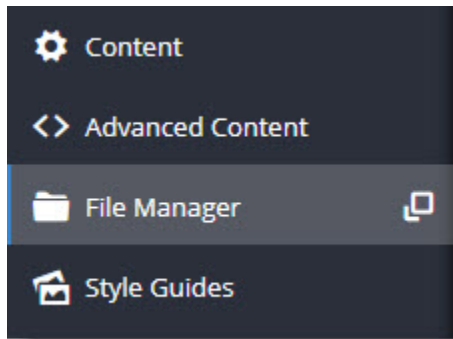


# File Manager

## Overview

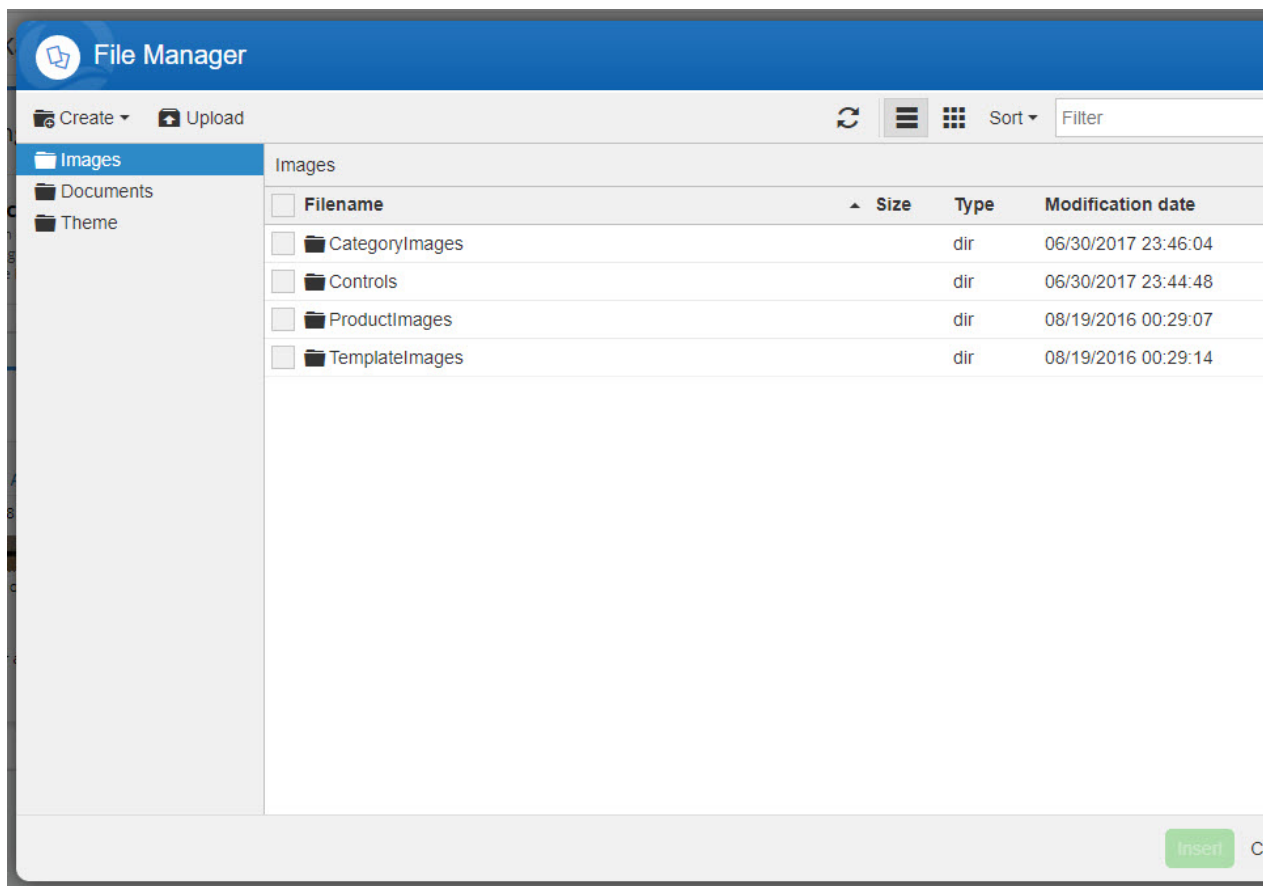
Want to upload multiple files? Edit images? Drag and drop files from your PC into your website's file directory?

Use the File Manager tool!



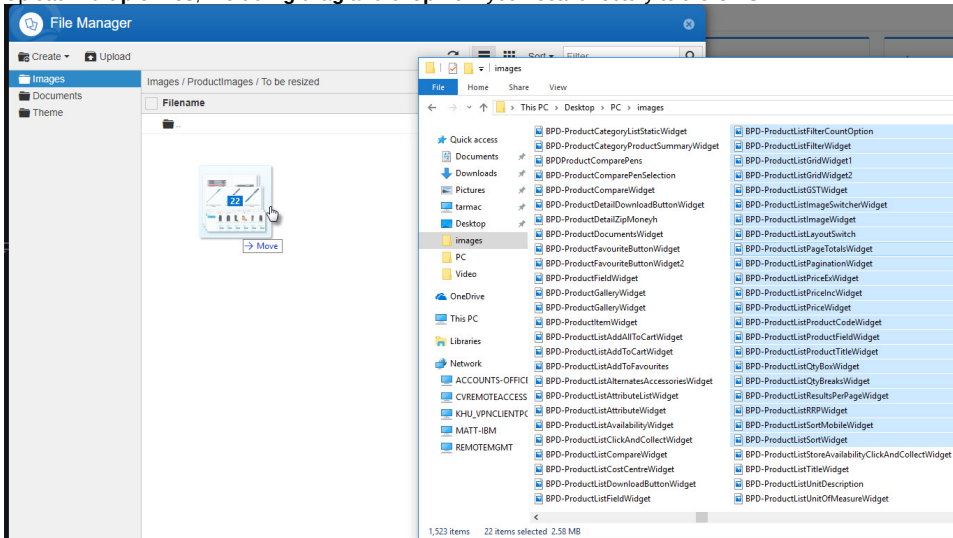
You'll notice File Manager as a new item on your CMS main menu. We placed it here so that you can access it no matter where you are in the CMS.

It will open in a popup window, meaning you don't have to navigate away from the content you're working on. Sweet.

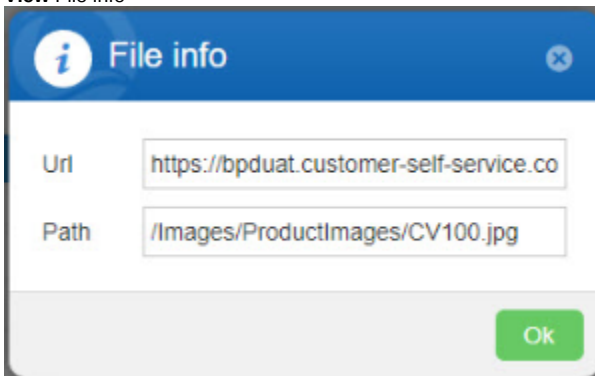


Functionality includes:

- Upload **multiple files**, including drag and drop from your local directory to the CMS

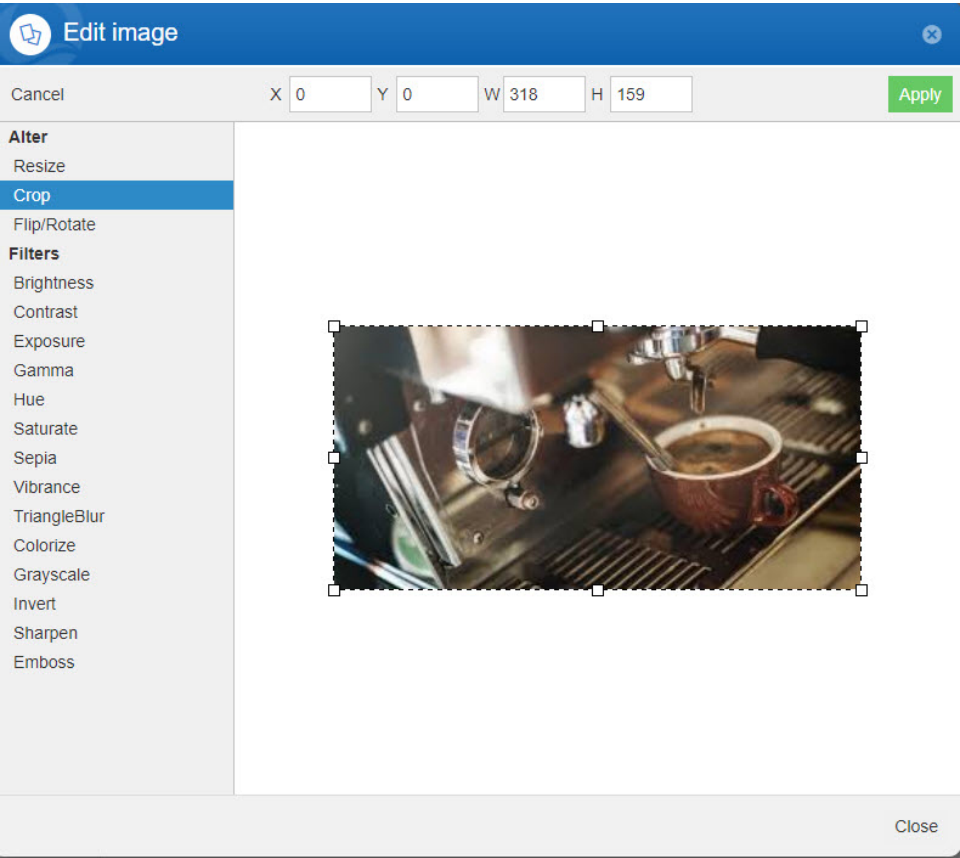


- **Create** folders
- **Rename** files & folders (latest version of 3.97 and up only)
- **Delete** files & folders
- **Download** files to your PC
- **View File info**



- **Cut / Copy / Paste** files & folders (latest version of 3.97 and up only)

- **Edit images** - Crop, resize, flip, and more.



- **View modes** - List and Thumbnail

| List view                                               |                          |                  |        |      |
|---------------------------------------------------------|--------------------------|------------------|--------|------|
| <div>Images</div> <div>Documents</div> <div>Theme</div> | Images / Demo folder     |                  |        |      |
|                                                         | <input type="checkbox"/> | Filename         | Size   | Type |
|                                                         | <input type="checkbox"/> | ..               |        | dir  |
|                                                         | <input type="checkbox"/> | CameraLens.jpg   | 7 KB   | jpg  |
|                                                         | <input type="checkbox"/> | CameraLens-2.jpg | 7 KB   | jpg  |
|                                                         | <input type="checkbox"/> | Coffee.jpg       | 9 KB   | jpg  |
|                                                         | <input type="checkbox"/> | Cookies.jpg      | 7 KB   | jpg  |
|                                                         | <input type="checkbox"/> | OpenBook.jpg     | 5 KB   | jpg  |
|                                                         | <input type="checkbox"/> | Skyling.jpg      | 5 KB   | jpg  |
|                                                         | <input type="checkbox"/> | slider-1.jpg     | 158 KB | jpg  |
|                                                         | <input type="checkbox"/> | slider-2.jpg     | 169 KB | jpg  |
|                                                         | <input type="checkbox"/> | slider-3.jpg     | 116 KB | jpg  |
|                                                         | <input type="checkbox"/> | slider-4.jpg     | 159 KB | jpg  |
|                                                         | <input type="checkbox"/> | Train.jpg        | 12 KB  | jpg  |

### Additional Information

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|                              |          |
|------------------------------|----------|
| Minimum Version Requirements | 03.97.00 |
| Prerequisites                | --       |

|                                                                                    |                    |
|------------------------------------------------------------------------------------|--------------------|
| <b>Self Configurable</b>                                                           | Yes                |
| <b>Business Function</b>                                                           | Marketing          |
| <b>BPD Only?</b>                                                                   | Yes                |
| <b>B2B/B2C/Both</b>                                                                | Both               |
| <b>Ballpark Hours From CV (if opting for CV to complete self config component)</b> | Contact CV Support |
| <b>Ballpark Hours From CV (in addition to any self config required)</b>            | Contact CV Support |
| <b>Third Party Costs</b>                                                           | n/a                |
| <b>CMS Category</b>                                                                |                    |

- Coming soon - zip & unzip files.....

We hope you love the new File Manager as much as we do!