

Add a Local File

When you want to add files to the knowledgebase, you can upload files from your local computer, or you can link to files that are already on your server. In KBPublisher such files are known as "local files". If the file already exists on the server it saves space to reference it rather than uploading a second copy specifically for the knowledgebase.

By adding a reference to a file that may be also be available through your corporate website or some other site (forms, disclaimers, fair-use and privacy policies, product disclosure statements, catalogues, printable manuals, and so on) you can make the knowledgebase richer and more useful without taking up additional space.

To add a local file (a reference to a file already on your server):

- Select the **Files** menu
- Choose the **Add Local Files** tab to display the **Local add** form:

The screenshot shows the KBPublisher interface with the 'Files' menu selected. The 'Add Local Files' tab is active, displaying a form for adding local files. The form includes a 'Local add:' section with fields for Directory, File(s), Category, Title, Description, Author, Tags, Private (Read/Write), and Status. The 'Add files' and 'Save as Drafts' buttons are highlighted with a red box.

Complete the form's fields:

- **Directory** -- Enter the name of the directory on your server which holds the files you want to link to. Then click **Get files** to display the file or files.
By default all files in the directory are selected. Un-check the check box for each file you do not want to link to.
- **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. If you are linking to more than one file in this operation, all files will have the same title.
- **Description** -- Add a description. If you are linking to more than one file in this operation, all files will have the same description.
- **Author** -- By default you are identified as the author of the files. Click the **Delete** link to the right of your name to remove it.
- **Tags** -- To add a tag, click [+]. You can add tags one at a time by hitting the Enter after typing each tag. Or you can add multiple tags at a time by separating each with a space as you type. You can join 2 or more words together in one tag by enclosing them in quotation marks. To select a tag from your existing list (tags previously used in KBPublisher) click **Choose from your tags** and select the tags you want to use.
- **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.
- **Status** -- You can set the file status as **Published** or **Unpublished**.

When the form is complete, click **Add files** to add the files to the list on the **Files** tab.

If you have the correct permissions, you can add the files as drafts. Click **Add as Drafts** to add the files to the list on the **Drafts** tab. Use this option for files that you do not want to publish yet, or for files that require further review or approval before becoming available.

Tips:

- The files that are found are controlled by the **Allowed/Denied extensions** setting on **Admin** tab under **Settings**. If you have said there are no restrictions, then all files in the directory are found. If you have said only image and text files are loadable, then only image and text files will be found.
- Files listed are only those in the directory specified. It does not find files in sub-directories within the current directory.
- The PHP **open_basedir** setting determines where KBPublisher searches for the files. If you find that Get Files only searches the directories under the knowledgebase itself, then check your settings to see if PHP restricts it to this.

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