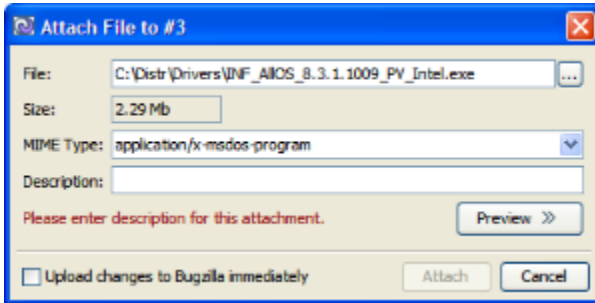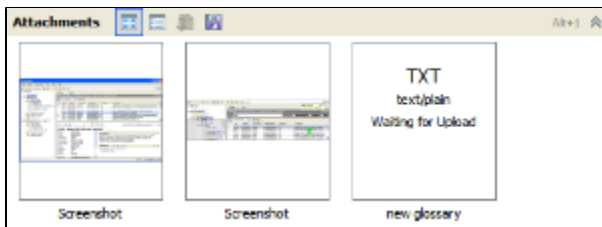# Attachments

To attach a file:

1. Right-click the bug and select **Attach File** or select the bug and click the **Attach File** button on the **Bug Toolbar** or press **CTRL + Alt + F**.
2. In the **Select File** dialog select the file to attach and click **OK**.
3. Alternatively, instead of steps 1 and 2, you can locate the file you wish to attach on your disk and drag it to the bug details area or to the bug itself in the bug table.
4. In the **Attach File** dialog provide the file description.

5. The file MIME type is automatically detected by the file extension. If is was detected incorrectly, modify it using the **MIME Type** drop-down combo box. MIME type is required for the correct display of the file preview.
6. For some file types (image, including png, gif, jpeg, bmp, and text, including xml and html) the preview is available. Use the **Preview >>** button to access it. If the built-in preview is not available, you can select a program to open the file with.
7. Select the **Upload Changes Immediately** check box if you wish to upload attachment to Bugzilla immediately. Remove the selection to save it locally.
8. Click **Attach**.

After attachments are added they can be viewed in the **Bug Details** area.

The **Attachments Toolbar** provides the following functions:

- The **View Thumbnails** and **View Details** buttons allow to switch between two viewing modes. The first one shows the attachments and screenshots as thumbnails, the second shows the table with attachments and screenshots details such as Description, File Name, Date, etc.
- The **Download** button allows to download the attachment or screenshot from Bugzilla if it is not downloaded yet.
- The **Save A Copy** button allows to save a copy of the attachment to your disk.