



## **File Management**

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## Contents

|  |   |
|--|---|
| Contents .....                                 | 2 |
| 1 Introduction .....                           | 3 |
| 1.1 Conventions.....                           | 3 |
| 2 Logging in to the administration system..... | 4 |
| 3 Navigation.....                              | 4 |
| 4 Uploading files .....                        | 4 |
| 5 Managing files.....                          | 5 |
| 6 Managing folders .....                       | 6 |
| 7 About Snowdonia IT Services.....             | 7 |
| 7.1 Contact details.....                       | 7 |

# 1 Introduction

There may be times when you want to edit files on your hosting, specifically those relating to your website. This task is accomplished using the file manager.

This document describes how to use the file manager to make changes to your files.

## 1.1 Conventions

Throughout this document <domain> is used to refer to your domain e.g. snowdoniait.com.

## 2 Logging in to the administration system

To log in to the administration system follow the instructions in “Administration System Overview”. Once you have accessed the administration system look for the section entitled “Files” and click on the “File Manager” link. You will be presented with a screen similar to that shown in Figure 1, which will open in a new window.

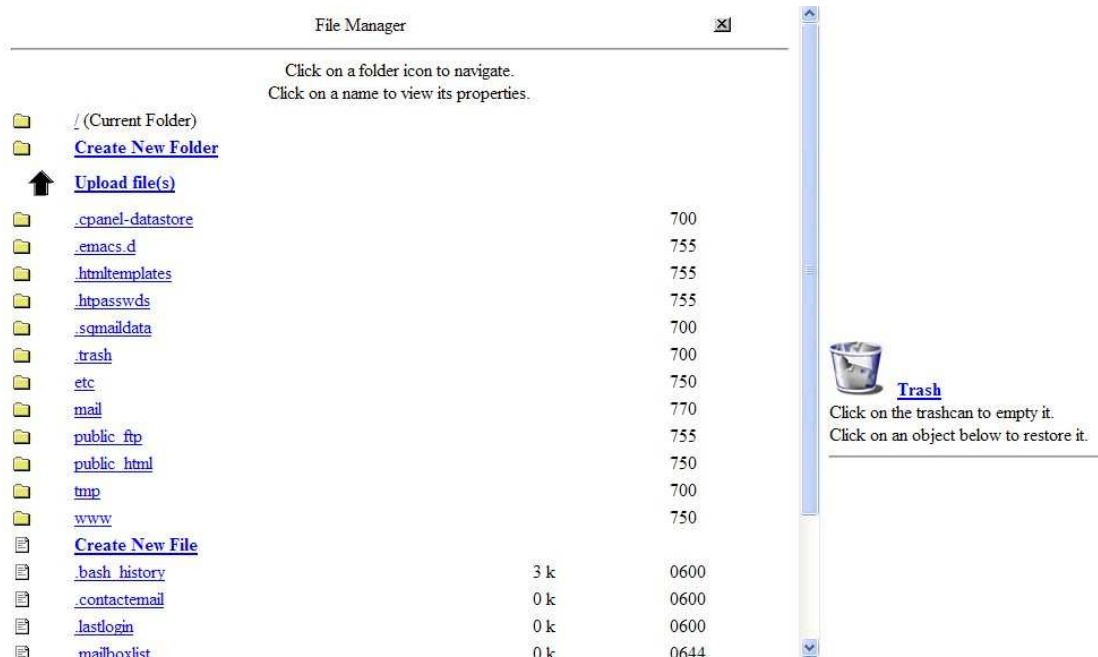


Figure 1: The file manager window

## 3 Navigation

To close the file manager click on the cross at the top of the screen.

To navigate to a folder click on the yellow folder icon to the left of the folder name. Your website is stored in the “public\_html” directory. To navigate to this click on the yellow folder to the left of “public\_html”. You may repeat this process to navigate throughout your website.

## 4 Uploading files

To upload files from your local hard drive click on “Upload files”. You will be presented with a screen similar to that shown in Figure 2. Use the “browse” buttons to select the files on your computer which you want to upload and select “overwrite existing files” if appropriate. Finally click on the “upload” button. Once the files have uploaded you will be taken back to your previous location. Note you will need correct permissions to upload files to a directory.

## File Management

Please select files to upload to /home/walk/public\_html

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  | <input type="button" value="Browse..."/> |  | <input type="button" value="Browse..."/> |  | <input type="button" value="Browse..."/> |
|  | <input type="button" value="Browse..."/> |  | <input type="button" value="Browse..."/> |  | <input type="button" value="Browse..."/> |
|  | <input type="button" value="Browse..."/> |  | <input type="button" value="Browse..."/> |  | <input type="button" value="Browse..."/> |
|  | <input type="button" value="Browse..."/> |  | <input type="button" value="Browse..."/> |  | <input type="button" value="Browse..."/> |

Overwrite existing files:

[Back to /home/walk/public\\_html](#)

Figure 2: Uploading files

## 5 Managing files

To see the options available for a specific file, click on the filename. The right hand pane will show options similar to those in Figure 3. Note that you will need appropriate permission to files in order to make changes to them.



 **1.jpg**  
File Type: JPEG image data, JFIF standard  
1.01, resolution (DPI), 72 x 72

[Show File Contents](#)  
[Delete File](#)  
[Edit File](#)  
[Change Permissions](#)  
[Rename File](#)  
[Copy File](#)  
[Move File](#)

File Url:  
<http://www.walk-snowdonia.co.uk/1.jpg>

 **Trash**  
Click on the trashcan to empty it.  
Click on an object below to restore it.

Figure 3: File editing options

To edit a text file click on “Edit file” and you will be presented with a new window showing the contents of the file. You may make the changes you wish before clicking on “save” at the bottom of the page.

To delete a file click on “Delete file”. The file will be stored in the “Trash can” until you empty it by clicking on it. You may restore a deleted item by clicking on its name under the trash can.

If you are editing an HTML file you may use the “HTML editor” which provides a “what you see is what you get” style interface for editing the file. Note that

## File Management

this should only be used with static HTML files and not dynamic pages such as those found in e-commerce stores.

“Rename”, “Copy” and “Move” allow you to change the name of a file, make a copy of a file in another location and move a file to another location respectively.

“Change permissions” is an advanced option which allows you to change who may carry out particular actions on a file. This is beyond the scope of this document.

## 6 Managing folders

You may delete, rename, move and copy folders in a similar way to files. Simply click on the folder name and use the options shown in the right hand pane. Note that care should be taken when deleting a folder and all files under it.

## 7 About Snowdonia IT Services

At Snowdonia IT Services we provide a complete and high quality range of IT Services, all at a reasonable price.

We offer on-site services to businesses and home users.

- Website design package with managed hosting and domain name registration options.
- E-commerce website development.
- PC support including system and software installation / troubleshooting and software tuition.
- Linux solutions including server installation and configuration, and desktop systems.
- Information security services including virus protection / recovery, vulnerability scanning. and security programme development.
- Home and business network configuration and troubleshooting.
- Monitoring systems including alerting and availability statistics.
- Data recovery services from a variety of media.

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