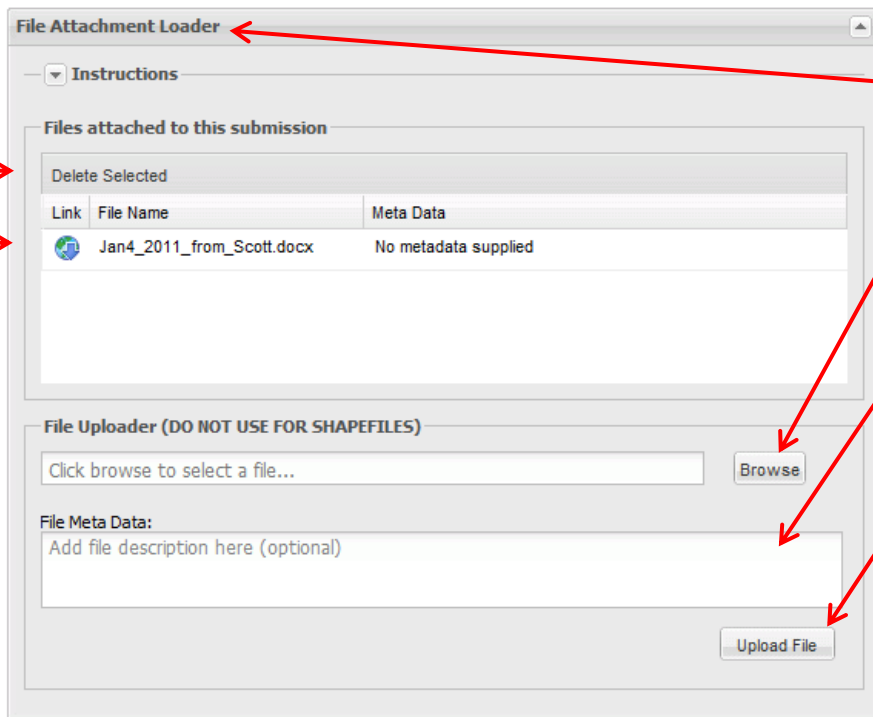



<i>Training Sheet Title:</i>	<i>How to ATTACH and NAME your Attachment (on the fly), and VIEW improperly named attachments</i>
<i>Date Effective:</i>	<i>September 15, 2011</i>
<i>Useful for:</i>	<i>ALL Portal Users</i>



File Attachment Loader

Instructions

Files attached to this submission

Link	File Name	Meta Data
	Jan4_2011_from_Scott.docx	No metadata supplied

File Uploader (DO NOT USE FOR SHAPEFILES)

Click browse to select a file...

File Meta Data:
Add file description here (optional)

1. To attach files to your Portal Submission scroll down the page to the “**File Attachment Loader**”:
2. Click on the “**Browse**” button to find the file you wish to attach in Windows Explorer.
3. Click in the field provided to type in meta data or a description of the file you are attaching
4. Click on “**Upload File**”. You will be notified as soon as the file has been successfully uploaded, and you will be able to see the file in the “**Files attached to this submission**” section.

You will also be emailed with details if your file was not successfully uploaded. Use this email to troubleshoot why your file did not load.

5. To delete a file, highlight the file in the “**Files attached to this submission**” and click on the “**Delete**” button. This feature is only functional when a submission is in **DRAFT**.
6. To download a file, click on the blue circle with arrow, on left-hand side of filename.

Proper naming conventions for attachments:

- No spaces
- No non-alphanumeric characters (\$#%&!) or apostrophes etc.
- Maximum character length of 32 characters – aim for no more than 30.
- Dashes and under-scores are accepted

If you exceed the filename length, the system will “hang” and you will have to press the web browser back button and resume your draft.

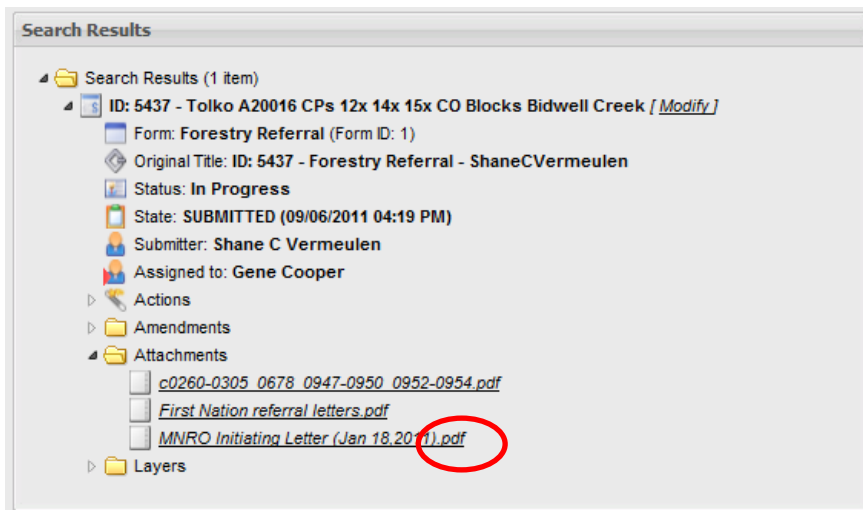
How to change a filename “on the fly” when you are uploading:

1. Browse to the location of file that you wish to upload by clicking on the “Browse” button and navigating in Explorer to the file location.
2. Click and right click on the file you wish to upload, and select “Rename” from menu.
3. Rename file according to above specifications.
4. Click “Open” to select file for upload.
5. Click in the field provided to type in meta data or a description of the file you are attaching
6. Click “Upload File”.

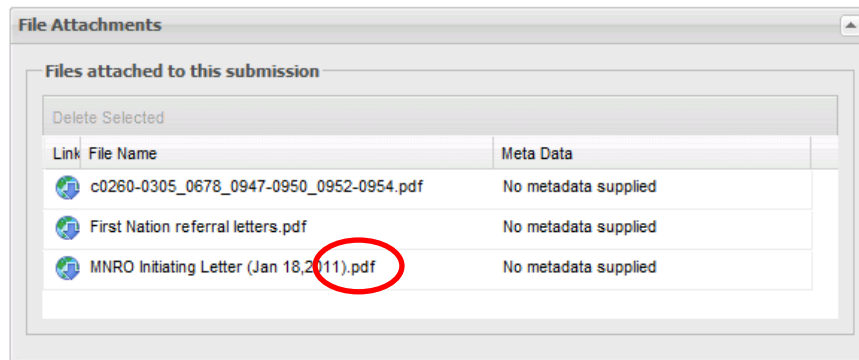
Please note that renaming on the fly will permanently rename your file in Explorer, so if you do not wish to lose original file name you must either rename it back to the original name or make a temporary copy that you can rename and delete once you have uploaded.

How to view attachments with spaces in the name that have been uploaded and submitted to the Portal:

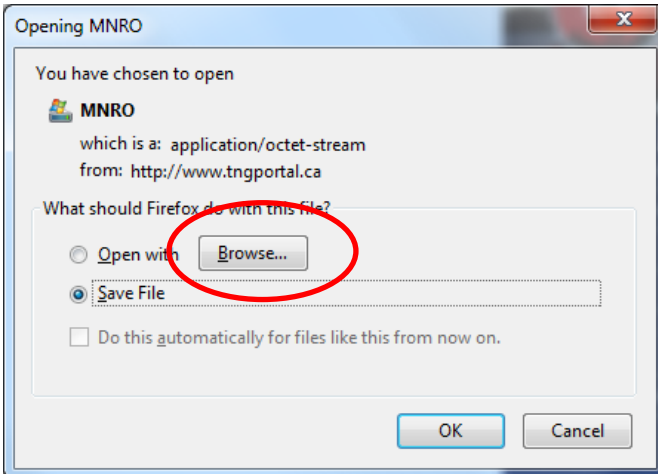
1. Note the attachment extension (*.pdf, *.doc or *.xls etc.) in either download location:
 - a. From within the Submission Tree:



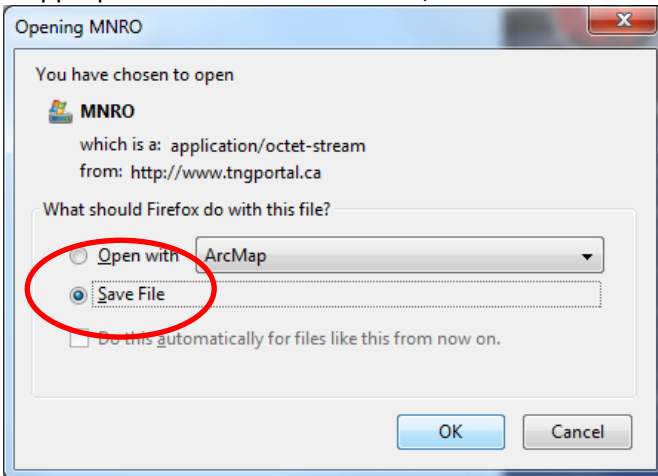
- b. From within the form content:



2. Click the attachment or click the blue globe download icon.
3. When prompted select “Open with” and click “Browse”.



4. If listed select appropriate software with which to open file, and click **“OK”** and then **“OK”** again.
5. If appropriate software is not listed, select radio button next to **“Save File”**, and click **“OK”**.



6. Save file in an appropriate location (temporary or otherwise). Navigate to newly saved file. Right click on file and select rename to include appropriate extension (and remaining portion of correct name).
7. Double click on file in Explorer to open with associated software.

Common file extensions and software associations:

*.pdf	Adobe Reader
.doc/.docx	MicroSoft Word
.xls/.xlsx	MicroSoft Excel
*.ppt	MicorSoft PowerPoint
*.jpg	Image file
*.tiff	Image file
*.mdb	MicroSoft Access database
*.prn	Plotfile