

Adding attachments to a page, targeting a section/ attachment macro with a label

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Step 1 Add Attachments Macro

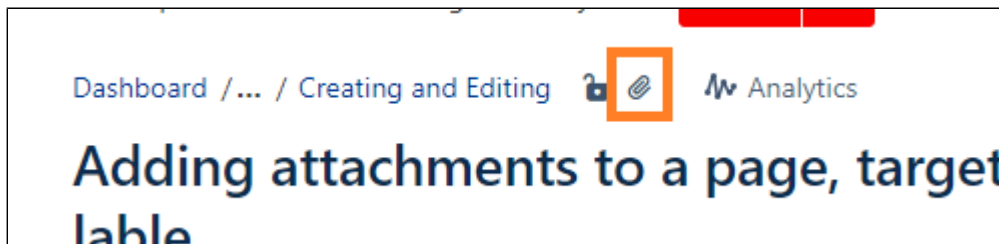
Add the Attachments Macro to a section of the page, in this example the Attachment Macro has a Attachment label use-case.

To add a macro select the + "Other Macros" or hold down **Shift** and the { keys at the same time to see the macro choices. Select "Attachments macro"

| File | Modified |
|---|--------------------------------|
| Microsoft Powerpoint Presentation TestDemo.pptx | Sep 11, 2020 by Heidi Lobecker |

Step 2 Add labels to attachments

On the page you want to organize your attachments, click on the paperclip icon at the top of the page.

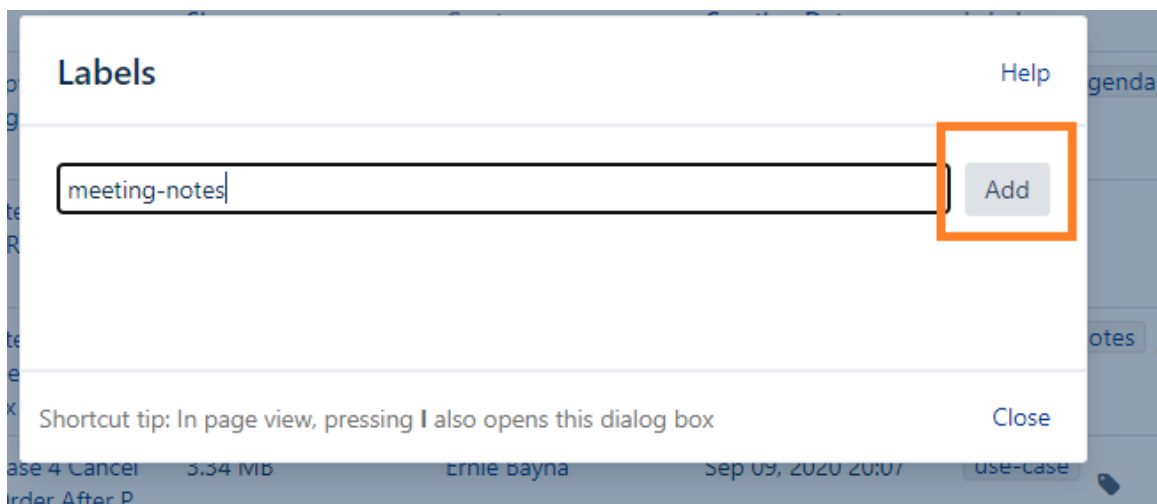


This takes you to a listing page of all the attachments on the page.

Click on the label icon to add a label to the attachment. In the example, the meeting label "meeting-agenda" has been added to the attachment. The label "meeting-agenda" should be used for all meeting agenda attachments.

| Dashboard / ... / Phase 2 | | | | | | View Page | Save for later | ... |
|--|----------|-------------|--------------------|----------------|---------|-----------|----------------|--------|
| Attachments | | | | | | | | |
| Name | Size | Creator | Creation Date | Labels | Comment | | | |
| > 15 September 2020 Meeting Agenda.pptx | 3.34 MB | Ernie Bayha | Sep 10, 2020 15:43 | meeting-agenda | | View | Properties | Delete |
| > 3 September 2020 Meeting Recording.mp4 | 46.73 MB | Ernie Bayha | Sep 10, 2020 11:33 | No labels | | | Properties | Delete |
| > 3 September 2020 | 31 kB | Ernie Bayha | Sep 10, 2020 09:57 | No labels | | View | Properties | |

Be sure to select **ADD** to add the label to the attachment. Then select Close.



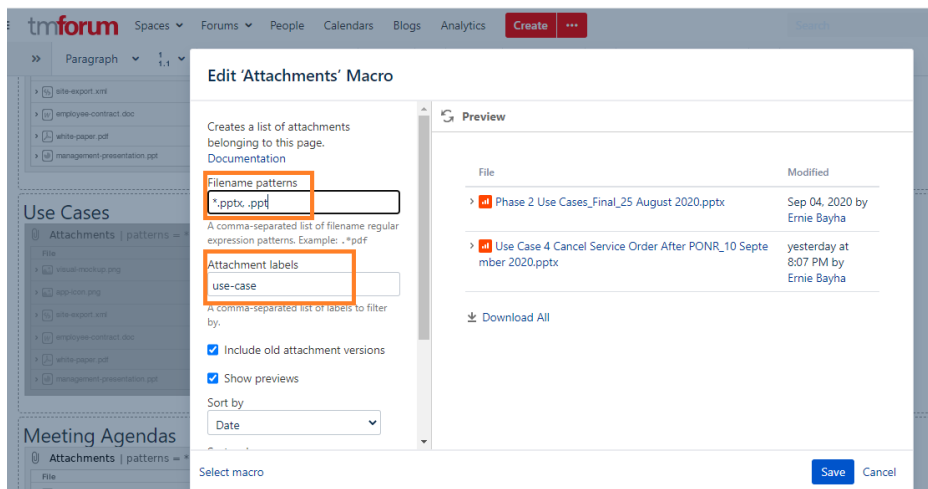
Step 3 Add details for type of file to display

Double click/ open the Attachments Macro.

Add the Filename patterns, in this example powerpoint attachments *.pptx, .ppt

Add Attachment labels, in this example, use-case.

Attachment labels are user determined, if you need to create a new one it's easy. You can do that on the Attachmentpage when adding a lable. Labels are specific to a project space.



Step 4 Add attachments

Add attachments to the section they belong in with the Drag and Drop or browse funtion. This will automatically add the label of the Attachment macro in that section.

If you need to change a lable, go to the section and click the label or you can do a bunch at a time on the attachment listing page by clicking on the paper clip. As new attachments are added to the page, it is important to label them to appear in the correct section/attachment macro.