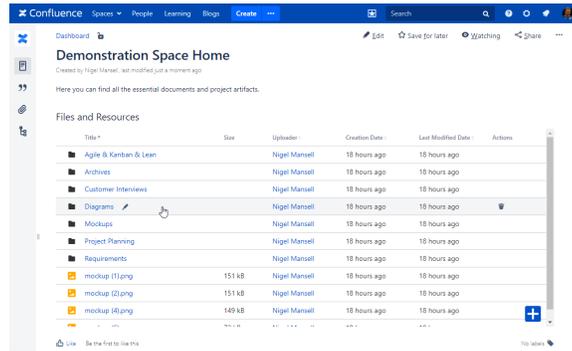


# Managing the Folder attachments macro

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
- Managing email notifications

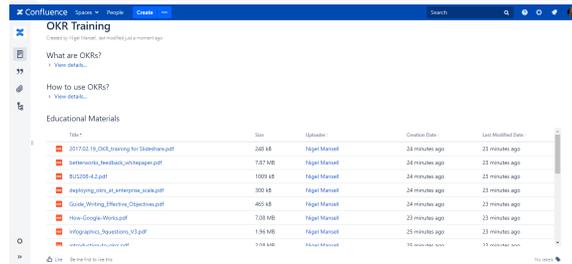
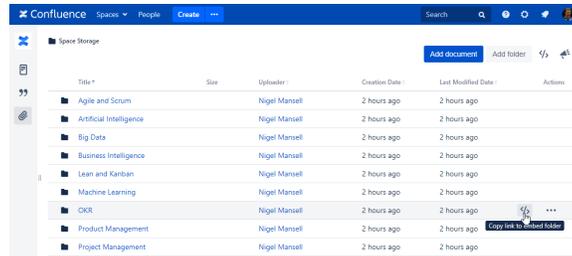


## Embedding the folder with documents

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.

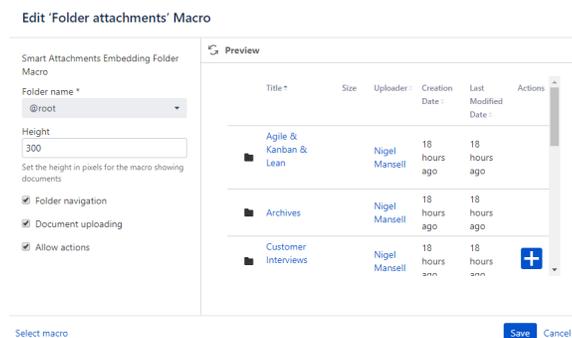


4. Switch the page to edit mode.
5. Insert the link from the clipboard.
6. Save the page.



## 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.
8. To enable upload of documents through the macro, check the **Document uploading** box.
9. To enable actions on documents and folders, check the **Allow actions** box.
10. Click **Insert**.

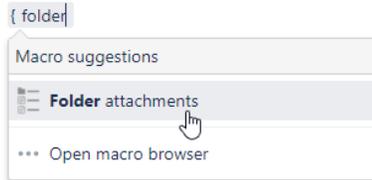


11. Save the page.

#### To add the macro with autocomplete:

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

#### Educational Materials



## Managing documents and folders through the macro

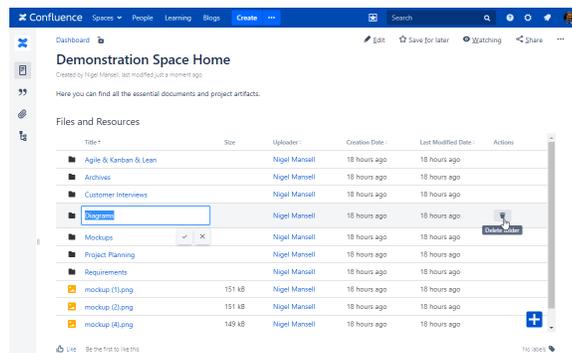
#### To upload documents through the macro:

1. Save the page with the macro.
2. Click the **Add document**



button.

3. Select the documents for upload.



#### To delete documents / folders:

1. In the macro, locate the folder or document you want to delete.
2. 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:

1. In the macro, locate the folder or document you want to rename.
2. Click the **Edit folder name / Edit document name**  icon.
3. In the appeared box, update the folder or document name.
4. To confirm changes, click



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

## Managing email notifications

Smart Attachments for Confluence doesn't send any notifications on the behalf of the app.

However, a user can start receiving email notifications about attachment changes. This happens when the user performs any actions (i.e., edits / deletes / adds a document) within a Smart Attachment folder and after any other user modifies any other document of the space (sometimes not even on the same Confluence page). This can be regulated on the Confluence instance level.

All the notifications you receive are sent by Confluence based on the general *Email Notifications* settings. Smart Attachments for Confluence doesn't regulate or affect any notification schemes. You may read a more detailed information about it at the [Confluence Support](#).

For example, if the user watches any Confluence space, he receives notifications about actions with Smart Attachments over all pages of the space. Correspondingly, if the user watches any Confluence page within the space, he receives notifications about actions with Smart Attachments on this particular page of the space.

You can stop watching a certain space or page not to get notifications about actions with documents in Smart Attachments folders. Please, note that in this case you'll stop receiving notifications for the whole space or page, not only Smart Attachments folders.