

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 making them easy to find when creating new articles.

Users must have at least 'view' rights to the content in the [Documents application](#) to see it successfully where you have embedded it in any articles

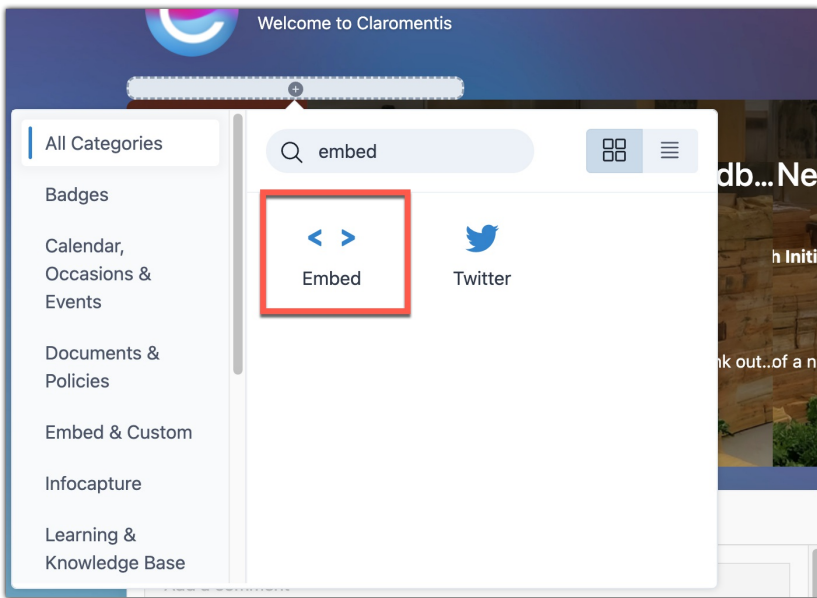
To embed on a page (available in v10+)

1. Upload the PDF to the Documents application.

A screenshot of a web application interface for document management. The breadcrumb trail at the top reads 'Documents > Document Library > Demo User Documents > Sample Document 10.pdf'. The main header shows the document title 'Sample Document 10.pdf' with a star icon, and two buttons: 'Download document' and 'Check Out'. Below the header, there are 'Full screen' and 'Version 1' options. The central part of the screen is a preview of a Microsoft Word document. The document content includes contact information for 'claromentis support and services' (Tel: +44 1273 666355, support@claromentis.com), a section titled '1 LOREM IPSUM', and several paragraphs of placeholder text. The footer of the document shows '11 LOREM IPSUM'. On the right side, there is a metadata panel with tabs for 'Overview' and 'Comments 0'. The metadata includes: 'Review Date: 30 May 2025', 'Author: Alison Kelly', 'Last modified: Claromentis Administrator on 16-05-2025 15:46', and 'Owner: Claromentis Administrator Created on 13-01-2015 09:25'. At the bottom of the metadata panel, it says 'Filesize: 91167 (89.03 Kb)'.

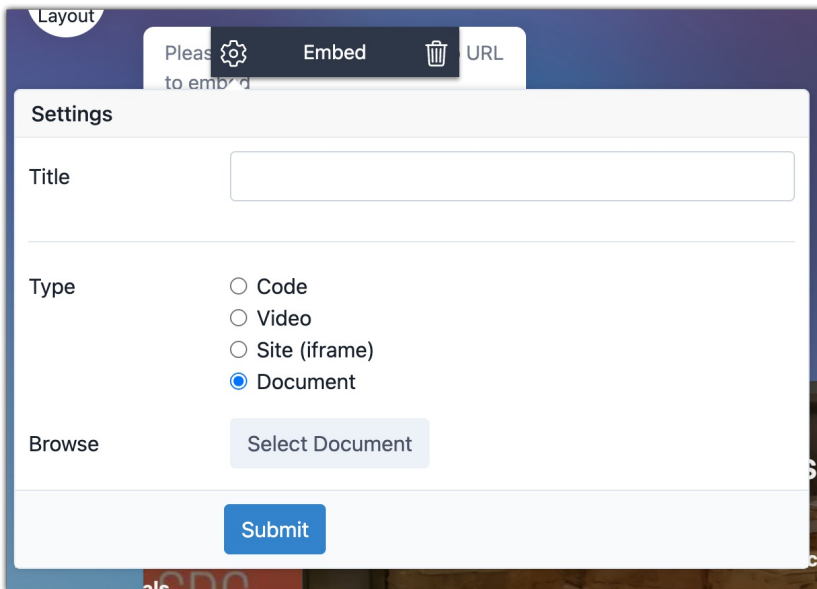
2. Navigate to your chosen page and click the pencil icon to edit it.

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



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

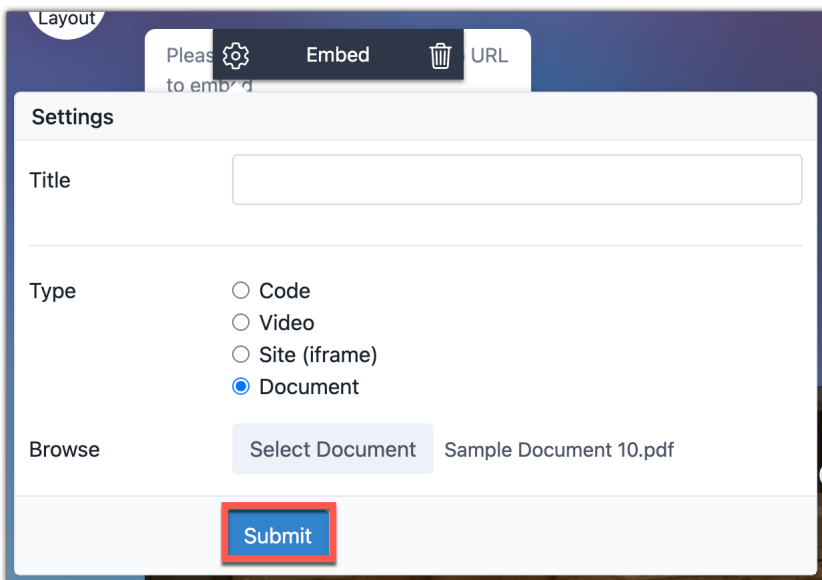
5. Click on the **Select Document** button that appears.



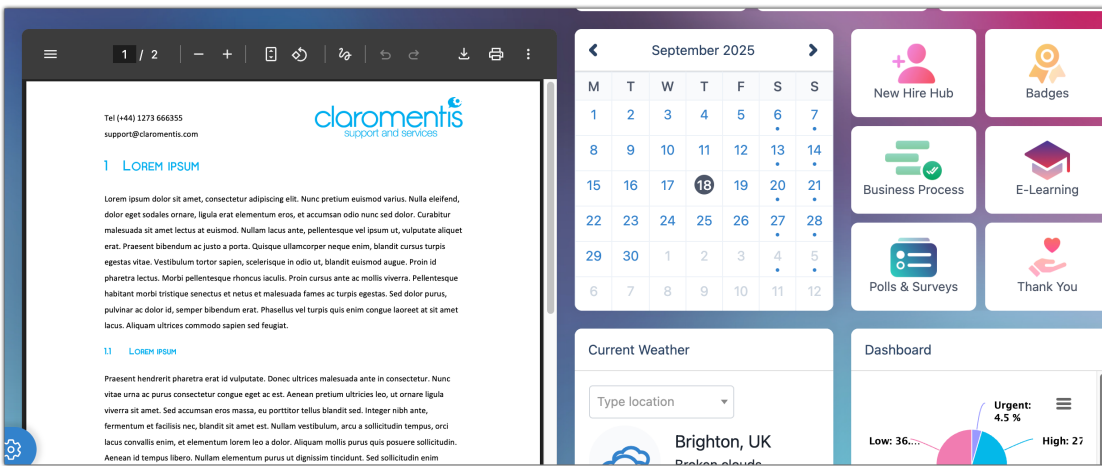
6. Use the pop-up to find the file you wish to embed in your documents directory and click **Select** in line with it



7. Click **Submit**.

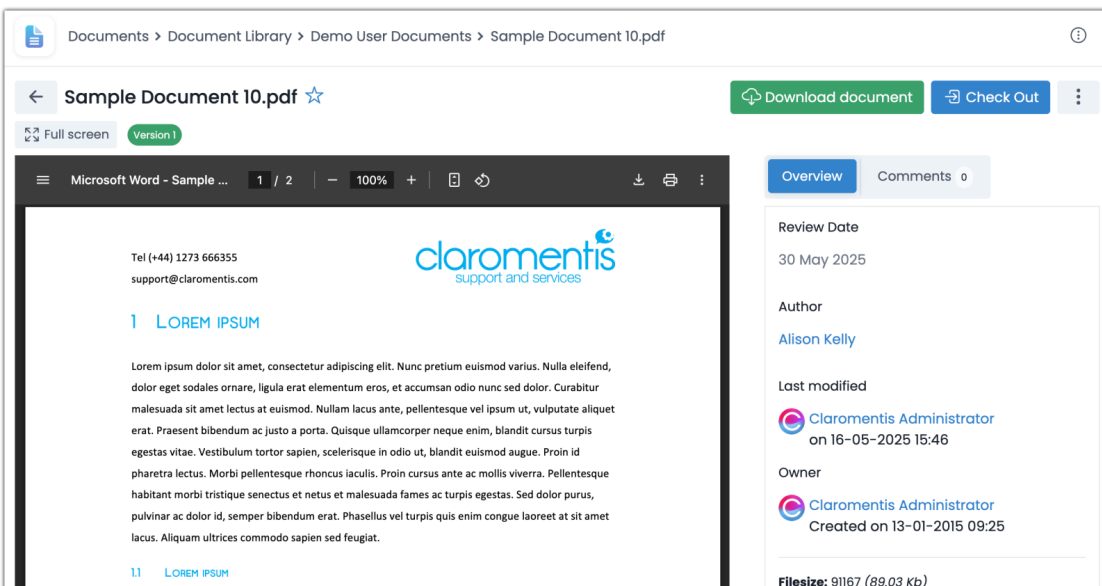


8. Publish the page to save the changes.

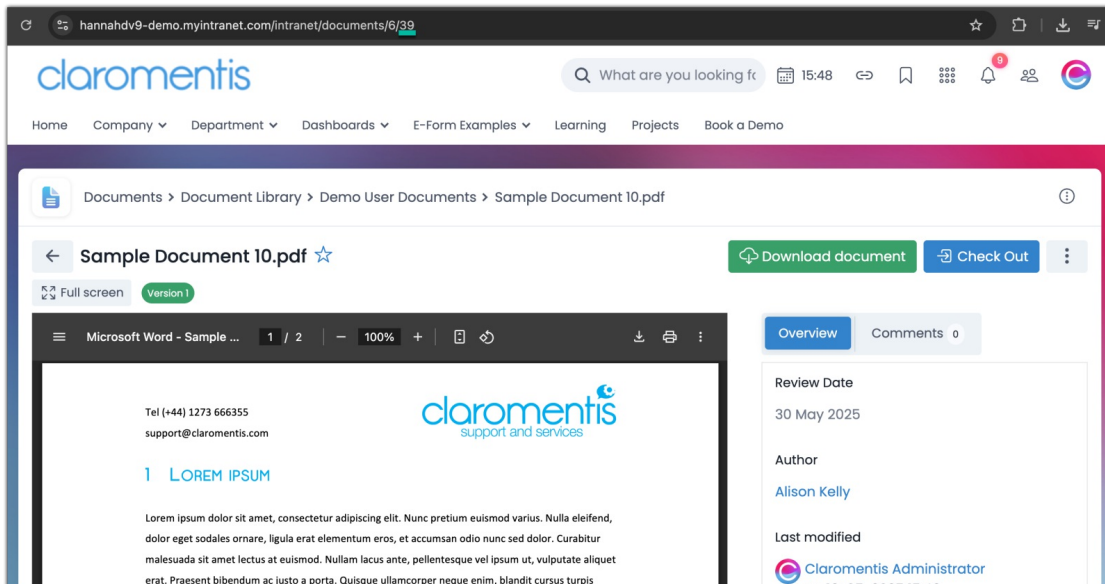


To embed in an article:

1. Upload the PDF to the Documents application.



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="previewframe" 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.

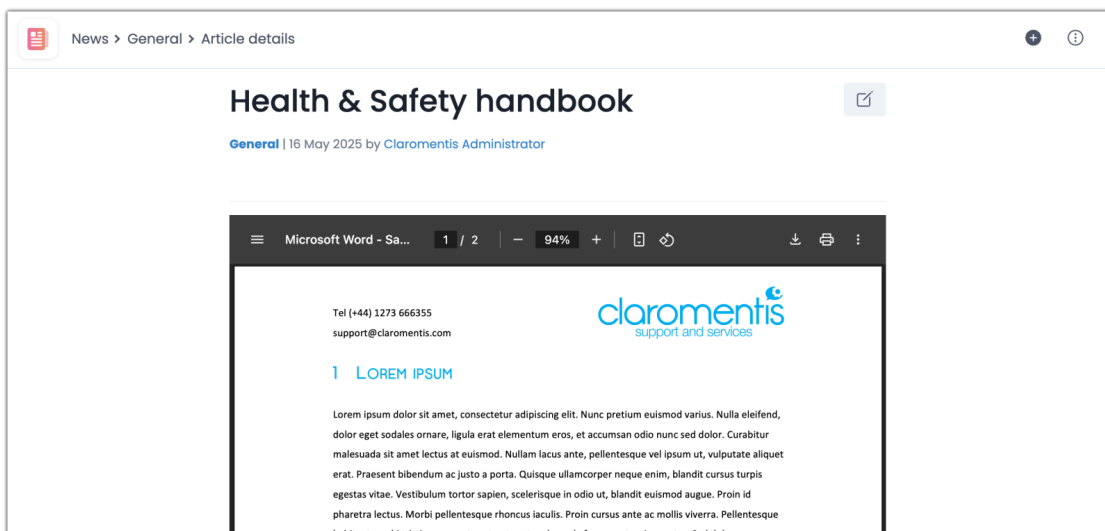
5. Fill out the title, category, metadata, etc., as appropriate.

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.

Created on 16 May 2025 by [Hannah Door](#). Last modified on 3 March 2026
Tags: [document](#), [embed](#), [news](#), [PDF](#), [knowledgebase](#)