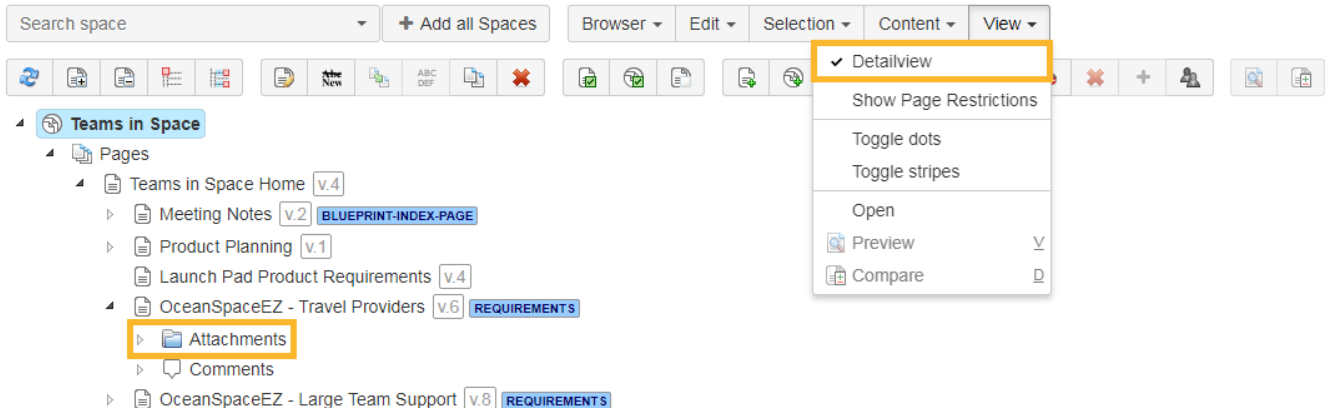


# Manage attachments

**SINCE VERSION 1.4.0**, a new functionality for attachments is available. They can be individually **renamed**, **copied**, and **moved** directly in the Space Admin Browser, the same way [spaces](#) and [pages](#) are moved.

To get the attachments displayed, the detail view has to be activated.

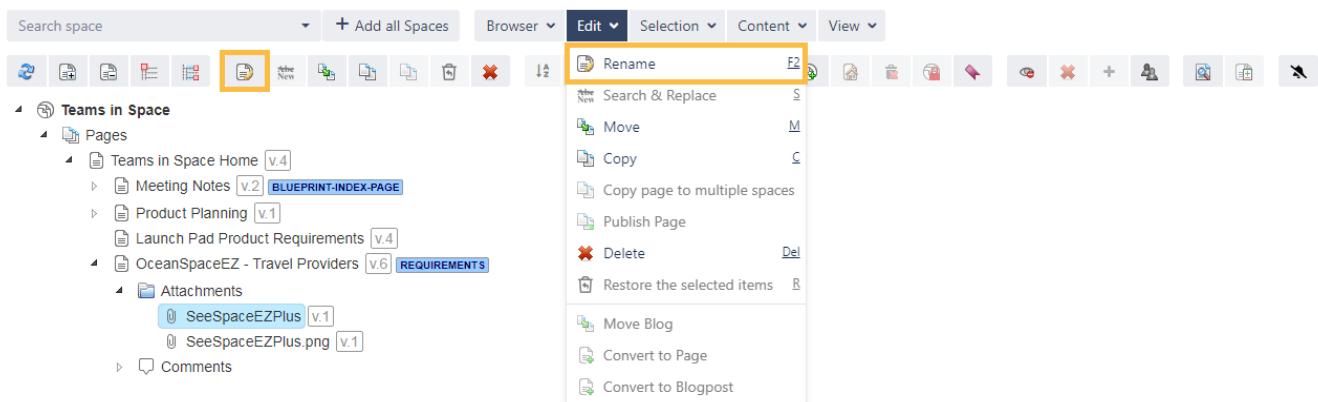
Renaming the attachment versions is not possible. Only the latest attachment version will be copied.



## Renaming attachments

Attachments can be renamed the same way as [renaming pages](#) and it can be done by selecting the attachment and choosing one of the following options:

- Clicking on **edit** and **rename**
- Clicking on **rename**
- Pressing **F2**
- Using the **context menu**

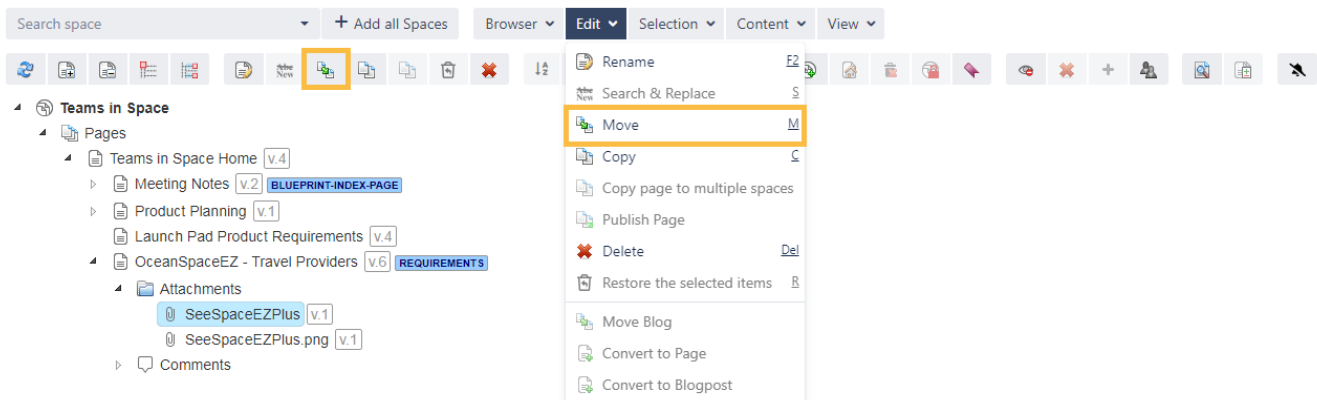
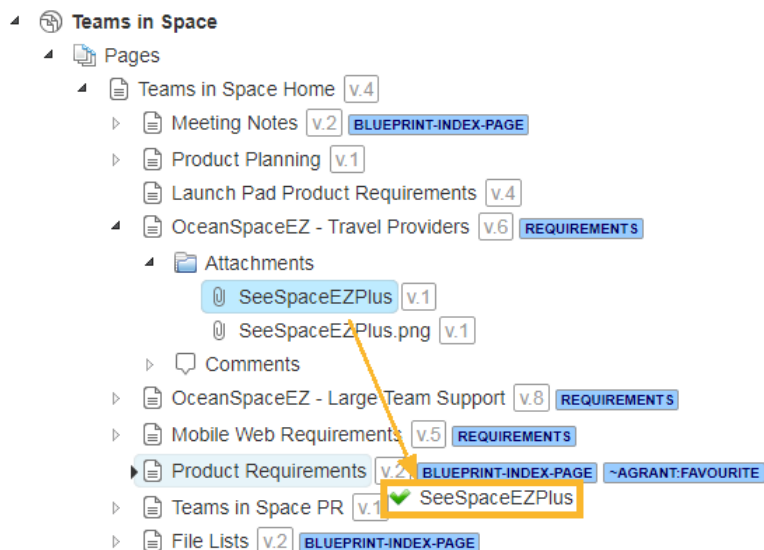
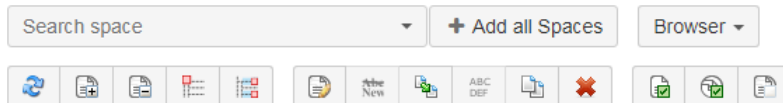


Attachment names on the same page have to be **unique**, so renaming an attachment with the same name as an existing attachment is not allowed.

## Moving attachments

Moving attachments is like [moving pages](#). Either the attachment node or individual attachments can be selected and moved by choosing one of the following options:

- Via **drag and drop**
- Pressing **m**
- Clicking on **edit** and **move**
- Clicking on the **move** button



Move attachment

Choose target

Target space\*

Search space

Target page\*

Choose page

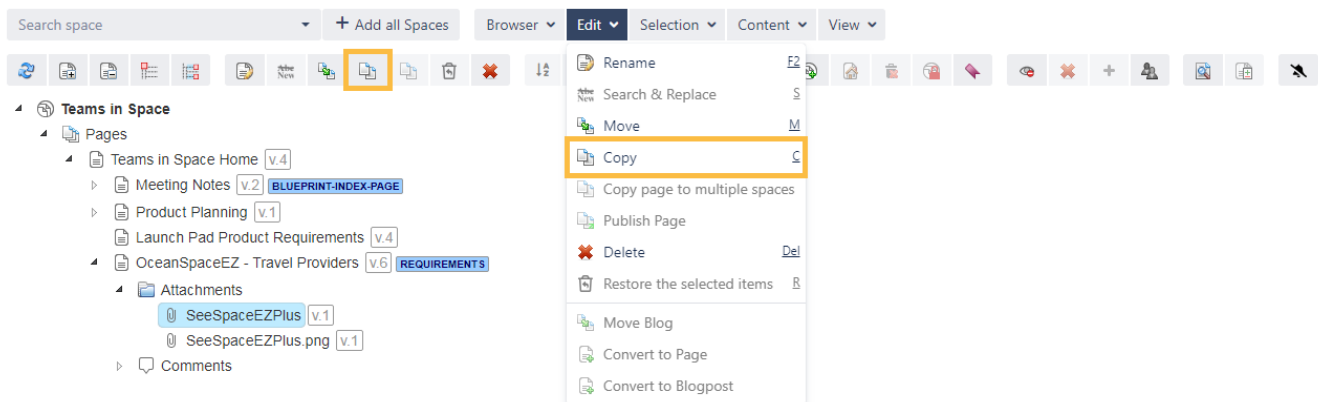
Move attachment

Close

## Copying attachments

Copying attachments works like moving them; by selecting either the attachment node or individual attachment(s) and then by choosing one of the following options:

- Clicking on **edit** and **copy**
- Pressing **a**
- Clicking on the **copy** button



In the pop up window a target space and an optional parent page can be selected.

## Copy Attachments



Target space\*

Search space



Parent page

Choose page



The following  
attachments will be  
copied

- SeeSpaceEZPlus

Copy attachments

Close

Check the following [table](#) for more helpful shortcuts to save you time while managing your attachments.

If you still have questions, feel free to refer to our [support](#) team.