



# Working with attachments

An attachment is any file that is included with your page. Examples of attachments are screenshots, photographs, other images, Word documents, presentations, PDF documents, videos and sound files. Attachments are useful when you want to share information that exists in another file format. You can attach files to any page or blog post, provided you have permission to do so.

When a page you are viewing contains attachments, a small paperclip icon appears next to the breadcrumbs. Clicking the paperclip icon will take you to the 'Attachments' view, where you will see the full list of attachments.

 N.B. To attach a file, you need the 'Create Attachments' permission. See [Permissions and Restrictions](#).

 We recommend you don't use special characters in page or attachment names, as the page or attachment may not be found by Confluence search, and may cause some Confluence functions to behave unexpectedly.

## Attaching files to a page


There are different ways of attaching files to a page on collaborate.green:

- Drag and drop files on to a page.
- Browse to, and upload files from, your computer or network.

 N.B. If you attach a file with the same name as an existing attachment, Confluence will create a [new version](#) of the existing attachment.

## Attach a file to a page using **drag-and-drop**

1. View the page to which you want to attach files.
2. Drag one or more files from your computer onto the page. The 'Attach File(s)' message box appears, indicating the upload status of the files being attached to your page.


 N.B. You can drag and drop more than one file at a time onto a page. You cannot drag a folder of files onto a page.

You can also drag and drop files:

- directly onto the 'Attachments' view for the page.
- directly onto the Edit-view of the page.
- onto any tab of the 'Insert Link' or 'Insert Image' dialogs, which are available from the **Insert** menu while editing.

## Attach a file to a page from the computer's (or network's) file system

1. Choose **Tools > Attachments**.
2. Choose **Browse** and navigate to the file.
3. Select the file and click **Open**.
4. Add a descriptive comment for the file (optional).
5. Choose **Attach more files** if required.
6. Choose **Attach**.

 N.B. You can attach than one file at a time. You cannot attach a folder of files.

You can also browse for, and upload, a file from:

- the 'Attachments' tab of the 'Insert Link' dialog. (While editing the page, choose **Insert > Link**.)
- the 'Attached Images' tab of the 'Insert Image' dialog. (While editing the page, choose **Insert > Image**.)

## Display attachments

Once you have attached the relevant files, you can [display attached images](#) and [multimedia content](#) on the page. If the attachment is an Office document, use the [View File macro](#) to display the content of the document on the Confluence page. If you have an Office application installed, you will also be able to launch your Office editor from within Confluence. See [Displaying Office Files in Confluence](#) and [Working with the Office Connector](#).

Your page can display a [list of attachments](#) – these may be the files that are attached to a single page or to any page in the space. You can also [display a link to an attachment](#). When a user clicks the link, the attachment will open, provided that the user has the software application needed to open the attachment.

You can [label an attachment](#), and then [use labels to categorise your content](#). See: [Add, remove and search for labels](#)

## Embedding multimedia content

Using multimedia files you can display movies, animations and videos, and embed audio files on your page. Once you have attached the multimedia file to page, you then edit the page to set where the multimedia content should appear.

Choose one of these methods:

- **Add the macro yourself:** Attach the multimedia file to the page in the usual way. Add the Multimedia macro using the macro browser.
- **Drag and drop:** Drop the video or other file into the editor. Confluence will attach the file and insert the Multimedia macro for you.
- **Adjust parameters if necessary:** Click on the Multimedia macro placeholder to set options for the macro, such as adjusting the width or height of the display, or setting autoplay on.