

### **File Manager**

The File Manager is cPanel's built-in web application for managing and manipulating your website's files from your personal computer. Most users will feel comfortable using this file management tool.

cPanel provides a number of ways files can be manipulated within the File Manager. Its main interface, the File Manager toolbar, can be seen in the screenshot below.

#### File Manager Toolbar

The New File button creates a new file with a user-defined file extension. The New Folder button creates a new folder in which files can be stored. The Copy function copies selected items to a directory you specify. The Move File button allows selected files to be moved to a new directory. The Upload button allows new files to be uploaded to a specified directory. The Download button downloads selected files to your computer. The Delete button deletes selected files from the server. The Rename button allows a selected file to be renamed. The Edit file opens an editor for the selected text or HTML files. The Code Editor button opens a code editor for the selected HTML or PHP files. The HTML Editor button opens an editor specifically intended for HTML files. The Change Permissions button allows the read/write permissions to be changed for selected files. The View button will open the selected files for viewing. The Extract button will decompress and extract a compressed file to a specified directory. The Compress button will compress selected files to a single .zip , .Gz , .Bz2, or .tar archive and store the zipped file to a specified directory.

Note: Certain functions of the File Manager are designed for use with 1 file at a time. Any attempt to rename, edit, or view multiple files at once will open only one file — the file listed first in the directory.

<https://kb.doteasy.com/questions/458/>