File Manager - x3

For cPanel & WHM version 58

(*Home >> Files >> File Manager*)

> **Warning:**
> This document describes functionality from cPanel's **deprecated** x3 theme. We **strongly** recommend that you use cPanel's current theme (Paper Lantern) instead.
>
> - We **removed** the deprecated x3 theme from new installations in cPanel & WHM version 60.
>   - Make **certain** that you read the appropriate documentation for your version of cPanel & WHM.
>   - For more information, read our What's My Version Number documentation.
> - cPanel's Paper Lantern theme does **not** include certain x3 theme-specific features.
>   - For a complete list of Paper Lantern features, read our cPanel Features List documentation.
>   - If you need a feature that the Paper Lantern theme does not include, submit a feature request.

Overview

The *File Manager* interface allows cPanel users to manage and edit their files.

The File Manager Directory Selection window

With the *File Manager* interface open, perform the following steps:

1. Select the directory to view in the file window:
    - *Home Directory* (`/home/user`)
    - *Web Root* (`/public_html/www`)
    - *Public FTP Root* (`/public_ftp`)
    - *Document Root* (`/public_html`)
2. Click on the *Show Hidden Files* checkbox to see hidden files.
3. Click on the *Skip* this question checkbox to see the *File Manager Directory Selection* window.
4. Click *Go*.

The *File Manager* interface opens in a new browser window and the selected directory displays in the file window.

The File Manager toolbar

The *File Manager* toolbar shows the following functions to manage your files:

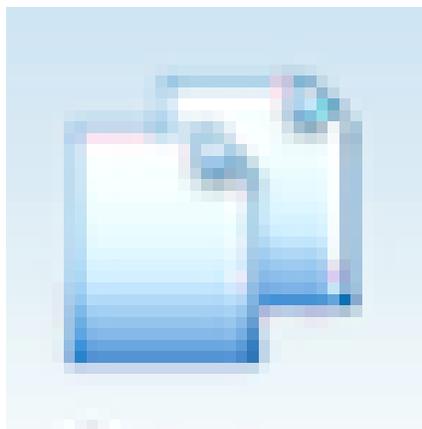| Feature	Icon	Description

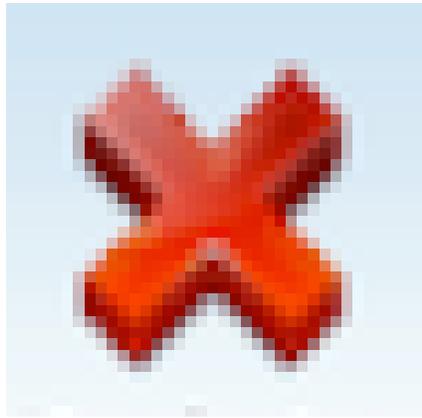| New File		Creates a new file with a user-defined file extension.
New Folder		Creates a new folder in the current directory.
Copy		Copies selected items to a user-specified directory.
Move File		Moves the selected files to a new directory.

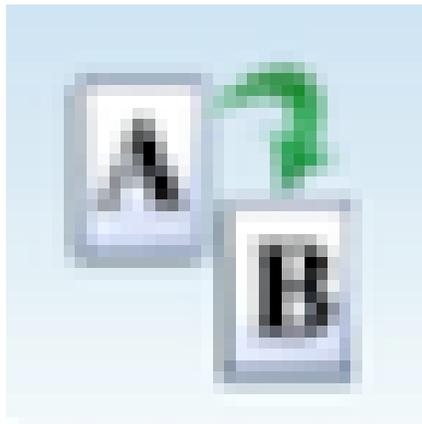|		
Upload		Uploads files to the selected directory.
Download		Downloads selected files to your computer.
Delete		Deletes selected files from the server.
Rename		Renames the selected file or folder.
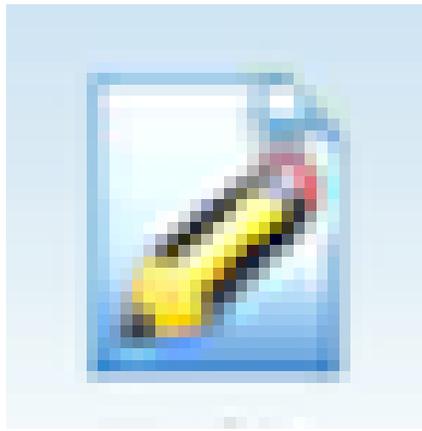
Edit		Opens the selected files in a text editor.
Code Editor		Opens the selected files in a code editor.
HTML Editor		Opens the selected HTML file in a visual HTML editor. **Note:** $body
Change Permissions		Changes the read, write, and execute permissions for selected files.
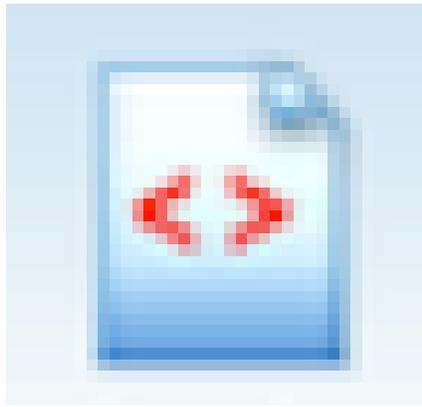
View		Opens the selected file so that you can view the code.
Extract		Extracts the selected `.zip`, `.Gz`, or `.Bz2` archive and stores the files in a directory.
Compress		Compresses the selected files to a single `.zip`, `.Gz`, or `.Bz2` archive and stores the compressed file in a specified directory.

Notes:
- When a toolbar action is **not** available, the interface disables the function.
- We designed certain *File Manager* functions for use with only one file at a time. Select the desired file in the file window before you attempt these actions.
- If you attempt to use *Rename*, *Edit*, or *View* functions with multiple files, the interface only performs the action on the first file that you select.
- The *Extract* and *Compress* functions only works with the `.zip` format if Zip exists on your server. Your system administrator can run the `yum install zip` command to install the Zip module.

Character encoding verification

When you edit a file with *Edit*, *Code Editor*, or *HTML Editor*, a window appears to confirm the file's character encoding. Select the correct character encoding from the menu and click *Edit* to continue.

- Click *Toggle Help* to display more information about how to select the correct character encoding.

- Click *Disable Encoding Check* to turn off future verification dialogs.

You can also turn *Character Encoding Verification Dialogs* on or off:

1. Click *Settings* in the top left corner of *File Manager*. A new window appears.
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.**

Select a directory

Use the file tree or the location text box to navigate your files and folders.

There are several ways to use the file tree (located to the left of the file window) to browse your files:

- Click on the name of the desired folder.
- Click on the

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  next to the

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  icon to view a list of subfolders in that folder.
- Click on the

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  next to an expanded directory to collapse it.

> **Note:**
> After you expand a list of subfolders, click on the folder name to view the folder's contents.

To use the location text box directly above the file tree, perform the following steps:
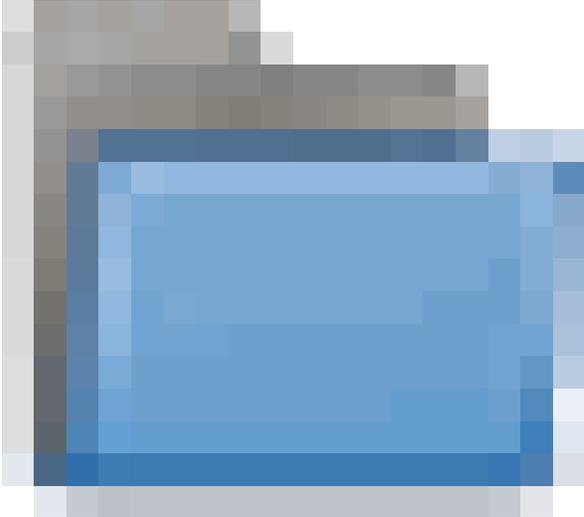
1. Enter the path of the desired folder to view.
2. Click *Go.* The file window will display the contents of the chosen folder.

The file window

The file window displays the contents of the selected directory. If there are no files or folders in the selected folder, the file window displays the message "*This directory is empty.*"

Information about files and subfolders displays in the following columns:

Feature	Description

File Icon	Files display an icon of the desired file type. Folders display the
	icon.
Name	The filename.
Size	The size of the file.
Last Modified	The date and time the file was last modified.
Type	The media (MIME) type and subtype.
Perms	The permissions setting for the file, in octal notation. The default permission setting is `0644`.

> **Note:**
> Click on a column's heading to sort the file list by that column's value.

The navigation toolbar

Use the toolbar at the top of the file window to navigate between folders in the file window.

Feature	Description
Home	Navigates directly to the `home` directory (`/home/user`).
Up One Level	Navigates to the folder that contains the currently selected folder.
Back	Returns to the folder that you viewed immediately before the currently selected folder.
Forward	Navigates to the next folder that you viewed, after you use *Back*.
Reload	Refreshes the displayed list of files and folders.
Select all	Selects all displayed files and folders. > **Note:** > Any attempt to *Rename* , *Edit* , or *View* multiple files at once only affects the first listed file in the directory.
Unselect all	Deselects all files and folders that the interface currently displays.

File and folder actions

Right-click on files or folders in the file window to choose from a menu of actions customized to the file's type.

Feature	Displays for	Description
Move	Files, Compressed Files, Folders	Move the selected file or folder to a new directory.
Copy	Files, Compressed Files, Folders	Copies the selected file or folder to a user-specified directory.
Rename	Files, Compressed Files, Folders	Renames a selected file or folder.
Change Permissions	Files, Compressed Files, Folders	Allows a user to change the read, write, and execute permissions for selected files or folders.
Delete	Files, Compressed Files, Folders	Deletes the selected files or folders from the server.
Extract	Compressed Files	Extracts the selected `.zip`, `.Gz`, or `.Bz2` archive and stores the files in a directory.
Compress	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.
Password Protect	Folders	Sets a username and password to restrict access to a folder. **Note:** Your service provider **must** enable this feature.
Leech Protect	Folders	Redirects users who have shared the password to a restricted area of your site with others. The system redirects accounts that exceed a set number of logins in a two hour period to a selected URL, or visitors receive an internal server error message. **Note:** Your service provider **must** enable this feature.
Manage Indices	Folders	Customizes the way in which users view a directory on the web. **Note:** Your service provider **must** enable this feature.

Search for a file

The *Search* tool at the top right corner of the interface allows users to search for a specific file. By default, *Search* searches all files in the `home` directory. You can limit the search to the *root* directory or to the directory that displays 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 will display the filenames that match your search. To go to a folder, or to the folder that contains the desired file, double-click the desired item in the list. If there are no files that include your search term, the message *No records found* displays.