Moving an Attachment

You can move an attachment from its current location to any page within the site.

To move an attachment, you need the following permissions:

- Edit page permission on the page where the attachment currently exists.
- Create attachment permission on the space into which you are moving the attachment.
- Space permissions are assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

To move an attachment,

1. Go to the page that contains the attachment.
2. Go to the 'Tools' menu and select 'Attachments'.
3. Click the 'Properties' link beside the attachment. This will bring up a new screen, where you can edit the properties of an attachment.
4. Select the page where you want to move the attachment by either:
   - Entering the page's title into the 'Page' field
   - Clicking the 'Choose a Page' icon and using the 'Choose a Page' pop-up window to choose a page within the site.
5. Click 'OK'.

Screenshot: Moving an attachment

**Properties: confluence-3-1-editing-attachment-details.png**

Added on Jan 18, 2008 14:09 by Sarah Maridox [Atlassian Technical Writer], last edited on Nov 11, 2009 16:36

- **File Name**: confluence-3-1-editing-attachment-details.png
- **New Comment**: Updated for Confluence 3.1
- **New Content Type**: image/png

Specify the page you want to move the attachment to.

Save   Cancel

**RELATED TOPICS**

- Moving a Page from one Space to Another
- Moving a family of pages from one space to another

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