

File Manager

For cPanel & WHM version 68

(cPanel >> Home >> Files >> File Manager)

Overview

cPanel organizes all the files on your account into folders. Use the *File Manager* interface to manage and edit your files.

Change Settings

To change the directory in which *File Manager* opens, perform the following steps:

1. Click *Settings* to open the *Preferences* window.
2. Select *Web Root* (`public_html` or `www`) for the most direct route to your files, or select another option to open the *File Manager* interface in that directory.

Note:
Use this menu to display any hidden files.

3. Click *Save*.

Create a new file or folder

To create a new file or folder, perform the following steps:

1. Click + *File* or + *Folder* in the *File Manager* toolbar. A new window will appear.
2. Enter the new item's name in the *New File Name:* or *New Folder Name:* text box.
3. Enter the location in which the system will save the item in the *New file will be created in:* or *New folder will be created in:* text box.
4. Click *Create New File* or *Create New Folder*.

Rename a file or folder

To rename a folder or file, click the item's name and enter the new name in the text box. Press the *Return* key to save the change.

Move a file to a folder

To move a file into a folder, perform the following steps:

1. Click *Move* in the tool bar at the top of the interface. The *New File* window will appear.

Note:
You can also drag a file icon into a new destination folder.

2. Enter the file path that you want to move the file to in the *Enter the file path that you want to move this file to:* text box.

Note:
You can also click an item and click *Rename* in the tool bar .

3. Click *Move File(s)* to move the file.

In This Document

Related Documentation

Content by label

There is no content with the specified labels

For Hosting Providers

Content by label

There is no content with the specified labels

Move files to a folder

To move files into a folder, perform the following steps:

1. Hold the *Shift* key to select all of the items that you wish to move.
2. Click *Move* in the tool bar at the top of the interface. The *New File* window will appear.
3. Enter the file path that you want to move the file to in the *Enter the file path that you want to move this file to:* text box.
4. Click *Move File(s)* to move the files.

Copy a file

To copy a file, perform the following steps:

1. Select the file you want to copy

Note:

You **cannot** create a copy of an item within the same folder.

2. Click *Copy* from the tool bar at the top of the interface. The *Copy* window will appear.
3. In the *Copy* window, enter the file path for which you want to save the item.
4. Click *Copy File(s)* to copy the file.

Copy multiple files

To copy multiple files, perform the following steps:

1. To copy several items, hold the *Shift* key while you select the items.

Note:

You can also right-click and select *Copy* from the menu.

2. Select *Copy* from the tool bar. The *Copy* window will appear.
3. Enter the file path to which to copy the files in the *Enter the file path that you want to copy this file to:* text box.
4. Click *Copy File(s)* to copy the files.

Modify file or folder permissions

To modify a file or folder's permissions, perform the following steps:

1. Select the file or folder for which to change the permissions.
2. From the toolbar, click *Permissions*. The *Change Permissions* window will appear.
3. Use the checkboxes or text boxes to change the item's permissions. This setting's permissions default to 0644.
4. Click *Change Permissions* to save your changes.

Notes:

- When a toolbar action is **not** available, the function icon displays in gray.
- You can **only** use certain *File Manager* functions with **one** file at a time. Select the desired file in the file window **before** you attempt these actions.
- Any attempt to rename, edit, or view multiple files at the same time will **only** affect the first listed file in the directory.

Delete and restore files and folders

Notes:

- When you delete files or folders, the system does **not** permanently delete the files. Instead, the system moves the files to the *Trash* folder.
- Click *Empty Trash* to permanently delete the *Trash* folder's contents.

To delete a file or folder, perform the following steps:

1. Select the file or folder you want to delete.
2. From the toolbar, click *Delete*. The *Trash* window will appear.
3. Click *Trash File(s)* to confirm that you want to delete the file or folder.

To restore a file or folder, perform the following steps:

1. Click *View Trash* from the toolbar.
2. Select the file or folder that you want to restore.
3. Click *Restore* in the toolbar.
4. Confirm that you want to restore the item.

Other item actions

Right-click files or folders to select from a menu of actions that the system customizes based on the file's type.

Feature	Displays for	Description
<i>Upload</i>	Files	Upload individual items, such as files or images.
<i>Download</i>	Files	Download files to save them locally.
<i>Edit</i>	Files	Open the selected file in an editor.
<i>HTML Edit</i>	Files	Open the selected HTML file in a visual HTML editor. Note: For more information, read our HTML Editor documentation.
<i>Extract</i>	Compressed Files	Extract the selected *.zip, *.Gz, or *.Bz2 archive and store the files in a directory. Note: This function will only work with the .zip format if <i>Zip</i> exists on your server. Your system administrator can run the <code>yum install zip</code> command to install the Zip PHP Module .
<i>Compress</i>	Files, Compressed Files, Folders	Compress the selected files or folders to a single *.zip, *.Gz, or *.Bz2 archive and store the compressed file to a specified directory. Note: This function will only work with the .zip format if <i>Zip</i> exists on your server. Your system administrator can run the <code>yum install zip</code> command to install the Zip PHP Module .
<i>Password Protect</i>	Folders	Set a username and password to restrict access to a folder. Note: Your hosting provider must enable this feature.
<i>Leech Protection</i>	Folders	Redirect users who have shared the password to a restricted area of your site. The system will redirect accounts that exceed a set number of logins in a two hour period to a selected URL, or receive an internal server error message. Note: Your hosting provider must enable this feature.

<i>Manage Indices</i>	Folders	Customize the way users view a directory on the web. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">Note: Your hosting provider must enable this feature.</div>
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Search for an item

The *Search* tool at the top-right corner of the interface allows users to search for a specific file. By default, the *Search* tool searches all files in the `home` directory. You can limit the search to the document `root` at `/home/user/public_html`, where `user` represents your cPanel username. You can also limit the search to the directory displayed in the file window.

To search for a file, perform the following steps:

1. Use the *Search* menu to select the directory to search the following options:
 - *All Your Files*
 - *only public_html*
 - *Current Directory*
2. Enter the desired file name in the text box.
3. Click *Go*.

A new window displays the filenames that match your search. To go to a folder, or go to the folder that contains the file, double-click the desired item in the list. If no files that include your search term exist, the message *No records found* appears.

Character encoding verification dialogs

When you edit a file with the *Edit*, *Code Editor*, or *HTML Editor* features, a window appears to confirm the file's character encoding. Use the menu to select the correct character encoding for the file. Then, click *Edit* to continue.

- Click *Toggle Help* for more information about how to select the correct character encoding.
- Click *Disable Encoding Check* to turn off future encoding verifications.

To enable or disable the *Character Encoding Verification Dialogs* feature, perform the following steps:

1. Click *Settings* in the top-right corner of the interface. A new window will appear.
2. Enable or disable the *Character Encoding Verification Dialogs* feature:
 - To enable encoding verification, deselect the *Disable Character Encoding Verification Dialogs* checkbox.
 - To disable encoding verification, select the *Disable Character Encoding Verification Dialogs* checkbox.
3. Click *Save*.

Warning:

If you select the wrong initial encoding, your file may become corrupt. If your file displays as a series of special characters, immediately abort the edit and select the correct encoding. **Do not save the file.**