

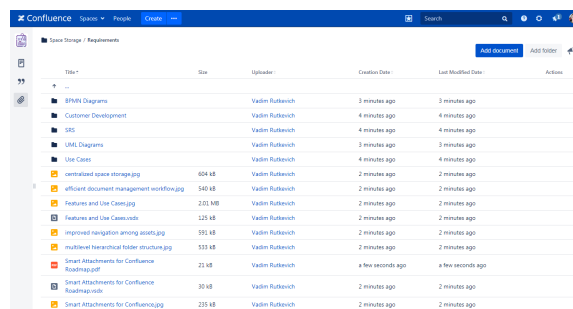
# Managing documents

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.

- Viewing documents
- Uploading new documents
- Uploading documents to the storage while editing the page
- Renaming the document
- Managing document revisions
- Managing labels of documents
- Deleting the document
- Embedding documents into Confluence pages
- Moving documents to folders
- Locking documents
- Edit documents in Space Storage

## Viewing documents

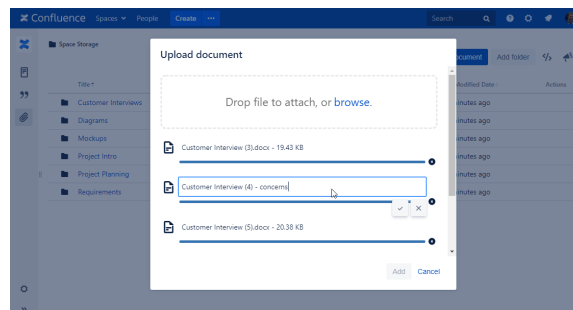
1. Open the space storage.
2. Open the folder where documents are stored.
3. For each document, the following information is displayed:
  - **Name** - name of the document.
  - **Size** - size of the document
  - **Uploader** - last uploader of the document / creator of the folder.
  - **Creation Date** - 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).



Title	Size	Uploader	Creation Date	Last Modified Date	Actions
BPVN Diagrams		Vadim Rutkevich	3 minutes ago	3 minutes ago	
Customer Development		Vadim Rutkevich	4 minutes ago	4 minutes ago	
SRS		Vadim Rutkevich	4 minutes ago	4 minutes ago	
UML Diagrams		Vadim Rutkevich	3 minutes ago	3 minutes ago	
Use Cases		Vadim Rutkevich	4 minutes ago	4 minutes ago	
centralized space storage.jpg	624 KB	Vadim Rutkevich	2 minutes ago	2 minutes ago	
efficient document management workflow.jpg	940 KB	Vadim Rutkevich	2 minutes ago	2 minutes ago	
Features and Use Cases.jpg	232 KB	Vadim Rutkevich	2 minutes ago	2 minutes ago	
Features and Use Cases.jpg	125 KB	Vadim Rutkevich	2 minutes ago	2 minutes ago	
improved navigation among items.jpg	351 KB	Vadim Rutkevich	2 minutes ago	2 minutes ago	
multilevel hierarchical folder structure.jpg	533 KB	Vadim Rutkevich	2 minutes ago	2 minutes ago	
Smart Attachments for Confluence Roadmap.pdf	23 KB	Vadim Rutkevich	a few seconds ago	a few seconds ago	
Smart Attachments for Confluence Roadmap.pdf	38 KB	Vadim Rutkevich	2 minutes ago	2 minutes ago	
Smart Attachments for Confluence.jpg	235 KB	Vadim Rutkevich	2 minutes ago	2 minutes ago	


## 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.

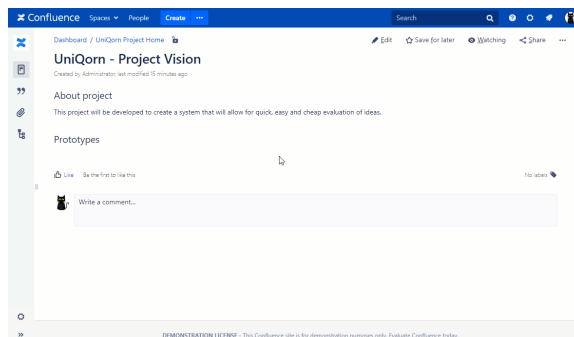
 You can modify the name of the document, by hovering over the document name it and clicking it. Confirm the modified name by clicking



icon.

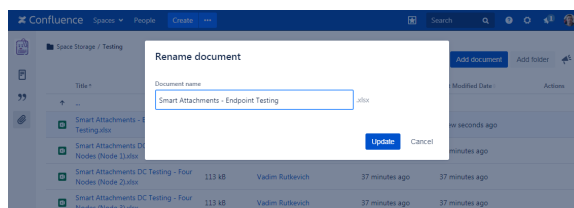
## Uploading documents to the storage while editing the page

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**.



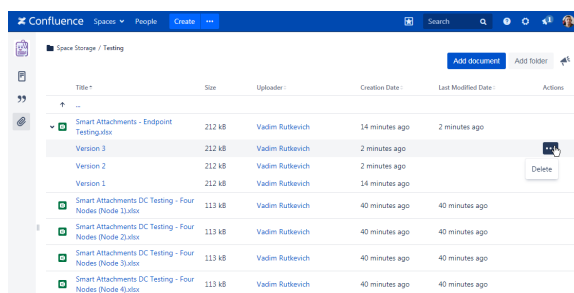
## Managing document revisions

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.

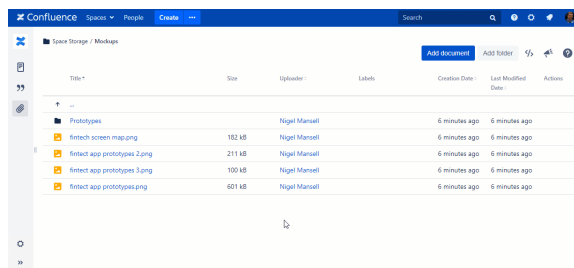
To delete the document revision:

1. Hover over the document revision.
2. Click the [...] button.
3. Select **Delete**.



## Managing labels of documents

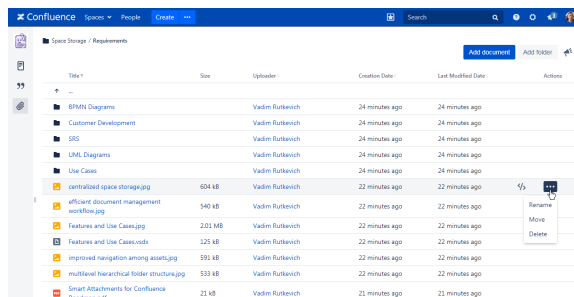
1. On the list with documents, locate the document which you want to manage labels for.
2. Hover over the document.
3. Click the **Edit labels** icon.
4. In the **Labels** form, add or delete labels.
5. Close the form.



## Deleting the document

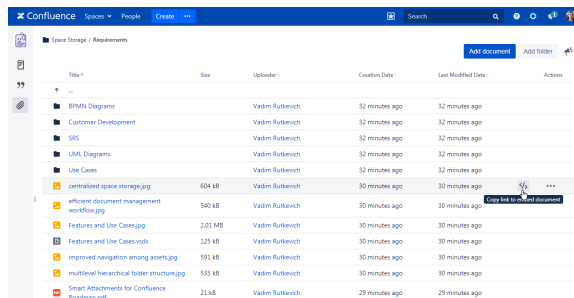
1. On the list with documents, locate the document you want to delete.
2. Hover over the document.
3. Click the [...] button.
4. Select **Delete**.
5. Confirm the removal of the document.

**i** The document will be deleted with all its revisions. If you have the permission to delete only your own attachments, you will not be able to delete a document containing revisions from multiple users.



## Embedding documents into Confluence pages

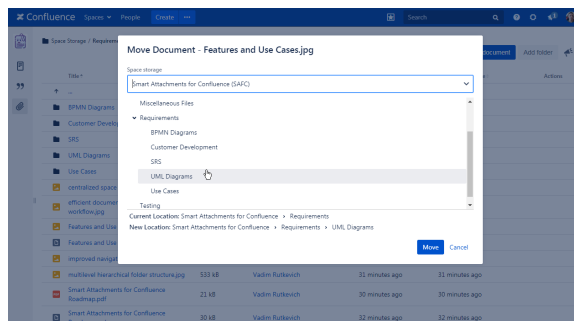
1. On the list with documents, locate the document you want to embed.
2. Hover over the document.
3. Click the **Copy link to embed** icon.
4. Open the page which you want to embed the document into.
5. Press Ctrl + V (for Windows/Linux) or Cmd + V (for MacOS).



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**.

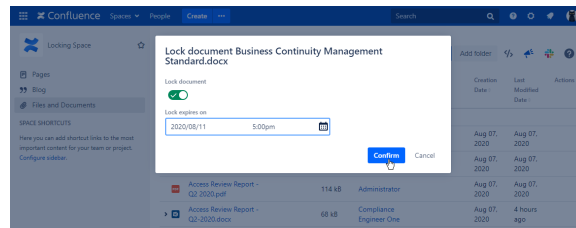



You will automatically transition to the new location of the document.

## Locking documents


You can lock documents for a specific period of time. The automatic locking is set to documents that you start editing in Atlassian Companion.

Users from the confluence-administrators group can forcibly unlock the locked documents if needed.



1. On the list with documents, locate the document you want to lock.
2. Hover over the document.
3. Click the **Lock**  icon.
4. In the **Lock document** form, move the toggle right to enable the locking.
5. Pick the date and time until which the document is locked.
6. Click **Confirm**.

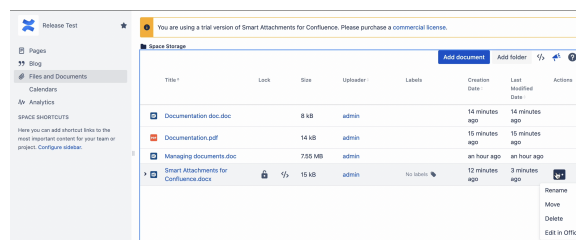
### To unlock the document:

1. On the list with documents, locate the locked document you want to unlock.
2. Hover over the document.
3. Click the **Locked**  icon.
4. In the **Lock document** form, move the toggle left to disable the locking.
5. Click **Confirm**.

## Edit documents in Space Storage

The "Edit in Office" feature in Space Storage allows to edit documents using the Office Connector method.

1. Open the space storage.
2. Locate the file you want to edit.
3. Navigate to the edit icon in the **Actions** column and select **Edit in Office**.
4. Then click Open in the popup tab; edit the document and save it.
5. Refresh the page to see a new file version.



**NB!** Please note, that only the first parameter is supported in Office Connector Edit in Office Section

Confluence administration

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## Configure Office Connector plugin

Importing From Word

Warnings: ☐ Show a warning before allowing a user to perform an import

Advanced Formatting Options: ☐ Use the footnote macro for Word footnotes

Maximum imported image size:  height (pixels)

width (pixels)

System Resource Usage

Temporary storage for viewfile macro: ☒ Confluence home directory: /var/atlassian/application-data/confluence/viewfile

☐ No directory specified in the properties file. Please set a correct value in resources/directories.properties.

Maximum file space for cache(MB):

Number of Conversion Queues:  [Manage Queues](#)

Edit in Office

By default, Confluence uses the Atlassian Companion app to edit attached files. If your users can't install the Companion app, or use it in your environment, you can enable the legacy Edit in Office feature, which uses the WebDAV to edit selected Microsoft Office file types. [Learn More](#)

File editing method: ☒ Enable Edit in Office for all users (this will disable the Companion app)

File authentication: ☐ Include authentication tokens in the URL path (required for Office 2013)