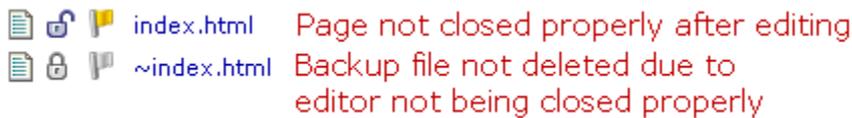# File locking and unlocking

- When to lock a file
- How to lock a file
- How to unlock a file
- Finding files that others have locked
- Steal lock
- Closing files properly so that the backup file gets deleted

Key to symbols

📄 🔓 Locked by you

📄   Not locked

📄 🔒 Locked by someone else

📁 🔒 🔁 labs
📁 🔒 🔁 research
📁   scc   Locked, publish in progress

blue text = new
red text = changed
black text = unchanged

		Name
📄	🚩	index.html

An unpublished file

📄 🔓 🚩 index.html   Page not closed properly after editing
📄 🔒 🚩 ~index.html   Backup file not deleted due to
                      editor not being closed properly

When to lock a file

When you close the window using the black close button, the file remains locked until it is published.

You only need to lock a file if you are planning to work on it later, and don't want anyone else to edit it in the meantime.
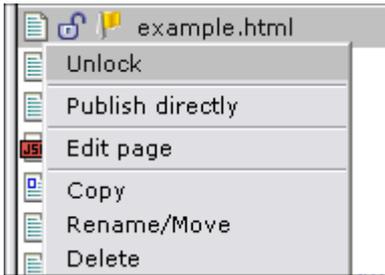
How to lock a file

Right- or left-click on the file or folder and select "Lock"

📁	system
Lock	
Locked resources	
Publish directly	
Copy	
Rename/Move	
Delete	
Undo changes	
Relations	▶
Permissions	
Change navigation	
Advanced	▶
History	
Properties	

How to unlock a file
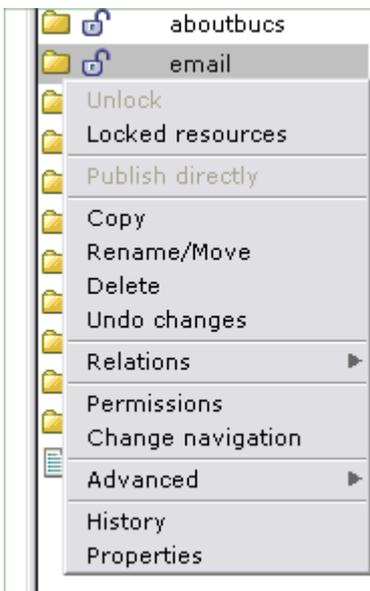
Right- or left-click on the file or folder and select "Unlock".

You can also use the File unlocking tool in Admin view.

Finding files that others have locked

You can find out which resources are locked by right- or left-clicking on a folder and selecting "Locked resources". This will give you a list of the locked files in that folder.

You can also use the File unlocking tool in Admin view.

Steal lock

If someone else has left a file locked **and you are sure that they have finished with it**, you can steal the lock and then unlock it.

Right- or left-click on the file icon and select 'steal lock'.

Closing files properly so that the backup file gets deleted

Always use the black close-button that is part of the editor, not the red one that is part of the window - clicking the black button will delete the temporary backup file created by OpenCMS. The main file will be unlocked for others to edit when it has been published -

so if you want someone else to be able to edit it, remeber to unlock it manually.

index.html — Page not closed properly after editing

~index.html — Backup file not deleted due to editor not being closed properly

Unable to render {include} The
Included page could not be found.