

# Attaching Files to a Page

An attachment is any file that is included with your page. Images, word documents, presentations, PDFs, multimedia and sound files are some examples of attachments. Attachments are useful when you want to share information that exists in another file format. Read more in the [Attachment Overview](#).

When you attach a file to a page, Confluence makes a copy of the file and stores it on the server. File attachments in Confluence are contained in the '**Attachments**' view of a page.

To attach a file, you need the 'Create Attachments' permission which is assigned by a [space administrator](#) from the Space Administration screens. See [Space Permissions](#) or contact a space administrator for more information.

## Attaching files

There are several ways to do this in Confluence:

- Attach files via the '[Attachments](#)' view
- Attach files by [viewing a page](#)
- Attach files via the '[Insert Link](#)' window

[To attach one or more file\(s\) to a page via the 'Attachments' view,](#)

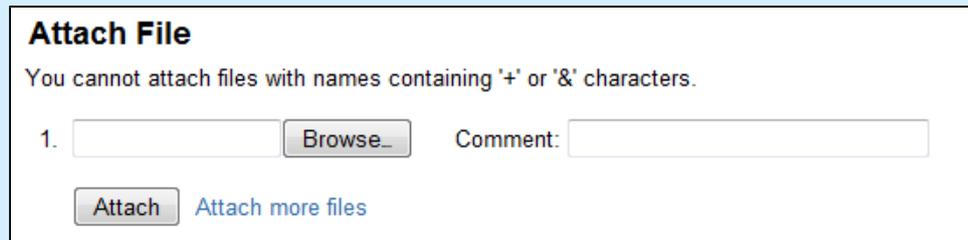
1. Go to the '**Attachments**' view for the page. To do this:

- Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.

2. Choose one of the following methods for attaching files to the 'Attachments' view:

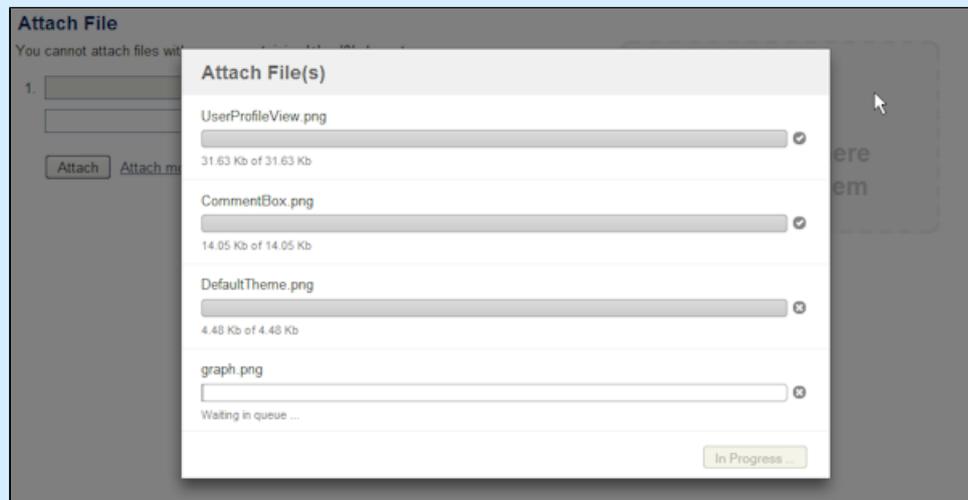
- Use the 'Attachments' view's 'browse and attach' feature to attach one or more file(s):
  - a. Click the '**Browse**' button.
  - b. Browse through your files and select the file that you would like to attach to the page.
  - c. Enter a description for the attachment in the '**Comment**' text field (optional).
  - d. Click '**Attach more files**' if required. More attachment entry fields will appear, allowing you to attach more files.
  - e. Click the '**Attach**' button.

*Screenshot: Adding attachments*



- Use the **Drag-and-Drop** feature to attach one or more file(s):
  - Drag one or more file(s) accessible from your computer and drop it onto the 'Attachments' view. The 'Attach File(s)' message box appears, indicating the upload status of the file(s) being attached to your page. **i** In the 'Attach File(s)' message box, you can cancel the upload of an attachment by clicking its '**X**' icon at the right hand side of this message box. This option works best with large files or slow network connections. Confluence uploads two files concurrently and after all attachments have finished uploading, the page reloads to reflect the attachment changes and the 'Attach File(s)' message box closes.

*Screenshot: Attach File(s) Message Box*



**i** It is not possible to drag and drop a folder (containing several files) onto a page.

**To attach one or more file(s) to a page by viewing the page,**

**i** Refer to [Using Drag-and-Drop in Confluence](#) topic for more information on configuring Confluence to use the drag-and-drop feature.

1. View the page to which you want to attach your file(s).

2. Drag one or more file(s) accessible from your computer and drop it onto the page. The 'Attach File(s)' message box appears, indicating the upload status of the file(s) being attached to your page. **i** In the 'Attach File(s)' message box, you can cancel the upload of an attachment by clicking its '**X**' icon at the right hand side of this message box. This option works best with large files or slow network connections. Confluence uploads two files concurrently and after all attachments have finished uploading, the page reloads to reflect the attachment changes and the 'Attach File(s)' message box closes.

**i** It is not possible to drag-and-drop a folder onto a page.

**To attach a file to a page using the 'Insert Link' window,**

- You can also attach files via the **'Insert Link'** window. See [Linking to an Attachment](#) for more information.

**i** The link browser does not have drag-and-drop functionality.

## Attachment Versions

If you upload a file with the same name as an existing attachment, Confluence will rename the old file and maintain a version of it on the server. Read more about [Attachment Versions](#) and [Viewing Attachment Details](#).

**i** Please note, changes you make to the original file after you've attached it don't affect the copy in Confluence. To update the content of the file, you will need to upload a new version.

## Attachment Information Icon

**Error rendering macro 'excerpt-include'**

No link could be created for 'Working with Attachments Overview'.

### RELATED TOPICS

[Working with Attachments](#)

[Displaying an Image](#)

[Attachment Versions](#)

Take me back to the [Wikis Help Guide](#).