

# Attaching a Document to Letter Writer Web Guide

## Introduction

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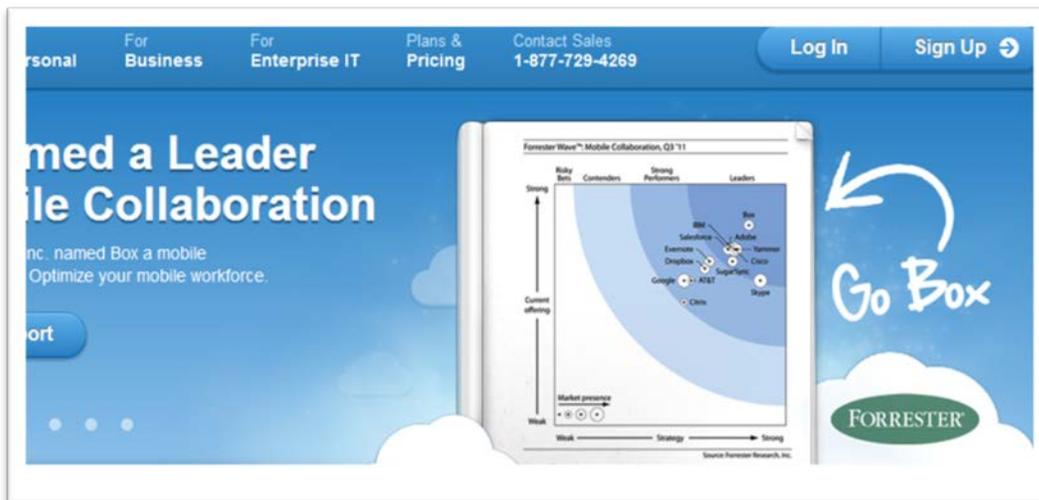
Aesop's Letter Writer is an extremely useful feature, but a number of users have asked us how to attach a document to a letter. At this time there is no "attach" function, but this guide will walk you through the process of creating a link to your document and placing the link in your letter for recipients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

## Creating a Cloud Storage Account

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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 [www.box.net](http://www.box.net) 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 [www.box.net](http://www.box.net) 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.

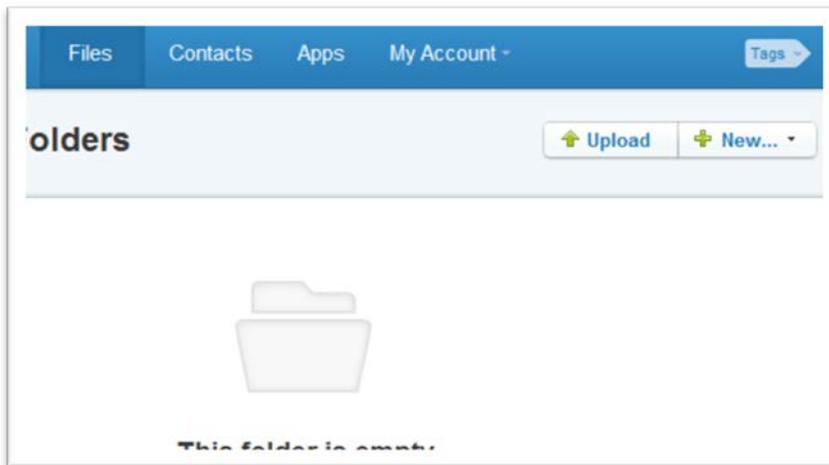


Choose the free **PERSONAL** plan; click **SIGN UP NOW**. Enter your information to create your account. You will receive **5 GBs of free storage**; that will be more than enough space to store your documents.

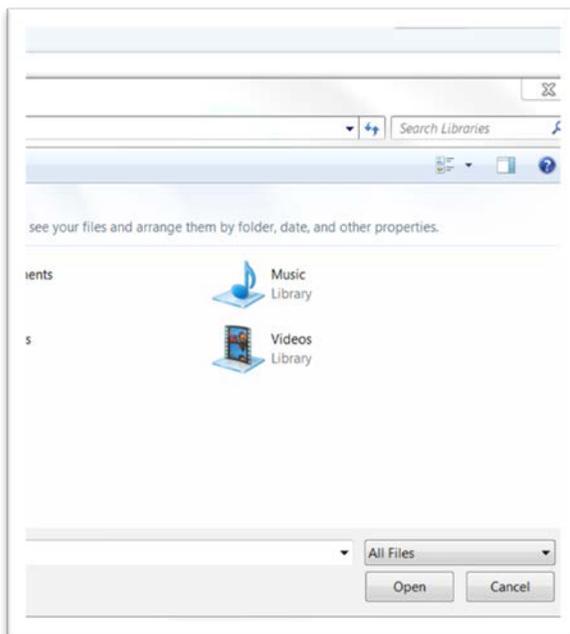
Once you have completed filling out the registration form, click **CONTINUE**.

## Uploading a Document to the Cloud

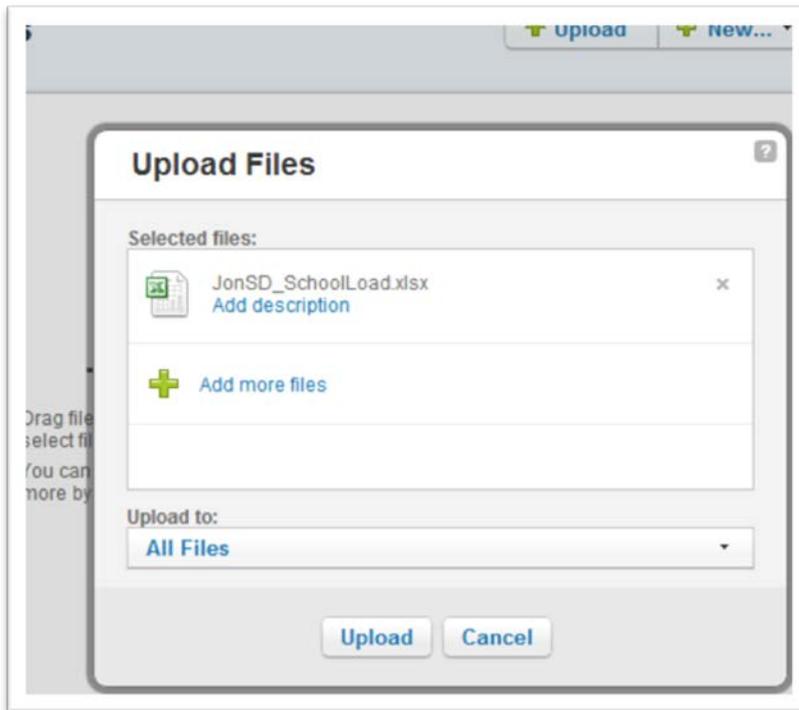
Once you are logged in to your new account, you should see the **UPLOAD** button at the top right of the website. Click the **UPLOAD** button.



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



Click **OPEN**.



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.



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

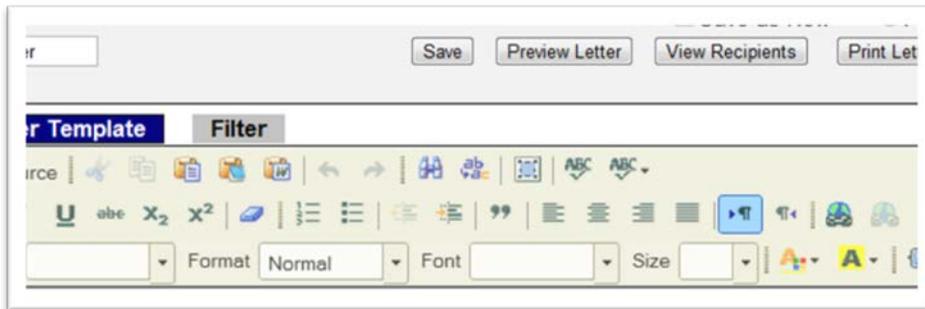


A dialogue box will appear with sharing options. Choose the **LINK** tab. Highlight the link, hold **CTRL + C** to copy the link (or right click, and choose **COPY**).



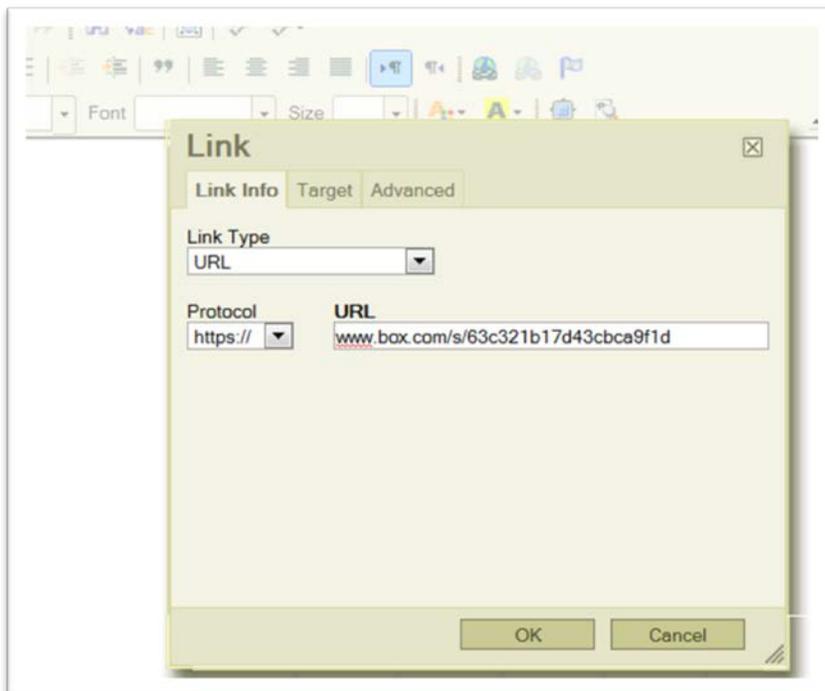
## Adding the Document Link to Letter Writer

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



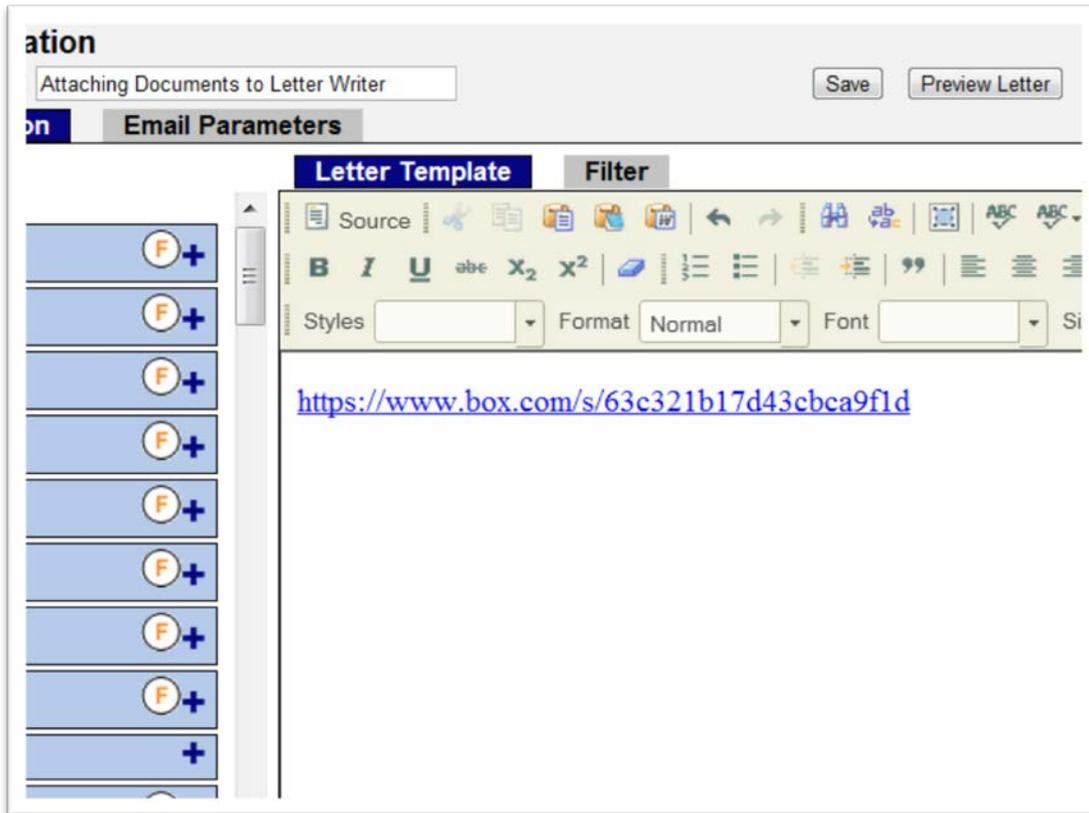
Click the **HYPERLINK ICON** (globe with chain link in front of it).

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.



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.



### List of free cloud storage services

Box.net – [www.box.net](http://www.box.net) (Mac & PC)

Dropbox – [www.dropbox.com](http://www.dropbox.com) (Mac & PC)

Cloud App – [www.getcloudapp.com](http://www.getcloudapp.com) (Mac)

Google Drive – [www.drive.google.com](http://www.drive.google.com) (Mac & PC)