

# UBE Umbraco: Document List Macro

This macro displays a table with links to documents in pdf format. [Here is an example.](#)

There are two columns:

1. Column 1 contains the date of the document.
2. Column 2 contains a link to the document.

The documents are displayed in the table in descending date order by default. They can be sorted by clicking the heading of either column.

There are two steps to setting up this macro:

1. Store the documents in a special place so that they can be accessed by the macro.
2. Install the macro in the required position on a web page and tell it where the documents are stored.

## Pre-requisite

Upload the required documents into a folder in the Media section.

## Create a folder to hold one or more tables of documents

1	Click the ellipsis to the right of the Home page in the Content tree.	The Home page is at the top of the Content tree and has the name of your organisation.
2	Select the document type xxxxMacroParentPage.	xxxx are the first four letters of the name of your organisation.
3	Enter a name for this page.	This name will appear in the Content tree for you to identify this page. Call it "Document library", or something similar.
4	Enter a Page Title on the SEO tab	
5	Click the Content tab	
6	Check the box "Hide from the navigation bar."	This is a page of your website; it has a URL (see it under the Properties tab). We do not want it displayed on the website's navigation bar.
7	Click "Save and publish".	This new page will now be displayed near the bottom of the Content tree. It has a different icon to distinguish it from visible pages of the website.

## Add a folder which will contain the documents to be listed in one table.

8	Click the ellipsis to the right of page created above.	
9	Click the "Document folder" document type.	This creates a folder into which the documents will be added.
10	Give the document folder a name that identifies the documents to be added	Type the name at the top of the page over "Enter a name....".
11	Click "Save and publish".	

## Add a document to the folder created above.

12	Click the ellipsis next to the folder created above.	
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13	Click the "Document" document type.	This only appears in the back office Content tree to help you identify the content of this page.
14	Click the "+" inside the dotted box labelled "Document file".	The Media contents opens in a panel on the right hand side of the window.
15	Browse to the required document in the Media folders and select it.	The document's name is displayed in place of the dotted box. If the wrong document was selected, hover over the document's name, click the red cross that is displayed and repeat steps 13 and 14.
16	Click in the "Document date" box and select a date for the document.	
17	Enter a name for the document at the top of the page.	This is the name that will appear as the link to the document in the table on the web page.
18	Click "Save and Publish".	
19	Repeat steps 12 to 18 for each document.	

**Now you've stored the document to be used by the macro, install the macro on the web page where the Document list is to be displayed as follows:**

20	Click the page where the Document List is to be displayed.	
21	On the Content tab, click the + sign where the macro is to be installed.	
22	Click Macro.	A panel displays on the right hand side with a drop-down list of macros.
23	In the macro drop-down list, select the macro named "Document list".	The panel will now say "Select the parent page containing the pictures with "+ Add" below it.
24	Click "Add" under "Select the folder containing the documents you require".	Your Content tree will display.
25	Expand the Content tree and click the folder you named in step 10 above.	
26	Enter the number of rows to be displayed in the table	If there are more documents than the number of rows entered, the user will be able to scroll to the remaining documents.
26	Click "Select" in the bottom right hand corner of the right hand panel.	
27	Click "Save and Publish".	

The Document List will now display on the web page; refresh the page first.