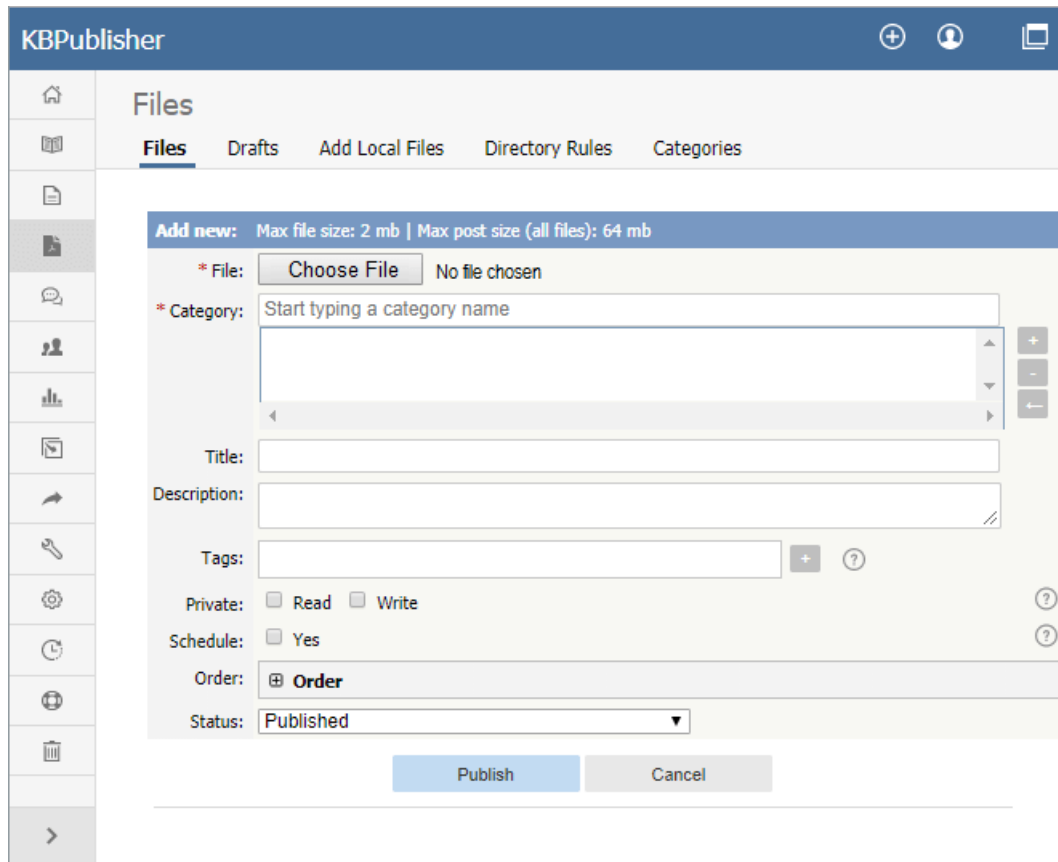


Add a File

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 'Files' section of the KBPublisher interface. At the top, there's a navigation bar with 'Files', 'Drafts', 'Add Local Files', 'Directory Rules', and 'Categories'. Below this, a blue banner indicates 'Add new: Max file size: 2 mb | Max post size (all files): 64 mb'. The main form contains several fields: a 'File' field with a 'Choose File' button and 'No file chosen' text; a 'Category' field with a text input and a list of categories; a 'Title' field; a 'Description' field; a 'Tags' field with a '+' button and a '?' icon; 'Private' checkboxes for 'Read' and 'Write'; a 'Schedule' checkbox for 'Yes'; an 'Order' field with a dropdown menu; and a 'Status' dropdown menu set to 'Published'. At the bottom, there are 'Publish' and 'Cancel' buttons.

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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