

Insert Local File

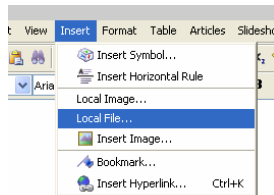
This simple one-step process allows you to transfer a file from your machine to the SOCS server and create a hyperlink to it. You will not be able to edit the hyperlinked file. Any changes must be made to the original document and the new file then reinserted.

You can insert the following file types:

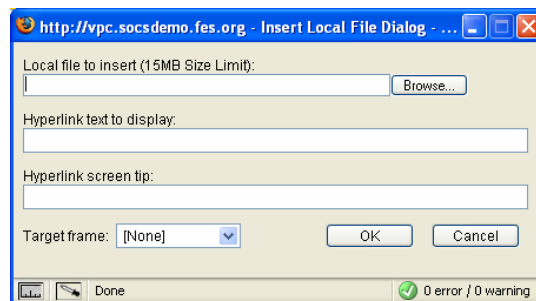
.htm	.doc
.html	.ppt
.pdf	.mov
.xls	.mpg

To insert a Local File:

1. Position the cursor in your document where you want the hyperlink to display.
2. From the Insert menu option drop-down list, select: “Local File...”



3. The following dialog box is displayed:



- a. **Local file to insert:** This field is required and populates with the name of the file you select using the “Browse” or “Choose File” feature.
- b. **Hyperlink text to display:** Enter the text/name of the hyperlink to display in the document.
- c. **Hyperlink screen tip (optional):** Include text to appear when you hover over the hyperlink text.
Example: Click to View
- d. **Target frame:** Select *New Window*
- e. Select “OK”.
- f. Hyperlink will appear at the cursor’s position within your article.

Note: If you insert a local file and fail to fill in the *Hyperlink text to display* field, the file will upload and the default text in your document will appear as “Default Hyperlink Text”.

4. **Upload Failure:** If the file upload fails, the hyperlink WILL NOT appear, and the dialog box will inform you of the problem and possible reasons for the failure.

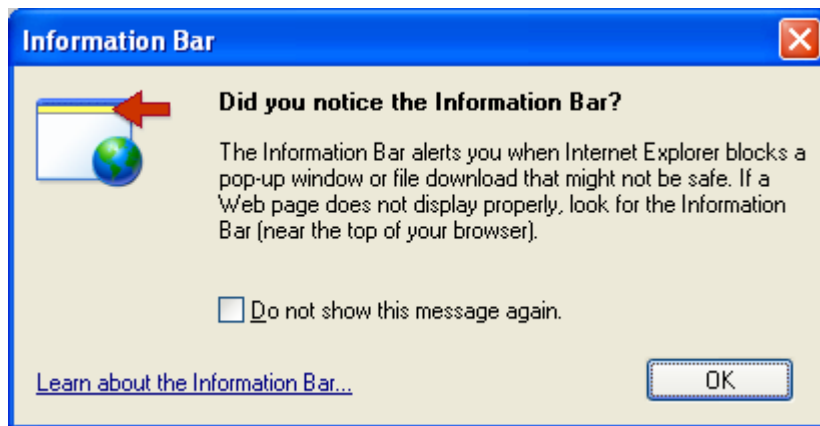


What will happen when I view the file?

- Each will respond differently depending on operating system and browser.
- Some will ask to be downloaded depending on the browser (.doc, .ppt, .xls).

Pop-ups

If your computer is set to block “Pop-ups”, the Insert Local File option activates this feature. When selecting Insert Local File, the following Information Bar dialog box appears:



To see the Pop-up Blocked options, click the “OK” button in the dialog box and then click in the Information Bar below the address line in your browser. The options are:

- Temporarily Allow Pop-ups.
- Always Allow Pop-ups from This Site.
- Settings (choosing this options lets you turn off the Pop-up Blocker).

Choose the appropriate option based on your policy.