

## Archive Manager Overview

The **Archive Manager** option provides a method of backing up files on your site by compressing them. It is always good practice to back up files in case damage should occur to original files. Compressing files allows you to reduce the amount of storage space your files take up, thus freeing more space for you to work with on your site.



### Note:

- Compressed files cannot be opened within the Control Panel's **File Manager**, though they can be deleted and renamed here.



## How To Compress Files, Directories or Scripts:

1. From the Control Panel, select the **Archive Manager** icon. The **Archive Manager** displays.

**Archive Manager**

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The archive manager will allow you to compress and or extract any files within your home directory.

**To compress a script:**  
1) Click on the directory or directories, file or files, you would like to compress (do this by clicking in the check box next to the script).  
2) Click on compress.  
3) Choose the name you would like for the archive.

**To extract a script:**  
1) Choose the script to extract (do this by clicking in the check box next to the script).  
2) Click on Extract.

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**Current Directory: /home/user /.**

- [user-logs](#)
- [user-mail](#)
- [user-secure](#)
- [user-www](#)
- [www](#)

The **Current Directory**: section of the Archive Manager shows you which directory you are currently in and which sub-directories are available in that directory.

2. **Optional**: If you need to drill down into one of the sub-directories, simply single-click on the desired sub-directory name. The Archive Manager refreshes and the **Current Directory** text reflects that you have moved into another directory.
3. Select the file or directory you to compress by single-clicking in the small-box immediately to the left of the file or directory name.
4. Click on the **Compress** button. The Archive Manager reappears, displaying the file/directory you have selected near the bottom of the screen.

**Compression**

Select the type of zip format you would like to use:  
 Unix(tar)  Windows(Winzip Compatible) **You have selected the following files:**  
 counter-test.html

Output file name: /home/user/

NOTE: To have the file written to another directory, add the directory to the 'Output file name' above and a slash before the file. e.g. 'yourdir/name.tgz'.  
You can add as many directories as you want, as long as they exist. e.g. 'yourdir/anotherdir/name.tgz'.

5. Choose either the **Unix (tar)** or **Windows (WinZip Compatible)** compression method.
6. In the **Output file name** field, type the name of the compressed file you want to create.



**Note:**

- To have the output file created in a different directory, follow the directions on the screen above the Submit and Clear buttons.



*Warning:*

- Do **NOT** type the file extension as part of the file name. This will cause an error to be generated.

7. Select the **Submit** button. The Archive Manager reappears.

**Compression**

Compression in progress (this may take a few minutes depending on the size of the files). The archive will be put in the directory it was created under when compression is complete.

**Compress done!**

Compress file is:  
-rw-r--r-- 1 user usergrp 303 Feb 8 14:22 /home/user/counter-arc.tar

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8. A message appears indicating that the file compression is in progress. For smaller files, you may also instantly see a message stating **Compress done!**, followed by file statistics concerning the newly created file.



*Notes:*

- If an error occurs, you will see a message indicating it at this point.

**Compression**

Compression in progress (this may take a few minutes depending on the size of the files). The archive will be put in the directory it was created under when compression is complete.

**Error: compress failed!**

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- Compression can fail if you add a file extension to the file name for your output file. Use the **Back to Archive Manager** link to try again.

9. If you would like to compress more files or directories, you can return to the Archive Manager by selecting the **Back to Archive Manager** link located near the bottom of the page.



## How To Extract Files, Directories or Scripts:

1. From the Control Panel, select the **Archive Manager** icon. The **Archive Manager** displays.

**Archive Manager**

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The archive manager will allow you to compress and or extract any files within your home directory.

**To compress a script:**  
1) Click on the directory or directories, file or files, you would like to compress (do this by clicking in the check box next to the script).  
2) Click on compress.  
3) Choose the name you would like for the archive.

**To extract a script:**  
1) Choose the script to extract (do this by clicking in the check box next to the script).  
2) Click on Extract.

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**Current Directory: /home/user /.**

- [user-logs](#)
- [user-mail](#)
- [user-secure](#)
- [user-www](#)
- [www](#)

The **Current Directory:** section of the Archive Manager shows you which directory you are currently in and which sub-directories are available in that directory.

2. **Optional:** To drill down into one of the sub-directories, single-click on the desired sub-directory name. The Archive Manager refreshes and the **Current Directory** text reflects that you have moved into another directory.

**Current Directory: /home/user/.**

- mail-backup.tar
- mail-backup.zip
- user-anonftp
- user-logs
- user-mail
- user-secure
- user-www
- www

3. Select the compressed file you would like to extract by single-clicking in the selection box to the immediate left of the file name.
4. Click on the **Extract** button. The Archive Manager reappears, listing the file(s) you have selected to extract near the bottom of the screen. The contents of the compressed file (all the files/directories that were compressed) are also shown where the message **"The content of:"** appears.

**Archive Manager**

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**The archive manager will allow you to compress and or extract any files within your home directory.**

**To compress a script:**  
1) Click on the directory or directories, file or files, you would like to compress (do this by clicking in the check box next to the script).  
2) Click on compress.  
3) Choose the name you would like for the archive.

**To extract a script:**  
1) Choose the script to extract (do this by clicking in the check box next to the script).  
2) Click on Extract.

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**Extraction**  
**Note:** To extract to the current directory, please type "./".

**The content of : mail-backup.tar**

user  
Output Directory: /home/user/ ./

5. In the Output Directory field, type the name of the directory into which you would like to extract the compressed file. To extract to the current directory, type **"./"** (Note: without the quotes).

- Click on the **Submit** button. The Archive Manager reappears. A message appears indicating file extraction is in progress. For smaller files, you may instantly see a message stating **Extraction Successful**, followed by a listing of the files that were just extracted.

**Extraction**  
**Note:** To extract to the current directory, please type "/".

Extraction in progress (this may take a few minutes depending on the size of the files). The files in the archive will be placed under directory you chose for extraction.

**Extraction successful.**

The output is:  
total 9  
-rw-r--r-- 1 user usergrp 604 Feb 8 15:02 mail-backup.tar  
-rw-r--r-- 1 user usergrp 622 Feb 8 15:02 mail-backup.zip  
-rw----- 1 user usergrp 2039 Feb 4 14:30 user  
drwxr-xr-x 4 user usergrp 1024 Feb 8 11:02 user-anonftp  
drwxr-xr-x 3 root users 1024 Feb 8 01:45 user-logs  
drwxr-s--x 3 user usergrp 1024 Feb 4 16:02 user-mail  
lrwxrwxrwx 1 root users 8 Feb 2 15:09 user-secure -> user-www  
drwxr-x--x 10 user usergrp 2048 Feb 8 12:20 user-www  
lrwxrwxrwx 1 root users 8 Feb 2 15:09 www -> user-www

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- If complete, select the **Back to Archive Manager** link to return to the main Archive Manager page.