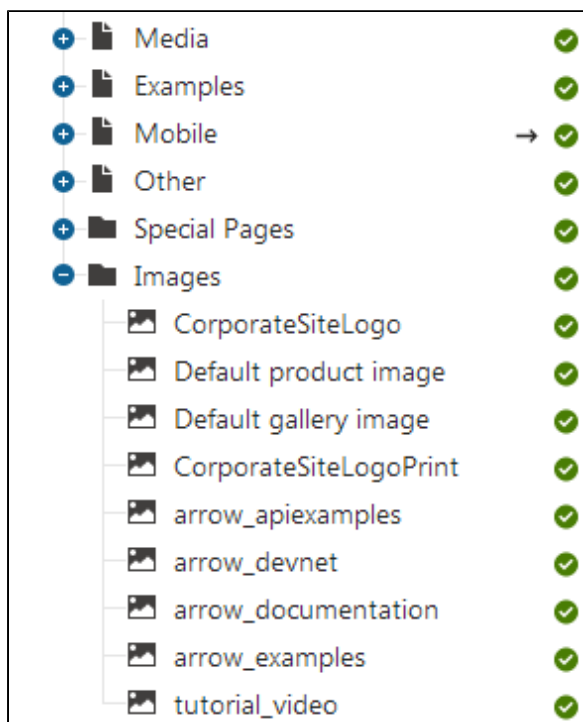You can insert files into the content tree if you want the files to be stored in a hierarchical structure. The administrator of your site can configure the system so that such files can only be stored under predefined folders.

To insert a file into the content tree

1. Open the **Pages** application.
2. Click on the **page (folder)** under which you want to insert the file.
3. Click on **New (+)** . A new page dialog opens.

> ⚠️ Your site may be set up so that you can only insert files under the page that you specified. If that is the case, you will see a dialog for inserting new files directly (step 4). By default, the dialog is named **New page of type File**.

4. (Optional) Choose the **File** page. A **New page of type File** dialog opens.
5. Click on **Upload file**. A dialog window opens.
6. Select the file that you want to insert and click on **Open**. The system uploads the file.

7. **Save** the page.

You have inserted a file into the content tree. You can now create links to the file. If you inserted a media file, you can place it into text.