

Managing the Folder attachments macro

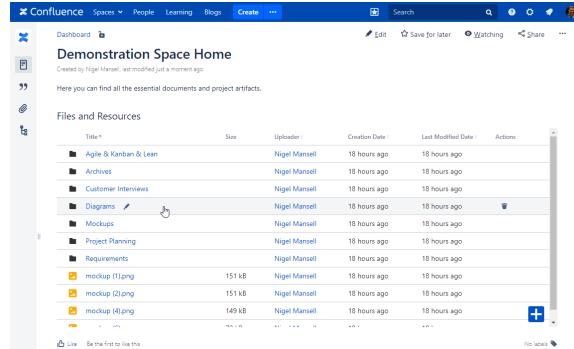
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Smart Attachments is a document management app for Confluence. It allows you to embed the folder structure into Confluence pages. You can easily navigate through the space storage, preview and manage files, as well as folders.

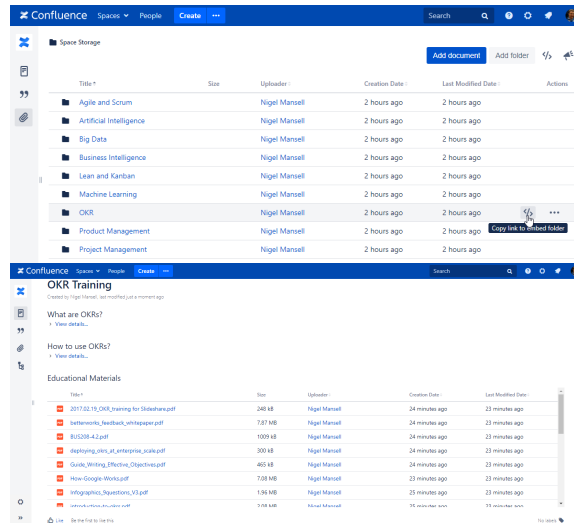
The **Folder attachments** macro allows you to embed folders and documents into Confluence pages, and further navigate across folders on your Confluence page. Additionally, you can upload new documents, delete and rename documents and folders in the space storage from a Confluence page where the macro resides.

- Embedding the folder with documents
- Inserting the Folder attachments macro
- Managing documents and folders through the macro



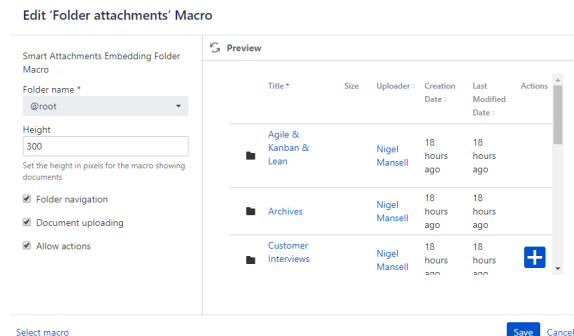
Embedding the folder with documents

1. On the list with folder, locate the folder you want to embed into the Confluence page.
2. Hover over the folder.
3. Click the **Copy link to embed folder** icon.
4. Switch the page to edit mode.
5. Insert the link from the clipboard.
6. Save the page.



Inserting the Folder attachments macro

1. Switch the page to edit mode.
2. From the editor toolbar, choose **Insert** > **Other Macros**.
3. In the **Select macro** form, find and select the Folder attachments macro.
4. Click **Insert**.
5. Start entering the folder name you want to embed into the page and select it from the suggested variants.
6. Set the height of the macro area.
7. To enable navigation within the embedded folder, check the **Folder navigation** box.

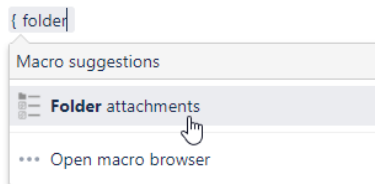


- To enable upload of documents through the macro, check the **Document uploading** box.
- To enable actions on documents and folders, check the **Allow actions** box.
- Click **Insert**.
- Save the page.

To add the macro with autocomplete:

- Type { and the beginning of the macro name.
- Start entering **Folder attachments** to see a list of suggested macros.
- Select the macro.

Educational Materials



Managing documents and folders through the macro

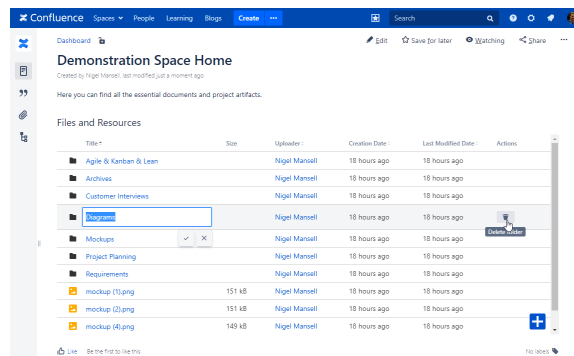
To upload documents through the macro:

- Save the page with the macro.
- Click the **Add document**




button.

- Select the documents for upload.




To delete documents / folders:

- In the macro, locate the folder or document you want to delete.
- Click the **Delete folder / Delete document**  icon.

To undo the removal of folder, click the Undo link. You will have 5 seconds to undo the removal of a folder or document. The deleted document or folder will be highlighted with the light red color.

To rename documents / folders:

- In the macro, locate the folder or document you want to rename.
- Click the **Edit folder name / Edit document name**  icon.
- In the appeared box, update the folder or document name.

4. To confirm changes, click



i The macro considers the space permissions when showing the action icons to the user.