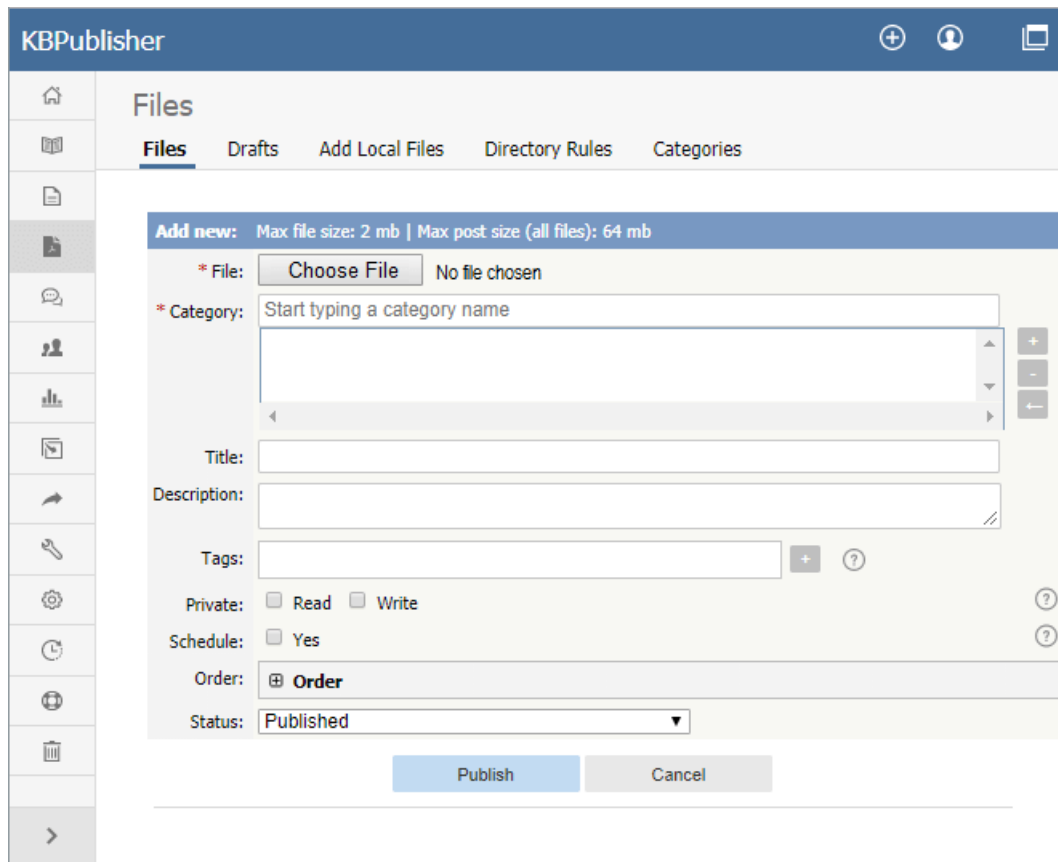


## Add a File

To add a file from your local computer to the server, select **Files** from the menu bar to display a series of sub-tabs. To link to a file that is already on your server, see [Add a local file](#).

- To upload a new file that requires no further approvals before becoming available, select the **Files** tab. Then click the **Add new** button to display the form where you specify the file.



The screenshot shows the 'Add new' form in the KBPublisher interface. The form is titled 'Add new: Max file size: 2 mb | Max post size (all files): 64 mb'. It includes the following fields and options:

- \* File:** A button labeled 'Choose File' and the text 'No file chosen'.
- \* Category:** A text input field with the placeholder 'Start typing a category name' and a list of categories below it.
- Title:** A text input field.
- Description:** A text input field with a rich text editor interface.
- Tags:** A text input field with a '+' button and a '?' icon.
- Private:** Two checkboxes labeled 'Read' and 'Write'.
- Schedule:** A checkbox labeled 'Yes'.
- Order:** A dropdown menu with 'Order' selected.
- Status:** A dropdown menu with 'Published' selected.

At the bottom of the form, there are two buttons: 'Publish' and 'Cancel'.

Complete the form's fields:

- **File** -- Select the file to upload.
- **Category** -- Add one or more categories for the files by clicking the + icon to the right of the Category field and selecting from the list of categories provided.
- **Title** -- Add a title.
- **Description** -- Add a description.
- **Tags** -- You can add one or more tags to help users find the file. Click the Tags link and then select tags:
  - Type a few characters of the tag you want in the field that appears, and select the tag from the options provided.
  - Click the "Choose from your tags" link to display all the tags available. Select the ones you want to associate with this file.
- **Private** -- You can opt to restrict either or both **read** and **write** access to the files. If you check either check box another field appears where you can specify which roles users must have to be able to read and/or update the file.
- **Schedule** -- Check the **Yes** check box and use the fields that appear to set a date when the status of the current files changes from unpublished to published. Check the **And** check box to set a date after which the status of the current files changes from published to unpublished.
- **Order** -- The categories you have selected for the file are listed in the **Order** field, along with a drop-down list of where to place the article within the category. There is one order list for each category you have chosen.
- **Status** -- You can set the file status as **Published** or **Unpublished**.

Click **Save** to upload the file.

Click **Cancel** to abandon your edits and close the form.

If the **Published** status is selected, the **Publish** button appears instead of **Save**. After clicking the **Publish** button, the file becomes visible in the Public area.

The maximum size of a file you can upload depends on PHP settings. The default is 2MB.

See [here](#) for Files settings (Allowed extension, Max file size, etc).

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