

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.

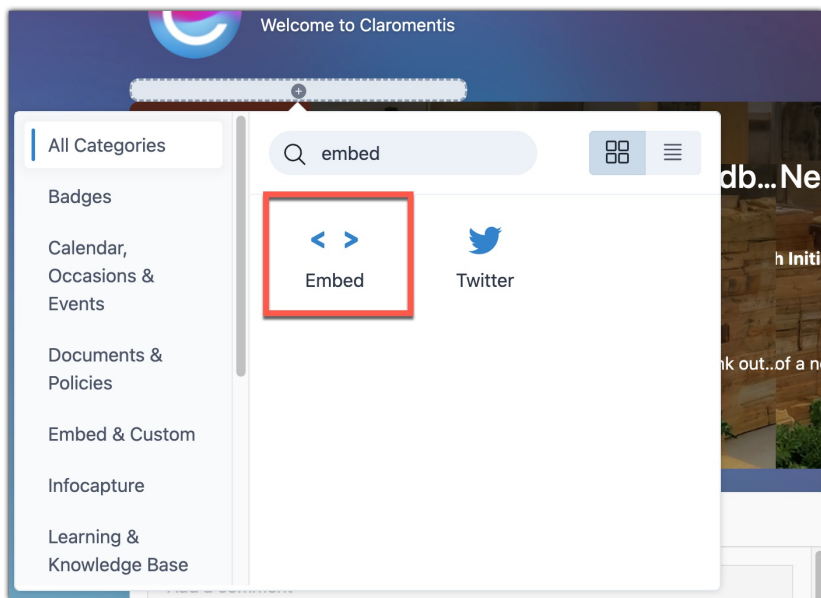
A new folder could be created in your directory for these articles specifically, where all the relevant PDFs are uploaded and make these easy to find when creating new articles.

To embed on a page:

1. Upload the PDF to the documents application

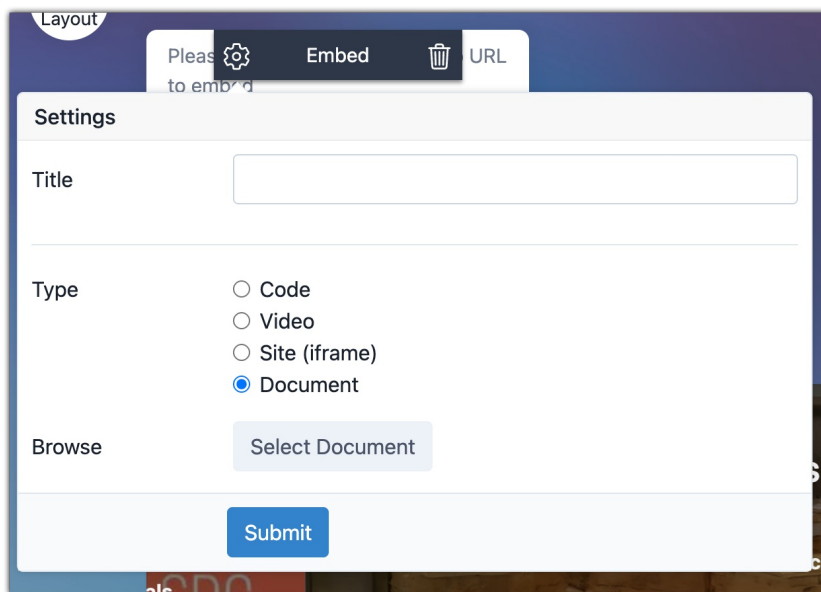
2. Navigate to your chosen page and click the pencil icon to edit it

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

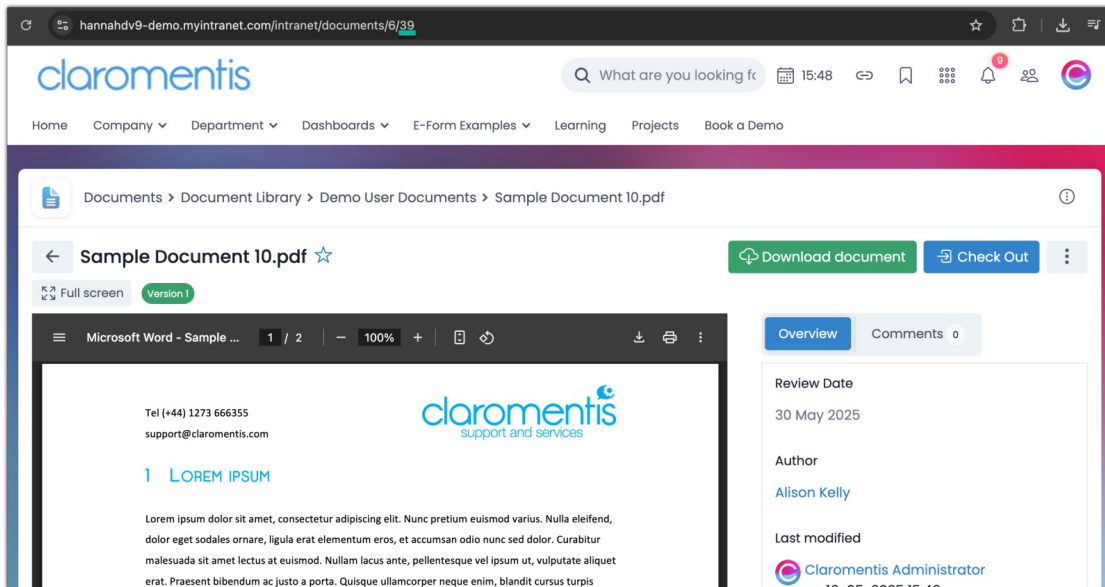


6. Use the pop-up to find the file you wish to embed in your documents directory and click 'select' in line with it

Root > Document Library > Demo User Documents	
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' in the embed component

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

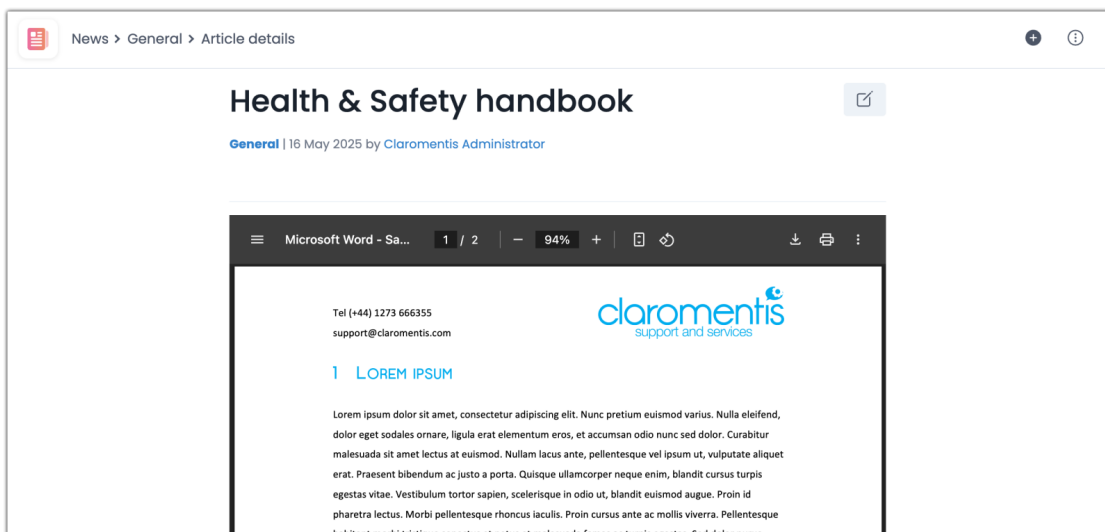
5. Fill out the title, category, metadata etc as appropriate

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 in order to pull it through correctly

