

Heading 3 **B** *I* U ABC 

```
{viewdoc:name=my document.doc | page=Page Name}
{viewppt:name=my presentation.ppt | page=Page Name}
{viewxls:name=my spreadsheet.xls | page=Page Name}
{viewpdf:name=my document.pdf | page=Page Name}
```

doc, ppt, xls, and pdf refer to type of file that you are calling to view: Word, Powerpoint, Excel, and PDF.

If you have attached the document directly to the page from which you would like to view it, you do not need to include the page parameter (i.e., you can delete ;| page=Page Name'). You might find it an easier practice to attach everything to the space itself and then just include the space name, instead of keeping track of where everything is.

Longer explanation, including using Rich Text Editor

The View File Macro is accessed (in the Rich Text Editor) by pressing the button that looks like a scroll (next to the picture icon).

How to do use this particular macro is detailed

```
{external:http://confluence.atlassian.com/display/DOC/View+File+Macro|http://confluence.atlassian.com/display/DOC/View+File+Macro}
```

here

```
{external}
```

Example:

```
{viewpdf:name=insertedit_macro.pdf | page=SHANTI Knowledge Base}
```