How do I add an attachment to an article?

Q: How do I add an attachment to an article?

Context

- The knowledge base and help system
- MIT community members with permissions to contribute content

Answer

> **Important note**
> When creating a new article, the **Attach** link does not display until you click **Save**.

- In **View** or **Edit** mode, click on the **Attach** link in the upper center of the article.
- In the **Attach** screen, click the **Browse** button to locate the file on your computer you want to attach to your article.
- Select the file, then click **Open**.
- Click the **Attach files** button.

You will notice that the **Attach** link for the article now displays a count of the number of attachments.