

Day 6: EZ-FileManager

Before You can add a photo your website, you have to upload it to the file server. This training will teach you how to use EZ-FileManager to upload photos and other files to your website.

EZ-FileManager is a complete and feature rich tool that will help you keep all of your website files neat and organized.

Starting EZ-File Manager

1. Login to your EZ-NetTools
2. Click **Construction Tools**
3. Click on **EZ-File Manager**.



Creating Sub-Directories in EZ-File Manager

To keep your files even more organized EZ-File Manager allows you to create **sub-directories** for all of your files. You can create new folders and give them any name you wish. You will be able to add your graphics, photos, pages and other files to these sub-directories.

To create a sub-directory

1. Click **Create Folder** in the red bar at the top of your EZ-File Manager.



2. Type the name you wish to call your directory.
For our example we'll name it Graphics.

Create Directory

Enter the name of the new directory below.
A valid directory name is limited to 25 characters
and may only contain upper and lower case letters, numbers, -, and _.

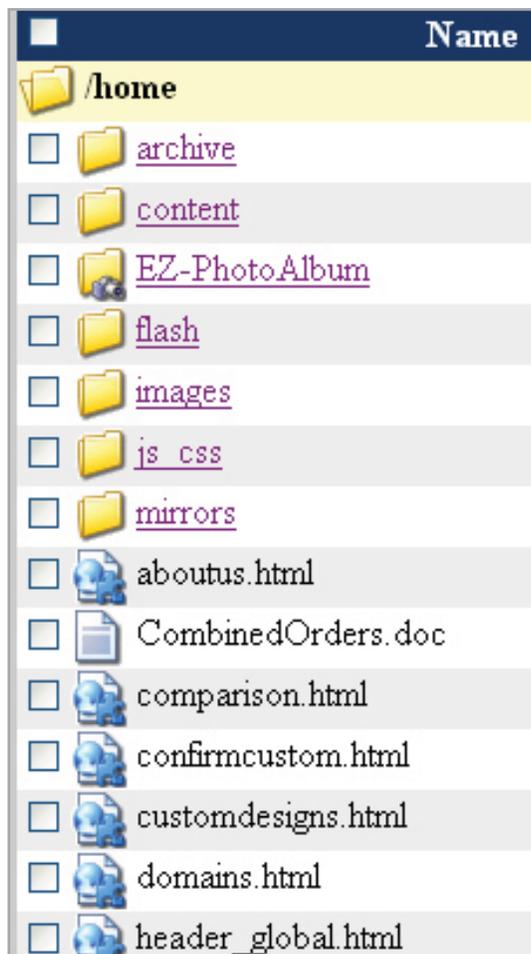
Uploading Files to a Sub-Directory

Uploading files for your website is easy with EZ-File Manager. In just a few clicks of your mouse you can have all of the files you need for your website uploaded to one convenient location on your EZ-NetTools member account.

1. Click on the sub-directory that you want to upload files to.
For this example you will click on Graphics.
2. While in the sub-directory click on **Upload** in the red navigation.



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Note: You can upload up to 20 files at a time. By default there are file boxes for uploading files. You can change this by click the dropdown shown at the right.

Note: In the second drop down menu you can select the file location or directory you want your files uploaded to. This should display the correct file location automatically.

3. **Click *Browse*** next to the first box. This will take you to the local files on your computer.
4. Find the file you want to upload, and click ***Open***.
5. Repeat these steps until you have all files on your list that you wish to upload.
6. When you have all of the files selected you want, Click ***Upload***.

Depending on your file sizes this will only take a few seconds to copy your files. After the file upload is complete the window will tell you that the upload was successful and how much data was uploaded. If you have more files to upload you can choose Upload More. If you are done then click on Close and this will return you to the EZ-File Manager.

EZ File Manager Features

EZ-File Manager has several features that makes organizing, defining and locating your files easy. On the right side of your EZ-File Manager list you will see the different icons.

Password Protected Folders

The first one we are going to talk about is the gold Padlock icon. This gives you the capability to lock and password protect certain folders. This is useful for areas of your website that you do not want available to the general public. A user-name and password will be required for pages inside these folders.

1. Click on the gold Padlock icon. This will open a new window that contains your password protection options.
2. Select ***Password Protected*** then click ***Update***. The gold Padlock icon should now be a closed.
3. **Click *Users*** on the red bar.

4. Click ***Create User***.

5. type in a desired user name (ie. "guest")

6. Type in a password

7. Click Save

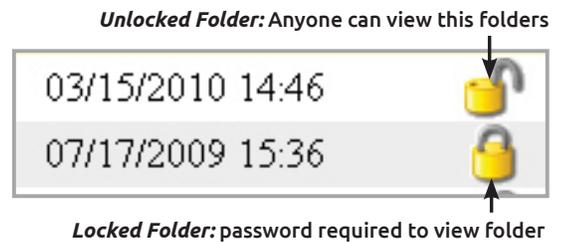
8. Click on the padlock icon

9. Select Users you want to be able to see this folder.



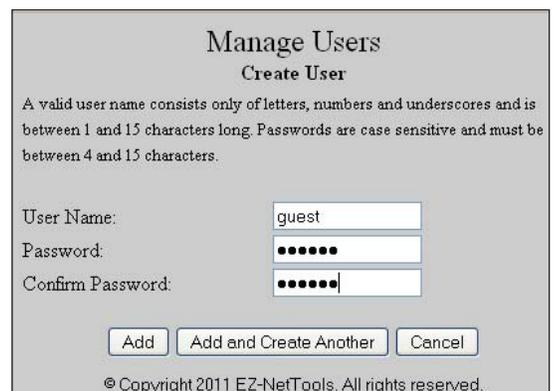
Upload file

1. Go to the directory you want the file uploaded to
2. Click "Upload" from the bar at the top
3. Click Browse



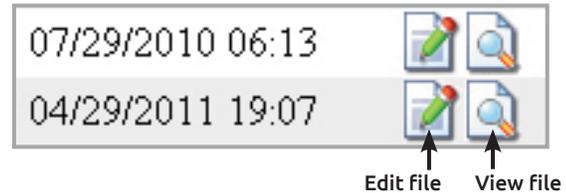
Unlocked Folder: Anyone can view this folders

Locked Folder: password required to view folder



Edit and View

The **Edit Icon** allows you to edit a page, or text file directly from EZ-FileManager. The **View Icon** allows you to view a page or image.



EZ-File Manager Actions

The EZ-File Manager also has a main navigation at the top that contains all of the actions you will need to make the most of using your EZ-File Manager.



Usage - allows you to see how much used or free space you have on your account.

Upload - allows you to upload files to the EZ-File Manager

Users – lets you manage users and passwords for protected areas.

Create Folder - allows you to create sub directories in your EZ-File Manager

Copy - lets you copy a file to another sub directory in your EZ-File Manager

Rename - lets you rename any of your files

Move - allows you to move a file from one sub directory to another

Delete - lets you easily delete unwanted or unused files

Refresh - will reload the page for you to see recent changes

Return - will take you back to the Construction Tools tab

Help - will take you to the EZ-NetTools online help text for more information

EZ-File Manager is an essential and powerful tool to make your website building experience successful. Once you have uploaded files several times, you will find this a very easy process. This is a good skill to develop because all graphics and photos will need to be uploaded to your EZ-NetTools member account.