Uploading Files in Digital Commons

June 22, 2016

Audience: Digital Commons website administrators, publishers, and editors

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Introduction

The Digital Commons platform treats a document differently depending on whether it is uploaded via the file upload feature within a page, or via the file browser. This is relevant when replacing a file with a new version with the same filename.

When you upload a file via the **file upload** feature within a page, Drupal automatically iterates the filename by appending a number—_0, _1, _2, etc. When you upload a file via the **file browser**, you can replace the file with a new one with the same name—no numbers are appended.

In most cases, uploading via the file upload feature is the recommended method, despite the filename iteration. Files uploaded in this manner have advantages:

- the page is searchable, and metadata can be associated with the page to make the file findable in site search.

- The files can be placed in a view (a dynamic list). So a collection of files can have taxonomy applied, and can be filtered by site visitors accordingly.
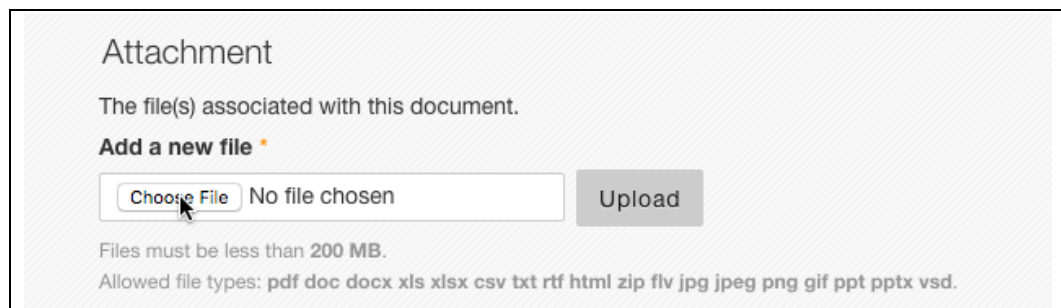
File Upload feature within a Page

Five content types provide the ability to upload a file using the Drupal file upload feature. Those content types are: Document, Blog, Site Page, Event, and Press Release. This example shows a Document type.
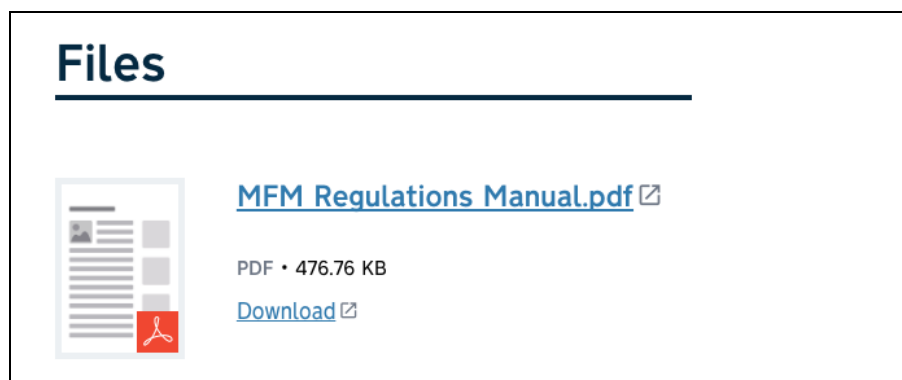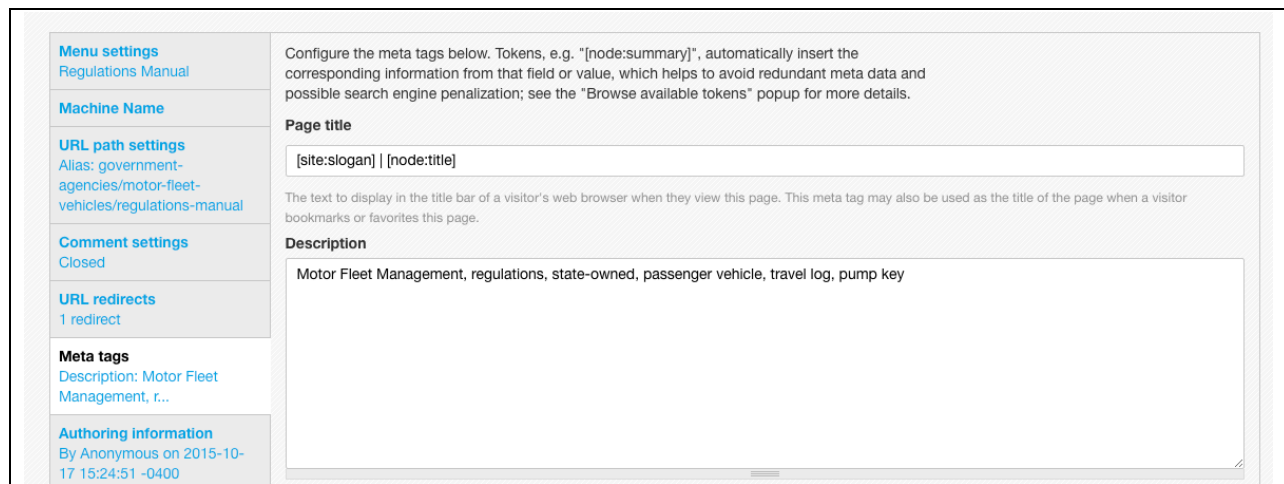
1. Edit the Document and remove the file to be replaced.
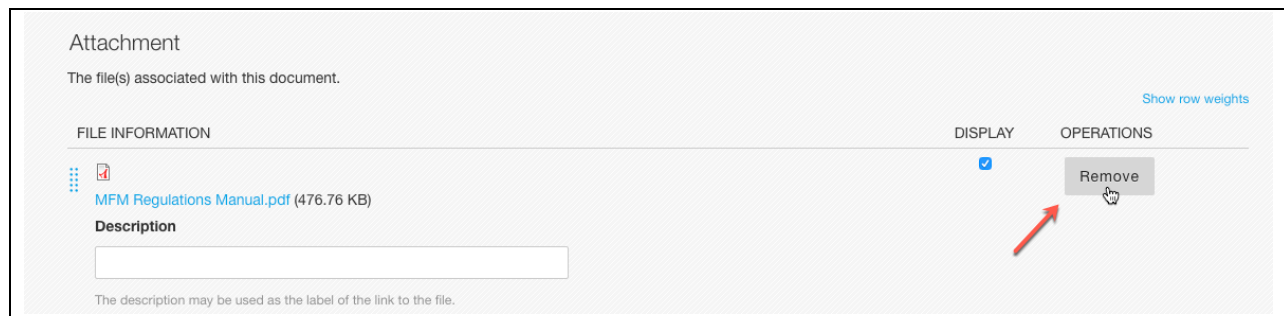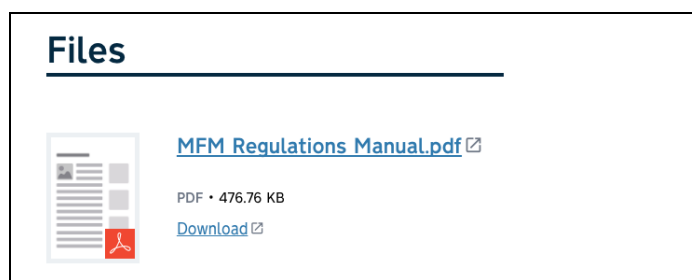

2. Upload the replacement file.

3. Add helpful metadata to make files more findable.

4. Save.

The file appears the same on the Document page:

Files

MFM Regulations Manual.pdf ⧉

PDF • 476.76 KB

Download ⧉

However, the filename (URL) has been changed from "MMF_Regulations_Manual.pdf" to "MMF_Regulations_Manual_0.pdf". **Therefore the file will not have the same path as before.**

For this reason, it's import to always link to the **page** and not the **file**.

Linking to the page and not the individual file is a best practice because:

- It doesn't matter if the filename changes.
- You don't have to update links elsewhere in the website.
- You can add additional relevant files to the page and visitors will see them.
- The page will be indexed by the website and provide better search results.

File Upload within the File Browser

The file browser is used to add a file that is simply linked from text in the WYSIWYG. However, be aware that **the file is not indexed in search**.

- This method is best used for files where, for whatever reason, a separate Document page is not desired.
- You already have the file linked on the website and it is important to maintain that link and file name.
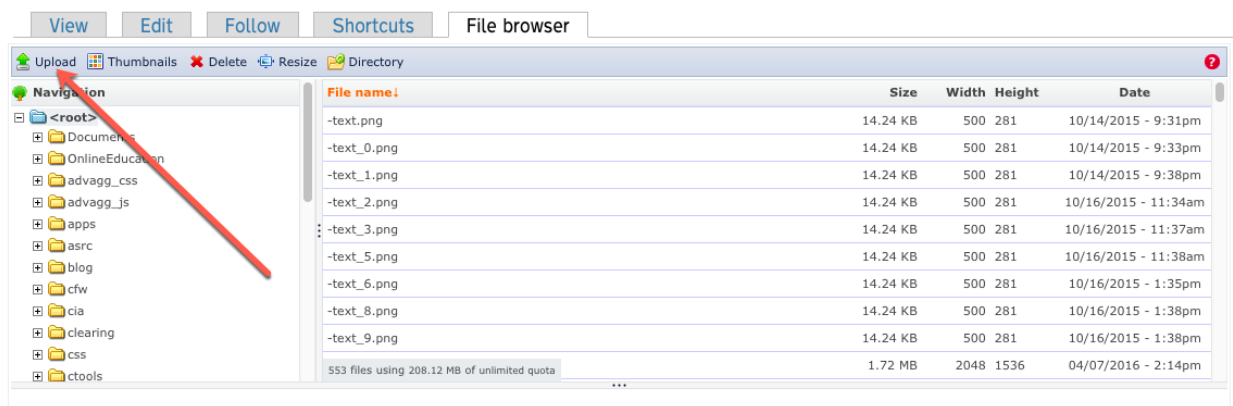
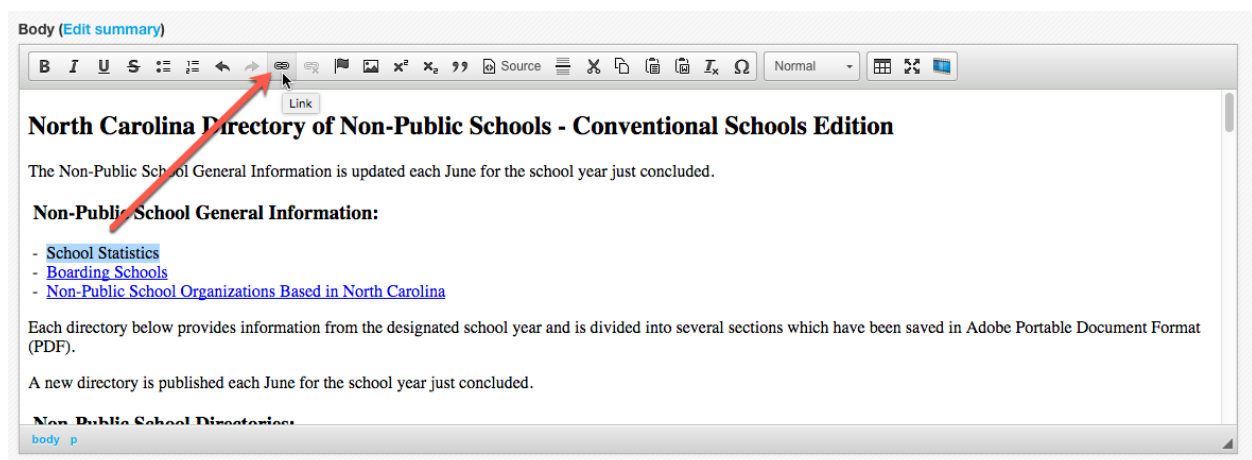**1.** To access the file browser, click on your username in the admin toolbar.
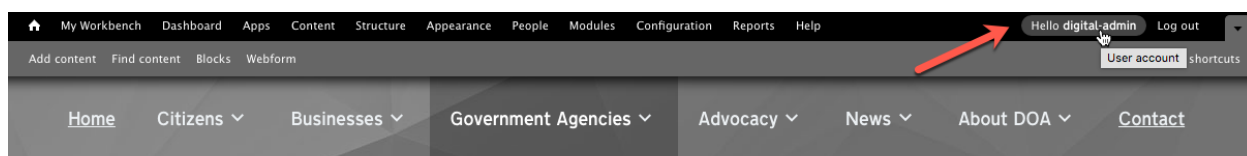
2. Click on the File Browser tab.

3. Upload the file with the Upload button.

4. Double-click the filename—it will open in a new tab and you can copy the URL, to paste into the WYSIWYG as a link.

This is how files appear when uploaded from the file browser and linked via the WYSIWYG:

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