



## 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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