# JupyterHub FAQs for Python Users

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#### How to create a new notebook?

- 1. Navigate to 'Files' tab on Home page. (See figure 1 below)
- 2. Click 'New ▼' drop-down button.
- 3. Select the programming language.
- 4. A new notebook will be created in the current directory and opened in a new tab.
- 5. Click on the 'untitled' in the title bar to rename the file.

#### How to create a folder?

- 1. Navigate to 'Files' tab on Home page. (See figure 1 below)
- 2. Click 'New▼' drop-down button.
- 3. Select the 'Folder' option.
- 4. A new folder will be created in the current directory and named 'Untitled Folder'.

#### How to create a text file?

- 1. Navigate to 'Files' tab on Home page. (See figure 1 below)
- 2. Click 'New ▼' drop-down button.
- 3. Select the 'Text File' option.
- 4. A new text file will be created in the current directory and opened in a new tab.
- 5. Click on the 'untitled.txt' in the title bar to rename the file.

#### How to open a terminal?

- 1. Navigate to 'Files' tab on Home page. (See figure 1 below)
- 2. Click 'New ▼' drop-down button.
- 3. Select the 'Terminal' option.
- 4. A new terminal will be opened in a new tab.

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Desktop	R	
Documents	Other:	
Downloads	Text File	
Latex	Folder	
D Music	Terminal	
	Shiny	
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# How to delete files/folders?

A folder must be empty before it can be deleted.

- 1. Select a file/folder by clicking on checkbox on the left. (See figure 2 below)
- 2. Relevant options will appear at the top.
- 3. Click on the bin icon.
- 4. Confirm the action to delete a file/folder by clicking on the 'Delete' button.
- 5. Multiple files can be deleted at once by selecting them all at once in the step 1.

#### How to move files/folders?

A running notebook must be shutdown before it can be moved.

- 1. Select a file/folder by clicking on the checkbox on the left. (See figure 2 below)
- 2. Relevant options will appear at the top.
- 3. Click on the 'Move' button.
- 4. Provide the path of the destination folder in the dialogue box.
- 5. Click the 'Move' button to complete the action.

#### How to copy/duplicate files?

- 1. Select a file by clicking on the checkbox on the left. (See figure 2 below)
- 2. Relevant options will appear at the top.
- 3. Click on the 'Duplicate' button.
- 4. Confirm the action by clicking on the 'Duplicate' button.
- 5. A duplicate file will be created with '{filename}-Copy1'.

#### How to rename a file/folder?

- 1. Select a file/folder by clicking on the checkbox on the left. (See figure 2 below)
- 2. Relevant options will appear at the top.
- 3. Click on the 'Rename' button.
- 4. Write a new name in the dialogue box.
- 5. Click the 'Rename' button to complete the action.

Currently open file can be renamed by clicking on the file name in the title bar and following steps 4 and 5 from above.

#### How to download files from JupyterHub?

- 1. Select a file/files by clicking checkbox on the left. (See figure 2 below)
- 2. Relevant options will appear at the top.
- 3. Click on the 'Download' button.
- 4. A download will begin. The file will be saved at a location specified or the default download location.
- 5. The downloaded notebook will be an .ipynb file.

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Duplicate Rename Move Download View Edit	Download Directory Upload New -
— 1 <b>▼</b> ►/	Name  Last Modified File si
C Desktop	4 months ago
Documents	4 months ago
Downloads	4 months ago
Latex	3 months ago
Communication	4 months ago
Ci Pictures	4 months ago
De Public	4 months ago
Templates	4 months ago
C Videos	4 months ago
🗹 🗐 Al in Finance.ipynb	8 minutes ago 59.4

Figure 2: Duplicate/copy, rename, move, download, or delete any file.

### How to upload files to JupyterHub?

- 1. Click on the 'Upload' button on the home page.
- 2. A file picker will open.
- 3. Select the file from your computer and Click 'Open' button.
- 4. A file name with options to confirm or cancel the upload action will appear in the first row.
- 5. Click the 'Upload' button to confirm.

## How to export notebook as .PDF/.py/.md?

- 1. Open a notebook you want to export.
- 2. Click on the 'File' menu button. File options will appear.
- 3. Click on 'Download as' to see file options.
- 4. Select the appropriate file extension.
- 5. A download of exported file will begin shortly.
- 6. The file will be saved at a location specified or the default download location.

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Figure 3 export options for Jupyter notebook