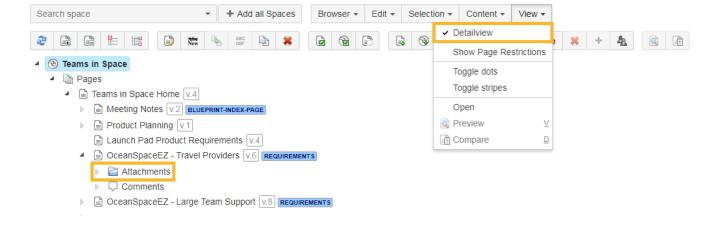
Manage attachments

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.

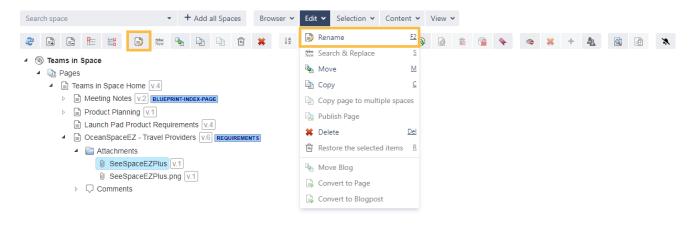
Renaming the attachment versions is not possible. Only the latest attachment version will be copied.



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

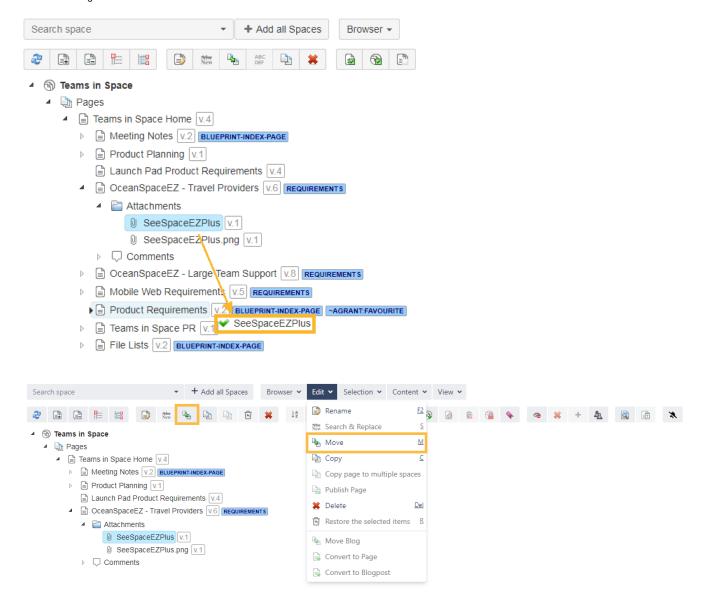


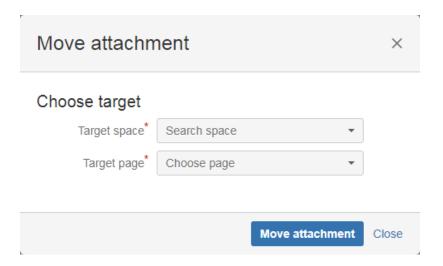
Attachment names on the same page have to be **unique**, so renaming an attachment with the same name as an existing attachment is not allowed.

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

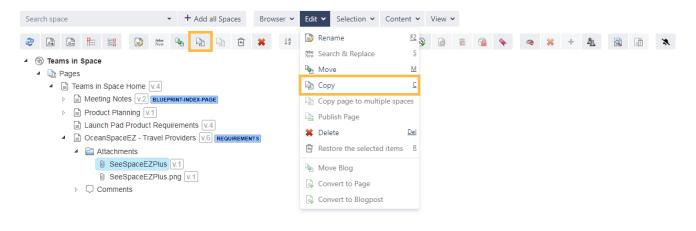




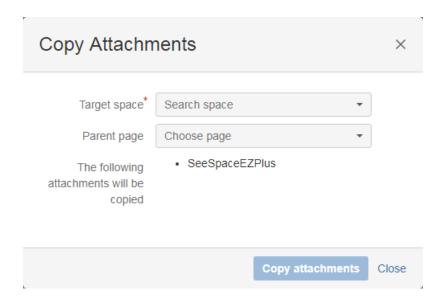
Copying attachments

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.



 $Check the following \ table for more \ helpful \ shortcuts \ to \ save \ you \ time \ while \ managing \ your \ attachments.$

If you still have questions, feel free to refer to our support team.