KNOWLEDGE BASE ARTICLE

Uploading Files and Creating Folders in Folder Tree

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table of contents

Upload into the current folder 4

Create a folder 4

Permissions and interrupted uploads 4

Upload into the current folder

1 Navigate to the destination folder and check the breadcrumbs.
2 Select **Upload** and choose one or more files.
3 Wait while the files upload. Folder Tree processes selected files sequentially and displays the current file name.
4 Check the refreshed contents after the completion message.

If the page editor has enabled **Allow drag-and-drop upload**, you can instead drag files into the content area. The upload target is the current folder, not a folder you hover over in the tree. Uploading a folder hierarchy is not supported.

Create a folder

Select **New folder**, enter **Name**, and select **Save**. The new folder is created inside the current folder. **Cancel** closes the dialog without creating it. Names must not contain reserved characters, leading or trailing spaces, or a trailing dot.

Warning

An upload does not automatically replace an existing file with the same name. If a name collision stops the operation, choose another name or resolve the existing document in SharePoint before trying again. Earlier files in the same batch may already have uploaded.

Permissions and interrupted uploads

The page editor must enable the relevant commands, and you need permission to add items in the destination folder. Files larger than 10 MiB use chunked upload. If such an upload fails, a created file can remain in the library for recovery; inspect it before retrying. This chunk size is not a maximum supported file size.

If an uploaded document is not visible, check the allowed extensions and quick filters. A display filter does not block the upload itself.