



# Adding File Types

## What is the purpose of adding file types?

By adding file types, you set tags to distinguish between the different types of documentation you make available to partners. Common examples include infographics, white papers, eGuides, and much more. You can create as many file types as your need, and remember, the more specific you are when creating your file type tags, the more effortless the experience is for your partners.

Like attributes, partners can use filters to narrow down the file types they need.

## How do I add them?

To add file type, begin by thinking about the types of files you want to include for your partners. Once you've decided which file types you want to use, create the file type tag options in content manager.

File type tags are applied when you upload files into Content Manager. File type tags become a filter option in the Asset library for partners, once applied to an uploaded file.

## What will I do in this lesson?

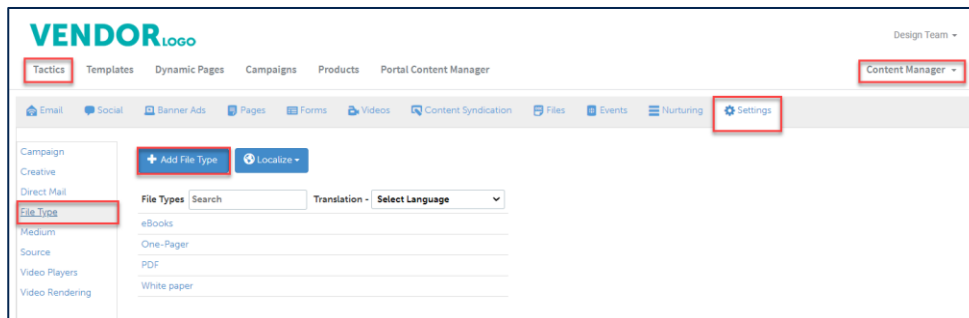
By the end of this lesson, you will be able to do the following:

- [Add a Sales Brief file type](#)
- [Add a PDF file type](#)

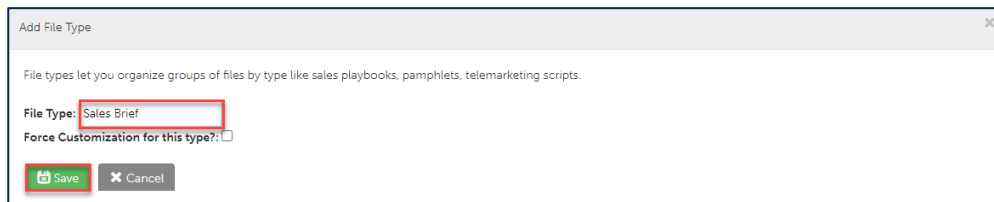
## Steps

### ADD A FILE TYPE – SALES BRIEF

- 1 In **Content Manager**, from **Current Programs**, select **Setup Content**.
- 2 From the toolbar, select **Tactics > Settings**.
- 3 Click **File Type > Add File Type**. The Add File Type box opens.



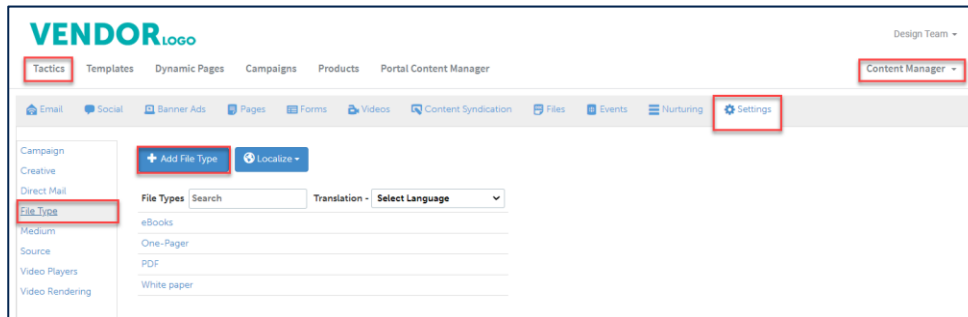
- 4 In the **File Type** text field, type **Sales Brief**.



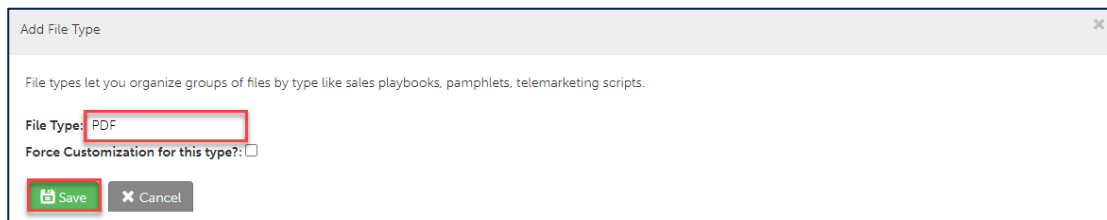
- 5 Click **Save**.

## ADD A FILE TYPE – PDF

- 1 In **Content Manager**, from **Current Programs**, select **Setup Content**.
- 2 From the toolbar, select **Tactics > Settings**.
- 3 Click **File Type > Add File Type**. The Add File Type box opens.



- 4 In the **File Type** text field, type **PDF**.



- 5 Click **Save**.