



Version 3.1



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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.

		Remove Dir New Fil	New Discolary	
		Remove Dir New Fi	e New Directory U	pload Re
cation 🧰 /				
Directory structure	25 items 💌 🚺 🖣 Page 1	of 1 🕨 🔰 Displaying 1 to 4 of	4 items	
∃ ⊖ /	name	size	date modified	permissions
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표 🧰 logs 🕀 🧰 private	🗀 logs	-	2012.11.07 3:25 pm	rwx
🕀 💽 public	private	1.0	2012.11.07 2:53 pm	rwx
	public	-	2012.11.07 2:53 pm	rwxx

Paste Copy Cut Delete

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

1. To change the directory that you are currently viewing, double click on the directory name that you want to access within the left panel. The following page will display:

eManager 🕻	Sub Directories: 4 Files: 0 Total Size	e. V D (Disk Space.		mb 0360, 003 b 1166, 3333	1 MB) Support Fe
Location 🎦 /		Remove Dir	New File	e New Directory	Upload Restore
Directory structure	25 items 💌 📢 🖣 Page 1 of 1	🕨 🔰 Display	ring 1 to 4 of 4	4 items	
	25 items 💌 📢 🖣 Page 1 of 1	Display	ring 1 to 4 of 4	4 items date modified	permissions
Directory structure		Display			permissions
Directory structure	name	Display	size	date modified	
Directory structure	name cgi-bin	Display	size	date modified 2012.11.07 2:53 pm	rwx

2. The content of the chosen directory will display in the right panel. You may move a file from one directory to another simply by dragging it to the wanted directory.

2.2 Deleting Files

- 1. Select the filename in the right panel.
- 2. Right-click and then click **Delete**.

▼ I Page 1 of 1 ▶ Cut Page 1 of 1 ▶	Displaying 1 to 1 of size 0 B		Upload R permissions rwxrr
Cut	size	date modified	and the second second second
Cut	size	date modified	and the second second second
Cut			and the second second second
Courter Court	0 8	2012.11.07 4:44 pm	rwxrr
Copy Paste Paste Open Extract to Extract here Add to Rename Colored C			
	Extract to Extract here Add to Rename Delete Permissions	Extract to Extract here Add to Rename Delete Permissions	Extract to Extract here Add to Rename Delete

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

3. To confirm the deletion of the file, click **Delete**.

Delete	Close X
	Are you sure you want to delete the following items:
	Default
	Cancel Delete

2.3 Renaming Files

- 1. Select the file to be renamed.
- 2. Right-click and then click Rename.

		Remove Dir New Fil	e New Directory	Jpload R
ocation 🚞 /public/				
Directory structure	25 items 💌 🚺 🖣 Page 1 of 1	Displaying 1 to 1 of	1 items	
🖃 😋 / 😟 🍙 cgi-bin	name	size	date modified	permissions
⊕ logs ⊕ private ⊕ public	 Default Open Download Edit as Text Cut Copy Paste Open Extract to Extract here Add to Rename X Delete Permissions 	08	2012.11.07 4:51 pm	rmxrr

- 3. Enter the new name in the field provided.
- 4. Click Rename.

2.4 Copying Files

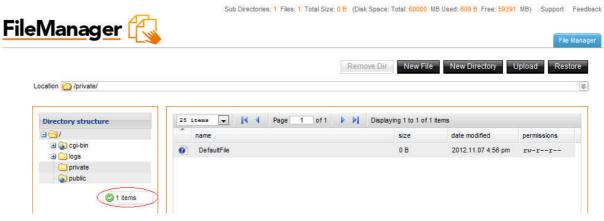
- 1. Select the file to be copied.
- 2. Right-click and click **Copy**.

		Remove Dir New Fil	e New Directory U	Jpload R
ocation 🗁 /public/				
Directory structure	25 items 💌 📢 🖣 Page 1 (of 1 🕨 🔰 Displaying 1 to 1 of	1 items	11
🖃 🚍 / 🗄 😱 cgi-bin	name	size	date modified	permissions
⊕ _ private ⊕ 🏹 public	 Open Download Edit as Text Cut Copy Paste Open Extract to Extract to Extract there Add to Rename Delete Permissions 			

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

2.5 Moving Files

- 1. Select the file to be moved.
- 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.

		Remo	New File	e New Directory I	Jpioad Res
ocation 🚞 /private/					
Directory structure	25 items 💌 🚺 🖣 Page	1 of 1 🕨 🔰	Displaying 1 to 1 of 1	litems	
⊖ ⊜ /	name		size	date modified	permissions
🕀 😱 cgi-bin 🕀 🦲 logs	Ø DefaultFile		0 B	2012.11.07 4:59 pm	rw-rr
ings					
- 🕢 public					
Сору					
Move					

2.6 Create a Directory

 Click on the New Directory button. You are prompted to enter a name for your directory in the field provided.

FileManager 🔼	Sub Directories: 1 Files: 0 Total Size: 0 B	(Disk Space: Total: 60000 MB	I Used: 609 B Free: 59391 I	MB) Support Feedback
Location 🗃 /private/	l.	Remove Dir New File	New Directory	
Directory structure	25 steens 💌 📢 Page 1 of 1 🕨	Folder is empty size	date modified	permissions
💼 logs Trivate	Create directory	Clos	e X	
	Please enter directory na	me		
	Clear Cre	eate		

2. Click Create.

Create a File 2.7

- 1. Click on the New File button on top of the page.
- 2. Enter a name for your file in the field provided.

FileManager ᇅ	Sub Directories; 1	Files: 0 Total Size: 0 B (Disk Sp	bace: Total: 60000 M	B Used: 609 B Free: 593		Feedback Manager
Location 🗁 /private/			Dir New File	New Directory	Upload	itore
Directory structure	25 itema V IN Pa	age 1 of 1 k ki F	older is empty size	date modified	permissions	
	Create file	Please enter file name	Cio	se X		

3. Click Create.

Removing a Directory 2.8

- 1. Select the directory that you want to delete.
- 2. Select the Remove Dir button. Note: All the content of your directory will be deleted.
- 3. On the Delete Confirmation dialog, click Delete.

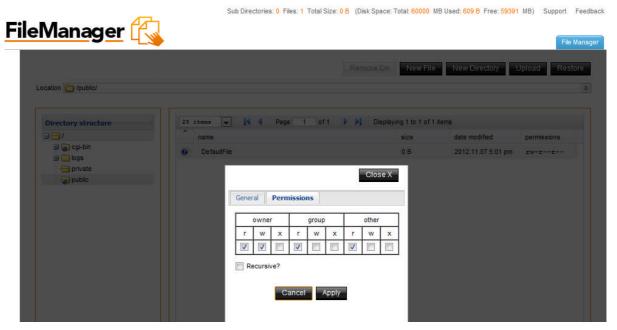
<u>FileManager</u>	Sub Directories: 0 Files: 1 T	otal Size: 0 B (Disk Space: Total: 60000 1	MB Used: 609 B Free: 59	391 MB) Support Feedback File Manager
		Remove Dir New File	New Directory	Upload Restore
Location i /public/				× 1
Directory structure	25 iteme 💌 🚺 4 Page 1	of 1 🕨 🕅 Displaying 1 to 1 of 1	items	3
	name	size	date modified	permissions
표 Cgi-bin 표 _ logs - private	DefaultFile	08	2012.11.07 5:01 p	m IW-FF
	Delete		ose X	
	Are you sure you want	to delete the following items:		
	,	oublic		
	Car	Delete		

2.9 Setting File Permissions

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

Manager 🕼					F
ocation 🔁 /public/			Remove Dir New F	Ile New Directory	Upload Re
Directory structure	25 item:	• 💌 📢 🍕 Page 1 of 1	Displaying 1 to 1 o	f 1 items	
	nam	ie -	size	date modified	permissions
₽ 😭 cgi-bin ₽ 📄 logs ♀ private ♀ public	O De	Copen Copen Copen Copy Copy Copy Copy Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Copen Co	0 B	2012.11.07 5:01 pm	<u>r</u> w-rr

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



4. Click **Apply** to save the changes.

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.

- 1. Select the file you want to edit.
- 2. Right-click and from the menu select the Edit as text option. An editing window appears.

		Remove Dir New File	e New Directory Upload F
ocation 🚞 /public/			
Directory structure	25 items 💌 🚺 🖣 Page 1 of1	Displaying 1 to 1 of	1 items
🖃 🚍 / 🗄 💽 cgi-bin	name	size	date modified permissions
 Bogs <l< th=""><td> Default Open Download Edit as Text Cut Copy Paste Open Extract here Add to Extract here Add to Extract here Add to Detee </td><td></td><td></td></l<>	 Default Open Download Edit as Text Cut Copy Paste Open Extract here Add to Extract here Add to Extract here Add to Detee 		

3. Edit the file as necessary and 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.

- 1. Choose the file you want to download.
- 2. Right-click and select the **Download** option. The **File Download** dialog box opens.

ocation 🍙 /public/		Remove Dir New File	New Directory U	pload Res
Directory structure	25 items 💌 🚺 🍕 Page 1	of 1 🕨 🔰 Displaying 1 to 1 of	1 items	
	name	size	date modified	permissions
🗄 😱 cgi-bin 🗄 🦲 logs	Default.txt	0 B	2012.11.07 5:01 pm	rwxrr
	 Default.txt which is a: Microsoft Excel 97 from: http://hosting.testsites What should Firefox do with this fit Open with Notepad (def Save File Do this automatically for file 	.com le? ault)		

3. Specify the local directory where you want to save the file. The file will be downloaded to the specified directory on your machine.

2.12 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.

2.13 Using the Upload Function

- 1. Make sure that the target directory is open.
- 2. Click on Upload button.
- 3. Select a file from your local machine by clicking the **Browse** button or enter the full path into the text box.
- When the file has been selected, click Upload. The file will be uploaded to the directory. You may upload multiple files at the same time to the same directory.

2.14 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.

1. Click on the **Restore** button.

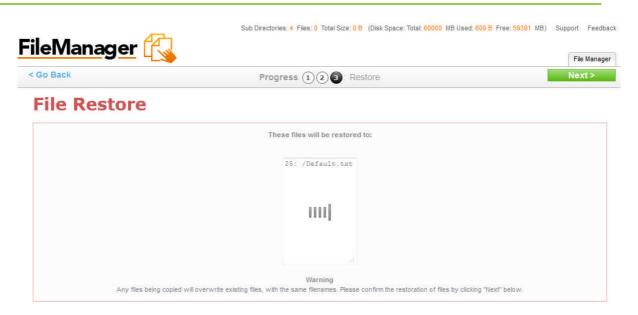
The application opens in a new window.

12	Progress (1(2)(3): Restore	Next >
File Restore		
	you to restore your site content from time based periods. While File Restore is no guarantee or warranty of any kind, either express or implied that a backup of	
 Make backups of your site content and store the 2. Create a backup schedule and adhere to it. Use an FTP client with recursive directory traver File Manager's download function can be used 	sing capabilities to make your local backups.	s for working in conjunction with File Restore
Please note that when restoring content, File Rest Click the "Next" button to continue.	ore will overwrite existing files if they have the same filenames as the restored	content.
	based backups. Please select one from the list below and click "Next" to contin	1110

- 2. Select a time based backup from the drop-down list and click Next.
- 3. On the File Restore screen, select the file(s) you want to restore from the list on the left by clicking the grey circle.
- 4. Select a directory to restore the file(s) to from the list in the right.
- 5. Click the **Next** button to start the operation.

o Back	Progress (1)(2)(3): Restor	e Next>
ile Restore		
ect the file(s) you want to restore from the li	st on the left. Select a directory to restore the file(s) to from	the list in the right. Click the "Next" button to start the operation.
ct the file(s) you want to restore from the li	st on the left. Select a directory to restore the file(s) to from	the list in the right. Click the "Next" button to start the operation.
	st on the left. Select a directory to restore the file(s) to from	the list in the right. Click the "Next" button to start the operation. Restore files to:
	st on the left. Select a directory to restore the file(s) to from	E E
Select Files to restore:	st on the left. Select a directory to restore the file(s) to from	Restore files to:
Select Files to restore:	st on the left. Select a directory to restore the file(s) to from	Restore files to:

- 6. You see the list of files which would be restored.
- 7. Click Next.



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

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