# Add or edit documents in your Medical Profile

Add or edit your Medical Profile info · https://www.primaryrecord.com/docs/add-or-edit-documents-in-your-medical-profile/

## Add File Folders

You can create a file folder system in Primary Record to organize and upload supported document formats in one place. When files are uploaded, the app processes the text and images, making them searchable and accessible to the Chat Assistant.

1. On a mobile device or computer, open a browser, and sign into Primary Record.
2. On the top left or bottom of the main menu, click **Profiles**.
3. Click on the Profile where you want to create file folders.
4. Under **Health Records**, click **Files**.
5. Click Suggested Files Folders or Add Folder.
6. Name your Folder.
    - **Tip**: Files aren’t limited to health records—you can also create folders for contracts, legal documents, receipts, and more!

## Add Files

You can upload files to Primary Record and organize them using your file folder system.

1. On a mobile device or computer, open a browser, and sign into Primary Record.
2. On the top left or bottom of the main menu, click **Profiles**.
3. Click on the Profile where you want to upload a file.
4. Under Health Records, click Files.
5. Click Add File.

- **Tip**: See below for a list of supported file formats.

## Edit or Delete a File Folder

You can rename or delete a folder at any time.

1. On a mobile device or computer, open a browser, and sign into Primary Record.
2. On the top left or bottom of the main menu, click **Profiles**.
3. Click on the Profile where you want to manage files.
4. Under Health Records, click Files.
5. Click on the File Folder name you want to edit or delete.
6. Click More.
7. Select Edit Folder to rename or select Delete Folder to remove it.

## Move a File or File Folder

You can move files and folders to keep your Primary Record organized.

1. On a mobile device or computer, open a browser, and sign into Primary Record.
2. On the top left or bottom of the main menu, click **Profiles**.
3. Click on the Profile where you want to manage files.
4. Under Health Records, click Files.
5. Click on the File or File Folder you want to move.
6. Click on More.
7. Select Move.
8. Choose the new folder location.

## Document types you can upload to Primary Record:

- **ABW**: AbiWord document format, typically used for word processing documents.
- **AI**: Adobe Illustrator file, commonly used for vector graphics.
- **AVIF**: AV1 Image File Format, a modern image format for storing still images and sequences.

- **AZW**: Amazon Word format, used for eBooks on Kindle devices.
- **BMP**: Bitmap image file, used for storing digital images.
- **CBR**: Comic Book RAR archive, used for comic book files.
- **CGM**: Computer Graphics Metafile, a file format for 2D vector graphics, raster graphics, and text.
- **CHM**: Compiled HTML Help file, used for software documentation.
- **CSV**: Comma-Separated Values, a plain text format for tabular data.
- **DIR**: Adobe Director file, used for multimedia applications.
- **DJVU**: DjVu image format, used for scanned documents.
- **DOC**: Microsoft Word document, commonly used for text documents.
- **DOCM**: Microsoft Word Macro-Enabled Document, similar to DOCX but with macros.
- **DOCX**: Microsoft Word Open XML Document, a modern format for Word documents.
- **DOTX**: Microsoft Word Template, used for creating standardized documents.
- **DWG**: AutoCAD Drawing Database file, used for 2D and 3D design data.
- **DXF**: Drawing Exchange Format, a CAD data file format.
- **EMF**: Enhanced Metafile, a graphics file format on Windows.
- **EPUB**: Electronic Publication, a widely used eBook format.
- **GIF**: Graphics Interchange Format, used for animated and static images.
- **HEIC**: High Efficiency Image Coding, an image format that reduces file size.
- **HEIF**: High Efficiency Image Format, a format for individual images and sequences.
- **HTML**: HyperText Markup Language, used for creating web pages.
- **ICO**: Icon file, used for representing icons in computer applications.
- **JPEG**: Joint Photographic Experts Group format, commonly used for digital photos.
- **KEY**: Apple Keynote presentation file.
- **BIN**: Binary file, a generic file format for binary data.
- **LWP**: Lotus Word Pro document, used in IBM Lotus software.
- **M4A:** Apple introduced the M4A format to differentiate MPEG-4 audio files from MP4 files
- **MARKDOWN**: A lightweight markup language for creating formatted text.
- **PRC**: Palm Resource Compiler file, used for Palm OS applications.
- **NUMBERS**: Apple Numbers spreadsheet file.

- **ODG**: OpenDocument Graphics, a vector graphics format.
- **ODP**: OpenDocument Presentation, used for presentations.
- **ODS**: OpenDocument Spreadsheet, a spreadsheet format.
- **ODT**: OpenDocument Text, a word processing format.
- **PAGES**: Apple Pages document, used in Apple's word processing software.
- **PDB**: Palm Database File, used for Palm OS applications.
- **PDF**: Portable Document Format, widely used for documents.
- **PML**: Palm Markup Language, used for eBooks on Palm devices.
- **PNG**: Portable Network Graphics, a raster graphics file format.
- **PPT**: Microsoft PowerPoint Presentation, used for slideshows.
- **POTX**: Microsoft PowerPoint Template, used for creating standardized presentations.
- **PPM**: Portable Pixmap, an image file format.
- **PPSX**: Microsoft PowerPoint Slide Show, a presentation file format.
- **PPTM**: Microsoft PowerPoint Macro-Enabled Presentation.
- **PPTX**: Microsoft PowerPoint Open XML Presentation, a modern format for slideshows.
- **PSD**: Adobe Photoshop Document, used for image editing.
- **RTF**: Rich Text Format, used for text documents with formatting.
- **SVG**: Scalable Vector Graphics, used for vector images.
- **TEX**: LaTeX source document, used for typesetting.
- **TIF/TIFF**: Tagged Image File Format, used for high-quality images.
- **TXT**: Plain Text file, used for unformatted text.
- **VSD**: Microsoft Visio Drawing, used for diagrams and vector graphics.
- **WEBP**: WebP image format, provides lossy and lossless compression.
- **WMF**: Windows Metafile, a graphics file format.
- **WPD**: WordPerfect Document, used in Corel WordPerfect software.
- **WPS**: Microsoft Works Word Processor Document.
- **XLS**: Microsoft Excel Spreadsheet, used for tabular data.
- **XLSM**: Microsoft Excel Macro-Enabled Spreadsheet.
- **XLSX**: Microsoft Excel Open XML Spreadsheet, a modern format for spreadsheets.

- **XPS**: XML Paper Specification, a document format developed by Microsoft.

We’re committed to customer success and simplifying medical information for individuals, families, and agencies that support them. If you don’t find what you are looking for, please let us know at *support@primaryrecord.com* or (317) 210-0644.

Got feedback or ideas you want Primary Record to consider? We’re here to listen and learn from you!