Adding Attachments to Confluence

Getting Started

- **Log in** to Confluence ([http://wiki.itap.purdue.edu](http://wiki.itap.purdue.edu)) and **access** the space where you need to add the attachment.

- **Open** the page where you wish to place the attachment.

Option 1: Attaching a file to a Confluence page without a link

You can add an attachment to a Confluence page without creating a link within the page’s text. This can be useful if you wish to add your attachments prior to creating the page’s full content, or if you are using Confluence as a document repository.

- On the page where you wish to add the attachment, **click** the Tools menu in the upper right-hand corner of the Confluence screen, and **click** Attachments.
On the Attachments page, there are two options to upload attachments. **Click Browse** to select files on your computer, add an optional comment, and then **click Attach** to upload files to Confluence one file at a time. You can then **click Attach more files** to continue uploading files one at a time. Or, you may upload multiple files at one time by selecting files on your computer and **dragging** them to the area on the screen that says **Drop files here to attach them**.

After files are uploaded to Confluence, you will see a list of attached files. To add comments or labels to a file, **click Properties**. You can also move files to a different page from this screen. **Click View Page** in the upper right hand corner of the screen to return to the page.
To create text on the page that links to one of the attachments you uploaded, click Edit on the page where you wish to create the link.

With your mouse, highlight the word(s) that users should click on to download the attachment. Next, click Insert on the text box editor to open the Insert Menu, and click Attachment.

On the Insert Link screen that opens, click on the attachment you want to link to the text. Click Insert to add the link to the content.

**Note:** The text you highlighted within the text editor will appear within the Link Text text box on the Insert Link screen. You may change the link text if you wish, but that will also change the text within the text editor.
Option 2: Adding an Attachment from the Text Editor

You can use this option to quickly add a single attachment and link it directly to content within your page.

- **Click** Edit in the upper right-hand corner of the screen to open the text editor.
- **Type** in the content you want for your page.

- With your mouse, **highlight** the word(s) that users should click on to download the attachment. Next, **click** the Insert button on the text box editor to open the Insert Menu, and click **Attachment**.

On the Insert Link screen that opens, **click** the Browse button to upload a file from your computer to Confluence. **Click** the name of the file to attach, and **click** Insert.

**Note:** The text you highlighted within the text editor will appear within the Link Text text box on the Insert Link screen. You may change the link text if you wish, but that will also change the text within the text editor.