

# Embed a document or a folder stored in AODocs

## Overview

Documents and folders stored into AODocs can be displayed directly in the body of an article

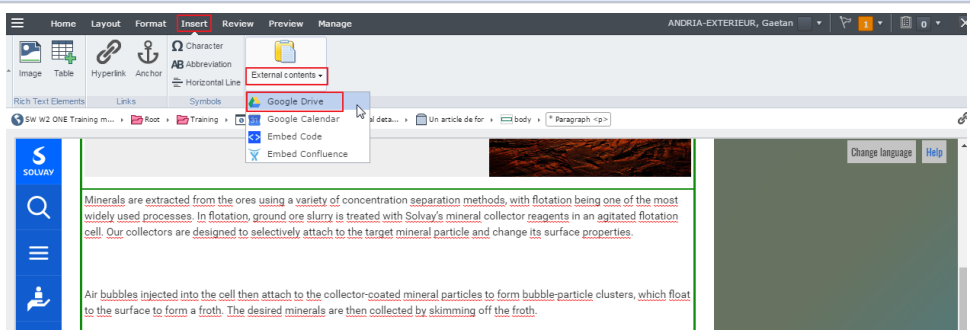
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## Step-by-step guide


### Step 1: Insert external content

1. In the paragraph, click on the place where you want to insert the content
2. From the top menu, go into **Insert > External contents**
3. Select **Google Drive**



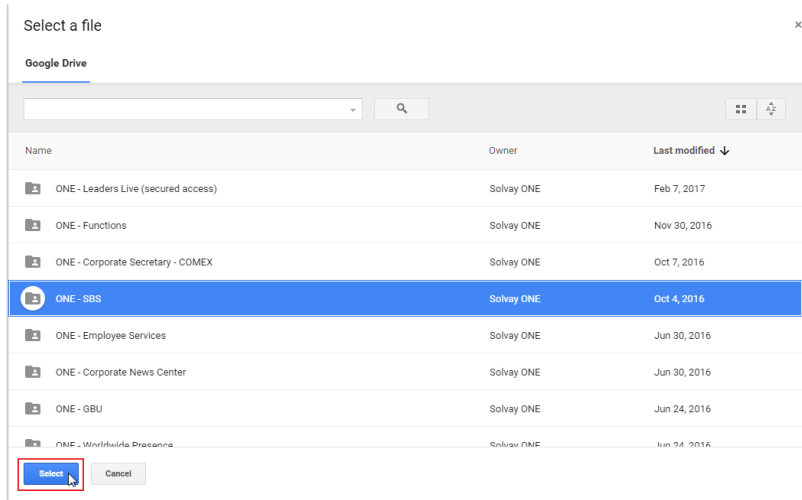
### Step 2: Pick your document/folder

1. Select **Pick Solvay ONE Drive**  
It will give you access to your documents stored in Aodocs



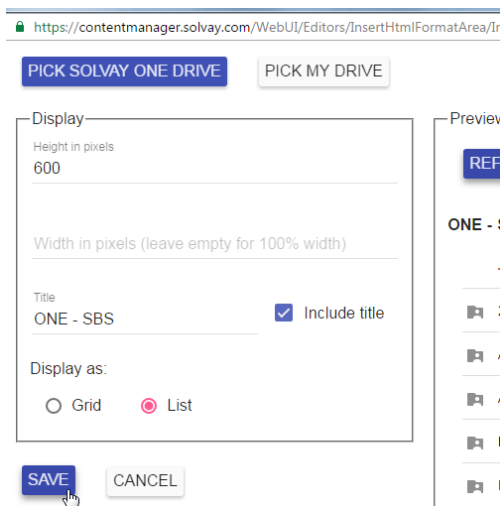
2. Select the content that you want to insert, then confirm with the blue button **Select**

✔ You can select documents or an entire folder



3. Before saving, you can customize the display of your document into your page

✔ We recommend to let the width set by default, to fit automatically to the page



4. After saving, your document /folder will be embedded into your editorial



## Can't find information?

- [Web support contact](#)

## Related articles

- See how to [Categorize contents](#)
- See how to [Translate contents](#)
- See how to [Publish contents to LIVE](#)

