Managing documents

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Smart Attachments is a document management app for Confluence. It allows you to manage documents and store them in folders with Confluence spaces. Here your teammates can quickly access these documents and get the latest document revisions in no time. Now you needn't worry that your project files are distributed through Confluence pages in a total mess.

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Viewing documents

1. Open the space storage.
2. Open the folder where documents are stored.
3. For each document, the following information is displayed:
   - Name - name of the document.
   - Size - size of the document.
   - Uploader - last uploader of the document / creator of the folder.
   - Creation Date - date when the document was uploaded into the folder or the folder was created.
   - Last Modified Date - date when the document or folder was modified (title updated).

Uploading new documents

1. Open the folder which you want to upload a new document to.
2. Click Add document.
3. In the Upload document form, click Browse and select
files on your local computer. You can also directly drop files to the form.

4. Click Add.

To delete the currently attached document on the form:

Click the icon.

You can modify the name of the document, by hovering over the document name it and clicking it. Confirm the modified name by clicking icon.

**Uploading documents to the storage while editing the page**

1. Switch the page to the edit mode.
2. Drop files to the area named as Storage.
3. In the Select folder in storage form, select the folder which you want to upload files to.
4. Click Upload.

**Renaming the document**

1. On the list with folders, locate the document you want to rename.
2. Hover over the document.
3. Click the [...] button.
4. Select Rename.
5. In the Edit document form, update the document name.
6. Click Update.

**Managing document revisions**

Smart Attachments for Confluence groups files having identical names into document revisions automatically.

1. Drop files into the folder.
2. Click the Expand revisions > icon.
3. Locate the appropriate document revision.

To delete the document revision:

1. Hover over the document revision.
2. Click the [...] button.
3. Select Delete.
Managing labels of documents

1. On the list with documents, locate the document which you want to manage labels for.
2. Hover over the document.
3. Click the Edit labels icon.
4. In the Labels form, add or delete labels.
5. Close the form.

Deleting the document

1. On the list with documents, locate the document you want to delete.
2. Hover over the document.
3. Click the [...] button.
4. Select Delete.
5. Confirm the removal of the document.

Embedding documents into Confluence pages

1. On the list with documents, locate the document you want to embed.
2. Hover over the document.
3. Click the Copy link to embed icon.
4. Open the page which you want to embed the document into.
5. Press Ctrl + V (for Windows/Linux) or Cmd + V (for MacOS).

The link will be converted into the embedded document.

Moving documents to folders

1. On the list with documents, locate the document you want to move.
2. Hover over the document.
3. Click the [...] button.
4. Select Move.
5. In the Move Document form, select the space storage and folder which you want to move the document to.

6. Click Move.

You will automatically transition to the new location of the document.