

Attaching a Document to Letter Writer Web Guide





Introduction

Aesop's Letter Writer is an extremely useful feature, but a number of users have asked us how to attach a document to a letter. At this time there is no "attach" function, but this guide will walk you through the process of creating a link to your document and placing the link in your letter for recipients to download.

Creating a Cloud Storage Account

If you do not already have a cloud storage account, go to one of many **free** cloud storage websites (see the list at the end of the document). For the purposes of this help guide we will use <u>www.box.net</u> to attach a document to our Letter Writer letter. Box.net is a free and secure way to upload documents, photos, and videos to the internet.

Open <u>www.box.net</u> in your browser window.



If you do not already have an account, click **SIGN UP** in the top right corner of the website to create a *free* account.







Choose the free **PERSONAL** plan; click **SIGN UP NOW**. Enter your information to create your account. You will receive **5 GBs of free storage**; that will be more than enough space to store your documents.

First Name:	
Last Name:	
🖪 Email:	
Password:	
	Strength
Confirm Password:	
Your Phone:	
Storage:	5 GB - Free
	I agree this is for non- commercial use only.

Once you have completed filling out the registration form, click **CONTINUE**.





Uploading a Document to the Cloud

Once you are logged in to your new account, you should see the **UPLOAD** button at the top right of the website. Click the **UPLOAD** button.

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After clicking **UPLOAD**, a dialogue box will appear. Click through to find the document you would like to attach.

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Click **OPEN**.





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You can now add more documents if you would like. Now, click **UPLOAD**.

Your document will appear with a *blue bar* showing the upload status.

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Once the document has finished uploading, click the arrow to access the drop-down menu; hover over **SHARE** and click **GET LINK TO FILE**.

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JonSD_Sci	 Preview Download Upload New Versi Lock File UPGRADE Share Add Tags File Properties Move or Copy Delete More Actions 	on	Get Link to File Send Link to File Embed File in Your Site Disable Shared Link

A dialogue box will appear with sharing options. Choose the **LINK** tab. Highlight the link, hold **CTRL** + **C** to copy the link (or right click, and choose **COPY**).

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Adding the Document Link to Letter Writer

Open up the Web Navigator (<u>http://www.aesoponline.com/navigator</u>) and navigate to **REPORTS** > **LETTER WRITER**. Choose the letter you want to edit or create a new letter.

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Click the **HYPERLINK ICON** (globe with chain link in front of it).

A dialogue box will appear. Make sure you are in the **LINK INFO** tab, place your cursor in the URL field and paste the link (**CTRL + C**) from Box.net into the field.

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Link Type URL
Protocol URL https:// www.box.com/s/63c321b17d43cbca9f1d
OK Cancel

Click **OK**.





Your link will now show in your letter. When recipients of the letter click the link, the document will download to their computer.

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- List of free cloud storage services
- Box.net <u>www.box.net</u> (Mac & PC)
- Dropbox <u>www.dropbox.com</u> (Mac & PC)
- Cloud App <u>www.getcloudapp.com</u> (Mac)
- Google Drive <u>www.drive.google.com</u> (Mac & PC)

