


[User Manual of Bulk File Attachment for SharePoint 2010 & 2013](#)

1. Create a list by the name **Attachment List** with two columns **Title** and **Attachment Name**
2. Upload the **Attached File name** against each **Title** of Document Library records

<input type="checkbox"/>	 Title	Attachment Name
	Test1	Test1.jpg
	Test1	Test2.jpg
	Test3	Test3.jpg
	Test3	Test4.jpg

[+ Add new item](#)

3. Save all attachments in the **FTP** location
4. Open **MultipleAttachment** Form Library and click “+ Add document”


Multiple Attachments Tool

FTP:

User Name:

Password:

Title: *

 [Click here to attach a file](#)

Result:

5. Give the location of FTP server where the attachments are saved
6. Give User Name and Password of FTP server
7. Enter the Title of the library items (Example: Test1)
8. **Attach** button will be disabled until all the above fields (FTP, User Name, Password, Title) are filled out

Multiple Attachments Tool

FTP:

User Name:

Password:

Title:

[Click here to attach a file](#)

Result:

9. After given all the details click **Attach** button
10. All the files against Test1 Title will be automatically attached and Status of attachments are display in **Result** section.


Multiple Attachments Tool


FTP:

User Name:

Password:

Title:

 Test1.jpg
167.99 KB

 Test2.jpg
137.39 KB

Result :

Test1 => Test1.jpg- Found & Attached
Test1 => Test2.jpg- Found & Attached

11. Click on **Save** and give a file name and click the **Save** button


Multiple Attachments Tool


FTP:

User Name:

Password:

Title:

 Test1.jpg
167.99 KB

 Test2.jpg
137.39 KB

Result :

Test1 => Test1.jpg- Found & Attached
Test1 => Test2.jpg- Found & Attached

Save As

You can only save this file to the current site.

File name:

Save in:

12. Click on the **Close** button to close the form