Create Directory

click to enlarge

click on

to create a new own folder:

Click here to abort the process and to go back to the beginning. Behind inside: you can see in which folder you create the new one. If you haven't created one yet you see, as in the screenshot on the left, the root directory (the highest level of your directory).

It is recommendable to save only very few files in the root directory. The rest should be saved in clearly named folders, so other editors will find them very easily and quickly.

Name: insert here the name of the directory.
Status: choose if the directory is:

- active (means that the included files can be used in articles)
- puplic (means that other users can open this directory)

create new dic: click here to finish with the process and create the directory.

Edit Directory

click to enlarge

You can work on, rename or delete directories you've already created. Please note: you only can delete a directory when it is empty!
When you click on 🗑
                    the directory will be not deleted but it will be moved to the trash can as you know it in your computer's operating system.
You can modify the created directories with using these icons:

📤   Click here to upload a file in the directory.

➕   Click here to create a new directory.

[EDIT] Click here to see the settings of the directory and change them.

🅰   Shows that the directory is in use and active and that the files can be used.

🅰   Shows that the directory is not used and the included files are not available.

🅿   Shows that the directory can also be used by other users.

🅿   Shows that the directory can not be used by other users .

🗑   Click here to move that directory to the trash can (only possible if the folder is empty).

URL: http://www.phpwcms-docu.de/index.php?create_and_edit_folders