

# Advanced File Management in cPanel Using File Manager

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### Introduction

Managing your website's files efficiently is essential for smooth operation and maintenance. cPanel includes a built-in tool called **File Manager**, which allows users to manage their site files directly through a web browser—eliminating the need for FTP software. With this tool, you can upload, edit, delete, and organize files quickly and easily.

### What is File Manager in cPanel?

File Manager is a graphical interface within cPanel that allows users to manage the contents of their hosting account. Using this tool, you can perform actions such as moving, copying, deleting files, and modifying file permissions.

### Key Features of File Manager

- **Upload and download files:** Easily transfer files of various sizes
- **Direct file editing:** Modify files on the server without downloading
- **Permission control:** Adjust file and folder access settings
- **Compression and extraction:** Zip or unzip folders and files directly

# How to Access File Manager

To open File Manager:

1. Log in to your cPanel account at `yourdomain.com/cpanel`
2. Go to the **Files** section
3. Click on **File Manager**

Once inside, you'll see your hosting file structure.

## Understanding Directory Structure in File Manager

Here are some of the key folders you'll find:

- **public\_html**: The root folder where your website files are located
- **logs**: Contains log files for your website
- **mail**: Stores email-related data
- **cgi-bin**: Used for CGI scripts

## How to Upload Files

To upload a new file:

1. Navigate to the desired folder, e.g., `public_html`
2. Click the **Upload** button
3. Choose your file and begin the upload

## Editing Files in File Manager

To edit a file directly:

1. Locate and right-click the file
2. Choose **Edit** or **Code Edit**
3. Make changes and click **Save**

# Deleting and Restoring Files

To delete a file:

1. Right-click the file
2. Select **Delete**

To restore a deleted file:

1. Go to the **Trash** folder
2. Select the file and click **Restore**

# Managing File Permissions

To change permissions:

1. Right-click on the file or folder
2. Select **Change Permissions**
3. Set desired values (e.g., 755) and click **Save**

# Compressing and Extracting Files

To compress files:

1. Select the files/folders
2. Click **Compress**
3. Choose the compression format and save the ZIP file

# Creating New Folders

To create a new directory:

1. Click on **+Folder**
2. Name your folder and click **Create**

# Common Issues and Fixes

Some issues you might face:

- **Failed uploads:** Check available storage space
- **Permission errors:** Verify and adjust file permissions
- **Hidden files not visible:** Enable `«Show Hidden Files»` in Settings

## Frequently Asked Questions

### 1. Can I use File Manager to edit WordPress files?

Yes, you can directly edit theme and plugin files within File Manager.

### 2. How do I view hidden files?

Click **Settings** in File Manager and enable **Show Hidden Files**.

### 3. Can I download the entire public\_html folder?

Yes, compress the folder first and then download the ZIP file.

### 4. Does File Manager require extra storage?

No, it uses the existing hosting storage—no additional space is needed.

## Conclusion

File Manager in cPanel is a powerful and user-friendly tool for managing website files. Whether you're uploading, editing, or organizing content, it provides a fast and efficient way to handle site files without needing extra software.