

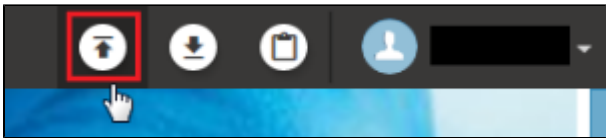
Import, Locate, Edit and Publish files

 This page includes how to steps from importing to publishing media files in Keepeek.

 Report any issues/clarify doubts to Web Contribution (Data) team [here](#).

 [Keepeek tips](#)

Click on the **up arrow icon** to open the upload options.



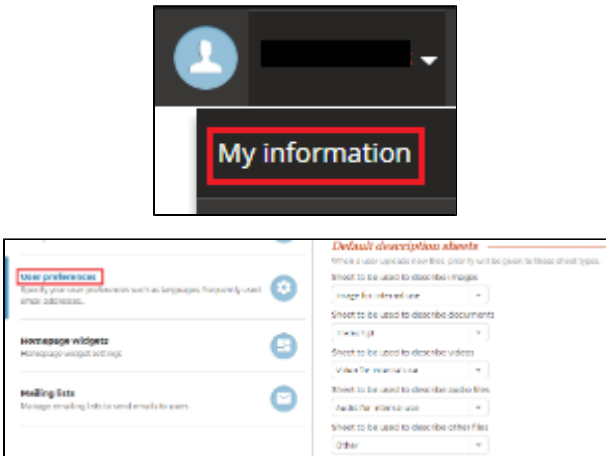
Firstly, complete the fields in the option to **define the sheets**, this will help you by filling in automatically some fields (for example the copyrights).

This will also avoid having unnecessary required fields if it's for internal use only.



 **Note:**
Do this before starting to upload or it won't apply.

If you do not want to keep doing this step, in case you use the same sheets for each upload, you can permanently define this in your **user preferences**.



Once you have chosen the sheets to be applied, click the **browse button** to start uploading your files.

If the images are in several folders, simply use the browse button as many times as necessary.

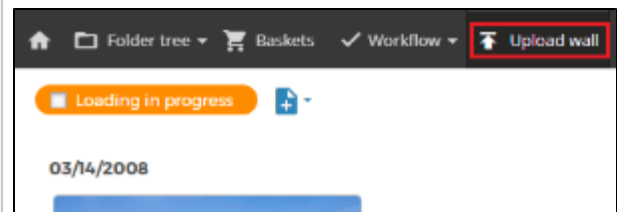


The files will have a loading bar that indicates when the upload is complete. Processing time depends on the media's size.

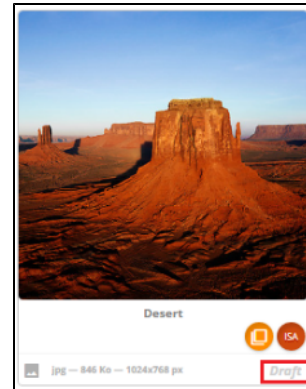


Files are uploaded into a temporary import folder.

To access, in the top menu, click the **tab upload wall**.



In this stage only you can see this media since all files are uploaded as draft and must be added to the folder tree in order to make it visible for other users.

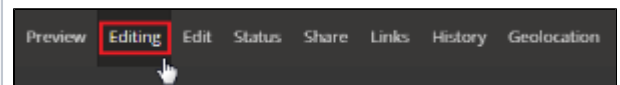


You can add information to your media, be it technical, legal, documentary or specific to your sector of activity (title, key, dimensions, size, keywords, places, dates, copyright, photographer, etc).

Once the information has been entered, it is very easy for users to find the media.

When you **open the media** it will show a preview and a new top menu will be loaded. You can use all of these new tabs to further detail your file.

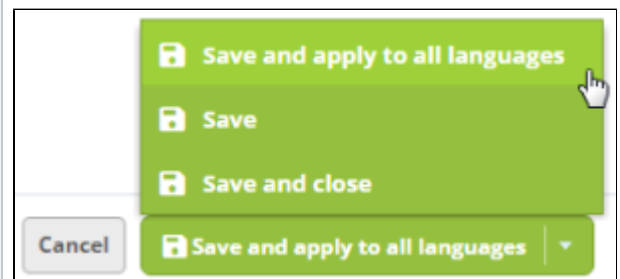
If you chose the option to upload for External Use, in the **editing screen** there are **required fields** which need to be completed, otherwise you are unable to publish.

A screenshot of the editing form. It contains several fields with red asterisks indicating they are required: 'Copyright', 'Type of right', 'Shooting date', and 'End of right'. The 'Shooting date' field shows '03/13/2008' and a calendar icon. The 'End of right' field shows a calendar icon. There are also input fields for 'Copyright' and 'Type of right'.

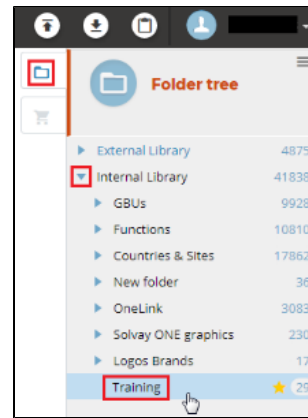
Note:

Fields with a red () are required.*

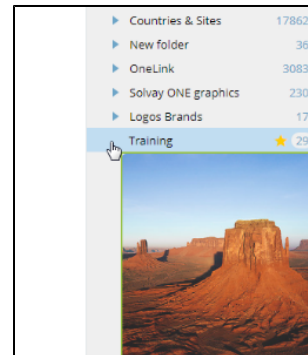
Once all the modifications are complete, do not forget to **save**.



In the **upload wall**, find the newly uploaded media. Then, on the right, open the **folder tree** and **choose the path** in which your media will be added.



Drag the file to the folder, then a pop up will appear and you simply select the **published** option.



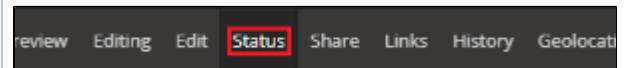
Choose a status for this item

☐ **Draft**
A non published media can't be seen by read-only users.

☒ **Published**
A published media is accessible to everyone who can read its folder.

☐ **Archived**
An archived media can't be seen by read-only users anymore.

If this **option does not** appear and your file is added as draft, **open it** and in the **status tab** choose to **publish**.



If you have a **warning note**, as seen on the right, then you have **required fields that are empty** (check section "edit information").

