

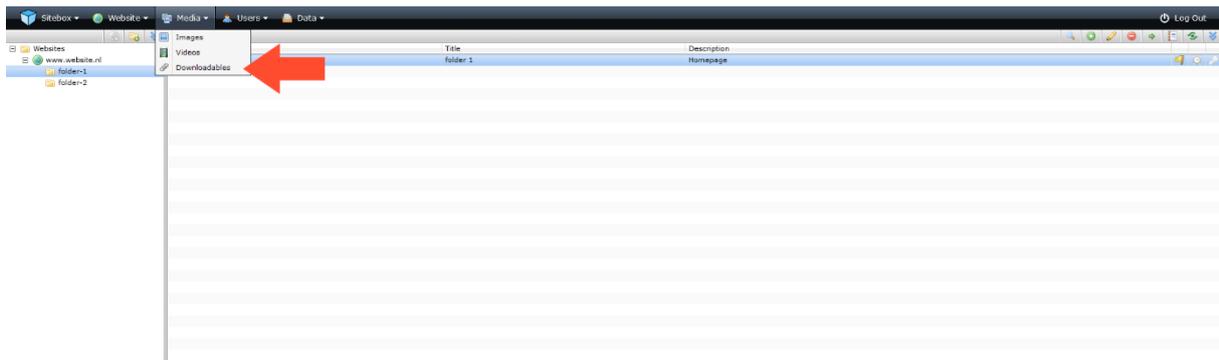
Add downloadables

On this page:

[Add downloadables](#)

[Add downloadables with the texteditor](#)

You can add downloadable files in the module 'Downloadable files'. You will find the module under the heading 'Media':



Add downloadables

Click on the folder in which you want to add a downloadable file and click on the action button  'Add' on the right side of the page:



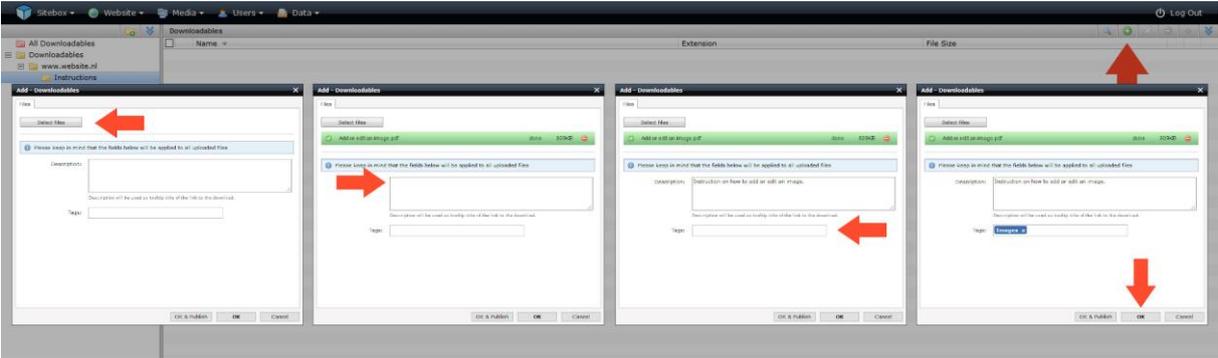
In the pop-up window, click on 'select files'. Select one or more files and click 'OK' to upload the files.

When the files are uploaded you can add a description. This description is used as a tooltip for the link to the downloadable file. You can also add tags.

When you upload multiple files at the same time, the description and tags are added to all files.

Click on 'OK'. You have now added one or more downloadable files. These have not yet been published.

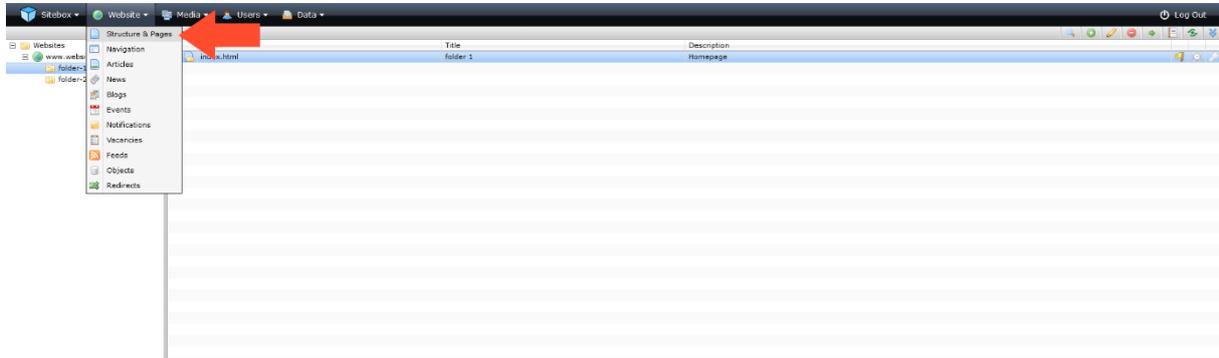
If you want to publish the file(s) immediately, click on 'OK & Publish'. You can always adjust the file(s) later or take it/them offline.



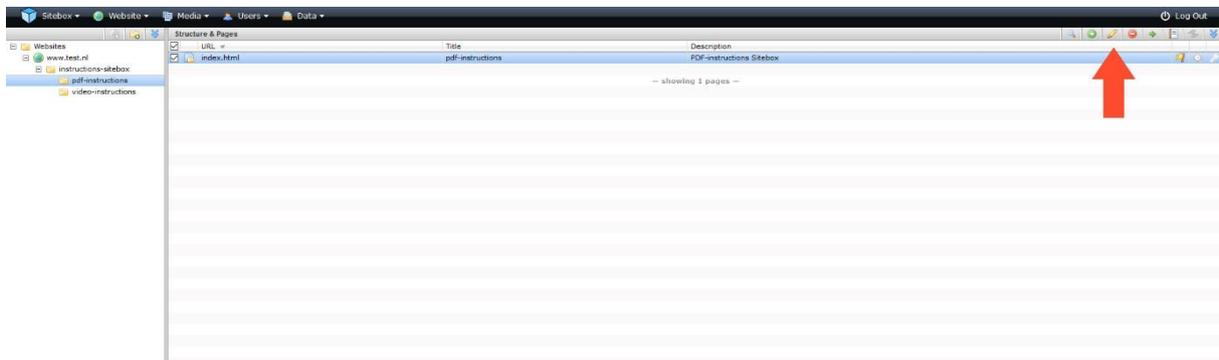
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Add downloadables to the texteditor

Go to the "Structure & Pages" module. You will find the module under the heading "Website":

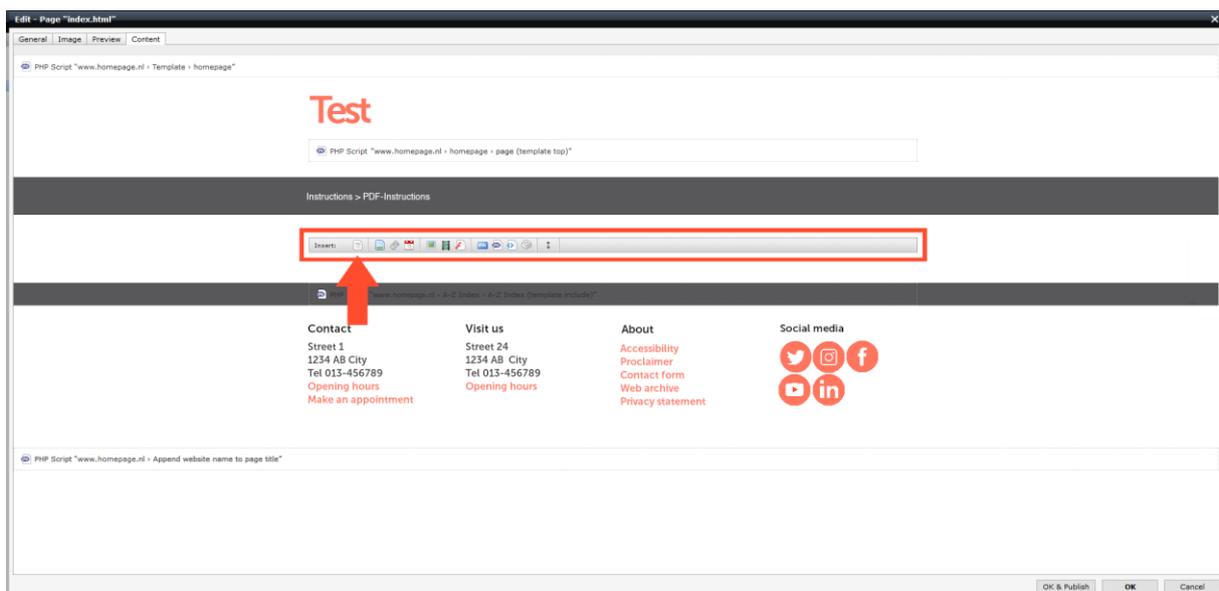


Select the web page to which you want to add a downloadable file and click on the  'edit' icon on the right side of the page:

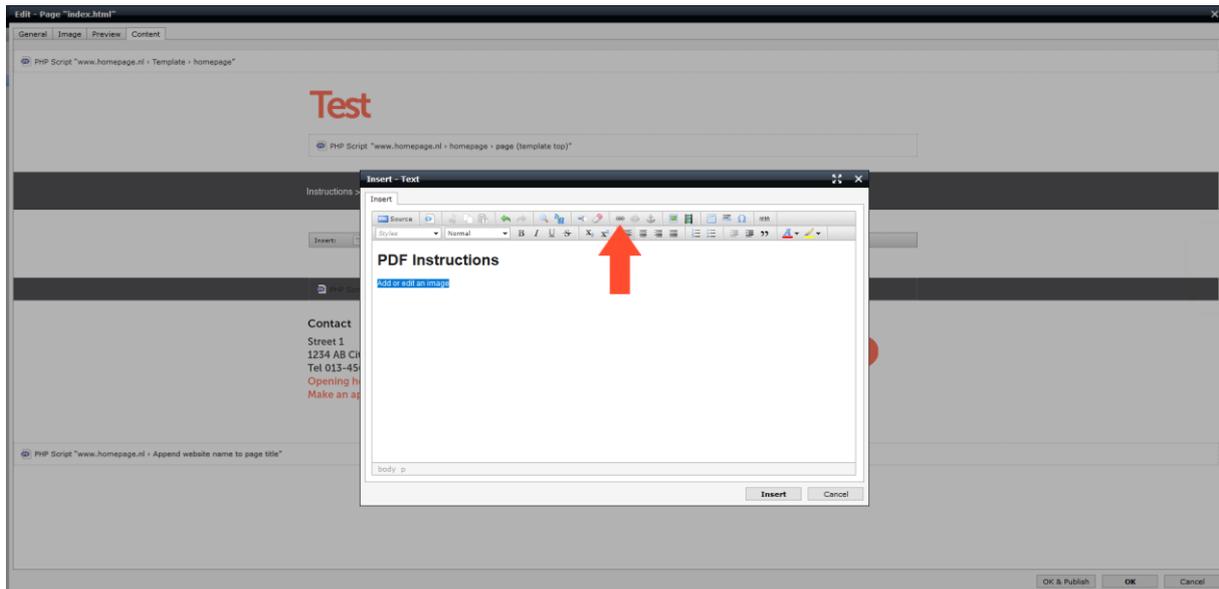


The web page will be loaded in the pop-up window.

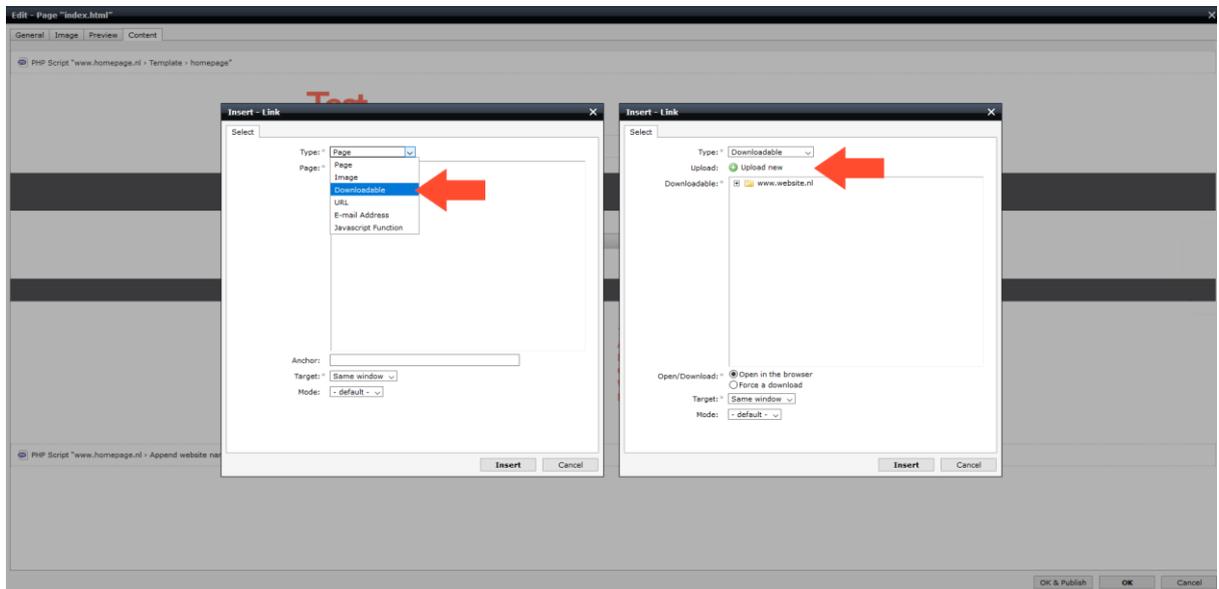
To add a downloadable file click on the action button  'text editor'.



In the text editor, you type the text that should be visible on the website. Select the text and click on the  'Add link' action button.



In the pop-up screen, select 'Downloadable file' at 'Type'. You can now choose from an already uploaded downloadable file or upload a new downloadable file. When you choose  'Upload new', a new pop-up window will appear to add a downloadable file.

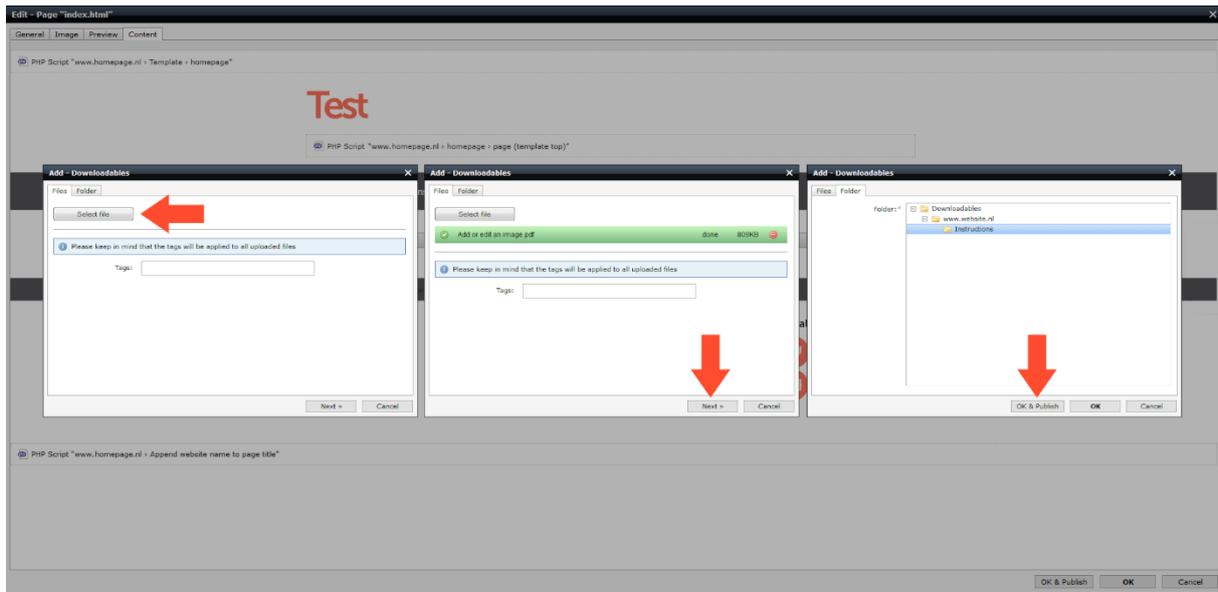


Click on 'select files'. Select one or more downloadable files and click 'OK' to upload the downloadable files. When the downloadable files are uploaded you can add tags. When you upload multiple downloadable files at the same time, the tags are added to all downloadable files.

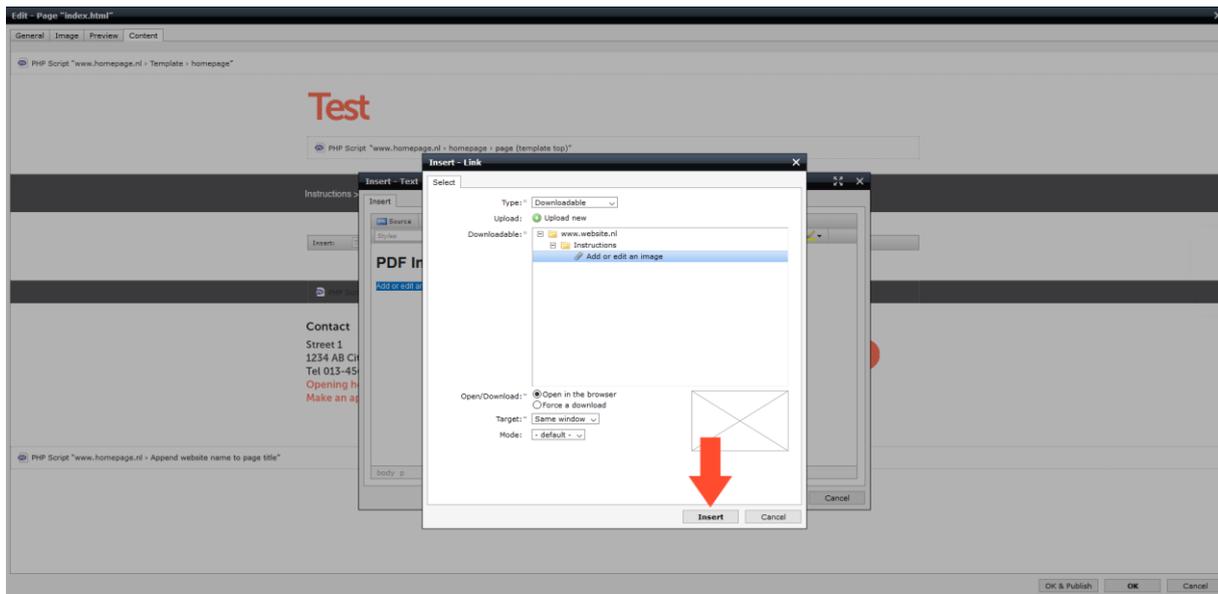
Click on 'Next'.

Select the folder to which you want to add the downloadable files and click "OK & Publish".

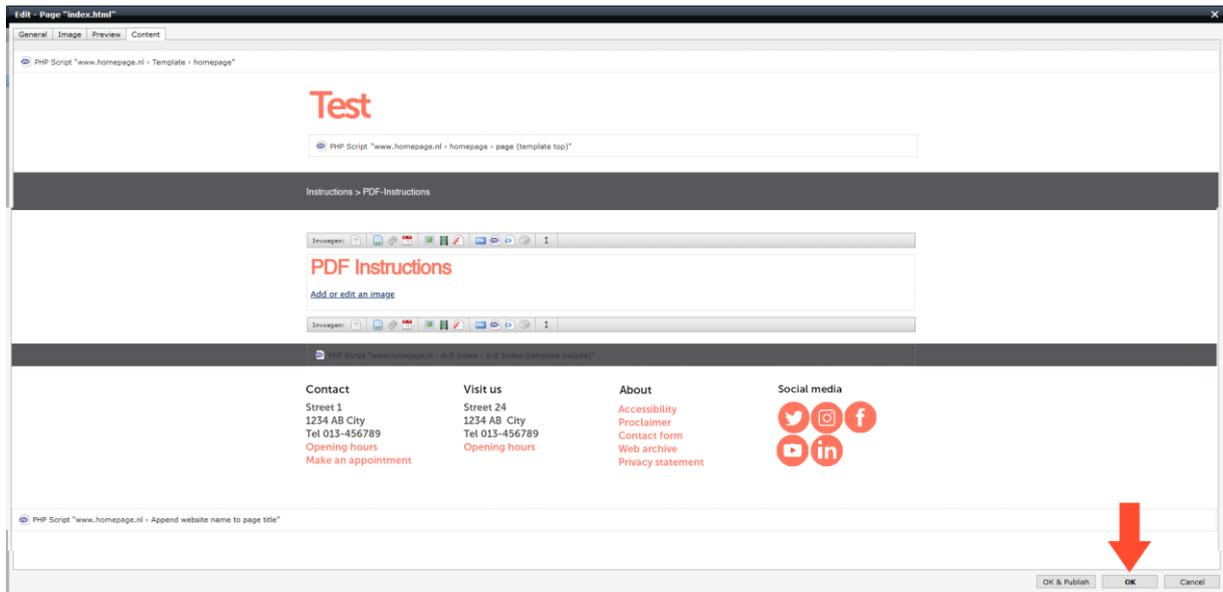
Otherwise, the downloadable file itself will not be published. This is visible on the website in Sitebox but cannot be downloaded from the web page itself.



Click on 'Insert'. You can always adjust the downloadable file later or take it offline in the 'Downloadable files' module.



If you don't want to add anything else to the page, click 'OK'. If you want to publish the page immediately, click on 'OK & Publish'. You can always adjust the page later or take it offline.



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