

04. File

Purpose

The File content type makes files available to download from the European Commission website and allows users to download translated versions of the original file, where they exist.

Rules

ec.europa.eu/info site:

Use the File content type if you want to

- make your files available for download to CMS users, in particular PDFs or Word docs
- link to a document (file) in another website, like REGDOC or EUR-Lex, on ec.europa.eu/info/
- have multiple language versions.

Do not use the File content type if your file is for visualisation only and doesn't need to be downloaded by the website user, e.g. a video or image. In that case, insert the files directly via the [rich text editor](#).

Do not create a new file node (created by using the File content type) if the file is already available in the CMS. Search in the CMS backend to check if the file node exists first.

other EC branded websites:

Implementation and use of the file content type is recommended if the site hosts a significant volume of relevant content

Guidelines

If you need to create a file node, update an existing file node or add a translated version of a file to an existing node, consult the [step-by-step guidelines](#) to using the File content type.

To understand the difference between file nodes and file entities, read [how the European Commission website CMS manages files](#).

Background

A file node, which is created by using the File content type, can be displayed on all European Commission website pages.

Use fields such as title, type of file and date of publication. When filling in the File content type, link to the website hosting the file or upload the file directly to the file node.

If you link to a file, ensure that you also change the file source and add the unique identifier (where it exists).

Related links

[Publication content type](#)

Training

DG Communication organises regular Content management system training sessions.

Fill out the [training request form](#) to register your interest.

Contact and support

If you require further assistance, please contact:

[Comm Europa Management](#)

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Europa Web Communication