

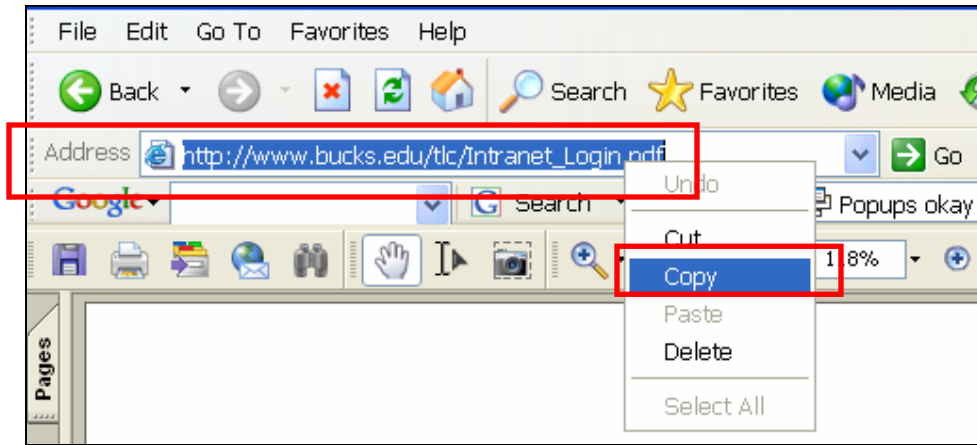
Using Links Instead of Attachments for the College Community to Review

Many times attached files to email messages are sent to the college community. When a file is attached to an email message and sent to hundreds of employees the load on the email system is strained by wasting bandwidth and server space. In addition, the email system may slow down because that email attachment is replicated hundreds of times. Rather than attaching a file to an email message, the more efficient way to send messages for the college community is through My Bucks, the college's Intranet, with a link to the file. By using My Bucks, the attachment is available in only one place where everyone can access it without putting a strain on the email system. However, in order to link to a file, the file must reside on a web site. The file can not be located on your computer. This is also true for .html, .gif, .jpg and .pdf files. Additionally, when .html, .gif, .jpg, and .pdf files are located on a web site, they can be embedded in a message as a link. This Low Threshold Activity will provide the steps needed to embed an .html, .gif, .jpg or a .pdf link within a message on My Bucks.

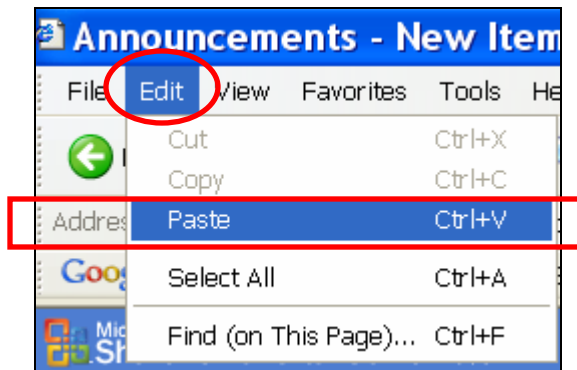
1. After accessing My Bucks, click on the **Add Announcements** link at the bottom of the portal page. The following window will open.

The screenshot shows a web form titled "My Bucks Announcements: New Item". At the top, there are three buttons: "Save and Close", "Attach File", and "Go Back to List". Below these is a "Title *" field with a red asterisk and a red box around the label. Underneath is a "Body" field with a red asterisk and a red box around the label. The body field contains a rich text editor toolbar with icons for bold, italic, underline, list, and link. Below the body field is an "Expires *" field with a red asterisk and a calendar icon, containing the date "6/26/2006". A note below the date field says "Enter date in M/D/YYYY format." At the bottom, a legend states "* indicates a required field".

2. Begin by typing in the **Title** of the message. After typing in the **Title**, begin to type the body which is the message to be sent.
3. To embed an .html, .gif, .jpg, or a .pdf link into the message, go to the web address (URL) where the file is located and copy the web address. To **copy** the web address or URL, select the address followed by **right clicking** the selected link with the mouse. A short-cut menu opens. Select **Copy**.



4. You are now ready to embed the web address or URL into the message on My Bucks. After returning to the message, place the cursor where the URL is to be pasted. Click the **Edit** menu and select the **Paste** menu item. The URL will now appear in the message. The illustration below shows the embedded URL in the message. To view the link, click on the embedded URL and the file will open.



My Bucks

Announcements: New Item

Save and Close | Attach File | Go Back to List

Title *

Body

The Low Threshold Activity on how to Log into the Intranet is at the following URL http://www.bucks.edu/tlc/Intranet_Login.pdf.

Expires *

Enter date in M/D/YYYY format.

* indicates a required field

5. Now the link is in one location, My Bucks, where it can be accessed by everyone on campus without straining the email system.

So that we can better provide the help you need please fill out the Low Threshold Activity Feedback Form located at the following URL:

<http://CTLSilhouette.wsu.edu/surveys/ZS35810>.

Thank you.