

# Displaying Office Files in Confluence

You can display and view Office files that are attached to a Confluence page. If you have an Office application installed, you will also be able to edit these Office files in your Office application.

This is just one of the ways Confluence can interact with Office files. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).

**i** Your [System Administrator](#) can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to [Configuring the Office Connector](#) in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

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## Prerequisites

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If you want to make use of the [View File macro](#) or to [view Office files](#) attached to a wiki page, you need the setup described below.

## Browsers and Flash Player

You can use any browser to view an Office file on a wiki page or attachment view, provided that you have installed [Adobe Flash Player](#) version 9 or later. You do not need to have an Office desktop application installed on your computer, in order to view Office files in Confluence.

## File Types

To be displayed in Confluence, the file needs to be a valid Microsoft Office 97-2007-compatible or PDF file, of the following types:

- .doc and .docx
- .xls and .xlsx
- .ppt and .pptx
- .pdf

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If you are using OpenOffice to create and edit the documents, you will need to save your document in Microsoft Office 97-2003 format before attaching it to a Confluence page.

## Attaching and Displaying Office Files

There are two ways to do this in Confluence:

- Attach Office files to a page and display them in a Confluence page [using the view file or attachments macros](#)
- Attach an Office file to a page and embed its contents onto the page by simply [dragging and dropping it into the Rich Text Editor window](#)

[To attach and display Office files in Confluence using macros,](#)

1. Attach the Office file(s) to a Confluence page:
    - View the Confluence page where you want to display your document.
    - Open the 'Tools' menu and select 'Attachments'.
    - Browse for your Office files and upload them to the Confluence page.  
Refer to detailed instructions in [Attaching Files to a Page](#).
  2. Now you have two options for displaying the attached document:
    - You can display the document embedded into the Confluence page, via the Office Word, Office Excel, Office PowerPoint or View PDF macros in the [macro browser]. Refer to the detailed instructions in the [View File macro](#) topic.
    - You can also display a list of attachments via the [attachments macro](#). People viewing the page will be able to click the 'View' link to see the Office or PDF document in Confluence.
- Alternative to using the Wiki Markup syntax {{**
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- | File                      | Modified  |
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- }}.

### To attach and display an Office file on a Confluence page using 'drag and drop',

 This feature requires [Google Gears](#) to have been installed. Refer to the [Using Drag-and-Drop in Confluence](#) topic for more information on configuring Confluence to use the drag and drop feature.

- Drag the Office file from your computer and drop it into the Rich Text Editor window. The appropriate [view file macro](#) markup will appear in the position where you dragged the file. However, the contents of the file will be rendered in full when you preview or save and view the page.
  -  When embedding an Office file, only one file can be dragged and dropped at a time.



This feature is not available in the [Wiki Markup Editor](#).

## Viewing and Editing the Attached Office Files

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If an Office document is [attached to a Confluence page](#), you can view the attached Office document from within Confluence. View the Office document in one of the following ways:

- Search for the Office document by file name, then click the **'View'** link next to the Office document on the Search results page. (See [\[Searching Confluence\]](#).)
- View the list of attachments for a specific Confluence page, then click the **'View'** link next to the Office document on the Attachments page. (See [Viewing Attachment Details](#).)
- View a list of attachments displayed on a page via the Attachments macro, then click the **'View'** link next to the Office document in the list of attachments. (See [Displaying List of Attachments in a Page](#).)
- View a Confluence page which has the Office document embedded in the page via the View File macro. (See [View File Macro](#).)

Any Confluence user who has an Office application installed will also be able to launch their Office editor from within Confluence:

- [Editing an Office Document from Confluence](#).
- [Editing an Office Presentation from Confluence](#).
- [Editing an Office Spreadsheet from Confluence](#).

## Troubleshooting

Problems? Please refer to our guide to the [Office Connector limitations and known issues](#).

### RELATED TOPICS

[View File Macro](#)  
[Working with the Office Connector](#)

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[Configuring the Office Connector](#) in the *Confluence Administration Guide*

Take me back to the [Wikis Help Guide](#).