

Domain of One's Own: Upload and manage files

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Your Domain of One's Own **Dashboard/CPanel** includes a built-in **File Manager app** that you can use to **access, upload, download, unzip, move and copy files** on your domain. If you prefer using **FTP** or **SSH** to upload and manage files, you can also get credentials you need to use those protocols to log in and manage files on your domain instead.

Before you start, you will need:

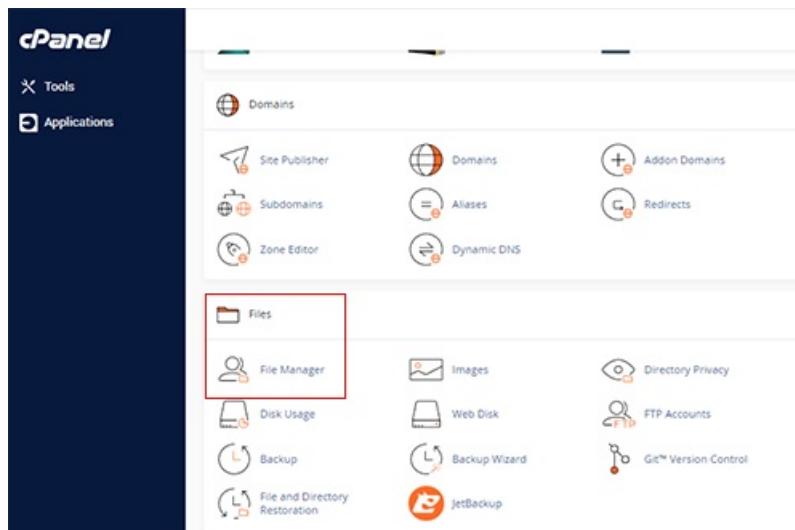
- a Bryn Mawr [Domain of One's Own account/domain](#)

Use file manager

The **File Manager** shows you all of the directories (folders) and files on your site.

To open File Manager:

1. Go to digital.brynmawr.edu, click **Dashboard**, and login using your Bryn Mawr College credentials.
2. Click **File Manager** in the **Files** section of your Dashboard/CPanel

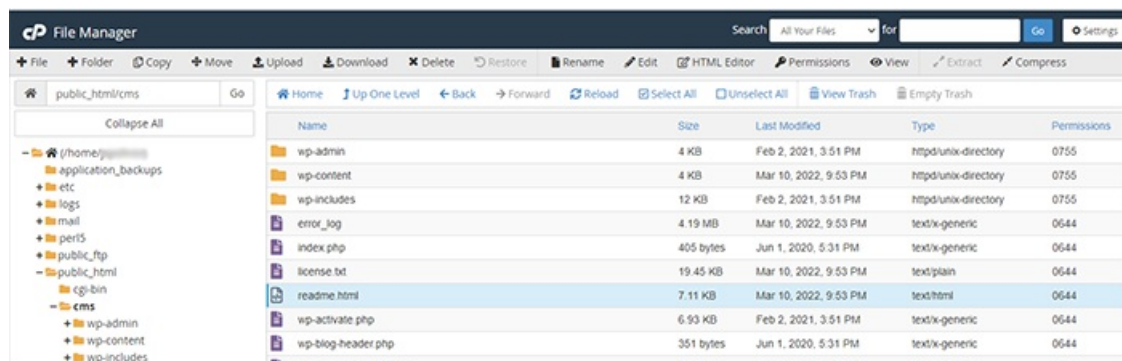


Not seeing a Files section? Click Tools in the left sidebar.

File Manager interface

The interface works similarly to the **File Explorer** or **Finder** on your computer: the left panel has a collapsible list of folders (or directories), and the right panel shows the files and folders that are in the currently selected (bolded) folder.

Files inside your **public_html** folder will be visible to anyone who has the URL. **Apps you install on your domain** typically create website files in **public_html** or a sub-directory of it. For example, the image below shows the files for a WordPress site installed in **public_html/cms** directory, files in this directory would be visible at **https://<domainname>.digital.brynmawr.edu/cms/<filename>**.



Use the menu bar at the top of the window to manage files and folders. Below are the most commonly used actions:

- **+ File** (create a new file).
- **+ Folder** (create a new folder/directory).
- Create a **Copy** of the selected file or folder in a different location. You cannot make a copy in the same location.
- **→ Move** the selected file or folder to different location.

See also: CPanel's [File Manager documentation](#) offers more comprehensive instructions.



Warning: Moving files and folders in your **public_html** folder changes their URLs and can break links on your website!

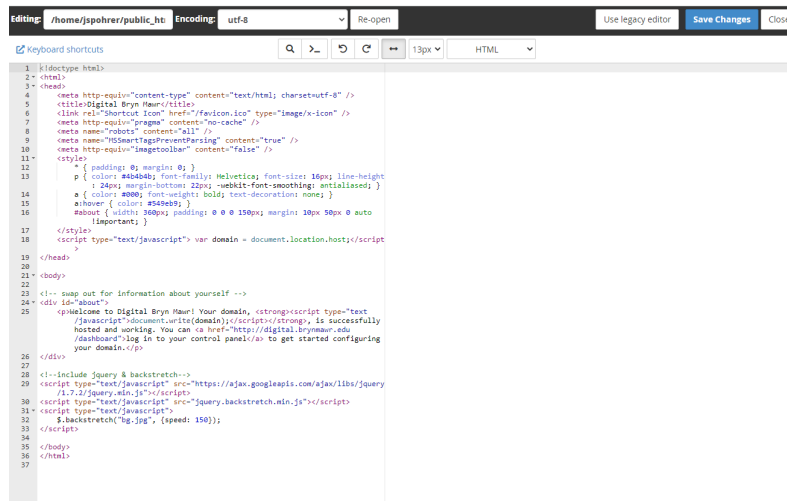
- **↕ Upload** or **↕ Download** a file to/from the current folder.

Attention: You cannot upload a **folder containing files** directly. Instead, **compress the folder** (for example, using the native [Windows](#) or [Mac](#) zip function), then **upload the compressed (.zip) file**, and use **↕ Extract** to unzip the folder in the right location.

- **✕ Delete** to move a file to the trash. (You will need to empty the trash to delete files permanently.)
- **↶ Restore** a deleted file from trash to current folder.
- **📄 Rename** the selected file or folder

Warning: Renaming files and folders in your public_html folder changes their URLs and can break links on your website!

If the  **Edit** and/or  **HTML Editor** options are available, you can open the selected file in a built-in text editor (pictured below). This is handy if you need to make and save small changes. If you need to make extensive changes, it's better to download the file and edit it with a text editor on your computer instead, then reupload it to the same location without changing the filename.




```
1 <!doctype html>
2 <html>
3 <head>
4 <meta http-equiv="content-type" content="text/html; charset=utf-8" />
5 <title>Digital Bryn Mawr</title>
6 <link rel="shortcut icon" href="/favicon.ico" type="image/x-icon" />
7 <meta http-equiv="pragma" content="no-cache" />
8 <meta name="robots" content="all" />
9 <meta name="MSnagTagsPreventParsing" content="true" />
10 <meta http-equiv="tagetoolbar" content="false" />
11 <style>
12     * { padding: 0; margin: 0; }
13     p { color: #848484; font-family: Helvetica; font-size: 16px; line-height:
14         1.2em; margin-bottom: 20px; -webkit-font-smoothing: antialiased; }
15     a { color: #000; font-weight: bold; text-decoration: none; }
16     #about { color: #848484; }
17     #about { width: 360px; padding: 0 0 150px; margin: 10px 50px 0 auto
18         !important; }
19 </style>
20 <script type="text/javascript"> var domain = document.location.host;</script>
21 </head>
22 <body>
23 <!-- swap out for information about yourself -->
24 <div id="about">
25     <p>Welcome to Digital Bryn Mawr! Your domain, <strong><script type="text
26         /javascript">document.write(domain)</script></strong>, is successfully
27         hosted and working. You can <a href="http://digital.brynmawr.edu
28         /dashboard">log in to your control panel</a> to get started configuring
29         your domain.</p>
30 </div>
31 <!--include jQuery & backstretch-->
32 <script type="text/javascript" src="https://ajax.googleapis.com/ajax/libs/jquery
33         /1.7.2/jquery.min.js"></script>
34 <script type="text/javascript" src="jquery.backstretch.min.js"></script>
35 <script>
36     $.backstretch("bg.jpg", {speed: 150});
37 </script>
38 </body>
39 </html>
```

Warning: You will be prompted to choose the character encoding the file uses when you open it the first time. Choosing the wrong one can corrupt the file -- **if you notice any strange characters in a opened file, close it without saving changes** and download a copy to edit using a text editor on your computer.

Use FTP

You can also [upload files to your domain using an FTP app](#) if you prefer.

You have two options for getting the credentials you will need to do this:

- Email help@brynmawr to request the FTP/SSH login password for your account (it is NOT your college password). Once you have it, you can reset it to something you prefer using **Preferences > Passwords and Security** on your **Dashboard/CPanel**; however, you will need to email us again if you forget the new one.
- Create an additional FTP account  using the **FTP Accounts** app on your **Dashboard/CPanel**. You can create multiple accounts if you need to give other people the ability to upload files to your domain, and you can view and reset passwords for them yourself.

Use SSH

If you know how to move and copy files from the command line, [you can also create a SSH connection to your domain](#) using the **Terminal** app in the CPanel or a similar app such as **Putty** (Windows) or **Terminal** (Mac) on your computer.

- Before you can do this, you will need to email help@brynmawr to **request the FTP/SSH login password for your account** (please note this is **NOT** your college password).
- Once you have that password, you can reset it to something you prefer using **Preferences > Passwords and Security** on your **Dashboard/CPanel**, but you will need to e-mail us again if you ever forget the new one.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
