



FileManager

***User Guide
Version 3.1***



Summary Contents

1	INTRODUCTION	4
1.1	NAVIGATION	4
2	FILE MANAGER PRO.....	6
2.1	CHANGING DIRECTORIES.....	6
2.2	DELETING FILES.....	6
2.3	RENAMING FILES.....	7
2.4	COPYING FILES.....	8
2.5	MOVING FILES.....	9
2.6	CREATE A DIRECTORY	9
2.7	CREATE A FILE	10
2.8	REMOVING A DIRECTORY	10
2.9	SETTING FILE PERMISSIONS	11
2.10	EDITING FILES.....	12
2.11	DOWNLOADING FILES	13
2.12	DOWNLOADING MULTIPLE FILES.....	13
2.13	USING THE UPLOAD FUNCTION	13
2.14	USING THE RESTORE FUNCTION	13

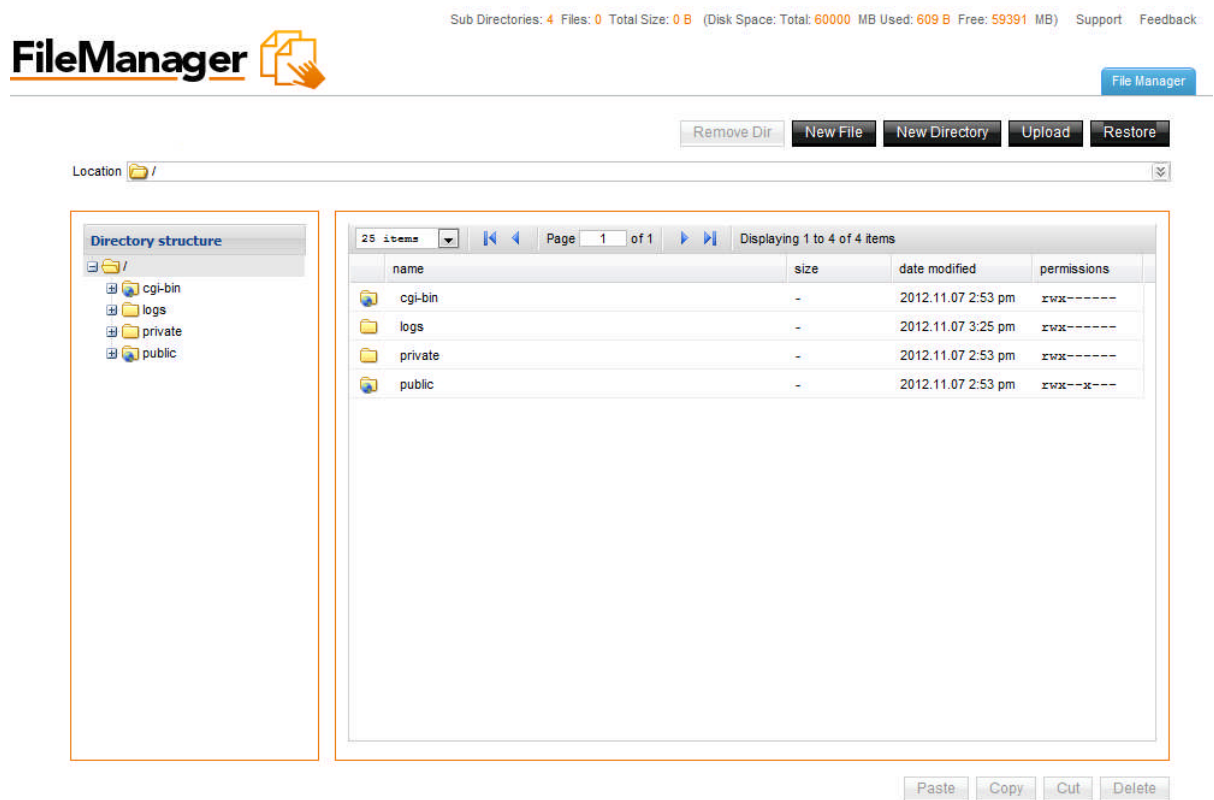
1 Introduction

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.

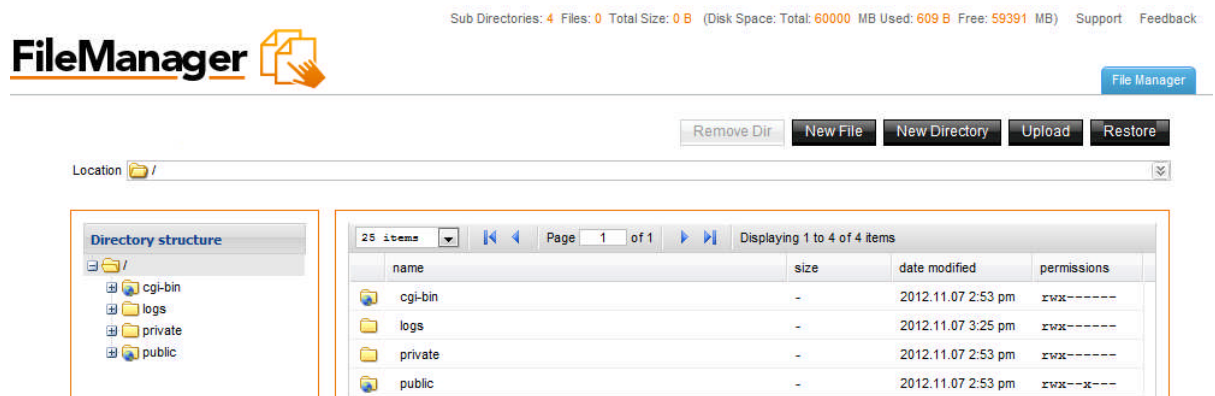
- **Support:** opens online help files for File Manager Pro in a new window
- **Feedback:** allows you to send feedback concerning File Manager Pro

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

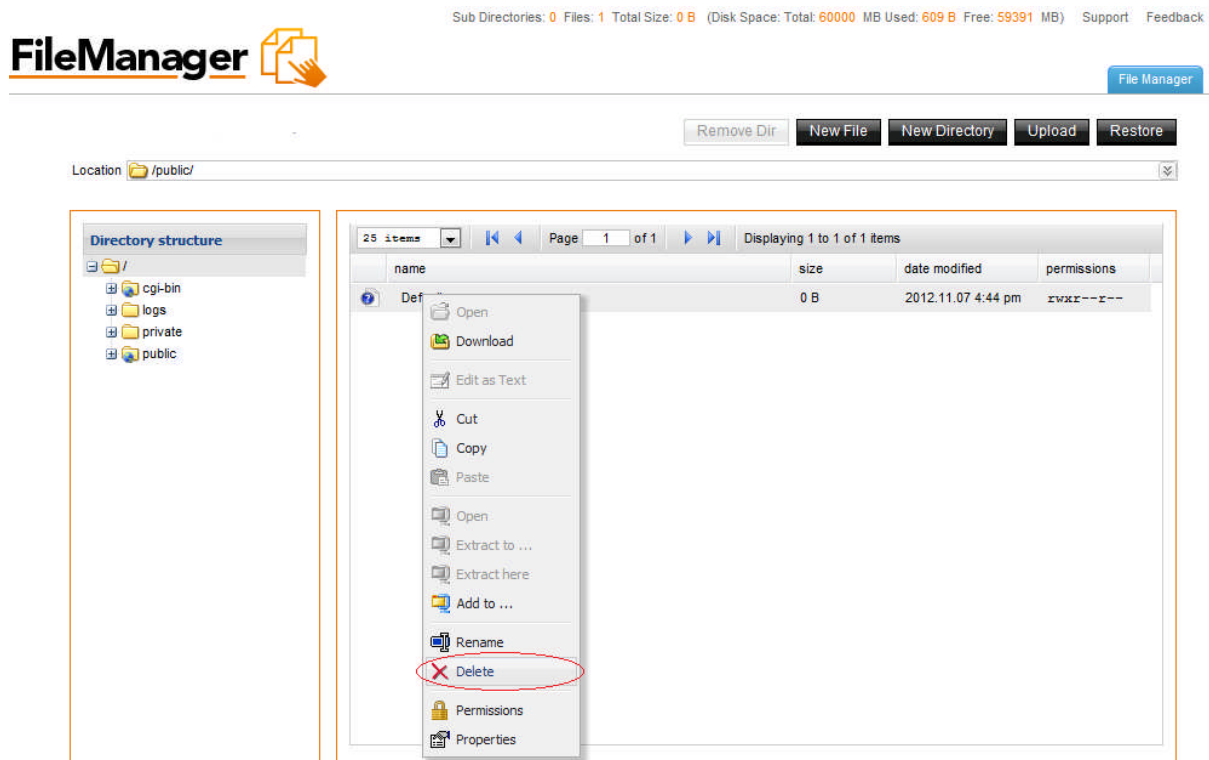
1. To change the directory that you are currently viewing, double click on the directory name that you want to access within the left panel. The following page will display:



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.

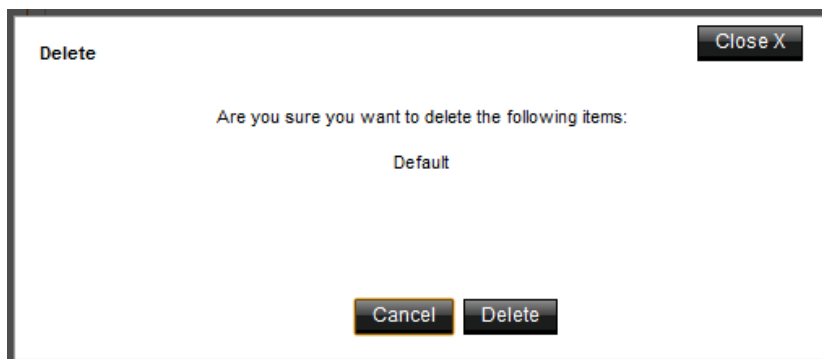
2.2 Deleting Files

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



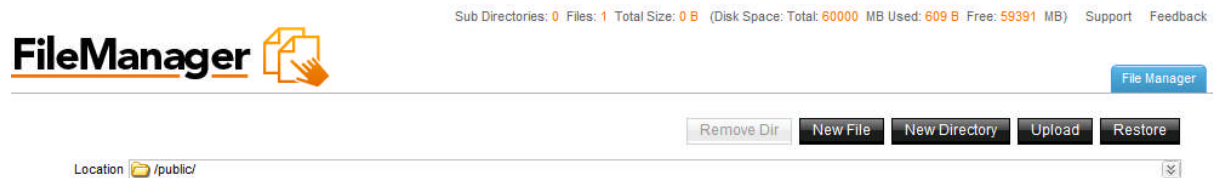
Note: Multiple files can be deleted in one operation using standard windows selection methods (control and click).

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



2.3 Renaming Files

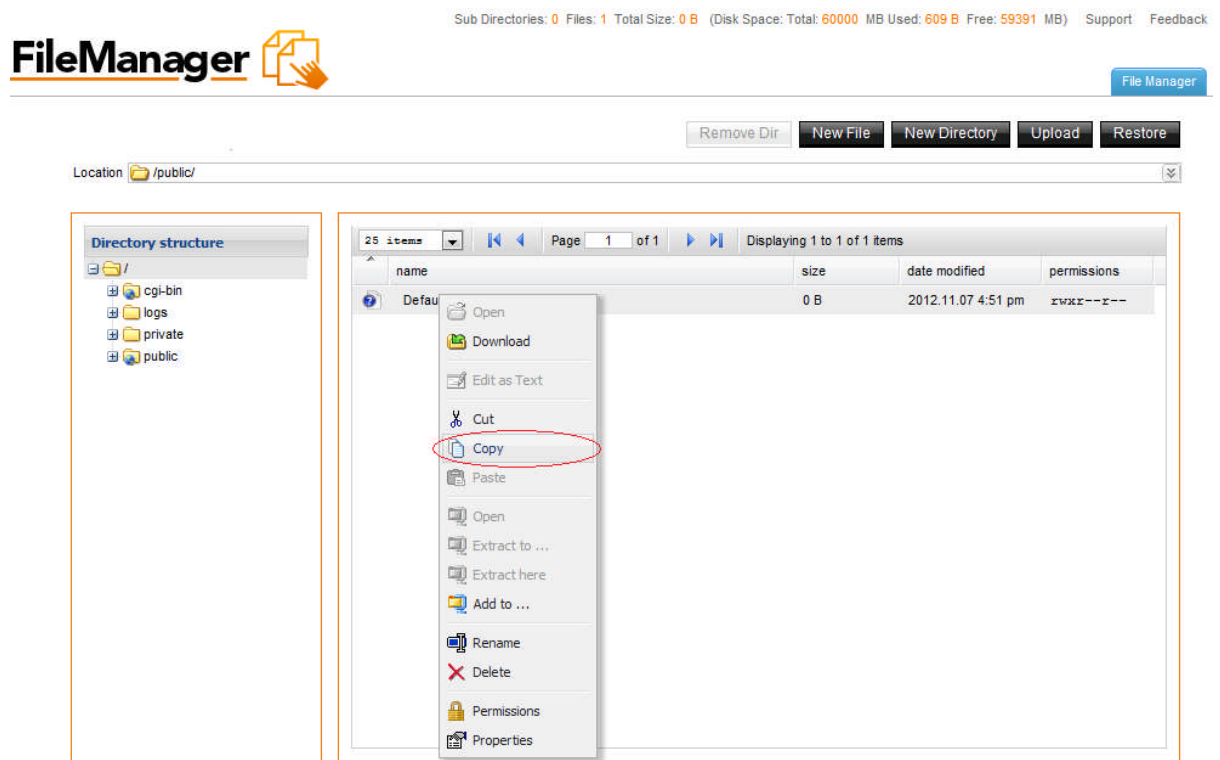
1. Select the file to be renamed.
2. Right-click and then click **Rename**.



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

2.4 Copying Files

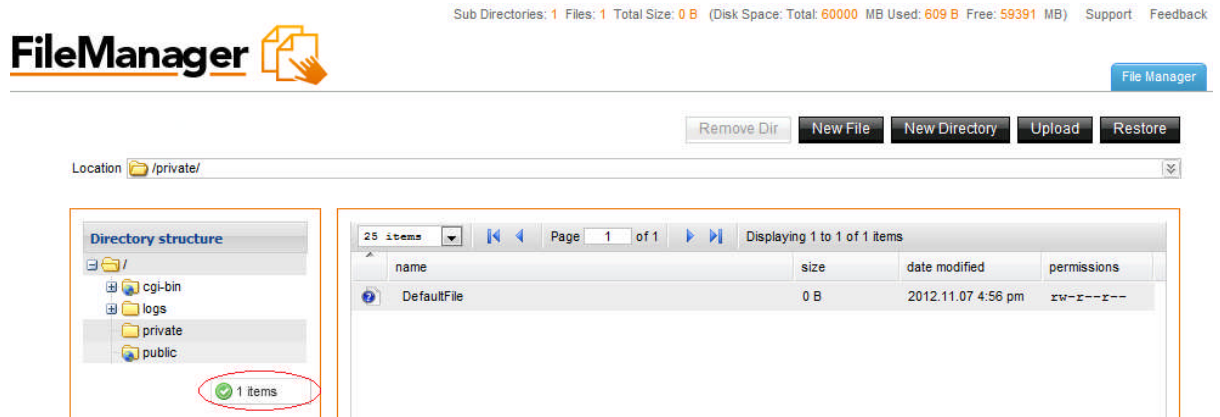
1. Select the file to be copied.
2. Right-click and click **Copy**.



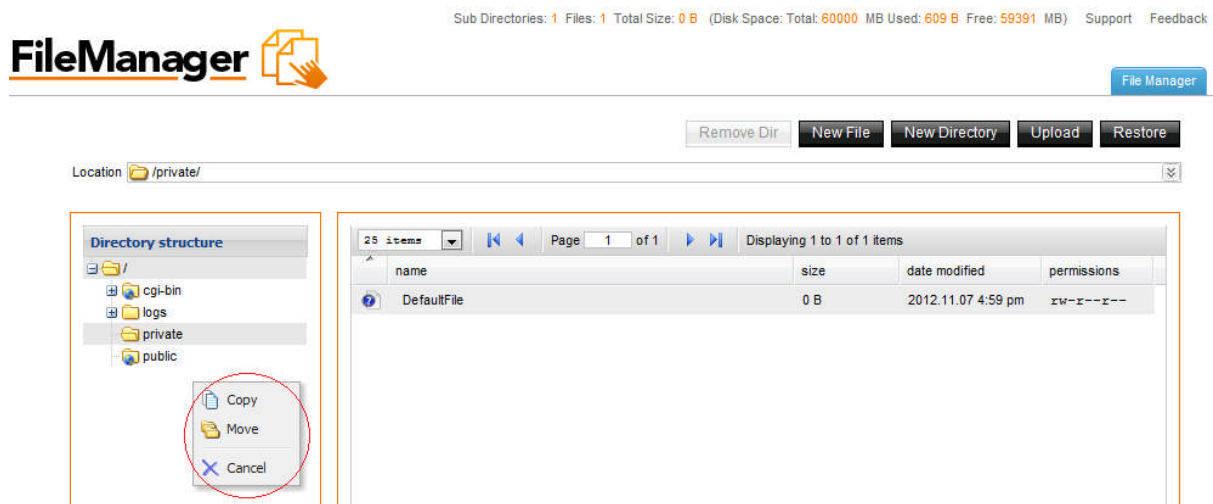
3. Select a target directory in the left panel and click **Paste**.

2.5 Moving Files

1. Select the file to be moved.
2. Click and drag it to the chosen directory.

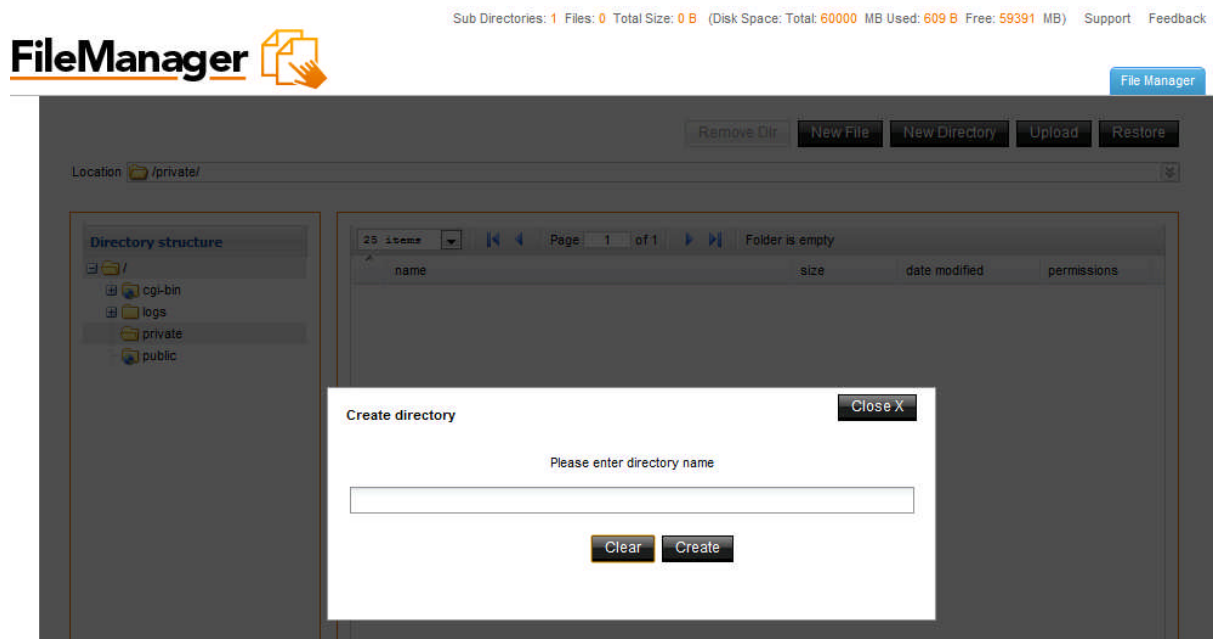


3. Once you are about to place it into the new directory a small menu pops up. Select the **Move** option in order to move the selected file into the directory.



2.6 Create a Directory

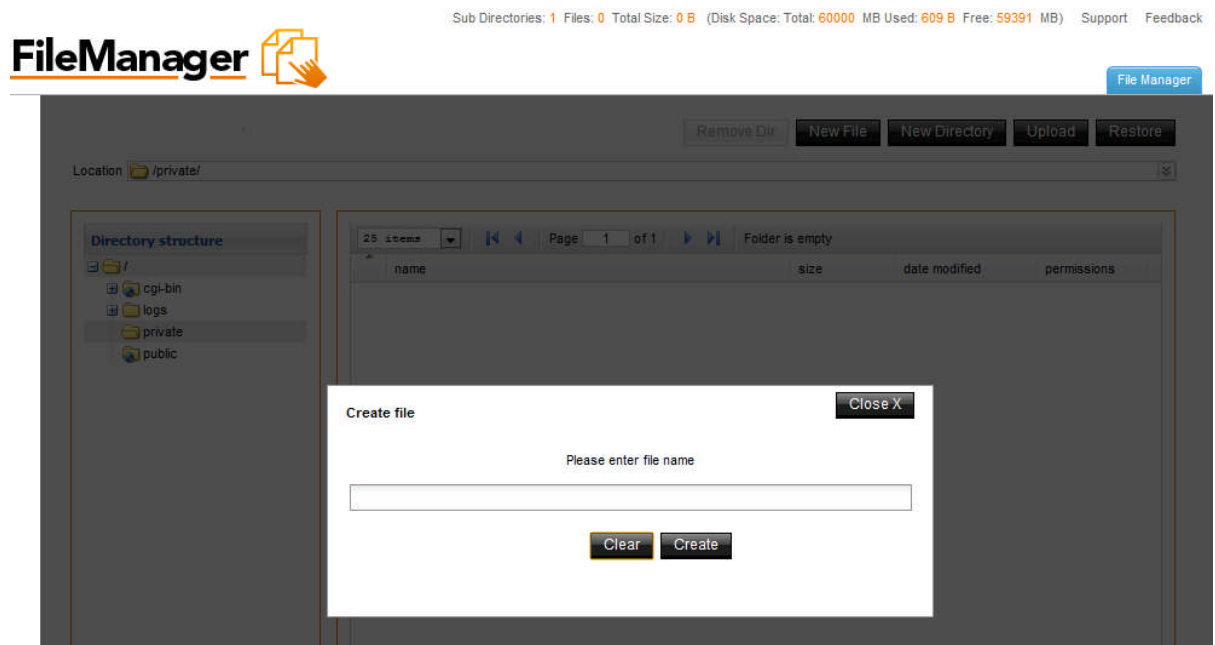
1. Click on the **New Directory** button.
You are prompted to enter a name for your directory in the field provided.



2. Click **Create**.

2.7 Create a File

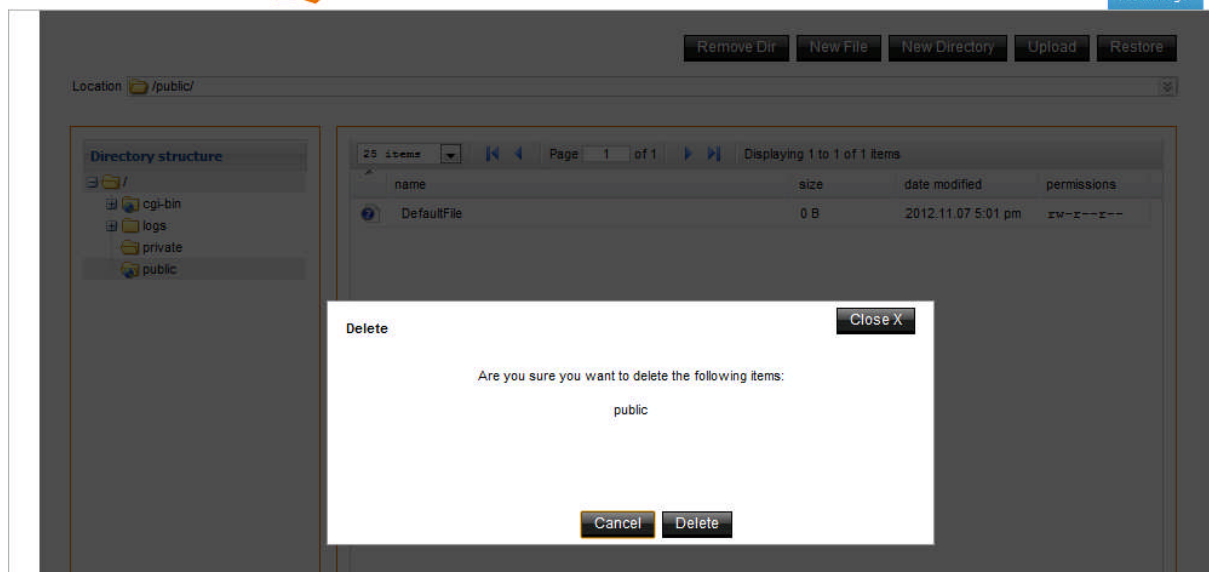
1. Click on the **New File** button on top of the page.
2. Enter a name for your file in the field provided.



3. Click **Create**.

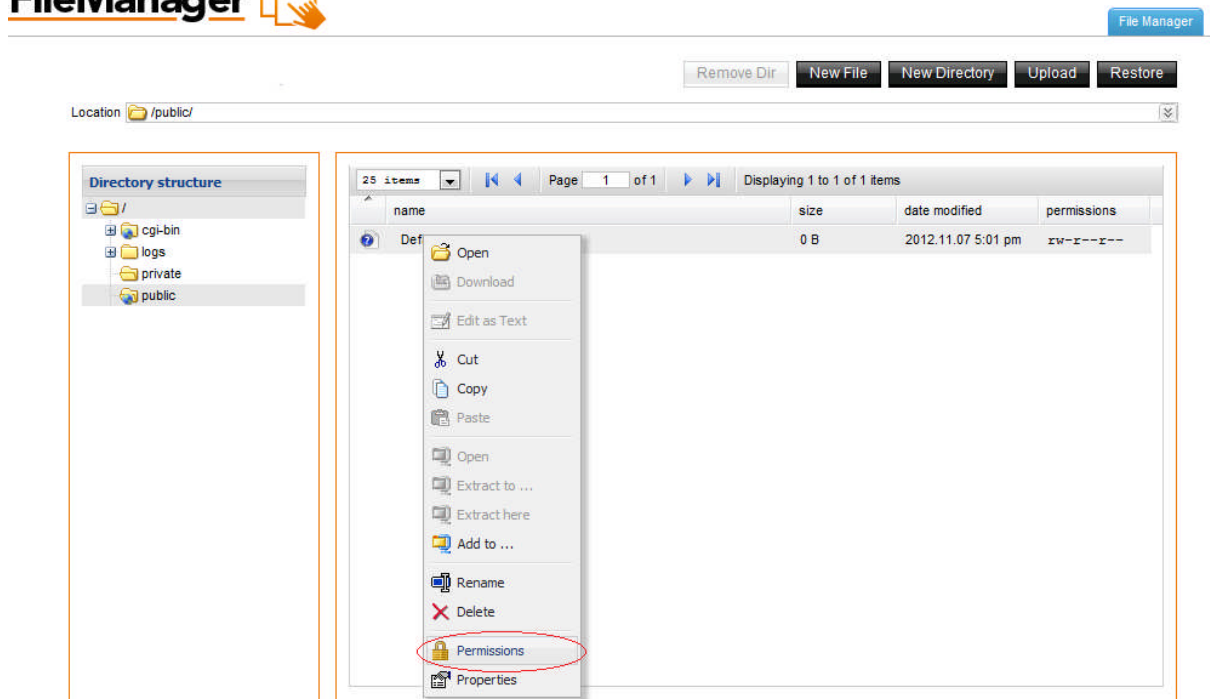
2.8 Removing a Directory

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**.

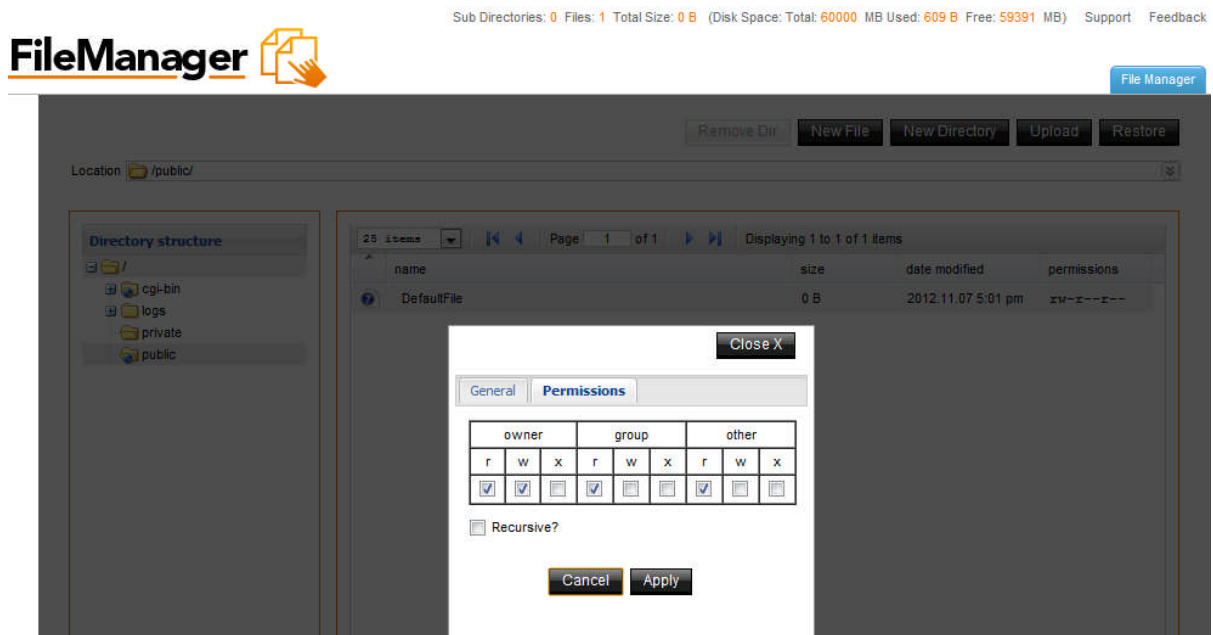


2.9 Setting File Permissions

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.

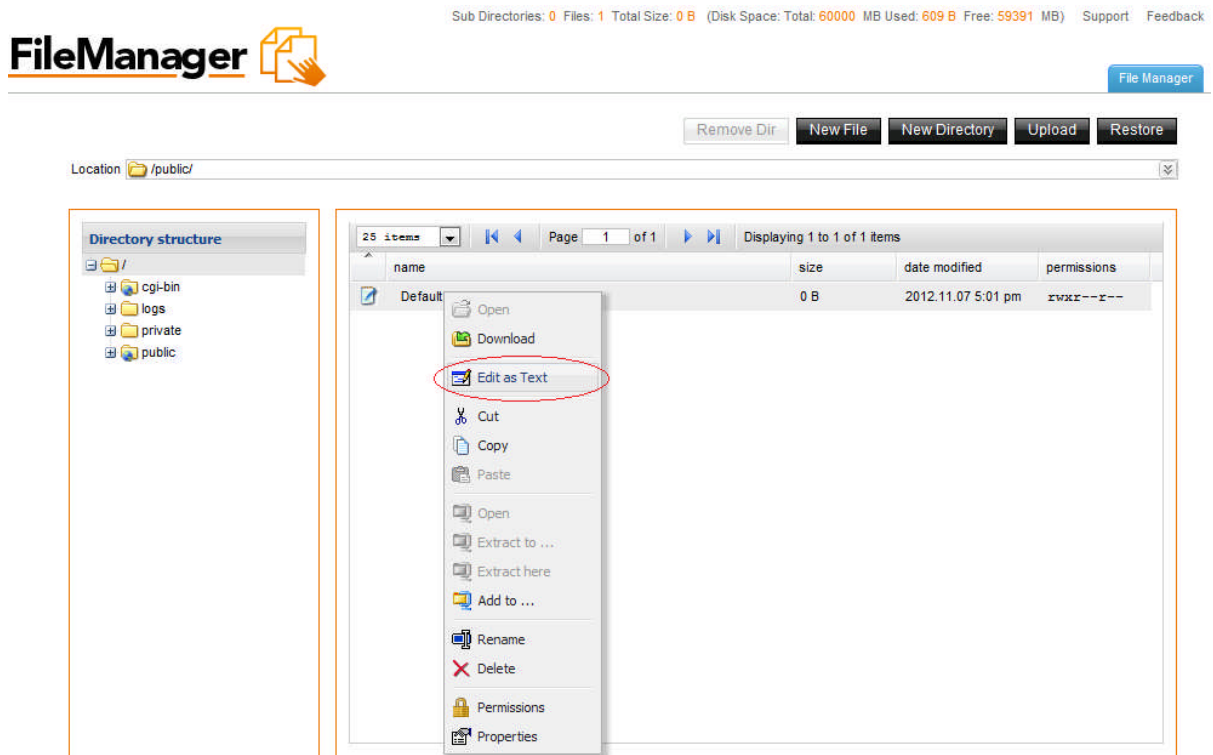


4. Click **Apply** to save the changes.

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.



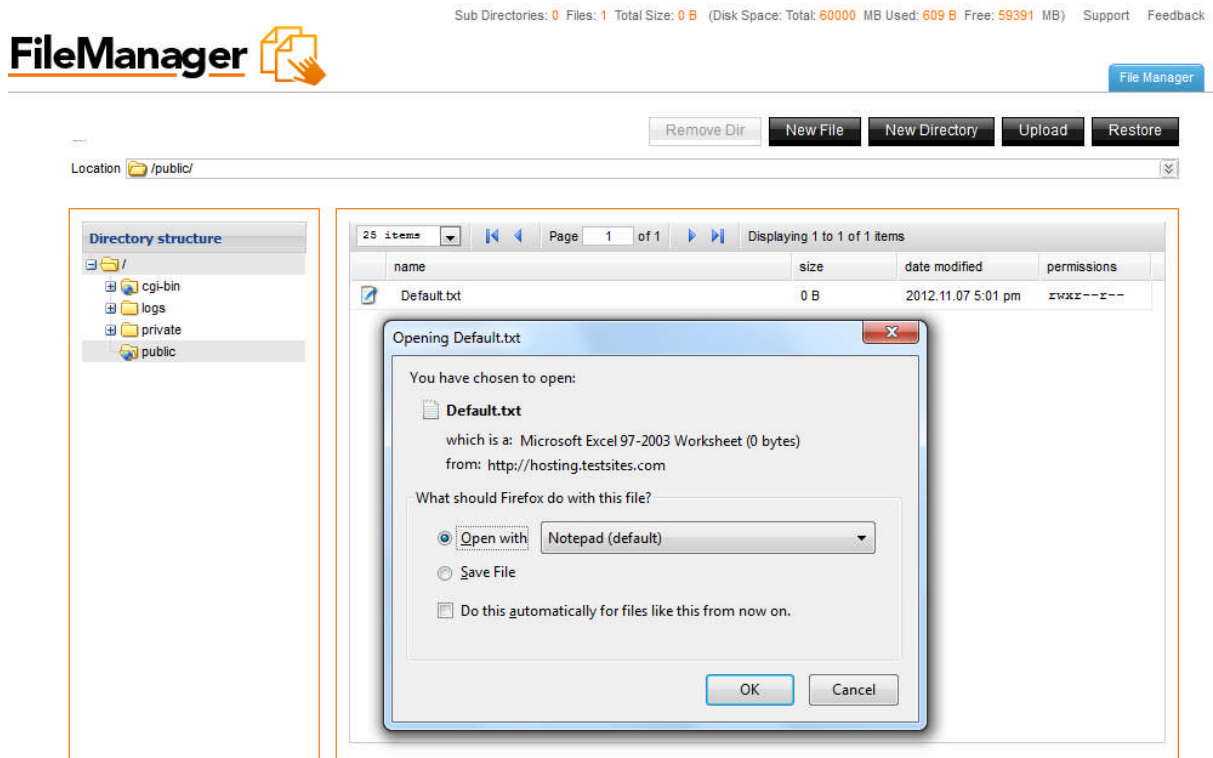
3. Edit the file as necessary and click **Save**.

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.



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.
4. 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.

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

Progress ① ② ③ : Restore **Next >**

File Restore

Welcome to File Restore. This 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.

We strongly recommend that you always keep local backups of your site content. Below are our recommended backup strategies for working in conjunction with File Restore:

1. Make backups of your site content and store them locally or at an off-site storage location.
2. Create a backup schedule and adhere to it.
3. Use an FTP client with recursive directory traversing capabilities to make your local backups.
4. File Manager's download function can be used for small backup jobs.
5. Make frequent backups of crucial/rapidly changing data in addition to your regular backup schedule.


Please note that when restoring content, File Restore will overwrite existing files if they have the same filenames as the restored content.
Click the "Next" button to continue.

This application gives you access to several time based backups. Please select one from the list below and click "Next" to continue.

Select a backup: 18 minutes ago

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.

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 ① ② ③ : Restore **Next >**

File Restore

Select the file(s) you want to restore from the list 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.

Select Files to restore:


- ..
- Default.txt

Restore->

Restore files to:

- cgi-bin
- logs
- private
- public

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

FileManager 

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


File Manager

[< Go Back](#) Progress **1** **2** **3** 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.

<< DOCUMENT END >>