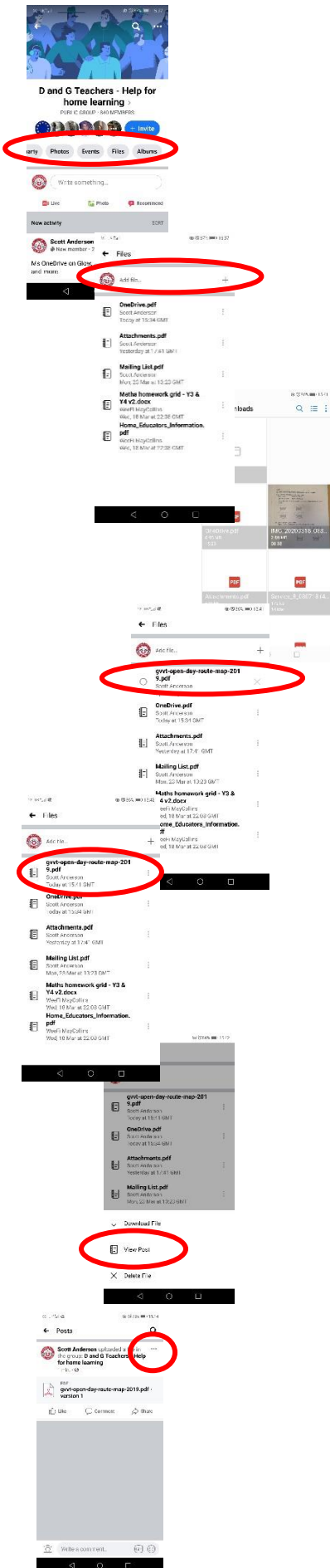# Loading Files to a Facebook Group

Files are best saved as PDF due to their small file-size and ease of viewing on many types of device.

To upload a file to the group, scroll across the grey buttons below members' profile pictures until you find a button called 'Files'.

Click on the 'Files' button. A new screen will open.

Near the top of the new screen and next to your profile picture, click on the 'Add File..' button.

You should see files on your mobile displayed on the screen. These will be displayed as tiles or a list, depending on how your view is set-up. Touch the file required to upload it.

A list should appear, showing the new file has been added.

Should it not be the correct file, click on the cross to the left of the filename to delete the file.

If this is the file you wish to upload and share, click the empty circle button to the right of the file name

Once uploaded, the circle button will change to be the same icon as other files uploaded to the list.

To share your file, click on the three dots to the left of the filename. The screen will grey out and a menu will appear.

From the menu, select 'View Post' to view your share.

You should see the file shared to the group.

Click on the three dots to the right of the post title to edit the post in the usual way. Add a message to explain what the post is about.