

## 3. Handling Filelist

The Filelist is used as storage for files that will be used on the website. Here you can create your own folder structure, upload new files and also overwrite them.

Recommendation: all files should be uploaded to Filelist. This is not possible if an image has been uploaded into an element, directly from the local computer, because, for example, if an element or page is accidentally deleted, and the files have been linked in from Filelist, TYPO3 will be able to restore the content.

[3.1 Create folders](#)

[3.2 Delete folder](#)

[3.3 Upload files](#)

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[3.5 File Metadata](#)

[3.6 Clipboard function](#)

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