




File locking and unlocking

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Key to symbols

-  Locked by you
-  Not locked
-  Locked by someone else



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



-  index.html Page not closed properly after editing
-  ~index.html Backup file not deleted due to editor not being closed properly

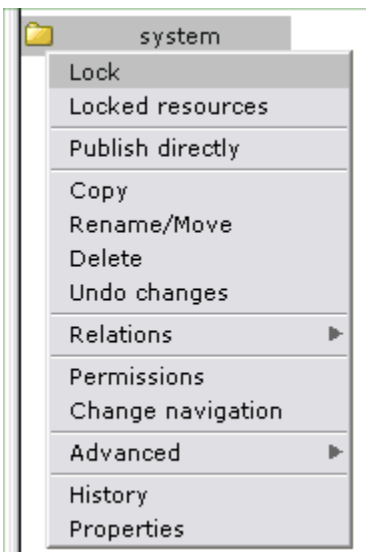
When to lock a file

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.

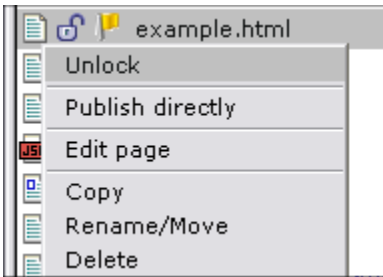
How to lock a file

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



How to unlock a file

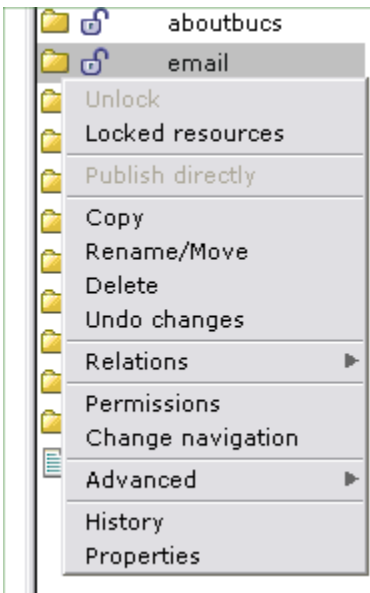
Right- or left-click on the file or folder and select "Unlock".



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.

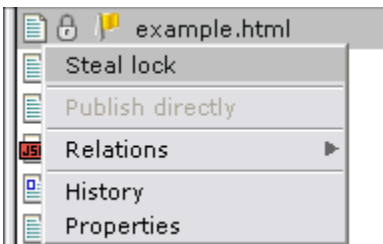


You can also use the [File unlocking tool](#) in Admin view.

Steal lock

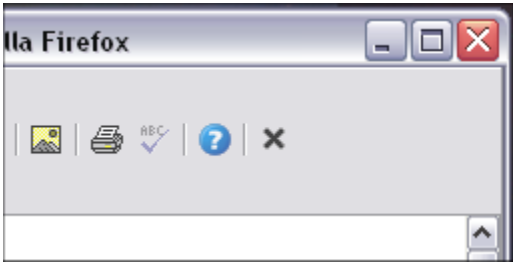
If someone else has left a file locked **and you are sure that they have finished with it**, you can steal the lock and then unlock it.







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, remember 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.