

This chapter describes how you can perform various file related operations in Kentico, such as uploading files into the system, deleting and editing files. Before storing files in Kentico, you may want to get a quick overview of how you can store files in the system:

• <u>Different ways to store files in Kentico</u>

If you've stored media files in the system, you may want to place them on pages. You can insert image, video and audio files stored in the system, or directly from your computer, on a page:

Inserting media files on a page

If you've inserted images into the system, you may want to make various modifications to them without having to use an external image editing software. For example, you can resize a picture, change it to grayscale, rotate the picture, or change the picture to a different format. Learn more in:

Editing images

Different ways to store files in Kentico

Kentico offers three ways in which you can store files in the system. Where you store the files depends mainly on how they are going to be used in the system.

Page attachments

Attach files to pages if you want the files to be associated with a particular page. This means that when you are moving/copying pages, the attachments are copied together with the pages they are attached to. Also, pages on your site can be set up so that they can show files, usually images, attached to particular pages.

Content tree files

Files stored in the content tree are handled by the system as any other pages. Your site can be set up to allow visitors to view and upload such files, and you can create folders to organize content tree files.

Media library files

Media libraries are mainly designed to store larger files, not only of media character. Your site can be set up to allow visitors to view and add content to media libraries. Media libraries can also be associated with certain groups.

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