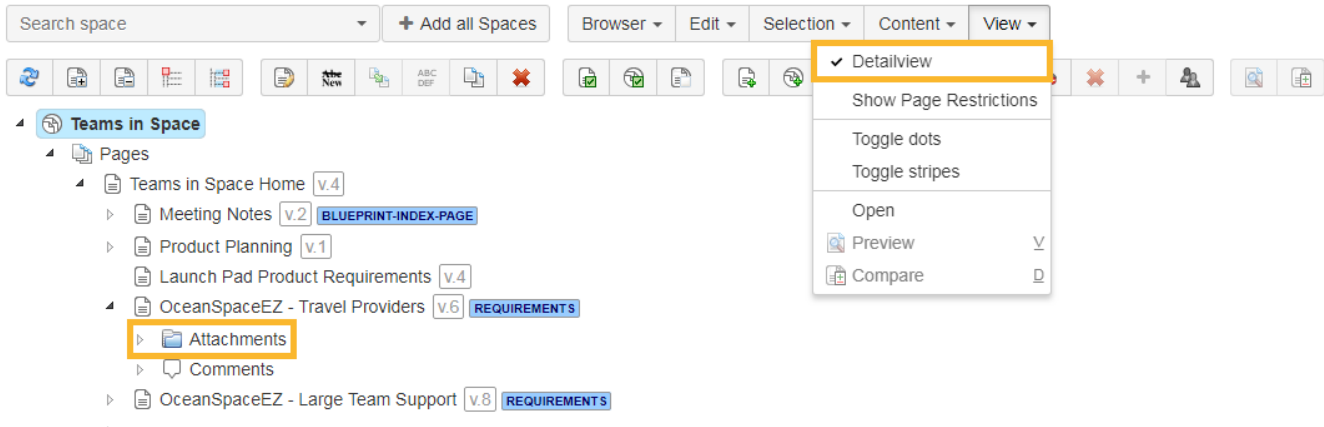


Manage attachments

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.

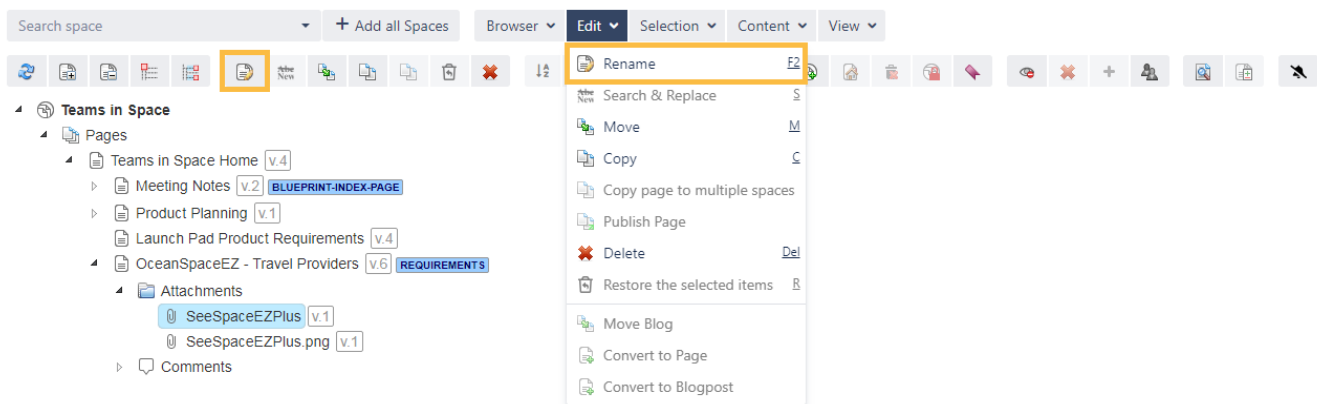
Renaming the attachment versions is not possible. Only the latest attachment version will be copied.



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**

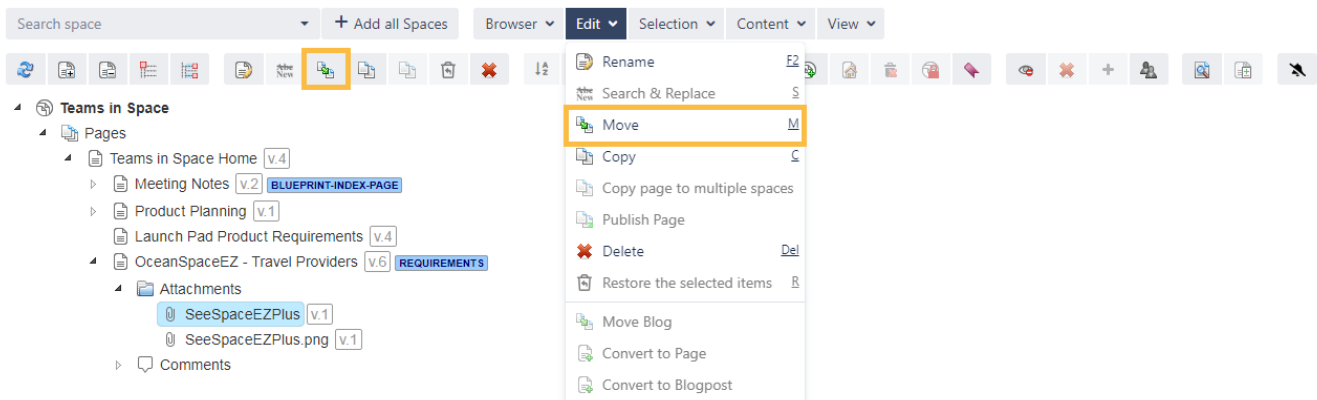
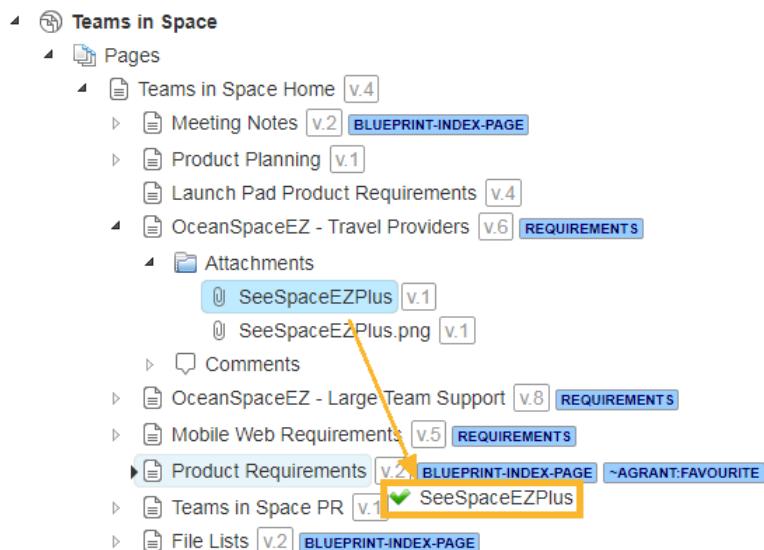
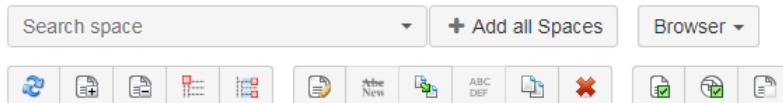


Attachment names on the same page have to be **unique**, so renaming an attachment with the same name as an existing attachment is not allowed.

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

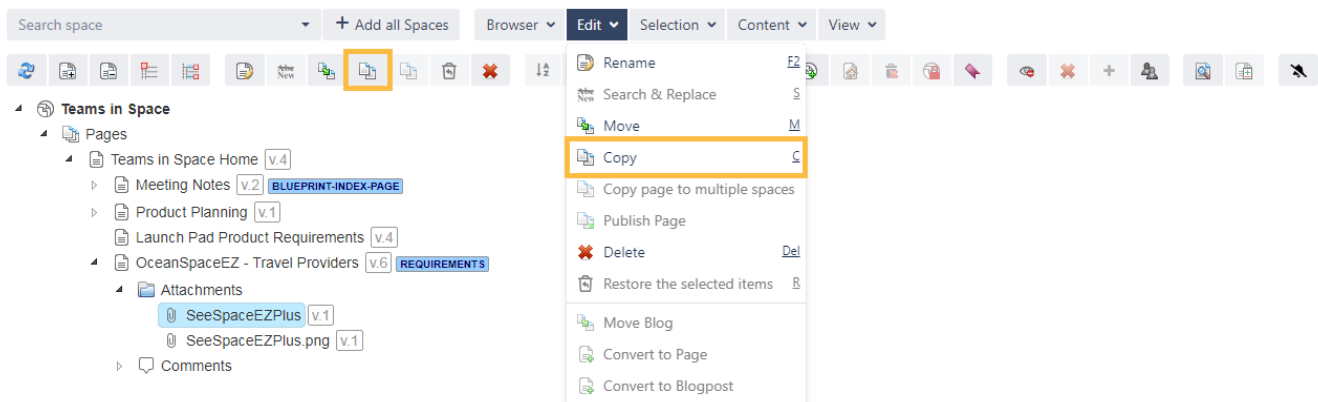
Move attachment

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.