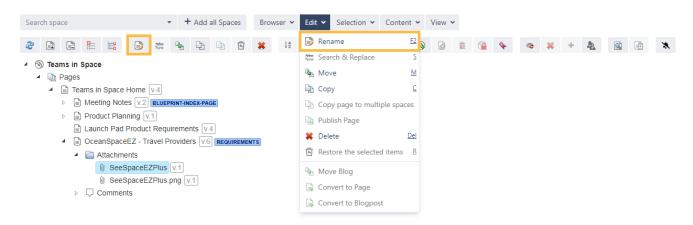
## Manage attachments

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. Search space + Add all Spaces Browser -Edit - Selection -Content -View - Detailview 2 🔒 🔒 Abe New Ľ, P • 4 Ð Þ X +Show Page Restrictions Teams in Space Toggle dots Pages Toggle stripes ▲ ☐ Teams in Space Home v.4 Open Meeting Notes V.2 BLUEPRINT-INDEX-PAGE Product Planning v.1 Review V Launch Pad Product Requirements v.4 Compare D CceanSpaceEZ - Travel Providers V.6 REQUIREMENTS Attachments C Comments CceanSpaceEZ - Large Team Support V.8 REQUIREMENTS ⊳

## **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:

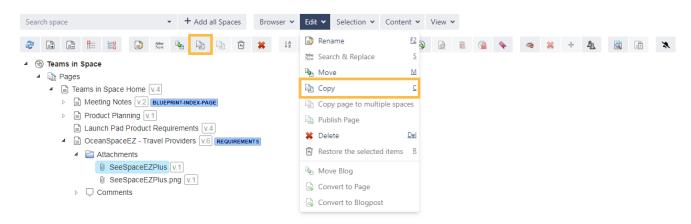
• Via drag and drop • Pressing m · Clicking on edit and move • Clicking on the move button Search space -+ Add all Spaces Browser -ැ P ----٢ Abe D' R ▲ ( Teams in Space Pages Teams in Space Home v.4 4 Meeting Notes V.2 BLUEPRINT-INDEX-PAGE ▶ 🖹 Product Planning v.1 Launch Pad Product Requirements v.4 ▲ CceanSpaceEZ - Travel Providers V.6 REQUIREMENTS Attachments SeeSpaceEZPlus v.1 ◎ SeeSpaceE2Plus.png v.1 Comments CceanSpaceEZ - Large Team Support V.8 REQUIREMENTS Mobile Web Requirements V.5 REQUIREMENTS Product Requirements V. BLUEPRINT-INDEX-PAGE AGRANT: FAVOURITE ▷ arr Teams in Space PR V.1 SeeSpaceEZPlus ⊳ File Lists V.2 BLUEPRINT-INDEX-PAGE Search space + Add all Spaces Browser • Edit • Selection • Content • View • Rename F2 🙆 🛍 💊 🧠 🗰 + 🍇 🔯 🗎 🗙 ↓A 2 🔒 🖹 🔚 🛤 🕒 🐜 🍇 🗅 🗅 🕤 \* Mew Search & Replace S ▲ 🛞 Teams in Space Move M Pages 🔄 Copy ▲ 🖹 Teams in Space Home V.4 ▷ BLUEPRINT-INDEX-PAGE Copy page to multiple spaces Product Planning v.1 Publish Page Launch Pad Product Requirements v.4 🗱 Delete <u>Del</u> CceanSpaceEZ - Travel Providers V.6 REQUIREMENTS Restore the selected items R Attachments SeeSpaceEZPlus v.1 Move Blog SeeSpaceEZPlus.png v.1 🔒 Convert to Page Comments 🔒 Convert to Blogpost

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 <sup>*</sup> Parent page The following attachments will be copied	Search space   Choose page   SeeSpaceEZPlus	
L	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.