

File Manager

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

Overview

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

Note:

Whenever you access a directory that contains a Git™ repository, we **strongly** recommend that you do **not** update any files or directories. Changes could cause serious problems with the repository, regardless of whether you created it in the *Git Version Control* interface (cPanel >> Home >> Files >> *Git™ Version Control*).

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:

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Related Documentation

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For Hosting Providers

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

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

Move files to a folder

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

1. 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. Select the items that you wish to copy.

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. Note: You cannot upload a folder through this interface. Create a new folder and upload the desired files into it.
<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	<p>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.</p> <div style="border: 1px solid #f0e68c; padding: 5px; margin-top: 10px;"> <p>Note: Your hosting provider must enable this feature.</p> </div>
<i>Manage Indices</i>	Folders	<p>Customize the way users view a directory on the web.</p> <div style="border: 1px solid #f0e68c; padding: 5px; margin-top: 10px;"> <p>Note: Your hosting provider must enable this feature.</p> </div>

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.**