

# Bulk update files

KBPublisher allows you to bulk update files to:

- Move to a category
- Add to a category
- Set tags
- Make the files public or private
- Schedule file publication
- Re-parse files to extract text from the file (to make them searchable) and update the file size information
- Set custom fields
- Set file status
- Delete files.

You can do this direct from the **Files** menu, **Files** tab.

The screenshot shows the KBPublisher interface with the 'Files' tab selected. The interface includes a search bar, a table of files, and an actions menu. The table has columns for ID, Posted, Updated, Filename, Category, Filesize, File text, Downl, Status, and Actions. The actions menu is open, showing options like 'Move to Category', 'Add to Category', 'Set Tags', 'Set Private', 'Set Public (remove private)', 'Schedule', 'Re-parse files (filesize, text, etc.)', 'Set Custom Fields', 'Set Status', and 'Delete'.

ID	Posted	Updated	Filename	Category	Filesize	File text	Downl	Status	Actions
542	14 Apr, 2019		En_Ru.png	123	15 kb	.	0	Blue	...
536	17 Mar, 2019		Rating.png	New category2	42 kb	.	0	Grey	...
531	09 Feb, 2019	09 Feb, 2019	ShortName.png	Attachments	48 kb	.	1	Blue	...
527	09 Feb, 2019	09 Feb, 2019	Update.png	Attachments	39 kb	.	1	Blue	...
9			Снимок 1.png	Attachments	376 kb	.	8	Blue	Clear Selection

To update the file:

- Check one or more files to update
- Choose the appropriate action from the drop down list of **actions with selected**
- This brings up further options to select from according to the action chosen. Choose the appropriate selection
- Click **OK**.

Note:

- Bulk actions available depend on your user access. For example if your privilege does not allow you to delete items, or allows you to only delete articles that you have created, then there is no 'Delete' action in the list of options. If your privilege does not allow you to update items, or allows you to only update items you have created, then this menu will not be available for you at all.

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<https://www.kbpublisher.com/kb/entry/270/>