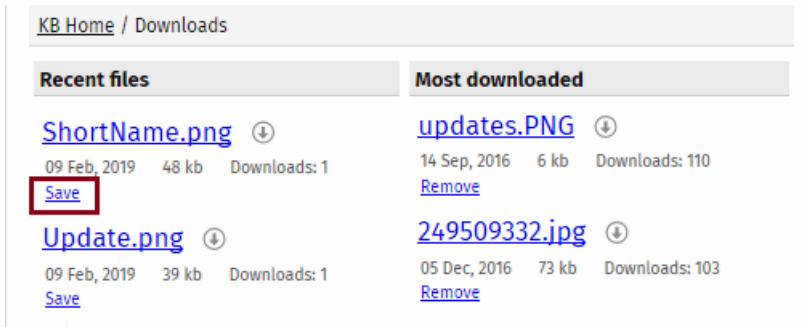


Subscribe to a file

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



The screenshot shows a web interface for file management. At the top, there is a breadcrumb trail: [KB Home](#) / [Downloads](#). Below this, there are two columns: **Recent files** and **Most downloaded**. In the **Recent files** column, the first file is [ShortName.png](#) (48 kb, Downloads: 1) with a [Save](#) button highlighted by a red box. The second file is [Update.png](#) (39 kb, Downloads: 1) with a [Save](#) button. In the **Most downloaded** column, the first file is [updates.PNG](#) (6 kb, Downloads: 110) with a [Remove](#) button. The second file is [249509332.jpg](#) (73 kb, Downloads: 103) with a [Remove](#) button. Each file entry also has a download icon.

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

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User Manual v7.0 -> Files -> Subscribe to a file
<https://www.kbpublisher.com/kb/entry/259/>