

Attach media to a notice

Choose a content type, add images, a PDF, video, audio or a link, and review the preview before saving.

9 min · Available · 2026-09-25

Before you begin

- ✓ Open Noticeboard in the correct scope and create a new notice or open one for editing.
- ✓ You need Manage noticeboard access in the selected scope.
- ✓ Prepare authorised files and links without personal data or images that must not be shared.

1

STEP 1 OF 5 · 2 MIN

Open the notice editor

From Noticeboard select New notice, or open an existing notice detail and choose Edit. Check the scope and Folder before uploading a file.

Find Content type in the editor. A new notice needs a TITLE and at least one body text, attachment, link or linked item.

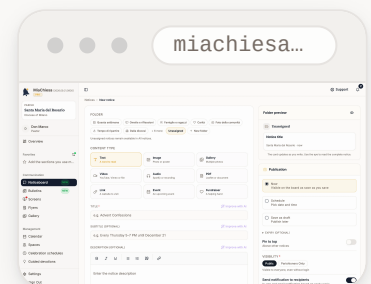


Fig. 1 Content type includes Text, Image, Gallery, Video, Audio, PDF and Link choices.

2

STEP 2 OF 5 · 2 MIN

Choose the media type

When you choose Image, Gallery, PDF or Video, a card titled with that type appears below the grid, with a large dashed upload area. On a phone, if the card sits further down, the editor scrolls to show it.

Image or Gallery: in the upload area select Upload photos and choose images from your device, or drag them onto the area; the editor accepts up to four photos. Alternatively, below or, use Generate with AI, which uses the displayed credit. After upload, thumbnails replace the upload area: to add more, use Add images, with its counter, or Generate with AI again.

PDF: in the PDF card select Upload the PDF or drag a single PDF file onto the upload area. The document name and preview replace the upload area: check them.

One attachment family at a time

Images, PDF and video files are alternative families in the attachment area. If a choice is disabled, remove the current media first. Merely changing Content type does not automatically remove prepared files.

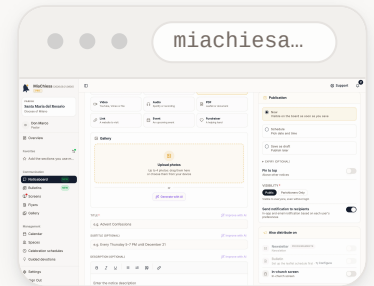


Fig. 2 Gallery shows the Upload photos area and, below or, Generate with AI; no file has been uploaded or saved yet.

3

STEP 3 OF 5 · 1 MIN

Check video, audio and links

Video: in the Video card select Upload a video or drag an MP4, WebM or MOV file of up to 50 MB onto the upload area. Alternatively, below or, paste a YouTube, Vimeo or video file link into Video link (YouTube, Vimeo or a video file) and use Load link preview. Entering a link replaces the uploaded file.

Audio: Paste an Audio link, use Upload audio or Record audio when the browser provides microphone access. Supported formats are listed in the editor, up to 50 MB; finish recording before saving.

Link: Paste a complete External link beginning with https:// or http://. Use Load link preview; the link can still remain usable when its preview is unavailable.

4

STEP 4 OF 5 · 2 MIN

Add the media and review the preview

1

Add the file or link

Use the upload area or field for the selected type. For images and files, wait for a thumbnail, name or player to replace the upload area. For a link, select Load link preview after entering the address.

2

Complete the title and body

Enter a clear TITLE. Add explanatory body text when the media alone does not provide enough context or accessibility information.

3

Review Folder preview

Check cropping, order, document name and link destination. Audio and Link can have an optional Cover image, which is also required for sharing to Instagram.

4

Remove incorrect items

Use Remove or the X action beside the file. To switch to another attachment family, remove the active one first.

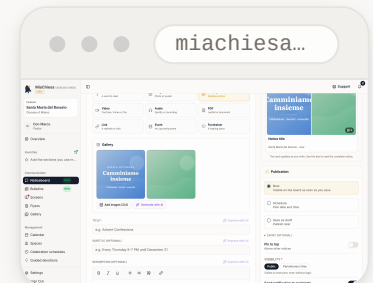


Fig. 3 The images are visible in the editor and ready for review; the notice has not been saved or published yet.

5

STEP 5 OF 5 · 2 MIN

Save and verify the notice

Review Publication, visibility, folder and channels, then use Publish, Schedule, Save draft or Update according to the notice state. The media is not associated with the notice until saving completes.

On the detail page, open or play the media. For a link, check its domain and destination; for a PDF, inspect the document; for audio and video, test playback on a suitable device.

Visibility and external services

Notice visibility does not change permissions on an external file or site. Do not attach private content to a public notice, and check that recipients can open the resource without unexpected credentials.

What you have achieved

- ✓ The notice detail shows the intended media.
- ✓ Notice visibility and access to the external resource are consistent.
- ✓ The title, contextual accessibility information and link destination have been reviewed.

Troubleshooting

I cannot choose another attachment type ✕

Remove existing images, PDF or video first. Then select the new Content type and add the replacement media.

Not all selected images are added ✕

The editor keeps at most four images. Check the Add images counter and remove a thumbnail before adding another.

The video is rejected ✕

Use an MP4, WebM or MOV file no larger than 50 MB, or enter a complete video link.

Audio recording does not start ✕

Check microphone permission. If the browser does not support recording, use Upload audio or enter an Audio link.

The link preview does not load ✕

Check that the link begins with https:// or http://. If Preview unavailable appears, you can still save the link and verify it from the detail page.

The media disappeared when I returned to the noticeboard



Selecting media in the editor is not enough: finish saving with Publish, Schedule, Save draft or Update before leaving.