

Upload an image or document to Slack

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[Upload the image or document](#)

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Select the right format for your document

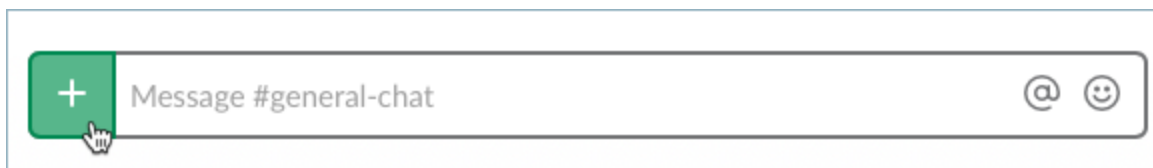
When posting a document to Slack, consider whether you want users to be able to edit it or not. If you *don't* want users to edit the document, it's best to upload it in PDF format.

Most word processing programs have an option to save documents in PDF format, including Microsoft Word and Google Docs. Just save your document in this format, and upload it following these instructions.

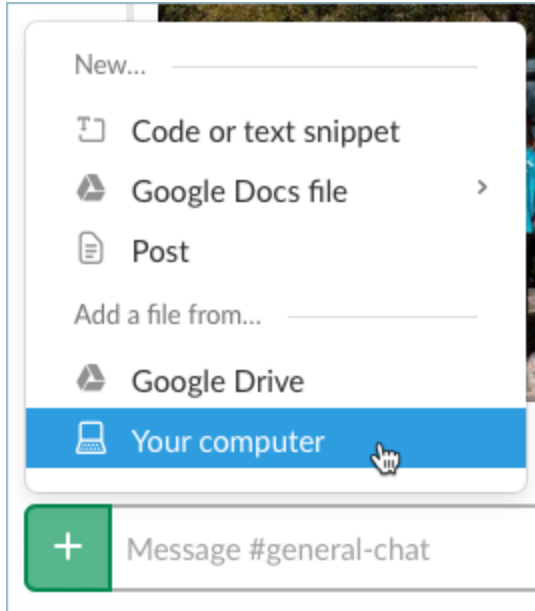
Upload the image or document

You can upload documents and images from your computer to Slack.

1. Log in and select the channel you want to upload to.
2. Next to the message box at the bottom of the channel, click on the + sign.



3. Click 'Your computer'.



4. Navigate on your computer to where you have your saved image or document, and select it.
5. Add a comment if you wish. Click 'Upload'.

Upload a file?



Title

Jandals.png

Titles are the easiest ways to search for files: it pays to be descriptive.

Share in

general-chat

Add Comment
(optional)

Love this pic!

Cancel

Upload

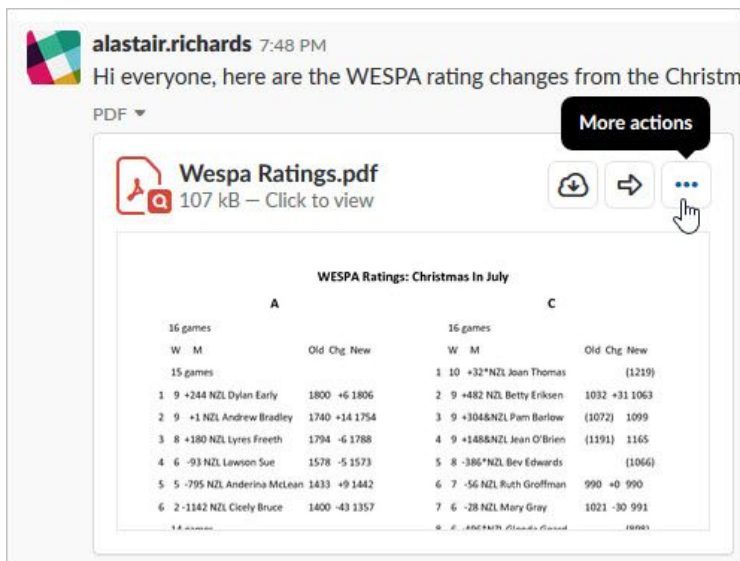


Delete an image or document

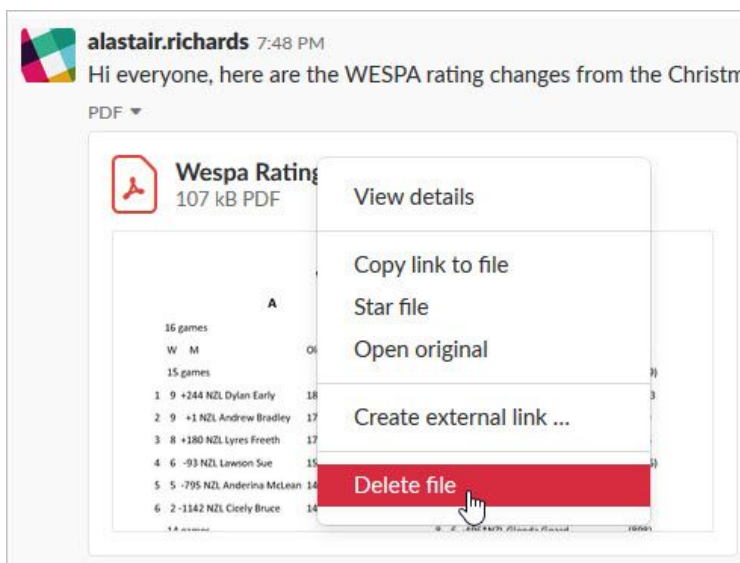
After you've uploaded your item you may want to update it, or fix an error and re-upload it. The best way to do this is delete the original item, then upload the new item. This means that users won't be confused about which is the current version.

To delete an uploaded item:

1. Go to the posting in Slack where you uploaded the image or document originally. Hover over the item until you see the 3 dots icon appear on the top right.



2. Click on the three dots, then select **Delete File**.



You can now upload the new version, if required.

END