

# File Manager

For cPanel & WHM version 58

(Home >> Files >> File Manager)

## Overview

Your entire site—images, documents, 404 pages—is organized into folders. Use the *File Manager* interface to manage and edit your files.

## Change Settings

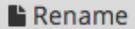
To change the directory in which File Manager opens, perform the following steps:

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

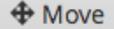
**Note:**  
You can also use this menu to show any hidden files.

3. Click *Save*.

## Create a new file or folder

1. Click either  or  in the *File Manager* toolbar.
2. In the window, enter the new item's name. In the *New file will be created in:* text box, enter a new file path if you wish to edit where to save the item.
3. Click the *Create New File* or *Create New Folder* button.
4. To rename a folder or file, click on the item's name and enter the new name in the text box. Click *Return* to save the new name. You can also click on an item and click  from the toolbar.

## Move items into folders

- To put an item in a folder, drag its icon to the new folder. You can also click  from the toolbar and enter a new path for the selected item.
- To put several items in a folder, hold the *Shift* key while you select the items. Then, drag an items icon to the folder.
- To make a copy of an item, select the item and click *Copy*. In the *Copy* window, enter the file path for which you wish to save the item.

**Note:**  
You can not make a copy of an item within the same folder.

## Modify file or folder permissions

In This Document

Related Documentation

- [The Web Disk Mobile App](#)

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

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

**Notes:**

- When a toolbar action is not available, the function icon turns gray.
- Certain *File Manager* functions are designed for use with only 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

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

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

**Note:**

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

1. Click  [View Trash](#) from the toolbar.
2. Select the file you wish to restore.
3. Click  [Restore](#) in the toolbar.
4. Confirm that you would like to restore the file(s).

## Other item actions

You can right-click on files or folders to choose from a menu of actions customized to the file's type.

Feature	Displays for	Description
<b>Upload</b>	Files	Upload individual items, such as files or images.
<b>Download</b>	Files	Download files to save them locally.
<b>Code Edit</b>	Files	Opens the selected file in a code editor.
<b>HTML Edit</b>	Files	Opens the selected HTML file in a visual HTML editor. For more information, read the <a href="#">HTML Editor</a> documentation.
<b>Extract</b>	Compressed Files	Extracts the selected *.zip, *.Gz, or *.Bz2 archive and stores the files in a directory. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><p><b>Note:</b> This function will only work with the .zip format if Zip is installed on your server. Your system administrator can run the command <code>yum install zip</code> to install the <a href="#">PHP Module: Zip</a>.</p></div>

<b>Compress</b>	Files, Compressed Files, Folders	Compresses the selected files or folders to a single *.zip, *.Gz, or *.Bz2 archive and stores the compressed file to a specified directory.  <b>Note:</b> This function will only work with the .zip format if Zip is installed on your server. Your system administrator can run the command <code>yum install zip</code> to install the <a href="#">PHP Module: Zip</a> .
<b>Password Protect</b>	Folders	Sets a username and password to restrict access to a folder.  <b>Note:</b> Your hosting provider must enable this feature.
<b>Leech Protection</b>	Folders	Redirects users who may have shared the password to a restricted area of your site with others. 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.  <b>Note:</b> Your hosting provider must enable this feature.
<b>Manage Indices</b>	Folders	Customizes the way users view a directory on the web.  <b>Note:</b> Your hosting provider must enable this feature.

## Search for an item

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

To search for a file, perform the following steps:

1. Use the *Search* menu to choose the directory to search: *All Your Files*, *only public\_html* or *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 to the containing folder for a file, double-click the desired item in the list. If there are no files that include your search term, you will see the message *No records found*.

## Character encoding verification dialogs

When you edit a file with *Edit*, *Code Editor*, or *HTML Editor*, a window will appear 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 *Character Encoding Verification Dialogs*, perform the following steps:

1. Click  **Settings** in the top left corner of *File Manager*. A new window will appear.
2. Enable or disable *Character Encoding Verification Dialogs*:
  - To turn the encoding verification off, select the *Disable Character Encoding Verification Dialogs* checkbox.
  - To turn the encoding verification on, deselect the *Disable Character Encoding Verification Dialogs* checkbox.
3. Click *Save*

### Warning:

If you choose 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.**