

FileManager

File Manager Pro User Guide

Version 3.0



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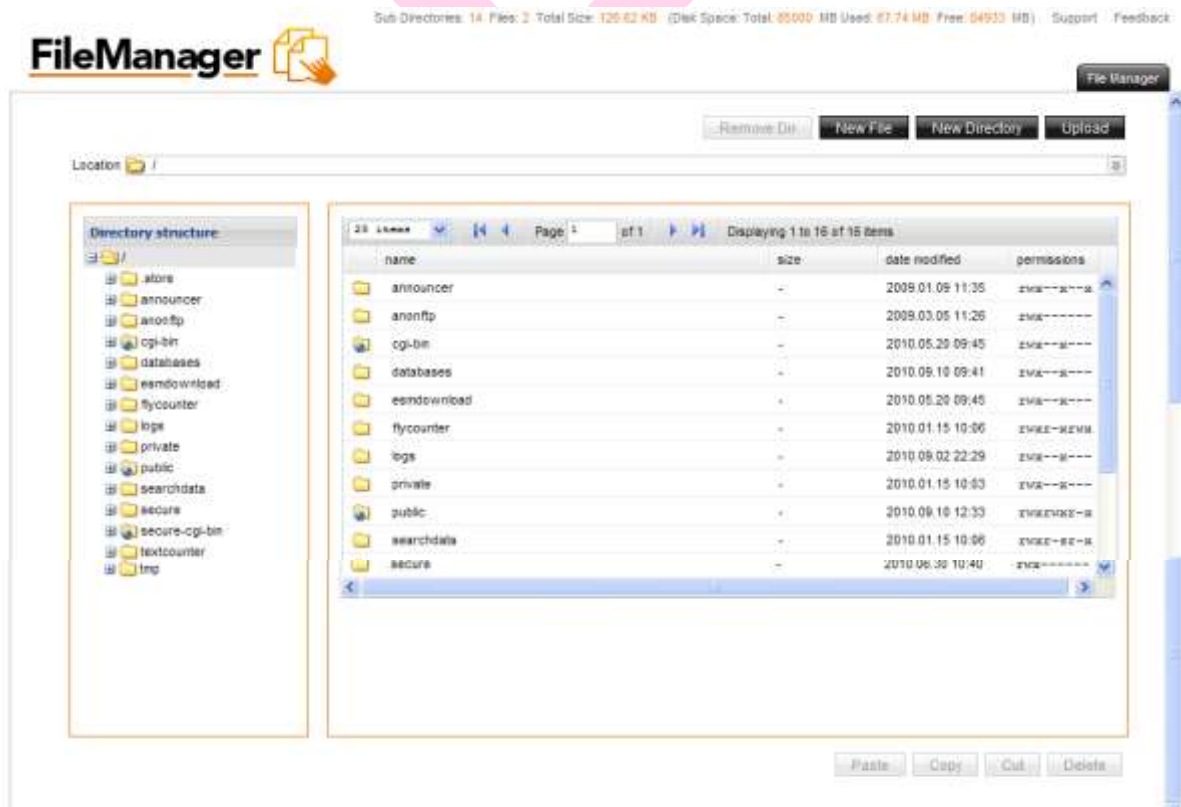
Introduction

The File Manager function allows you to take full control of your website files. It is a safe alternative to full shell access for sophisticated users. 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” take the following steps:

1. Log into the Control Panel
2. Select “Website Applications” from the main menu
3. Click on the File Manager Pro icon located in the sub-menu The application will open in a new window:



1.1. Navigation

There is only one way to navigate within File Manager Pro. You may navigate using the Main Menu.

1.1.1. Main Menu

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

Within this section you will be able to copy, move, delete, rename and edit files, create and remove directories, change file permissions and upload files from your local computer to the server.

2.1. Changing directories

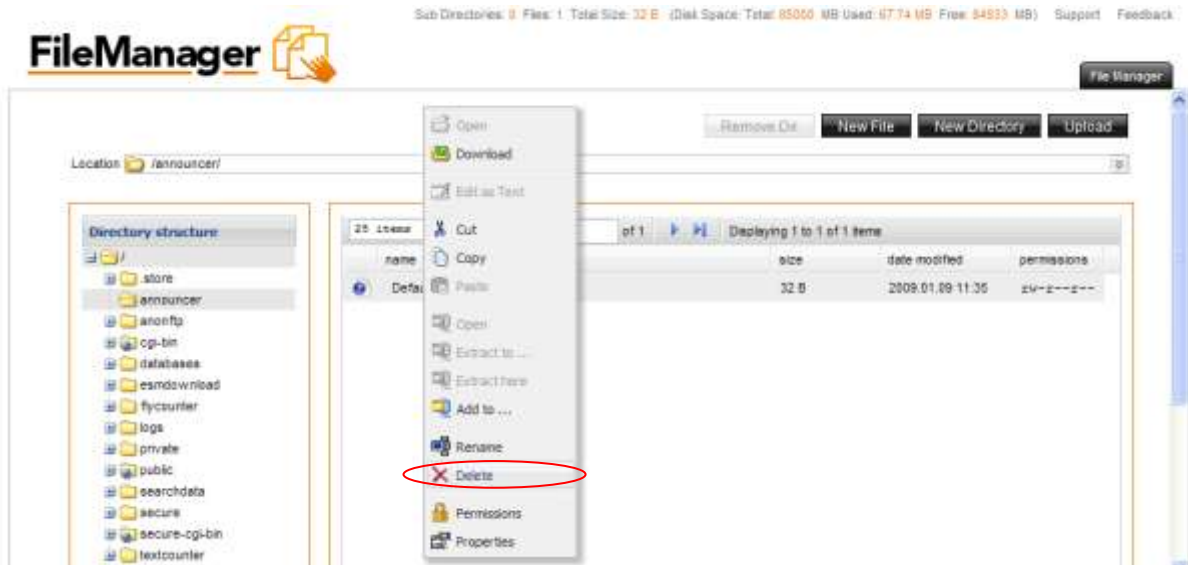
1. To change the directory that you are currently viewing, double click on the directory name that you want to access within the left panel. The following page will be displayed:



2. The content of the chosen directory will be displayed in the right panel. You may move a file from one directory to another simply by dragging it to the wanted directory.

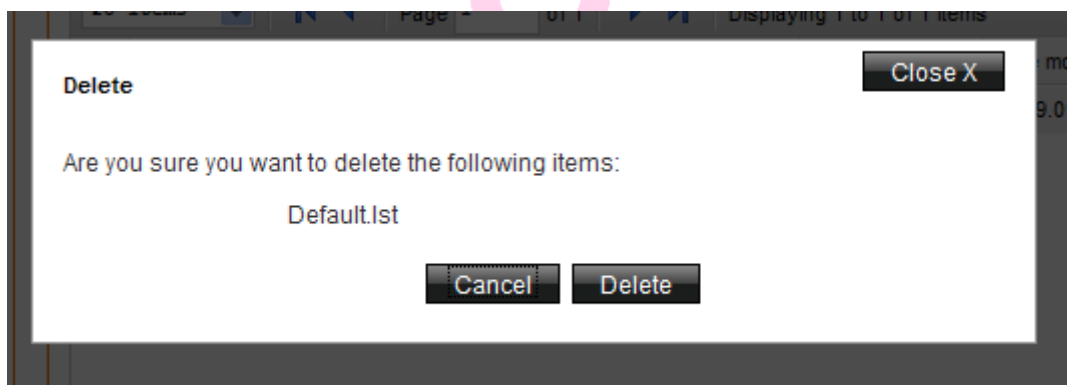
2.2. Deleting files

1. Select the filename in the right panel .
2. Right click and from the menu choose the "Delete" button.



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

3. You will be warned before the operation occurs. A dialog box gives you the option of aborting the procedure.

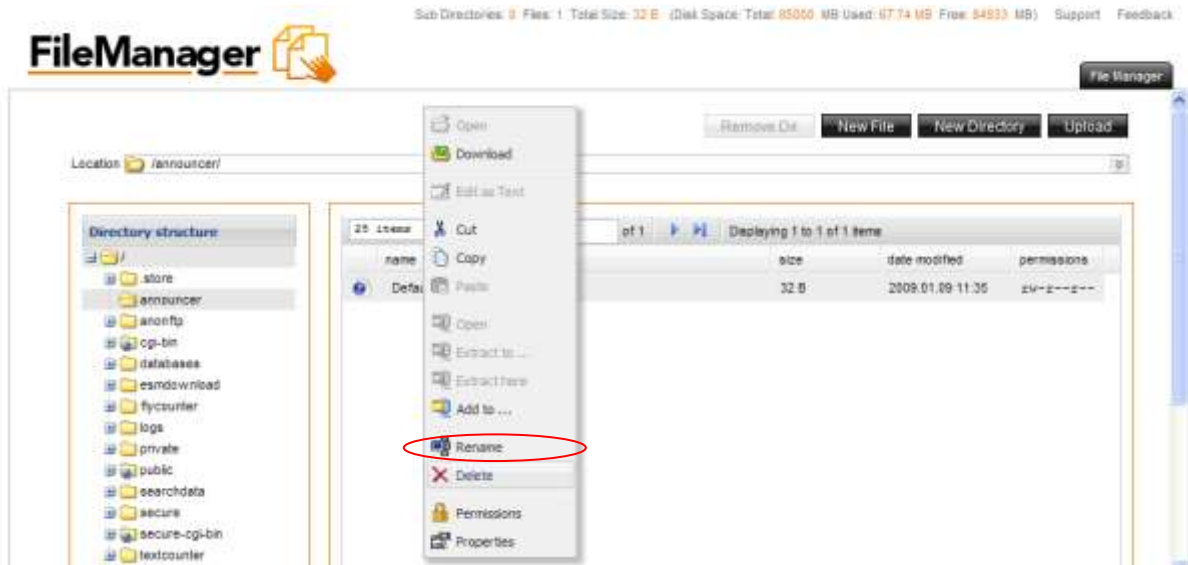


Note: Once a file is deleted, it cannot be recovered.

4. Click "Delete" in order to remove the file.
 - a. Click "Cancel" to dismiss the changes.

2.3. Renaming files

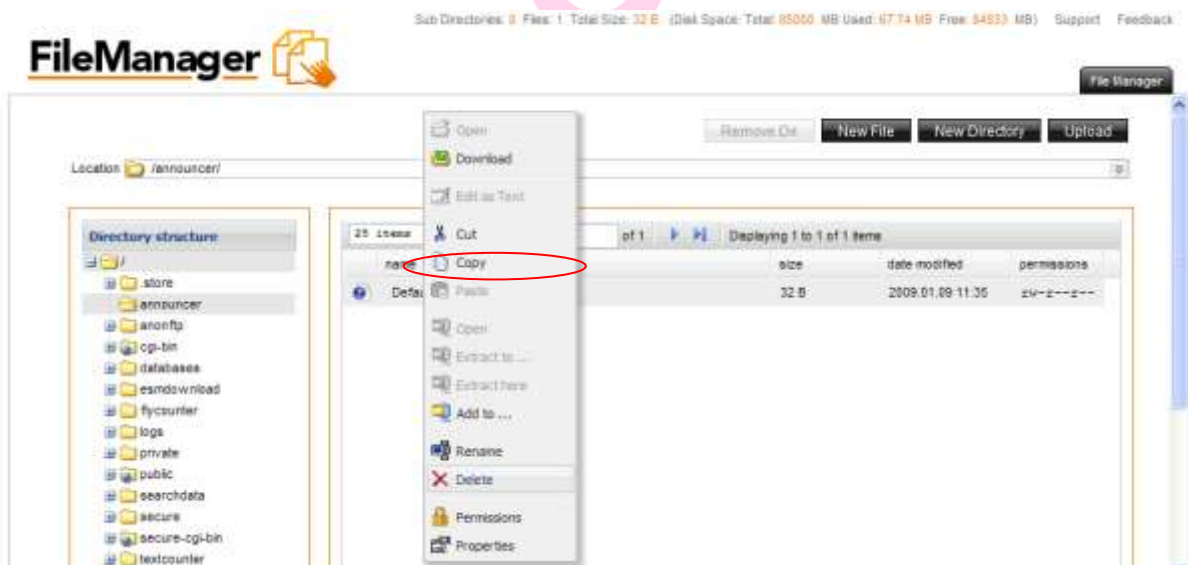
1. Select the file to be renamed
2. Right click and from the menu choose the "Rename" button.



3. Enter the new name in the field provided
4. Click the "Rename" button to finish the operation.

2.4. Copying files

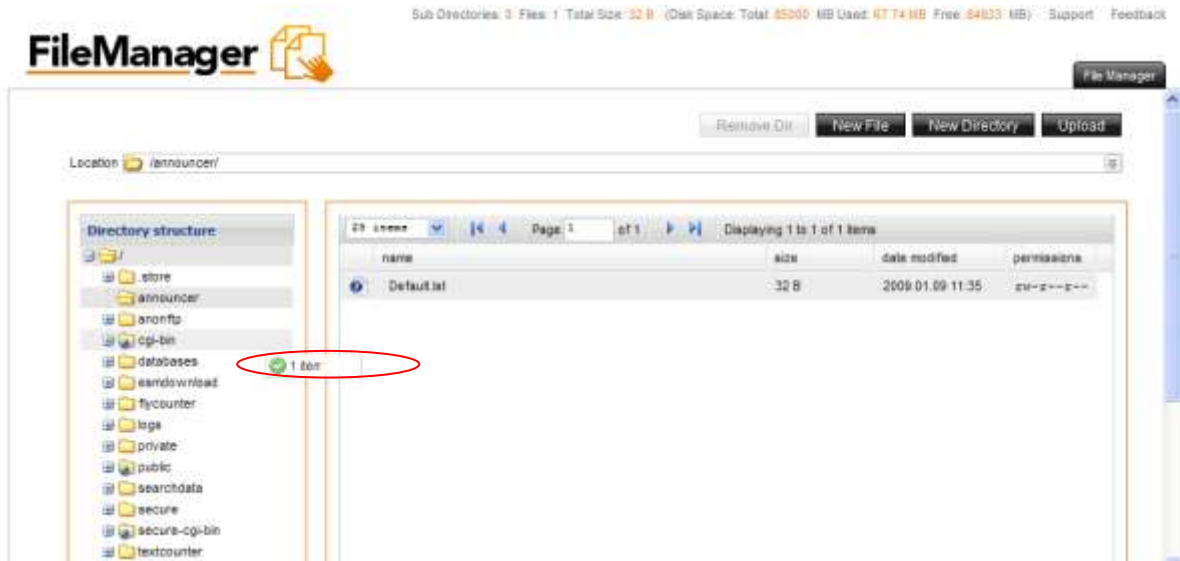
1. Select the file to be copied
2. Right click and choose "Copy".



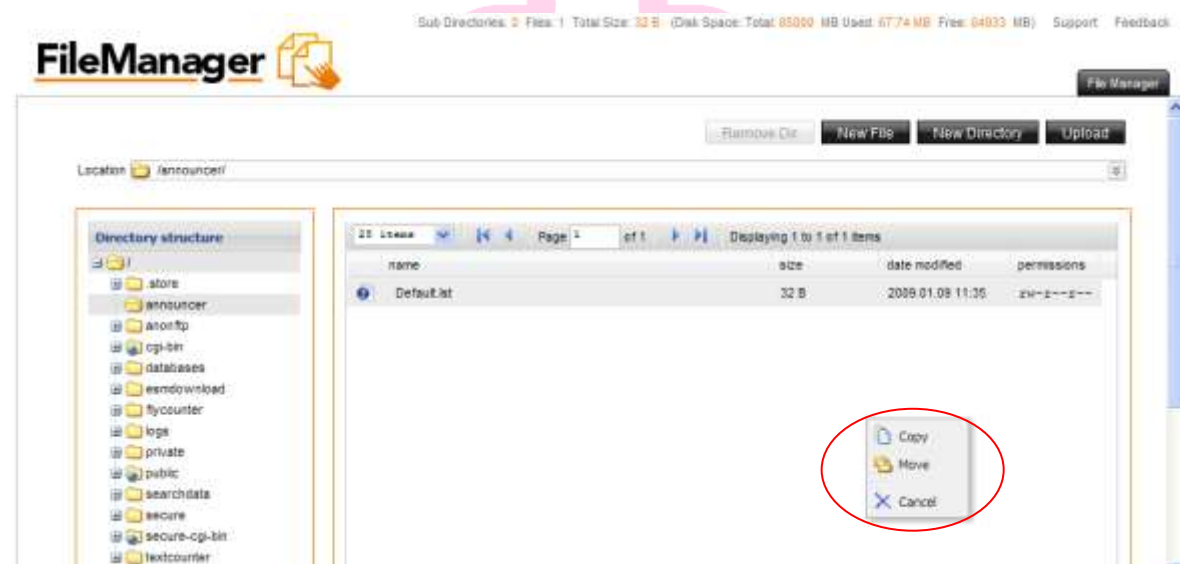
3. Select a target directory in the left panel and paste the file into the new directory.

2.5. Moving files

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

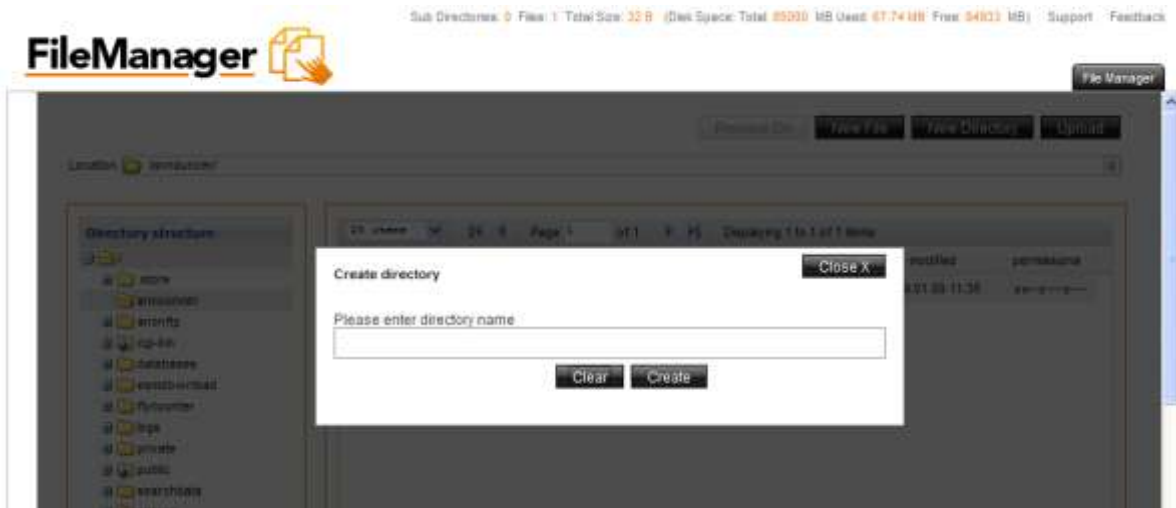


- Once you are about to place it into the new directory a small menu will pop up. Select the "Move" option in order to move the selected file into the directory.



2.6. Create a directory

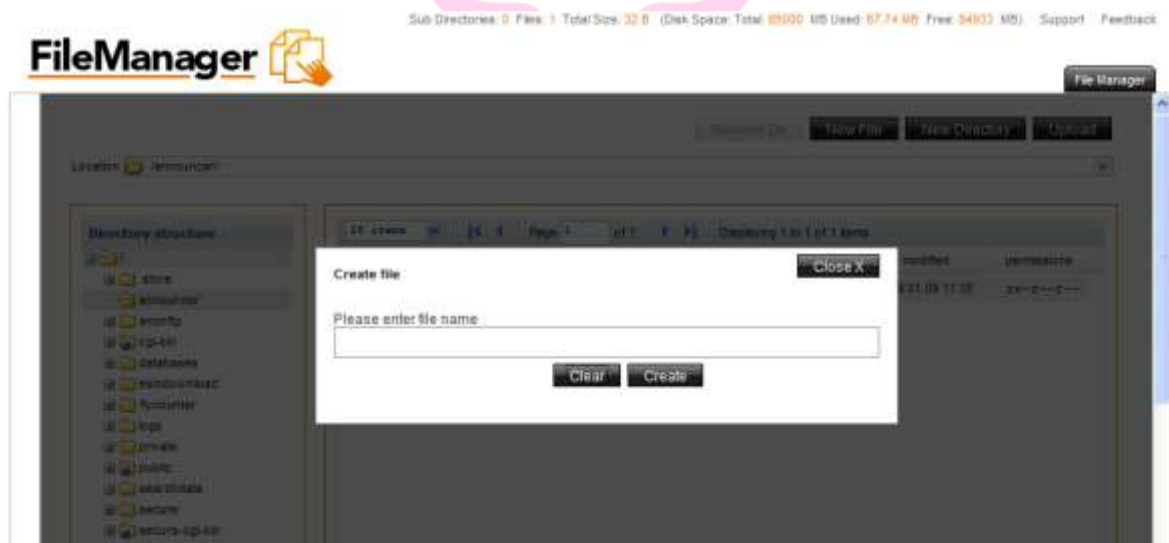
- Click on the "New Directory" button on top of the page.
- You will be prompted to enter a name for your directory in the field provided.



3. Click "Create" to create the new directory.

2.7. Create a file

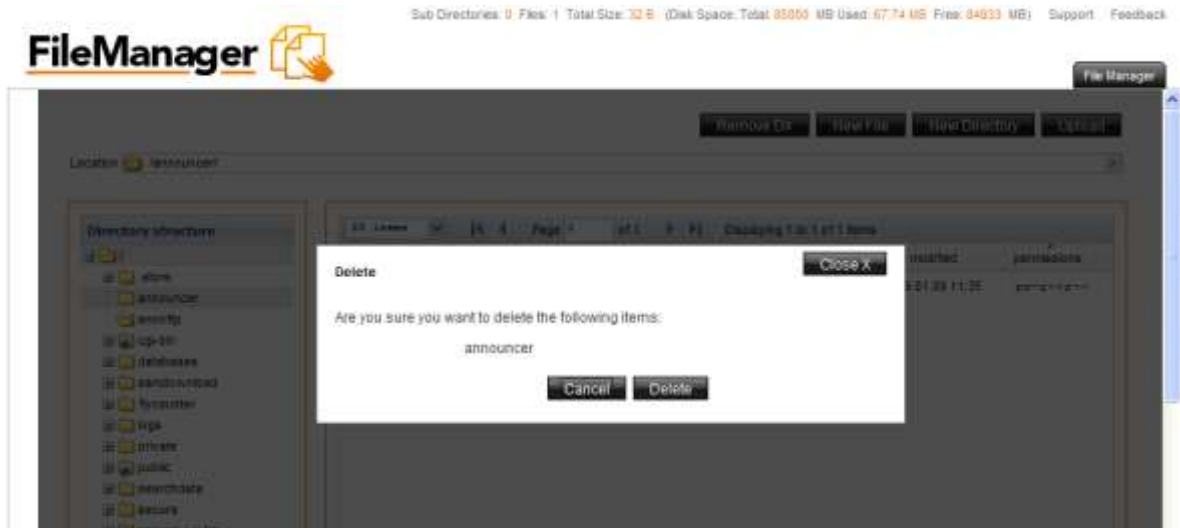
1. Click on the "New File" button on top of the page.
2. You will be prompted to enter a name for your file in the field provided.



3. Click "Create" to create the new file.

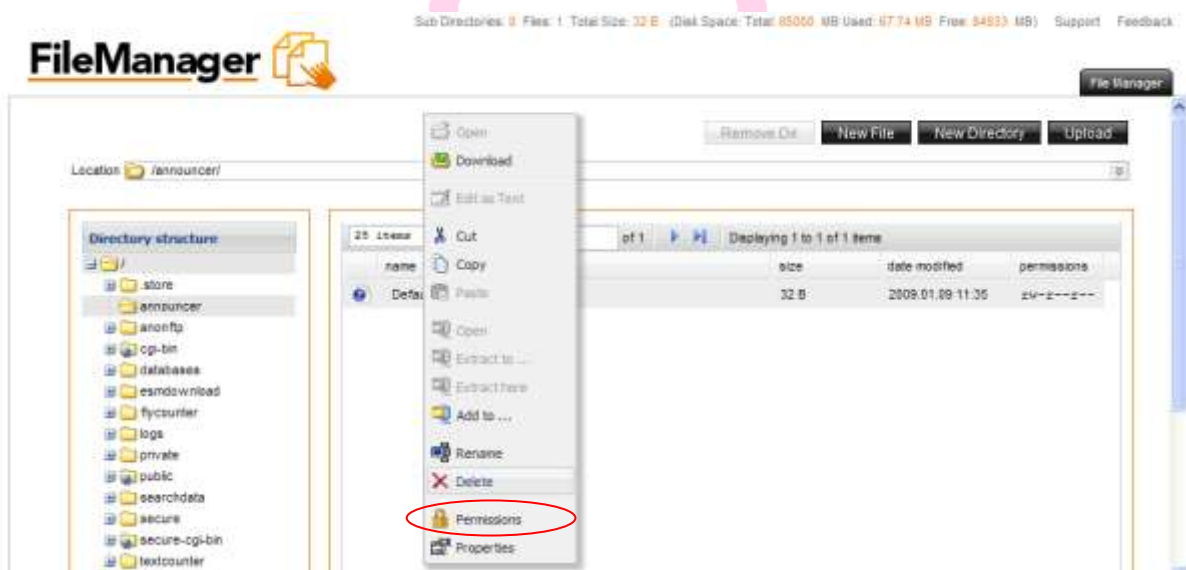
2.8. Removing a directory

1. Select the directory that you want to delete
2. Select the "Remove Dir" button on top of the page. All the content of your directory will be deleted.
3. A pop up window will ask you to confirm the deletion.



2.9. Setting file permissions

1. Select the file
2. Right click and from the menu select the "Permissions" option.



3. You will be displayed with a pop up window where you can check the desired permission check boxes.

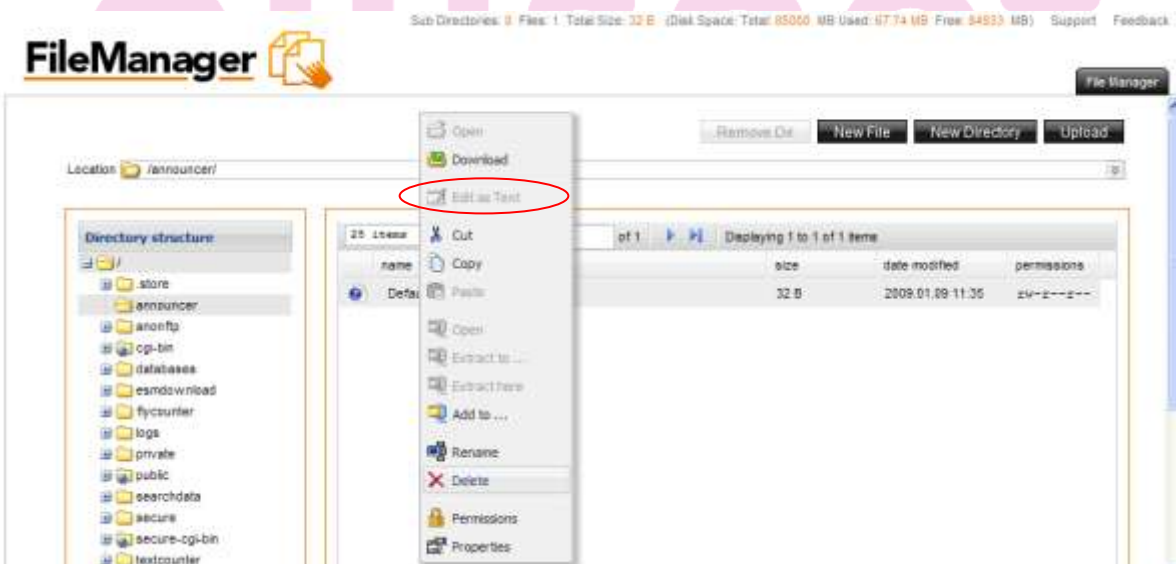


4. Once done click on "Apply" to save the changes
 - a. Click "Cancel" to dismiss all the changes.

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, 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 will appear.



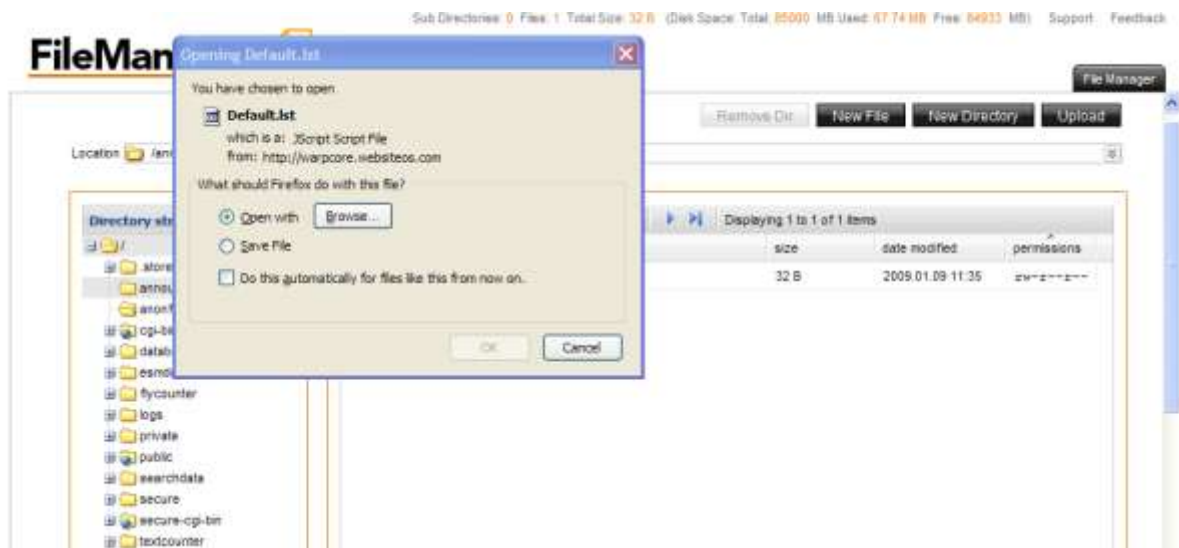
3. Edit the file as necessary and click the "Save" button.
 - a. To cancel the editing and not save the changes, click the "Close" button.

2.11. Downloading files

File Manager's "Download" function allows you to download files from the server to your local machine.

Note that 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 will be displayed.



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. To upload a file to the server, ensure that the target directory is open.
2. Click on "Upload" button on top of the page.
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 the "Upload" button. The file will be uploaded to the directory. You may upload multiple files at the same time to the same directory.

3. Application Changes

File Manager Pro 3.0 does not contain new functionality compared to File Manager 2.0. The changes in the new version of this application pertain to GUI changes.

The new version has been incorporated into the Accord Framework. The look and feel of this new version has been modified but all functionality found in version 2.0 remains the same in this new version. The screenshots within this document illustrate the GUI changes.

	New functionality	Accord Framework
File Manager Pro 3.0	NO	YES

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