



News article attachments

Archived

It is possible to upload attachments to news articles, by creating a metadata field.

Navigate to the Metadata Control Panel and click News. Click **Create new field** and populate the details as required:

- Title: The title will be the label shown to users.
- Key: The key must be unique.
- Type: The type must be 'File upload'

Admin > Metadata > Edit metadata set > New metadata field

Title

Key

Tips: This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_".

Type

Show as

Default value

☒ Editable by users

☐ Repeatable

☐ Can be inherited from parent

☒ Visible

☐ Visible even if no value

☐ Mandatory

Add new

When creating or editing a news article, select the Metadata tab. You will see the new field, where you can now upload an attachment.

News



Article details Metadata Additional options... All

Source URL

Title

Attachment Upload file

Add news

Last modified on 11 September 2023 by [Veronica Kim](#)

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