BoardBook®

Attachments – Reordering and Renaming - Updated

Once attachments have been added to an item those attachments can be renamed or reordered.

In this document we will cover the following subjects:
> Reordering attachments
>> How to preserve the existing order
>> How to reorder
> Renaming attachments

Reordering Attachments

In BoardBook Premier, attachments can be added via the file browser (by clicking the 'Click to Open the File Browser' button) or by drag and drop (by dragging and dropping files into the 'Drag & Drop New Attachments Here). Using either method, attachments can be added individually or multiple attachments may be added at once.

How to Preserve the Existing Order

If you've added your attachment in the order you want. Nothing needs to be done, simply save the item / item changes as normal.

How to Reorder

Once you've added your attachments, if you want to change their order click the 'Attachment Reorder Button'.
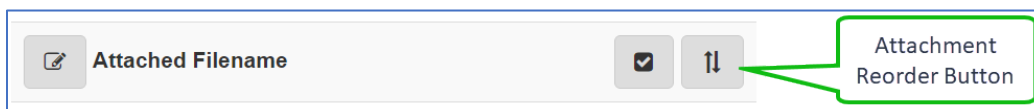

Once you've clicked this button you can click and drag your attachments into the order you want. Once you've done this then clicking the 'Agenda Order Save Button', or any of the blue save buttons for the agenda item itself will save the order of your attachments
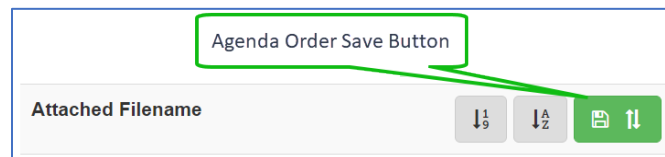
Renaming Attachments

In BoardBook Premier, attachments are automatically named based on the file name. The file extension is automatically removed. To change the name of an attachment, click on the 'Edit File Name Button' then make any changes to the name, or even add a description.

Edit File Name Button
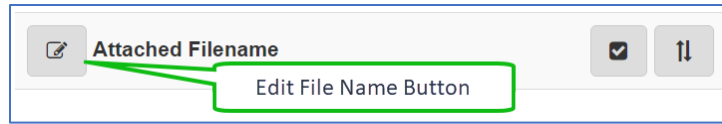
Once you have finished click the 'Save File Name Button', or any of the blue save buttons for the agenda item itself and your changes will be saved.

Save File Name Button