

Subscribe to a file

Subscribing to a file means that you receive email notification of any changes to that file.

To subscribe to a single file

- Click on the **Downloads** tab to bring up the list of files
- Browse for the file that you wish to subscribe to
- Click on **Save** in the file details box

KB Home / Downloads

Recent files	Most downloaded
ShortName.png ⬇ 09 Feb, 2019 48 kb Downloads: 1 Save	updates.PNG ⬇ 14 Sep, 2016 6 kb Downloads: 110 Remove
Update.png ⬇ 09 Feb, 2019 39 kb Downloads: 1 Save	249509332.jpg ⬇ 05 Dec, 2016 73 kb Downloads: 103 Remove

The **Save** option changes to **Remove**, and from now until you unsubscribe you will receive notification whenever this file is changed.

To subscribe to all files in a category

- Click on **My account**, which is in the top right-hand corner of the knowledgebase screen
- Click on the **Subscriptions** tab
- Find a **File Categories Subscription** section and click **Manage**
- Click on **Add New**
- Select a category you wish to subscribe to from the list. Note, there is also an option to select all categories, if you wish
- Click **OK** to save your subscription.

You can see which files you have subscribed to in the [Subscriptions](#) tab under **My Account**.

This functionality works in version 3.5 and above

Article ID: 259
Last updated: 21 Jul, 2019
Updated by: Cherevko J.
Revision: 3
User Manual v7.5 -> Files -> Subscribe to a file
<https://www.kbpublisher.com/kb/entry/259/>