



APPLICATION USER GUIDE



Application: FileManager

Version: 3.2

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.



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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.

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Directory structure	25 items 💌 🚺 4 Page 1	of 1 🕨 🔰 Displaying 1 to 4 of	1 items	
∃ ⊖ /	name	size	date modified	permissions
🕀 🌄 cgi bin 🕀 🦲 logs	😡 cgi-bin	-	2012 11 07 2:53 pm	rwx
	🗀 logs	1.75	2012.11.07 3:25 pm	rwx
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	public		2012 11 07 2:53 pm	rwxx

Paste Copy Cut Delete

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.



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.

Changing Directories

To Change the Directory:

1. Double-click on the directory name that you want to access.

The following page opens:

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cation 👝 /										
Directory structure		• •	14.4	Page	of 1	F H	Display	ring 1 to 4 of 4	tema	
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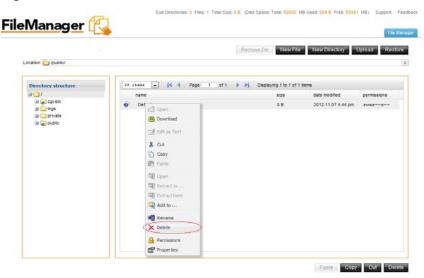
2. The content of the chosen directory will display in the right panel.

Please Note: You may move a file from one directory to another by dragging it to the wanted directory.

Deleting Files

To Delete Files:

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



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



3. Click Delete.

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

Renaming Files

To Rename Files:

- 1. Select the file.
- 2. Right-click and click **Rename**.

<u>Manager</u> 试						
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Directory structure	25 items	▼ 14 4 Page 1 of 1	▶ ▶ Dis	playing 1 to 1 of 1	1 itema	
🖃 😋 / 🕕 😭 cgi-bin	name			size	date modified	permissions
₩ ogs	⊕) Defe	Copen Copen Copen Copen Copen Copen Cop		00	2012.11.07 4:51 pm	TMNTT-

Paste Copy Cut Delete

- 3. Enter the new name.
- 4. Click Rename.



Copying Files

To Copy Files:

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

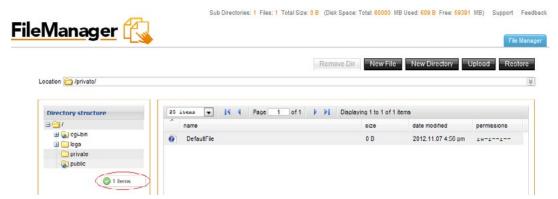
cation 🏠 /public/		Remove Dir New F	ile New Directory	Upload Re
Directory structure	25 items v (4 Page 1 of 1	Displaying 1 to 1 o	f 1 items	
∃ 🔄 / ∄ 🕥 cgi-bin	name	size	date modified	permissions
U Cost Contracte U Contracte U Contractor U	Defac Copen Download Edit as Text Copy Copy Paste Q Open Extract to Extract there Add to Extract here </td <td>0.8</td> <td>2012.11.07 4.51 pm</td> <td>InXI.=-I</td>	0.8	2012.11.07 4.51 pm	InXI.=-I

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

Moving Files

To Move Files:

- 1. Select the file.
- 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 to move the selected file into the directory.



		Remove Dir New File	New Directory	Jpload R
ocation 🍋 /private/		3 A 8		
Directory structure		of 1 🕨 🕅 Displaying 1 to 1 of 1	l items	
9 0 7	name	size	date modified	permissions
I 😱 cgi-bin I 🔄 logs C private	 DefaultFile 	0 B	2012.11.07 4.59 pm	rw-rr
Copy				

Create a Directory

To Create a Directory:

- 1. Click New Directory.
- 2. Enter a name for your directory.

FileManager 🕻			AL BUUUU MB USCO: 600 B FFOC: 5	File Manager
Location 🎦 /private/		Remove Dir	New File New Directory	Upload Reatore
Directory structure	25 isens v 14 4 Page	1 of 1 🕨 🕅 Folder is e	mpty	
a Group-Lan a Crop-Lan by Crop-Lan private group public	Create directory	s	ize date modified	permissions
		nter directory name		

3. Click Create.

Create a File

To Create a File:

- 1. Click New File.
- 2. Enter a name for your file.



FileManager 似		ctories: 1 Files: 0 Total Size: 1	0 B (Disk Space: Total: 6000	0 MB Used: 609 B Free: 59	391 MB) Support Fr	
Location 🍋 /private/			Remove Dir	New Directory	Upload Restor	3
Directory structure	25 Steam v K	Page 1 of 1	P P Folder is empty size	date modified	permissions	
i i i lugs i i private i public						
	Create file	Please enter file na	-	Close X		
		Clear	Create			

3. Click Create.

Removing a Directory

To Remove a Directory:

- 1. Select the directory.
- 2. Click Remove Dir.

Please Note: All the content of your directory will be deleted.

3. Click Delete.

ileManager 代	.			File Manage
		Remove Dir New File	e New Directory	Upload Restore
Location 🚰 /public/				
Directory structure	25 items 💌 📢 Page 1			
🖃 😁 / 🖽 😭 cgi-bin	DefaultFile	size 0 B	date modified 2012.11.07 5:01 pm	permissions
Dos Grand Dos Gr	Delete	C	ose X	
	Are you sure you want t	to delete the following items:		
	P	ublic		
	Can	Delete		

Sub Directories: 0 Files: 1 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB) Support Feedback



Setting File Permissions

To Set File Permissions:

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

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			Remove Dir New File	e New Directory (Jpload Re
ecation 🗁 /public/					
Directory structure	25 items	↓ I 4 Page 1 of	1 🕨 🔰 Displaying 1 to 1 of 1	l itoms	
a ⊜ /	nam	•	size	date modified	permissions
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		Copen Extract to Extract here Add to			
		i Rename ★ Delete			

- 3. In the Permissions dialog, select the desired permissions for each group.
- R Applies read-only permissions for users assigned to that group.
- W Applies read and write permissions for users assigned to that group.
- X Applies read, write and delete permissions for users assigned to that group.

			Remove Dir	New Fi	le New Directory (Fie Manage
name			Close) other	size 0 B	1 items date modified 2012.11 07 5:01 pm	permissions tw-t-t-
	name	Ceneral Perm	Default le General Permissions owner group r w x r w x V V V V	DefaultFie Cross C	Image: Solution of the soluti	Default-le 0 8 2012 11 07 5:01 pm Close X General Permissions owner group other r w x r w x V V V

4. Click Apply.



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.

To Edit Files:

- 1. Select the file.
- 2. Right-click and select **Edit as Text**.

		Remove Dir New File	e New Directory Upload
ocation 🗁 /public/			
Directory structure	25 items V V Page 1 of 1	Displaying 1 to 1 of	1 items
⊡ 🔄 / ⊞ 🍙 cgi-bin	name	size	date modified permission:
H _ logs H _ prvate G _ public	○ Deriada		

- 3. Edit the file.
- 4. Click Save.

Downloading Files

File Manager allows you to download files from the server to your local machine.

Please Note: You cannot download files from the cgi-bin directory using this function.

To Download Files:

- 1. Choose the file.
- 2. Right-click and select **Download**.



<u>Manager</u> (*	Remove Dir	New File	New Directory U	pload R
ecation 🦳 /public/				
Directory structure	25 items 💌 📢 4 Page 1 of 1 🕨 🕅	Displaying 1 to 1 of	1 items	
😑 😋 / 🗄 🍙 cgi-bin	name	size	date modified	permissions
B 🔔 logs B 🏠 private	Opening Default.txt You have chosen to open: Default.txt which is a: Microsoft Excel 97-2003 Worksheet (from: http://hosting.testsites.com What should Firefox do with this file? @ Open with Notepad (default)	0 bytes)		
	 Save File Do this <u>a</u>utomatically for files like this from no 	ow on.		

3. Specify the local directory where you want to save the file.

The file will be downloaded to the specified directory on your machine.

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.

Using the Upload Function

To Upload Files:

1. Click Upload.

Please Note: Make sure that the target directory is open.

- 2. Select a file from your local machine by clicking **Browse**.
- 3. Click Upload.
- 4. The file will be uploaded to the directory.

Please Note: You may upload multiple files at the same time to the same directory.

Using the Restore Function

The File 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.

To Restore Files:

1. Click **Restore.**



leManager ঝ		File Manag
	Progress (123): Restore	Next >
File Restore		
	you to restore your site content from time based periods. While File Restore is s no guarantee or warranty of any kind, either express or implied that a backup	
 Make backups of your site content and store the 2. Create a backup schedule and adhere to it 3. Use an FTP client with recursive directory trave 4. File Manager's download function can be used 	rsing capabilities to make your local backups.	is for working in conjunction with File Restore
Please note that when restoring content, File Res Click the "Next" button to continue.	tore will overwrite existing files if they have the same filenames as the restored	d content.
This application gives you access to several time	based backups. Please select one from the list below and click "Next" to contli	nue
Select a backup:		

- 2. Select a time-based backup from the drop-down menu.
- 3. Click Next.
- 4. Select the file(s) you want to restore.
- 5. Select a directory to restore the file(s) to.
- 6. Click Next.

A list of files that will be restored is displayed.

Go Back	Progress 1	(3) Restore	File Manag Next >
File Restore Select the file(s) you want to restore from the	e list on the left. Select a directory to restore the	r file(s) to from the list in the right. Click the "Next" button to star	n the operation.
Select Files to restore:		Restore tiles to:	
Default.bt		cgi bin	
		private	
	Restore		

7. Click Next.

Please Note: Any files being copied will overwrite existing files with the same filenames.



FileManager 🗗	Sub Directories: 4 Files: 0 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB) Support Feedbar
< Go Back	
File Restore	Progress 1 2 3: Restore Next>
	These files will be restored to:
	25: /Default.txt
	1111
Any files being	Warning copied will overwrite existing files, with the same filenames. Please confirm the restoration of files by clicking "Next" below.



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