

## Embed a PDF on a page or in an article

PDFs can be embedded into Pages, News, or Knowledge Base articles.

Files will need to be uploaded in the Documents application first.

A new folder could be created in your directory for these articles specifically, where all the relevant PDFs are uploaded and make these easy to find when creating new articles.

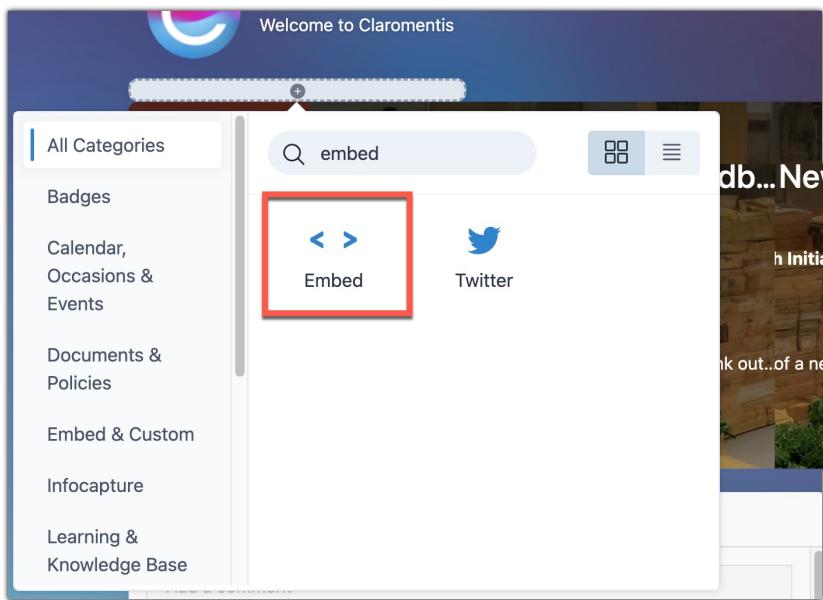
### To embed on a page (available in v10+)

#### 1. Upload the PDF to the Documents application.

A screenshot of the Claromentis Documents application. The main window shows a Microsoft Word document titled "Sample Document 10.pdf". The document content includes a contact number and email, the Claromentis logo, and a section titled "1 LOREM IPSUM" with a block of placeholder text. Above the document, the file path is "Documents &gt; Document Library &gt; Demo User Documents &gt; Sample Document 10.pdf". To the right of the document, there are buttons for "Download document", "Check Out", and a more options menu. Below the document, there is an "Overview" panel displaying file details: "Review Date" (30 May 2025), "Author" (Alison Kelly), "Last modified" (Claromentis Administrator on 16-05-2025 15:46), "Owner" (Claromentis Administrator), and "Filesize: 91167 (89.03 Kb)".

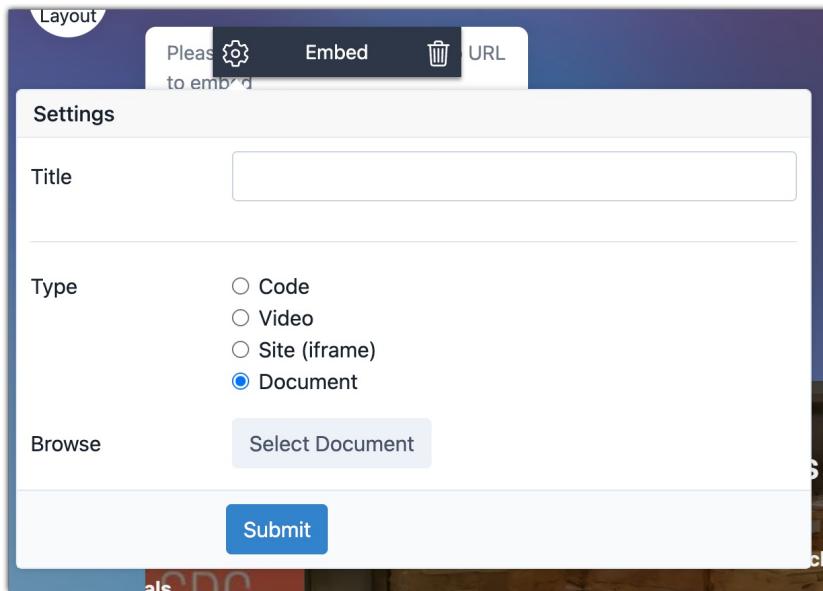
#### 2. Navigate to your chosen page and click the pencil icon to edit it.

#### 3. Click in any whitespace so the components list appears and choose **Embed**.



4. Select the **Document** option in the component.

5. Click on the **Select Document** button that appears.



6. Use the pop-up to find the file you wish to embed in your documents directory and click **Select** in line with it



7. Click **Submit**.

Layout

Please to embed

Embed URL

### Settings

Title

Type  Code  
 Video  
 Site (iframe)  
 Document

Browse  Sample Document 10.pdf

8. Publish the page to save the changes.

The dashboard features a central calendar for September 2025 with the 18th highlighted. To the left is a document preview for 'Sample Document 10.pdf' showing two sections of placeholder text. To the right are several application tiles: 'New Hire Hub' (person icon), 'Badges' (trophy icon), 'Business Process' (checkmark icon), 'E-Learning' (graduation cap icon), 'Polls & Surveys' (poll icon), and 'Thank You' (hand icon). Below the calendar is a 'Current Weather' section for Brighton, UK, showing 'Broken clouds' and a pie chart of weather conditions: Low: 36%, Urgent: 4.5%, and High: 27%.

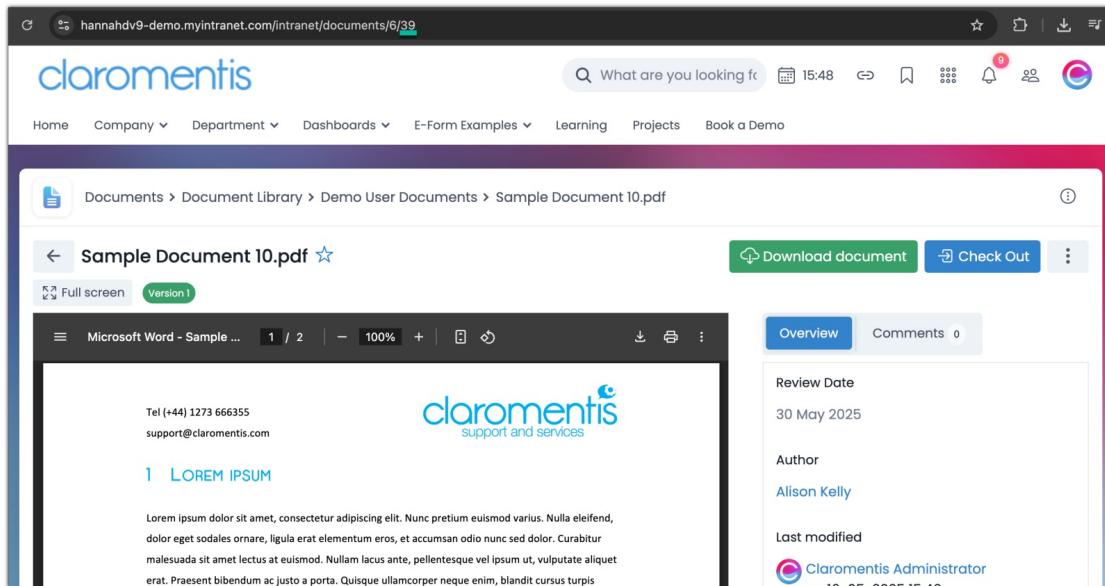
To embed in an article:

1. Upload the PDF to the Documents application.

The 'Overview' tab for 'Sample Document 10.pdf' displays the following details:

- Review Date: 30 May 2025
- Author: Alison Kelly
- Last modified: Claromentis Administrator on 16-05-2025 15:46
- Owner: Claromentis Administrator
- Created on: 13-01-2015 09:25
- Filesize: 91167 (89.03 kb)

2. Locate and copy the **document ID** generated by the Intranet in the URL



The document ID for the example PDF is highlighted above, '39'.

(The number given before this in the URL relates to the folder the PDF is in, but this number is not needed for embedding, only the document ID at the end).

3. Edit the embed code (below) to include the Document ID (red number).

```
<iframe name="previewIframe" src="intranet/documents/preview.php?doc_id=213" style="width:100%; height:500px;" frameborder="0"></iframe>
```

4. Navigate to your page, KB or News article and edit it or create a new one.

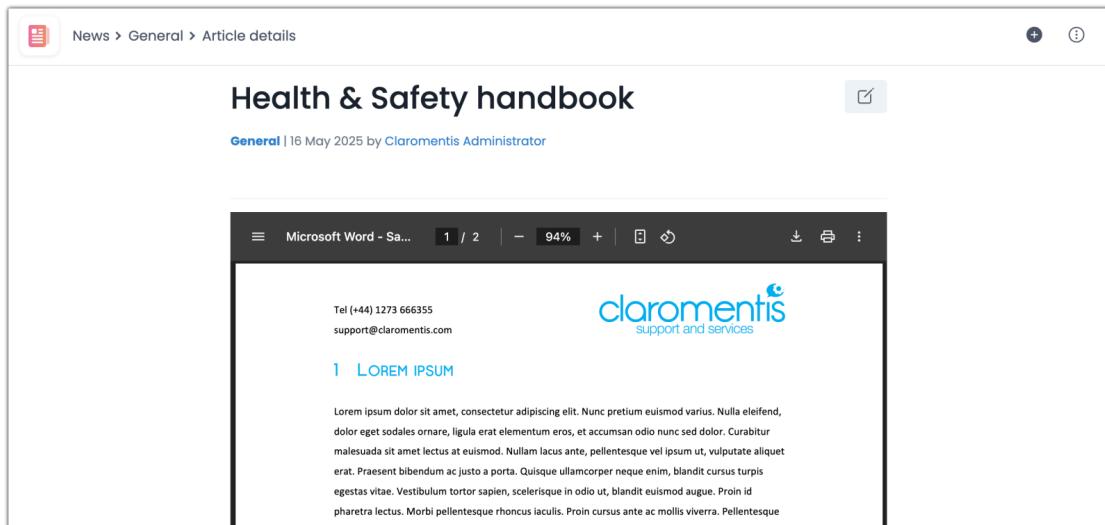
5. Fill out the title, category, metadata, etc., as appropriate.

6. Click the **Source** tab and paste the edited embed code:

Your browser doesn't support video.

Please download the file: [video/mp4](#)

7. When the article is saved as a draft or published, the document is now embedded in the article body.



8. Repeat as necessary. Edit the embed code to reflect each document's unique ID to pull it through correctly.

