

How to Upload Documents**How to Upload Documents to Your SIG Website**

Here's an example of posting documents for the public to download from your site, followed by instructions for you to use to do this. Basically, I've created a simple list and hypertext certain words, which link to documents I uploaded to the SIG SharePoint web server.

Documents of Interest for our Members

- * [Food at Work presentation, Montevideo](#) by C. Wanjek; October 24, 2008
- * [Scientific image of child sitting on porch](#); May 25, 2009
- * [Not-so-useful SIG Manual for Windows](#), Word format (2.5 MB)
- * [Not-so-useful SIG Manual for Mac](#), PDF format (1.1 MB)

Step 1. Gather on your desktop the files you want to upload and (re)name them in a way without spaces that, preferably, gives the recipient a sense of what it is.

Step 2. With a non-Safari browser, go to [http://auth.sigs.nih.gov/\[your_sig_name\]/Documents](http://auth.sigs.nih.gov/[your_sig_name]/Documents). For example, to upload the files above to this "ZZ Test" website, I went to <http://auth.sigs.nih.gov/zztest/Documents>. Note that you don't have access to this page. You only have access to your own page, beginning with <http://auth...>

Step 3. Once on this /Documents page, click on the "upload" you will see in a horizontal menu bar . This will open a new window. You will see a button for "browse" on the right next to a box that says "name" --- as in name of file. Click browse; find the file(s) on your computer you want to upload; those them; and click ok.

Caveat: Uploading can take a few minutes, depending on file size. Note that Windows can handle multiple uploads at once. Macs can't; one of the myriad limitations on this Microsoft server.

Tip: I recommend reducing file sizes as much as possible. We have server space, but we need to pay each month for extra megabytes once a certain quota is reached. If your photos are just for viewing on the computer, reduce them to 72 dpi or to "low-res" or "low-quality" JPEGs. For PowerPoint viewgraphs, try doing a "save as", which compresses the file a little sometimes. Note how I converted the Mac SIG instructions above from Word to PDF, which reduced file size by more than 50%. Most Macs have this software built in. I think PDFs are

superior for reduced file size, ease of printing, and cross-platform compatibility. The first file posted above, in fact, was an 8-meg PowerPoint presentation reduced to a 1.5-meg PDF.

Step 4. When you're done uploading your files, go to the page you want to post these documents. (Note, by "post" I mean "make available to our viewers" as opposed to "upload" or "placing the file on your server so that you can create a link to it.") For me, I went back to <http://auth.sigs.nih.gov/zztest/Pages/upload.aspx>, a page I created for these instructions. You might want to go to your "member bulletin board" or some other page you have created.

Step 5. Get into "edit page" mode under Site Actions. Highlight the text you want people to click on to download the file. For the first file above, I highlighted the words "Food at Work presentation in Montevideo". Next, choose the globe-and-chain-link icon. This will open a new box. So, here we go: (a) click "browse" in this box; (b) this will open a new box that displays all the files you have uploaded to the SIG server, so click on the one you want and hit OK (**and not "upload"!**); (c) now you're back to the first box with your file name pasted in the browse field, so click OK again if that's correct.

Tip: In the link box described above, click on "open link in new window" so that your audience can download the file in the background without leaving your page.

Step 6. Now you should be back in the edit-mode window, and what you had underlined should now appear as blue hyperlinked text. You can repeat this for each file you want to post.

Step 7. Click "publish" or "save and stop editing".

Troubleshooting: Note that this is Sharepoint. It could be --- and, well, chances are --- the text won't appear like it did in edit-mode, with random changes based perhaps on the weather.

* hyperlink color issues: Often what you thought you hyperlinked has lost its blue color. If so, what I do is to go back to edit-mode; select all the text; change all text to solid black (color choices appear when you click on the A icon for text color); then go back, highlight the hyperlinks (which really do work), and assign then a blue color.

* font and type size issues: If you're pasting text into your site from elsewhere, you'll likely encounter trouble. Yes, in edit-mode, you can choose font size and type. And yes, in edit-mode, it will look like your changes worked. Then, in view-mode, it's a mess. If so, what I do is to go back to edit-mode; select all the text or the text in trouble; change to some outrageously small or massive font; change to an entirely new font; then change back to the font type and size you really want. See if that works. If it doesn't, my rule has been to try three times and then give up. All the

jumbled text you might see on any given site is usually a sign of my giving up.

* so-called secret weapon: There is one more thing you can try. As a result of my myriad complaints, CIT added a "format stripper" function marked by a broom icon in edit-mode. Be aware that this is quite powerful; it will strip you of your underwear. In theory, you should be able to highlight your troublesome text, click on format stripper, and automatically change this text to something neutral. You can then start over. But I've encountered situations where my entire page is stripped of formatting even though I highlighted only a small part. Note that *strip* means the links you've created for the files you've uploaded will disappear.

[E-mail me](#) to let me know if these instructions are useful or how they can be improved.

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