Files

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Cartzy enables you to attach media files and make them available on your store for site visitors. You can attach product guides, additional images, or any other documents using the **Files** as explained below.

Once, add a file to your store library, you can then configure the navigation menus to make the file accessible on your store.

Path: Settings > Files

When you first open the **Files** section, it appears with an option to upload files.

Or, if you have already added files to your store, you can access and manage them here.

Upload a file

1. To upload a file, simply click on the **Upload Files** button as shown in the first image above. The file selection wizard will appear from where you can select the files from your computer.

2. Once the file is uploaded:

 a. A success message appears in a **notification** popup at the top right corner of the page.

 b. The uploaded file is assigned a **unique URL** as shown in the image below.

 c. In the case of an image, the thumbnail preview will display the image. In

the case of a **PDF** file, a document icon will appear.

d. The name of the file will be displayed.

<div style="background-color:pink; padding:10px;">
⬜You cannot change the name of the uploaded file. If you want to change the file name, you must do it before uploading the file.
</div>

To verify, if the file has been uploaded correctly, you can copy the **URL** and run it in your browser.

Delete a file

To delete a file, click on the **bin icon** given next to the file. You will be prompted to confirm the deletion action. On the **Delete File** confirmation popup, click the **Delete** File button to continue.

<div style="background-color:lightblue; padding:10px;">
⬜ The files from the **All tab** are not deleted permanently. These deleted files can be restored from the **Trash**.
</div>

When a file is deleted, a **success message** appears in a **notification** popup at the top right corner of the page. If you have deleted all the uploaded files, then the files section will **display** a **text label** notifying you that no data is available.

<div style="background-color:lightblue; padding:10px;">
Notes:
• Initially, the deleted files are removed from the **All Files** tab and moved to **Trash**. From the **Trash** tab, you can either restore the file or delete it permanently.
• To permanently delete a file, you need to delete it from the **Trash** as well.
</div>

Restore a file

To restore a file, go to the **Trash** tab, and click the **restore** icon. On the **Restore File** confirmation popup, click the **Restore File** button.

Upon confirming the restore file action, the following will occur:

1. The file will be removed from the **Trash** tab.

2. The fill will reappear in the **All** tab.

3. A success notification will appear at the top right corner of the page.

> A permanently deleted file cannot be restored as the permanently deleted file is removed from the system library and ceases to appear in the **Trash** tab.

Example - accessing the file via the navigation menu

To make a file available on your store, you can either use the **navigation menus** or you can set up a new page on your store.

You need to do the following to access a file using the navigation menu.

1. Upload the file to your system as explained above.

2. Copy the **file URL**.

3. Paste the **file URL** in the **header/footer navigation** menu, assign it a proper name, and click **Save**. Learn more about navigation menu configuration.

In the image shared below, we have added a **file URL** in the header menu and named it as **File**.

The image shared below demonstrates how the saved menu item appears in the **header**

menu, which upon clicking loads the saved file through the **URL**.

Similarly, you can add a file accessibility to the footer menu of the store. Or, you can set up a new page, and make the files available there.

Also, you can link the **file URLs** to your **FAQs** section. Learn more about adding FAQs to your store site.