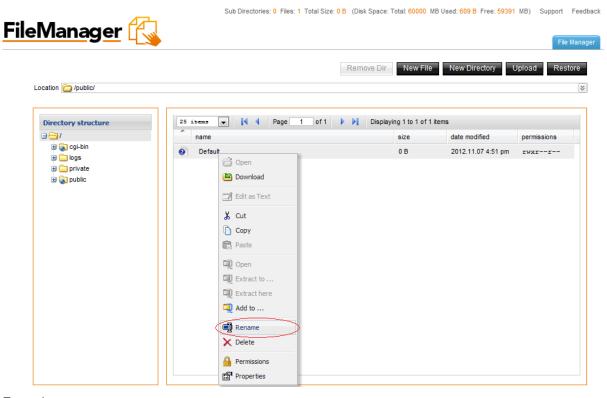
3. Click **Delete**.

2.3   Renaming Files

TO RENAME FILES:
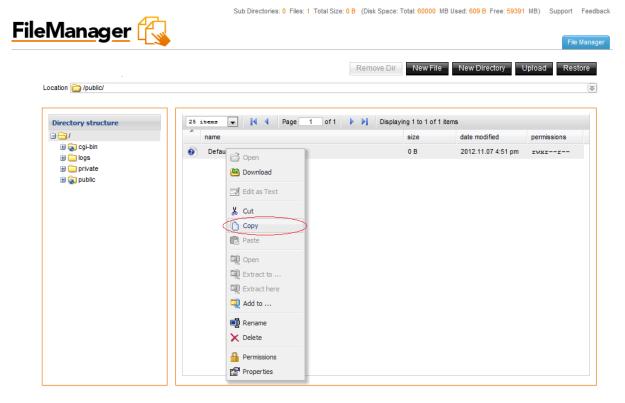
1. Select the file.

2. Right-click and click **Rename**.

3. Enter the new name.

4. Click **Rename**.

2.4 Copying Files

TO COPY FILES:

1. Select the file.

2. Right-click and click **Copy**.

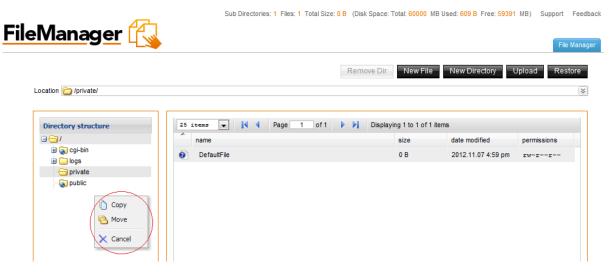3. Select a target directory in the left panel and click **Paste**.

2.5   Moving Files

TO MOVE FILES:

1. Select the file.

2. Click and drag it to the chosen directory.

3. Once you are about to place it into the new directory a small menu pops up. Select the **Move** option in order to move the selected file into the directory.
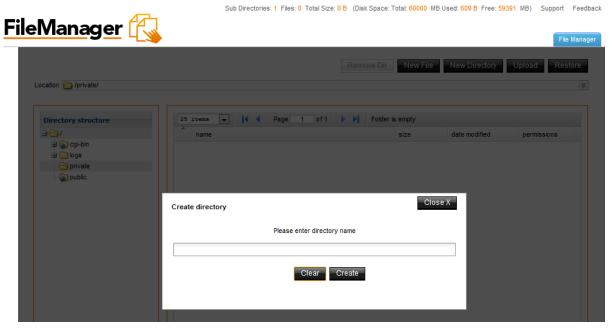

2.6   Create a Directory

TO CREATE A DIRECTORY:

1. Click **New Directory**.

2. Enter a name for your directory.
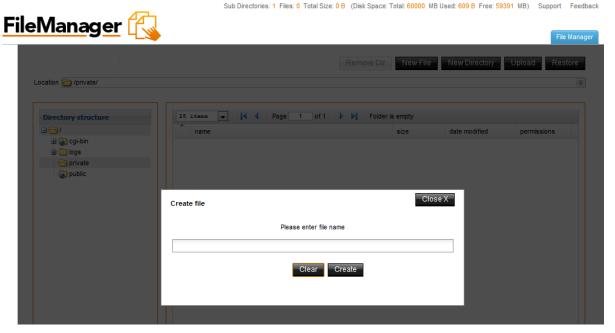
3. Click **Create**.

2.7   Create a File

TO CREATE A FILE:

1. Click **New File**.

2. Enter a name for your file.

3. Click **Create**.

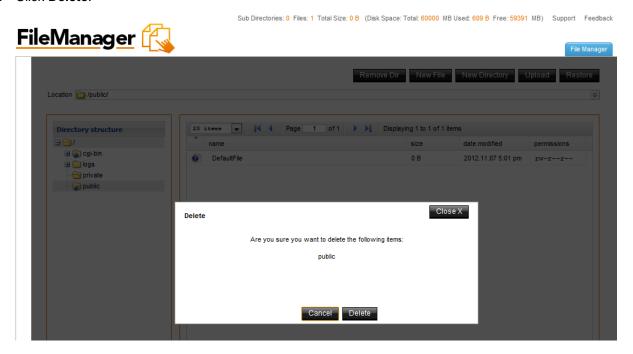# 2.8   Removing a Directory

TO REMOVE A DIRECTORY:

1. Select the directory.

2. Click **Remove Dir**.

Note: All the content of your directory will be deleted.
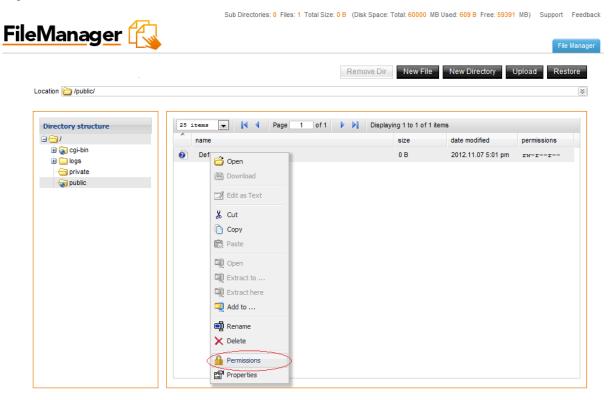
3. Click **Delete**.

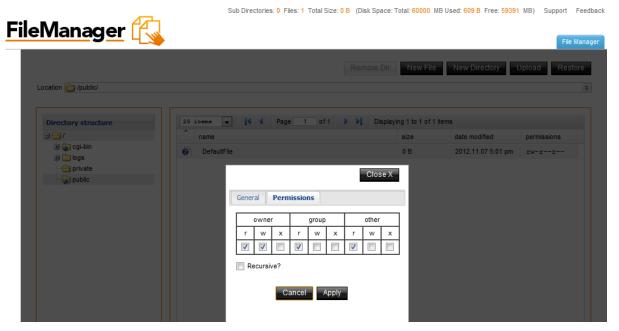## 2.9 Setting File Permissions

To Set File Permissions:

1. Select the file.
2. Right-click and then click **Permissions**.

3. You are displayed with a pop up window where you can check the desired permission check boxes.
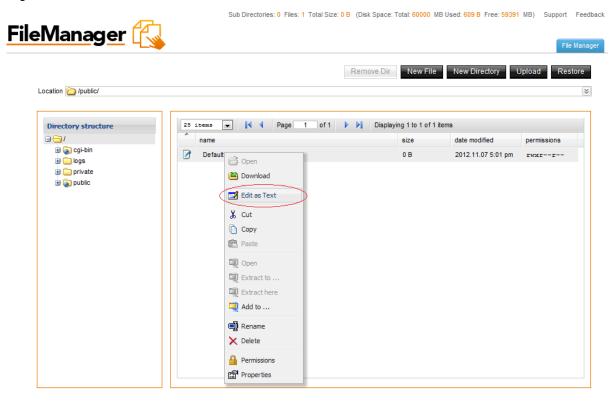
4. Click **Apply**.

2.10 Editing Files

File Manager Pro allows you to edit text files on the server. This is convenient since you do not have to edit the file on a local machine, and then upload it to the server.

TO EDIT FILES:

1. Select the file.

2. Right-click and select **Edit as text**.

3. Edit the file.
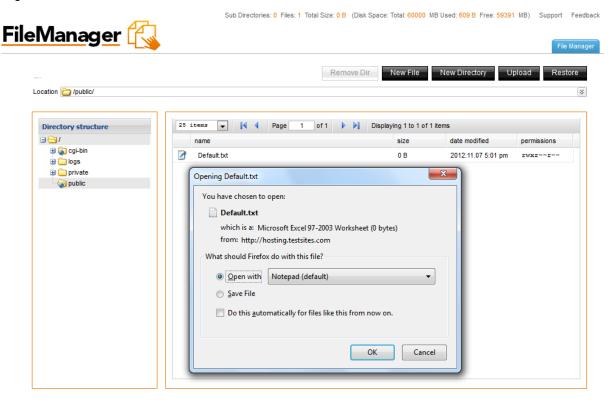
4.   Click **Save**.

2.11   Downloading Files

File Manager Pro allows you to download files from the server to your local machine.

Note: You cannot download files from the cgi-bin directory using this function.

TO DOWNLOAD FILES:

1.   Choose the file.

2.   Right-click and select **Download**.

3.   Specify the local directory where you want to save the file.

The file will be downloaded to the specified directory on your machine.

2.11.1   Downloading Multiple Files

Only one file at a time can be downloaded. To download more than one file at a time, it is more efficient to use an FTP client.

2.12 Using the Upload Function

TO UPLOAD FILES:

1.   Click **Upload**.

Note: Make sure that the target directory is open.

2.   Select a file from your local machine by clicking **Browse**.

3.   Click **Upload**.

4.   The file will be uploaded to the directory.

Note: You may upload multiple files at the same time to the same directory.
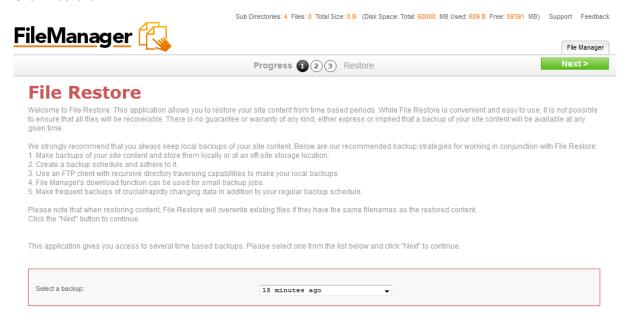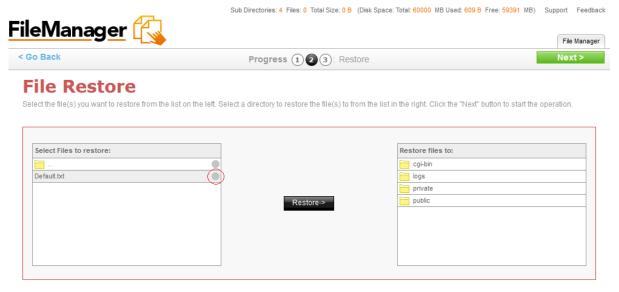
2.13 Using the Restore Function

File Manager's Restore application allows you to restore your site content from time based periods. While File Restore is convenient and easy to use, it is not possible to ensure that all files will be recoverable. There is no guarantee or warranty of any kind, either express or implied that a backup of your site content will be available at any given time.
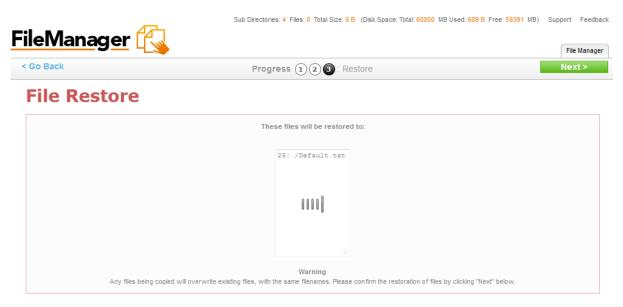
TO RESTORE FILES:

1. Click **Restore.**

2. Select a time based backup from the drop-down list
3. Click **Next**.
4. Select the file(s) you want to restore.
5. Select a directory to restore the file(s) to.
6. Click **Next**.

7. You see the list of files which would be restored.
8. Click **Next**.

Sub Directories: 4 Files: 0 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB)   Support   Feedback

FileManager

File Manager

< Go Back   Progress ①②❸ : Restore   Next >

File Restore

These files will be restored to:

25: /Default.txt

||||||

Warning
Any files being copied will overwrite existing files, with the same filenames. Please confirm the restoration of files by clicking "Next" below.

Warning! Any files being copied will overwrite existing files, with the same filenames.