

## FAQ:

How do I delete or rename a file attachment?

## Answer:

You can move and delete attachments directly from your browser. Moving lets you transfer an attachment from one topic to another. The soft delete moves an attachment to the special **TrashAttachment** topic in the **Trash** web, where it's hidden but can be "undeleted" with system administrator access. Please note that you cannot rename an attachment in the current TWiki release.

Click on [**action**] on the file in the FileAttachment table, then in the **Update attachment** screen choose [**Move attachment**], and make your changes to that screen.

**NOTE:** The configuration of your site and your own access permissions determine whether you can access these functions.

Note for system administrators: To remove an attachment permanently move it to the Trash.TrashAttachment topic, then with file-level access, delete the file attachment and its , v repository file manually from twiki/pub/Trash/TrashAttachment.

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**Note:** Please contribute updates to this topic on TWiki.org at TWiki:TWiki.DeleteOrRenameAnAttachment.