

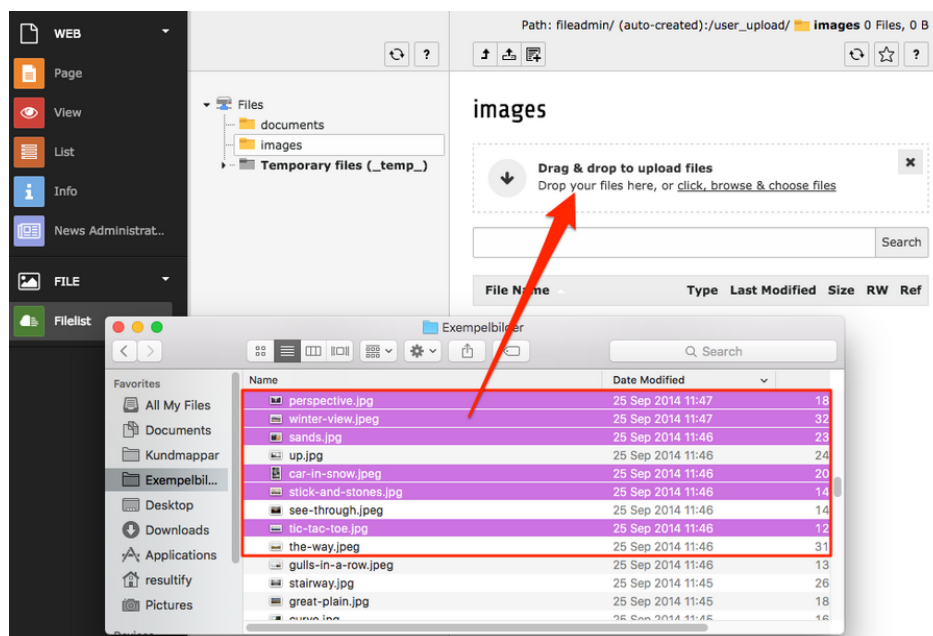
## 3.3 Upload files

Uploading files can be done in 3 different ways; through the upload icon, by dragging and dropping files or by using the folder menu (that you use to create new folders).

### Dragging and dropping files

#### Dragging and dropping files

Enter the folder you wish to upload files in, by clicking the folder title in the folder structure. Open your file explorer on the computer, select the files you wish to upload and then drag them into the upper area of the TYPO3 folder. A field will open up, telling you to drop the files inside the designated area. (Img. 3.3.1)

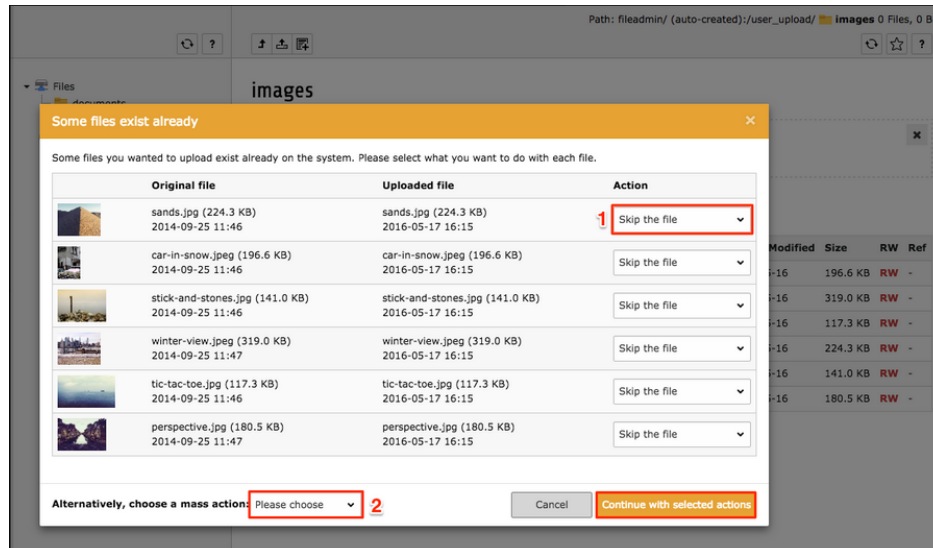


3.3.1

If the files you are trying to upload, already exist in the folder, you will be asked to complete an action for these files. It can be done file by file (1) or as a mass action (2). After you have selected actions click "Continue with selected actions". (Img.

### 3.3.2)

**Please note** that this function is based on a file having the identical name and format, including the use of capital letters in both the name and the file format.

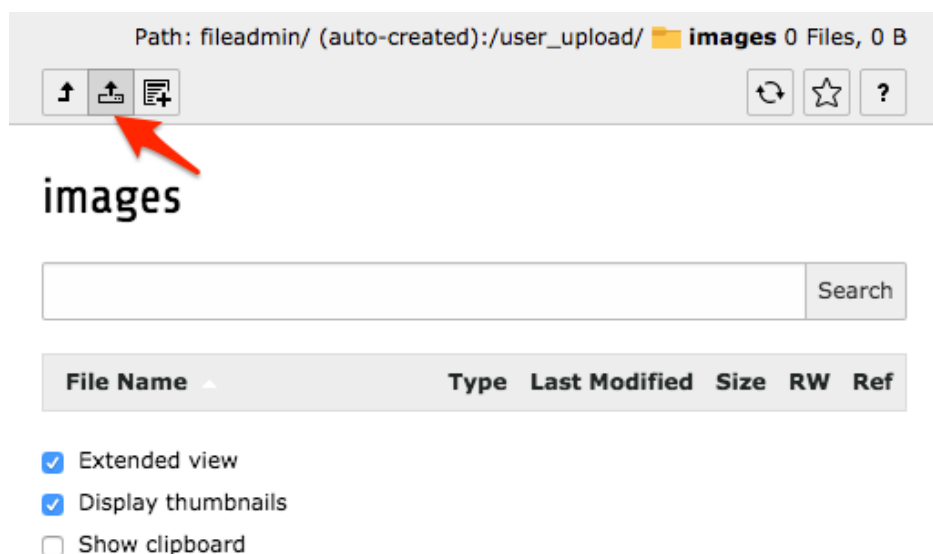


### 3.3.2

## Upload through the upload icon

## Upload through the upload icon

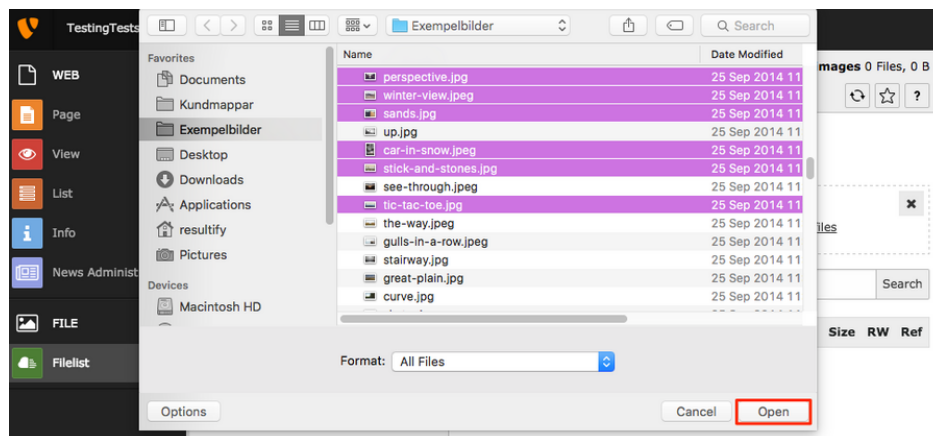
To upload files, select a folder in the Filelist and click the upload icon at the top. (Img. 3.3.3)



### 3.3.3

A window with you local computer appears. Select images. It

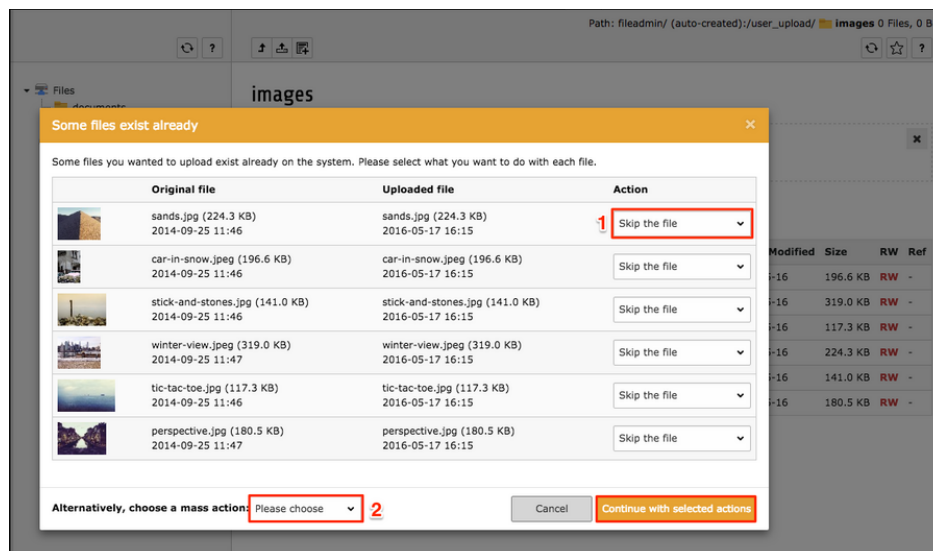
is possible to select more than one image at the time by using Ctrl or Shift. Click "Open" to start upload. (Img. 3.3.4)



3.3.4

If the files you are trying to upload, already exist in the folder, you will be asked to complete an action for these files. It can be done file by file (1) or as a mass action (2). After you have selected actions click "Continue with selected actions". (Img. 3.3.5)

**Please note** that this function is based on a file having the identical name and format, including the use of capital letters in both the name and the file format.

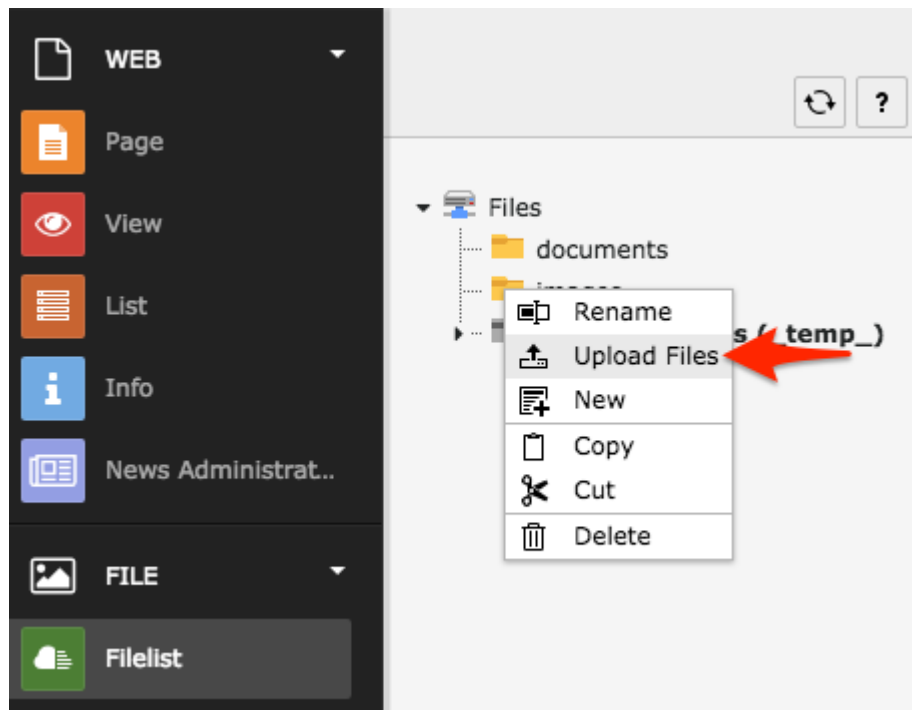


3.3.5

## Uploading through the folder menu

## Uploading through the folder menu

By right clicking the folder title (or clicking the folder icon), in the folder structure, the folder menu appears. Select "Upload files". (Img. 3.3.6)



3.3.6

In the right hand field click the button to select files from the local computer. (Img. 3.3.7)

### Upload files

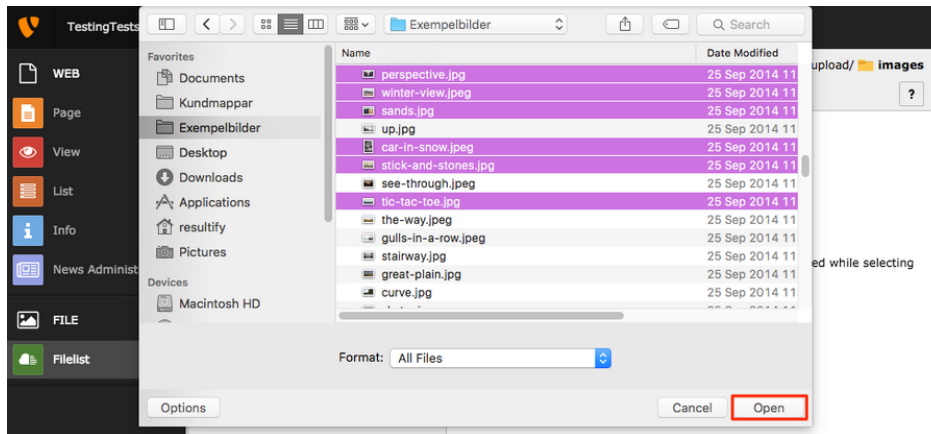
☐ **Overwrite existing files**

Upload multiple files by holding the Shift or CTRL-file pressed while selecting your files (works on modern browsers only).

No file chosen

3.3.7

Choose your files, it is possible to select multiple files, and then click Open. (Img. 3.3.8)



3.3.8

Finally you have the option to overwrite any already existing files in the folder (1) and it shows how many files has been selected (2). Click "Upload files". (Img. 3.3.9)

**Please note** that if files already exist, and the overwrite has not been checked, these files will automatically be skipped. This function is based on a file having the identical name and format, including the use of capital letters in both the name and the file format.

## Upload files



### 1 Overwrite existing files

Upload multiple files by holding the Shift or CTRL-file pressed while selecting your files (works on modern browsers only).

Choose Files 6 files 2

Upload files

3.3.9

## About TYPO3manual.com

TYPO3manual.com is an online manual for editors working with TYPO3. It is powered by the web design agency Pixelant

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## About TYPO3

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