

## 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 for uploading a file. At the top, there's a blue header bar with the text 'Add new: Max file size: 16 mb | Max post size (all files): 8 mb'. Below this, the form is organized into sections. The first section is for file selection, with a 'File:' label, a 'Choose File' button, and a 'No file chosen' status. The second section is for category selection, with a '\* Category:' label, a text input field with placeholder text 'Start typing a category name', and a list of categories with '+' and '-' buttons. The third section is for metadata, including 'Title:', 'Description:', 'Tags:', 'Private:' (with checkboxes for 'Unlisted', 'Read', and 'Write'), 'Schedule:' (with a 'Yes' checkbox), 'Order:' (with a dropdown menu showing 'Order'), and 'Status:' (with a dropdown menu showing 'Published'). At the bottom, 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. You can also make the file **unlisted** and users can access it only if they have a link to 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the **Yes** check box and use the fields that appear to set a date when the status of the current files changes from unpublished to published.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).