

Domain of One's Own: Upload and manage files

Last Modified on 12/05/2023 3:12 pm EST

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](#)

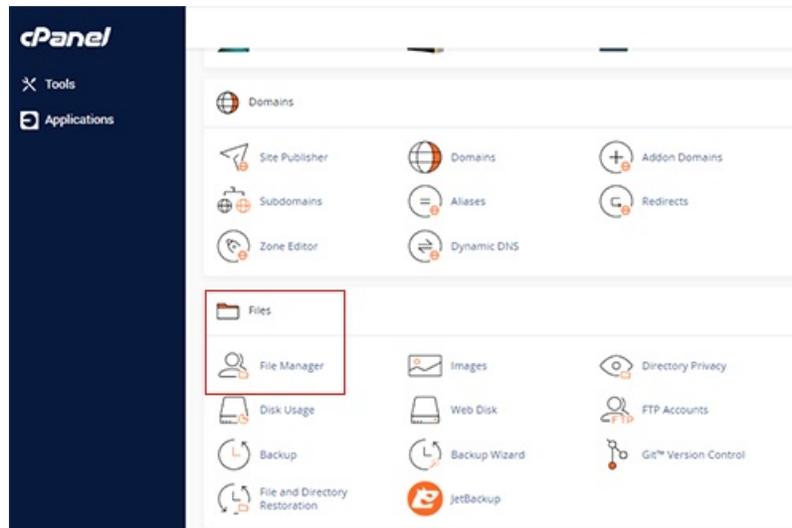
Use the File Manager

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

See also: CPanel's [File Manager documentation](#).

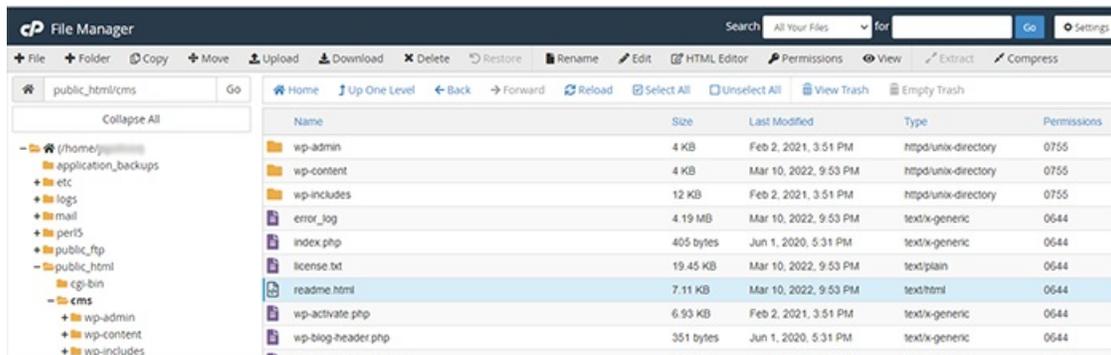
To open File Manager:

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



The interface works similarly to the **File Explorer** or **Finder** on your computer:

- the **left panel** has a collapsible list of folders (also called "directories")
- the **right panel** shows the files and folders that are in the currently selected (bolded) folder.



- **The public_html folder is special: files inside it are visible to anyone who has the URL or file path.** Applications you install on your domain create website files in the public_html folder or a sub-folder of it. For example, the image above shows the files for a WordPress site installed in a cms folder of public_html. The URL for the highlighted readme.html page of that site would be <https://<domainname>.digital.brynmawr.edu/cms/readme.html> (where <domainname> was whatever name the author chose for their domain).

File Manager menu commands

Use the top menu bar to manage files and folders:

- **+ File** to create a new file.
- **+ Folder** to create a new folder/directory.
- **Copy** the selected file or folder to a different location.
- **→ Move** the selected file or folder to different location.

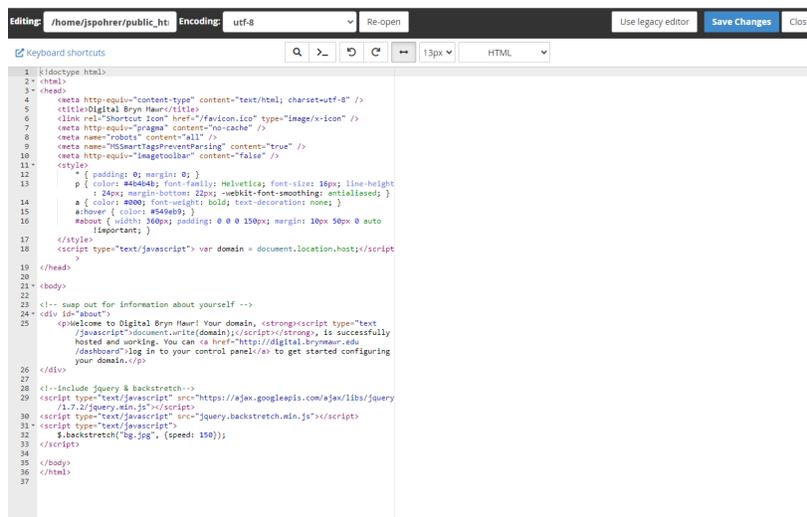
Warning: Moving files and folders in your **public_html** folder changes their URLs and can break links on your website!

-  **Upload** or  **Download** a file to/from the current folder.
 - To upload multiple files, place them in a folder and compress them into a .zip file on your computer (for example, using the native **Windows**  or **Mac**  zip function), upload the .zip file, then click  **Extract**
 - To download multiple files, select them and click  **Compress** to create a .zip file you can download.
-  **Delete** to move the selected file(s) to the trash. (Empty the trash to delete files permanently.)
-  **Restore** a deleted file from the 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 can break links on your website!

HTML Editor for Small Site Changes

If the  **Edit** and/or  **HTML Editor** options are not grayed out, you can click them to open the selected file in a built-in text editor (pictured below). This is handy if you need to make small changes to the content or code of an HTML page. For more extensive changes, it's better to download the file to your computer and edit it with a text editor that has more robust features, then upload the revised file 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="nosearchtagpreventfaring" content="true" />
10 <meta http-equiv="imagetoolbar" content="false" />
11 </head>
12 <style>
13 { padding: 0; margin: 0; }
14 p { color: #444444; font-family: Helvetica; font-size: 18px; line-height:
15 + 24px; margin-bottom: 22px; -webkit-font-smoothing: antialiased; }
16 a { color: #000; font-weight: bold; text-decoration: none; }
17 #header { color: #666666; }
18 #about { width: 360px; padding: 0 0 150px; margin: 10px 50px 0 auto
19 !important; }
20 </style>
21 <script type="text/javascript"> var domain = document.location.host;</script>
22 </head>
23 <body>
24 <!-- swap out for information about yourself -->
25 <div id="about">
26 <p>Welcome to Digital Bryn Mawr! Your domain, <strong><script type="text
27 /></script>document.write(domain)</script></strong>, is successfully
28 hosted and working. You can go href="http://digital.brynmawr.edu
29 /dashboard" log in to your control panel/as to get started configuring
30 your domain.</p>
31 </div>
32 <!-- Include jQuery & backstretch-->
33 <script type="text/javascript" src="https://ajax.googleapis.com/ajax/libs/jquery
34 /1.7.2/jquery.min.js"></script>
35 <script type="text/javascript" src="jQuery.backstretch.min.js"></script>
36 <script type="text/javascript">
37 $ .backstretch("bg.jpg", {speed: 150});
38 </script>
39 </body>
40 </html>
```

 **Warning:** You may be prompted to choose a character encoding when opening a file in the editor for the first time, and choosing the wrong option can corrupt the file. **If you notice any strange characters**

in a opened file, close it immediately without saving changes, then download a copy to edit using a text editor on your computer.

Use FTP

You can also [upload files to your domain using your preferred FTP app](#), if you have an FTP password. This is NOT the college password you use to access your Domain of One's Own Dashboard.

To retrieve or create an FTP password:

- Log into your **Dashboard/CPanel**, click **FTP Accounts**, and [create an FTP account](#). You can create multiple accounts to allow other people to manage files on your domain and reset passwords for accounts yourself using **FTP Accounts**.
- Or email help@brynmawr and request the FTP/SSH login password for your Domain of One's One account.

Use SSH

If you prefer to move and copy files from the command line, [you can 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. You will need the SSH password for your Domain of One's Own account, which is NOT your college password.

To set up your SSH password:

- Email help@brynmawr and request the FTP/SSH login password for your Domain of One's One account.
- Once you have this password, you can reset it to something you prefer by logging into your Domain of One's Own **Dashboard/CPanel**, and going to **Preferences > Passwords and Security**. (You will always need to enter your current password to reset it, but LITS system administrators can access that password if you ever forget it.)

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
