

7 Internal Repository of Documents

Note: This chapter describes how to add files, such as Word documents or Acrobat documents. It does *not* describe how to add FAQs.

There is in the groupware an area for internal storage of documents. You can find this area at the web address: <http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>¹

7.1 To Find a Document

1. Go to <http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>
2. (You will be asked to log in if you are not already logged in.)
3. Click on the name of the document you want to find.
4. After the word **Attachment** (in red colour) is a link to download the document.
5. If there is more than one **Attachment** with the same name, the last one is the latest version.

7.2 Finding an Earlier Version of a Revised Document

If you want to download an earlier, not the latest version, perform step 1-3 in section 7.1. You may also see the text

Language: English ([o](#) [o](#) [o](#) [o](#))

Each [o](#) represents a previous version. The last [o](#) is the latest version.

You might also see several entries, the entry lowest down on the page is the latest.

If there are more than one **Attachment** with the same name, they represent different older and newer versions of this attachment.

7.3 Adding a New Document

1. Go to <http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>
2. (You will be asked to log in if you are not already logged in.)
3. Scroll down to the bottom of the screen.
4. Write the title of the document in the Subject line.
5. Write an abstract of the document in the large text box.
6. Click on the **Browse...** button.
7. Locate the file you want to upload.
8. Note: If you want to attach more than one attachment, click on **Preview/Save** between each attachment. Each **Preview/Save** may take some time.
9. Click on the **Submit** button.
10. Wait... submission of a large document may take some time.

7.4 Adding a Revised Version of an Existing Document

1. Go to <http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>
2. (You will be asked to log in if you are not already logged in.)
3. Click on the name of the document you want to revise.
4. Click on the **Translate or modify message** command.
5. Continue from step 4 in section 7.3.

Note: If you are told that you are not allowed to perform the **Translate or modify message** command, then instead use the **Reply to all** command.

¹ To easily get to pages you often need to get to, you can make bookmarks for them in your web browser. This is explained **on the next page**.

8 Making Bookmarks in Your Web Browser

If you often need to go to a particular web page, you can make a bookmark to it in your web browser. Pages, which you may want to bookmark for our project are:

1. The forum and chat system, <http://cmc.dsv.su.se/eu/kom/>
2. The project-internal area, <http://cmc.dsv.su.se/eu/kom/faqs/:login>
3. The FAQ production area, <http://cmc.dsv.su.se/eu/kom/faqprod1:login>
4. The area for storage of internal documents,
<http://cmc.dsv.su.se/eu/kom/kom2002-documents:login>
5. The main static user web page, <http://web4health.info/>


How to add bookmarks for this is below explained using the Microsoft Internet Explorer web browser version 6.0 on a Windows 98 computer.

Preparations first (done only once)

- (a) Pull down the **Favorites** menu to **Organize Favorites**
- (b) Click on the button **Create Folder**
- (c) Type a suitable name for the new folder, such as Web4health
- (d) Click on the new folder, and pull it upwards to somewhere at the top of the list of folders.
- (e) Click on the **Close** button.

You have now create a folder, in which to put the Web4Health bookmarks.

Adding a bookmark (repeat for each bookmark to add)

- (a) Go to the page you want to bookmark.
- (b) Pull down the **favorites** menu to **Add to Favorites**.
- (c) Click on  Web4health.
- (d) Click on **Create in >>**

Repeat these steps for all pages you want to bookmark.