How to Upload Content from Your Computer to UNIFI
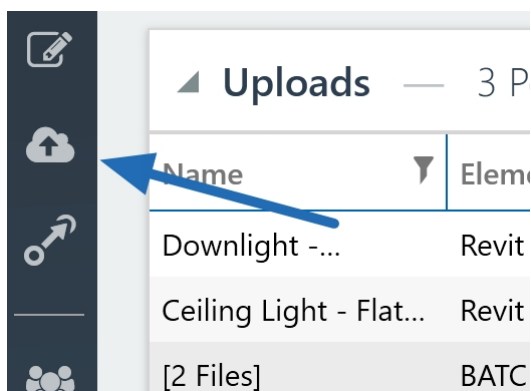
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Below you will find instructions on how to add content to UNIFI from within the UNIFI app.

Tip: You can also export content from an app you are working in. We provide export tutorials for Revit, AutoCAD, *Civil3D, and* MicroStation.
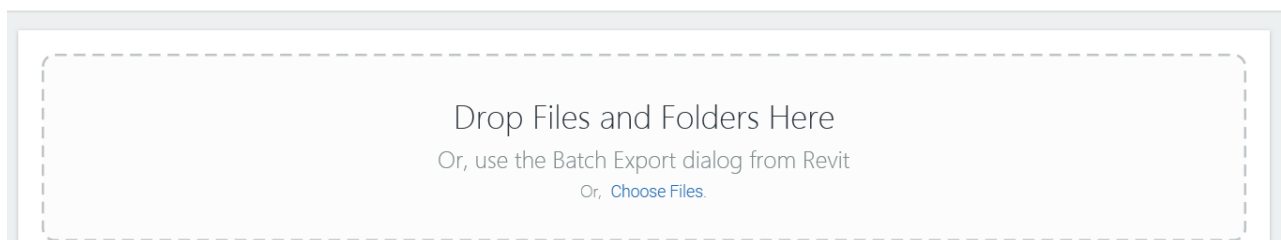
Keep in mind that all users are able to upload content to UNIFI. However, it's important to note that if they aren't a company or library admin, then the content will have to be approved by an admin before it is added. End users could add content to UNIFI (pending admin approval) by using Batch Export and by submitting a Content Request.

First, **select the cloud icon** on the left side of the screen.

From here, you have the option of either **Choose Files** (which will open a browser to locate your content directory) or you can drag and drop files and folder directories from File Explorer. You can add families, system families (such as walls, floors, ductwork, piping, etc.), details (such as drafting views), and schedules.

To begin loading content, you'll first want to navigate to the folder directory on your computer where all of your content is currently located.

You'll see in this example that when we open up the Base Cabinets folder, all of the base cabinets content is within this folder. Although there is only Revit content here, keep in mind that UNIFI can store content such as images, spec. sheets, DWG content, and more.

- Base Cabinet-2 Bin
- Base Cabinet-4 Drawers
- Base Cabinet-Built In
- Base Cabinet-Corner Unit-Angled
- Base Cabinet-Double Door & 2 Drawer
- Base Cabinet-Double Door Sink Unit
- Base Cabinet-Filler
- Base Cabinet-Single Door & Drawer
- Base Cabinet-Single Door w Sliding Drawers
- Base Cabinet-Single Door
- Vanity Cabinet-Double Door & 4 Drawer
- Vanity Cabinet-Double Door Sink Unit
- Vanity Cabinet-Single Door & Drawer
- Vanity Cabinet-Single Door

You can quickly drag and drop all of your content into UNIFI. UNIFI automatically creates tags based on your folder structure. For example, all of the content within this Base Cabinets folder is going to be tagged as "Base Cabinets."

Company

| UNIFI - Demo AEC ▼ |

Libraries

| Select a library... ▼ |

Tags

[   ] ⊕

		Warnings	Name	Version Year	Notes
☑ .rfa (14)					
	⊞	ⓘ	Base Cabinet-2 Bin	Multiple	
	⊞	ⓘ	Base Cabinet-4 Drawers	Multiple	
	⊞	ⓘ	Base Cabinet-Built In	Multiple	
	⊞	ⓘ	Base Cabinet-Corner Unit-Angled	Multiple	
	⊞	ⓘ	Base Cabinet-Double Door & 2 Drawer	Multiple	
	⊞	ⓘ	Base Cabinet-Double Door Sink Unit	Multiple	

This helps to get you onboarded much quicker within UNIFI because it prevents you from having to re-organize your content.