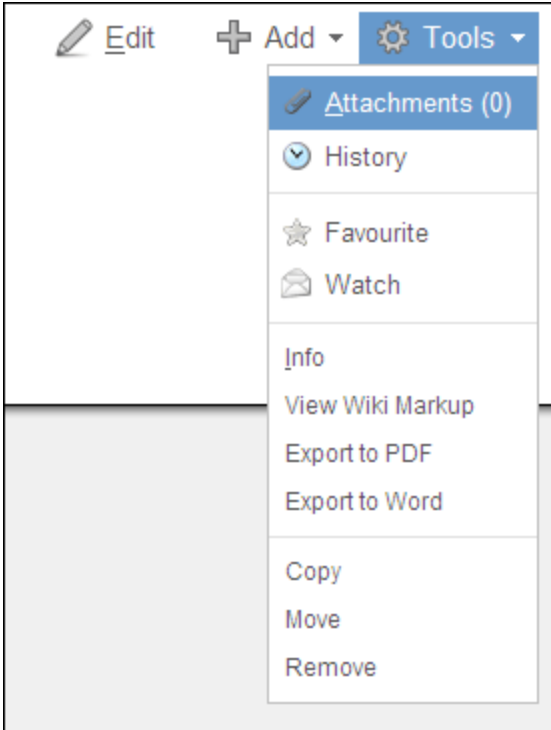


# Attaching a PDF or File

## Attaching a PDF or File

To attach a PDF version of a paper or any other type of file, follow these instructions.

Begin by going to the **Tools** icon in the upper right corner of the page and then clicking **Attachments**.



**Browse** for your attachment, fill in a comment (this is optional) and then choose **Attach File(s)**.

Click on the **View** icon in the upper right corner to return to the page.

Users can find the PDF by going to **Tools** in the upper right corner of the page and then clicking **Attachments**. To make the PDF easier to find you can create a link, instructions below.

## Add a Link to the PDF

Click on **Edit** in the upper right corner to edit the page. Create a link by clicking the **globe icon** in the formatting bar above the text area.



From this dialog box, click the **Attachments** tab, choose your recently uploaded file, and give the link a name by filling in the **Alias** textbox. Then click **OK**. The **Alias** is the linked text that will appear on your wiki page.

## Link Properties

Link   
Alias   
Tooltip

[Search](#) | [History](#) | [Recently Modified](#) | [External Link](#) | [Attachments](#)

Name	Size	Creator	Date
 <a href="#">NYU Abu Dhabi Undergraduate...pdf</a>	85 kb	<a href="#">Michael Hill</a>	Oct 19, 2009

Attach File:

### Deleting an Attachment

To delete an attachment, click on **Tools** in the upper right corner of the page. Click on **Attachments**, you will see the options **Remove** or edit.