

# Renaming Attachments

1. On the list with categories, locate the appropriate category.
2. In the category, locate the attached file you want to rename.
3. Point to this file until the action icons appear.
4. Click the down-arrow icon to the right of the attachment section and select Rename.
5. In the **Rename Attachment** form, rename the attached file.
6. Click **Save**.

## Rename Attachment

Save Cancel



Please avoid modifying the attachment names as it may lead to incorrect association with the application for opening the new file format and impossibility to open the file,

## Naming Conventions

Please avoid using special characters in file names as they may lead to naming conflicts in different operating systems.