

## 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.

The screenshot displays the 'Documents' application interface. The breadcrumb path is 'Documents > Document Library > Demo User Documents > Sample Document 10.pdf'. The document title is 'Sample Document 10.pdf' with a star icon. Action buttons include 'Download document' and 'Check Out'. A 'Full screen' toggle and 'Version 1' indicator are visible. The document viewer shows a Microsoft Word document with the following content:

Tel (+44) 1273 666355  
support@claromentis.com

**claromentis**  
support and services

### 1 LOREM IPSUM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc pretium euismod varius. Nulla eleifend, dolor eget sodales ornare, ligula erat elementum eros, et accumsan odio nunc sed dolor. Curabitur malesuada sit amet lectus at euismod. Nullam lacus ante, pellentesque vel ipsum ut, vulputate aliquet erat. Praesent bibendum ac justo a porta. Quisque ullamcorper neque enim, blandit cursus turpis egestas vitae. Vestibulum tortor sapien, scelerisque in odio ut, blandit euismod augue. Proin id pharetra lectus. Morbi pellentesque rhoncus iaculis. Proin cursus ante ac mollis viverra. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed dolor purus, pulvinar ac dolor id, semper bibendum erat. Phasellus vel turpis quis enim congue laoreet at sit amet lacus. Aliquam ultrices commodo sapien sed feugiat.

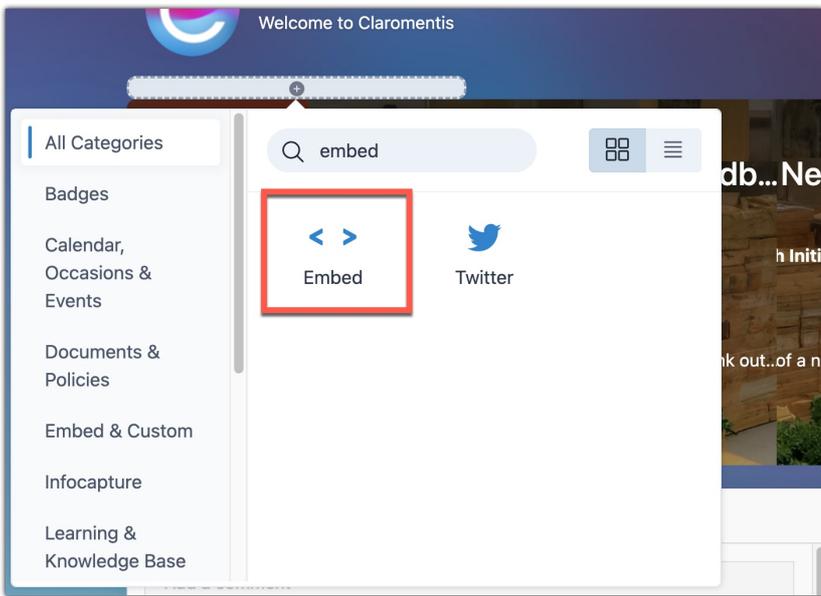
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The right sidebar shows document metadata:

- Overview | Comments 0
- 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)

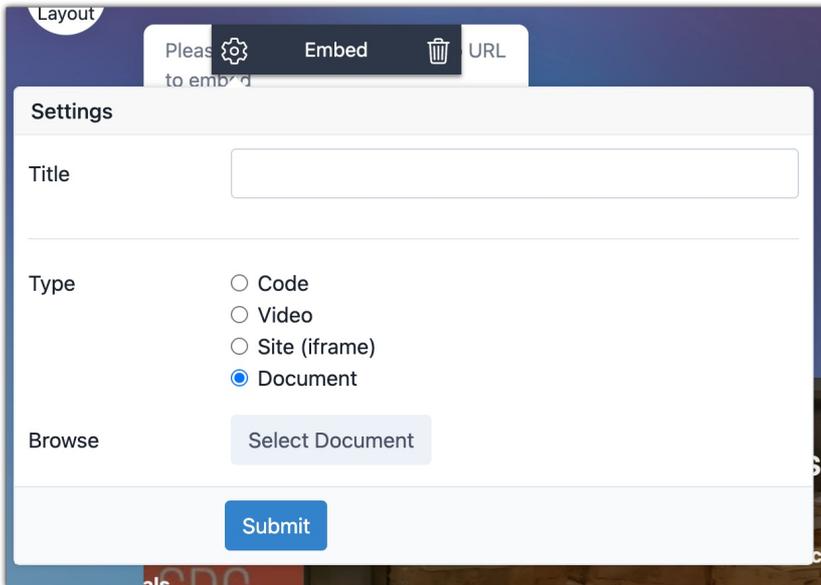
2. Navigate to your chosen page and click the pencil icon to edit it.

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

Name	Select
Demo User Documents	
Sample Document 10.pdf	Select
Sample Document 11.pdf	Select
Sample Document 12.pdf	Select
Sample Document 2.pdf	Select
Sample Document 3.pdf	Select
Sample Document 4.pdf	Select
Sample Document 5.pdf	Select
Sample Document 6.pdf	Select

7. Click **Submit**.

Layout

Please Embed URL

to embed

### Settings

Title

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Type

- Code
- Video
- Site (iframe)
- Document

Browse  Sample Document 10.pdf

8. Publish the page to save the changes.

The dashboard features a document viewer on the left displaying a PDF with the 'claramentis support and services' logo and placeholder text. The right sidebar contains several widgets: a calendar for September 2025, a 'New Hire Hub' with a person icon, 'Badges' with a ribbon icon, 'Business Process' with a flowchart icon, 'E-Learning' with a graduation cap icon, 'Polls & Surveys' with a bar chart icon, and 'Thank You' with a heart icon. Below these is a 'Current Weather' widget for Brighton, UK, and a 'Dashboard' widget with a pie chart showing 'Urgent: 4.5%' and 'High: 27'.

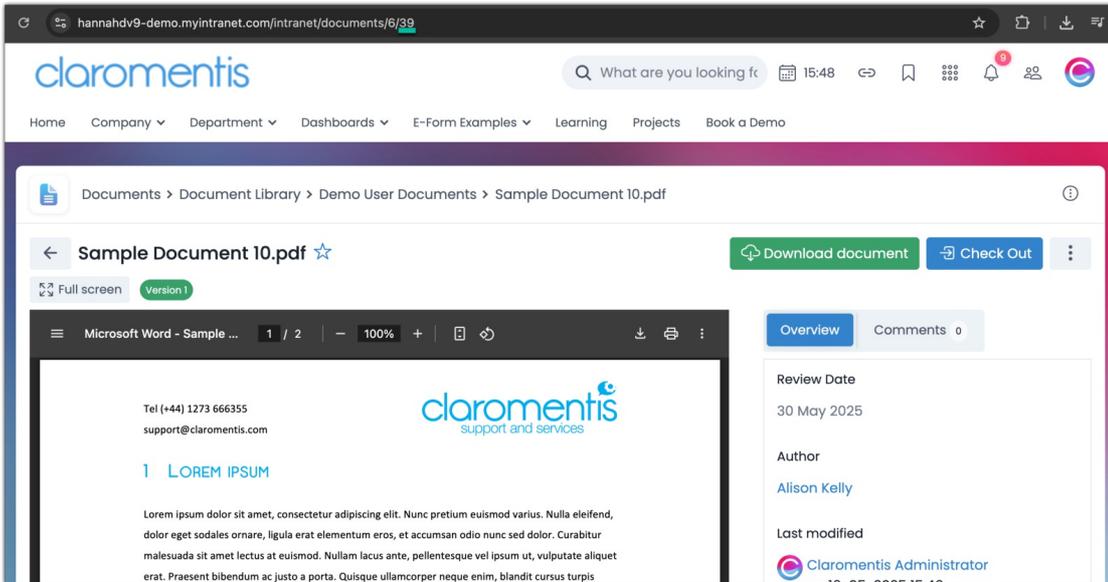
To embed in an article:

1. Upload the PDF to the Documents application.

The interface shows a document titled 'Sample Document 10.pdf' in a 'Document Library'. It includes a 'Download document' button and a 'Check Out' button. The document is displayed in a viewer window with a toolbar. On the right, a metadata panel shows:
 

- Review Date:** 30 May 2025
- Author:** Alison Kelly
- Last modified:** Claramentis Administrator on 16-05-2025 15:46
- Owner:** Claramentis 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="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.

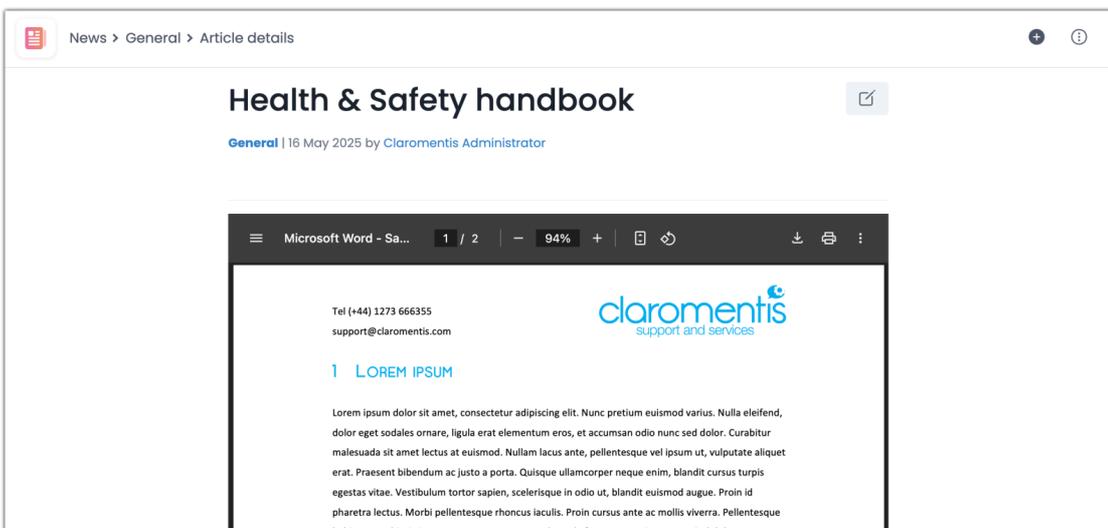
5. Fill out the title, category, metadata, etc., as appropriate.

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.

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