NYU Law –Web Help: Linking Word Documents

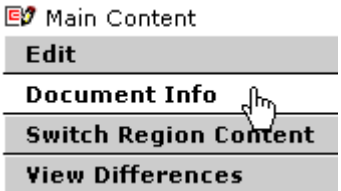
TOPICS:
Checking in a Word Document
Linking Word Documents to your Page

Adding a Word Document is a two step process. First, the file needs to be uploaded, or "checked in", to the content server. And second, once the document is in the system, create the link to it from your page. This is a variation of linking to PDFs.

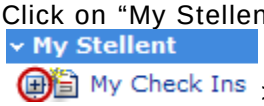
Page 1 - Checking in a Word Document
Page 4 - Linking Word Documents

First, "Check In" your document to the content server.

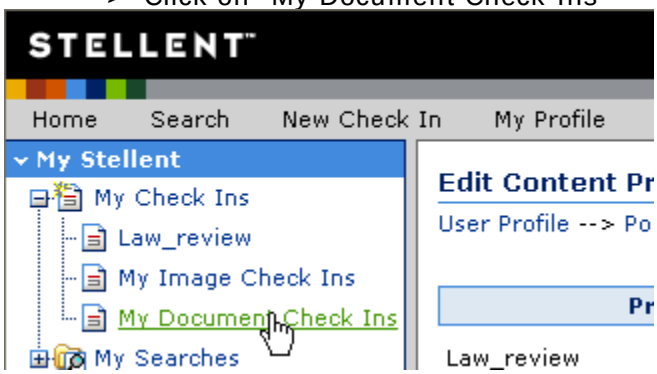
1. Access the content server through the web page contributor mode or directly by URL.

a. While in the page you need to link the document to, open new browser window (Ctrl-N). b. Enter contributor mode and right click on edit icon. c. Select "Document Info."	
Or direct content server access: http://editweb.law.nyu.edu/ecm_pro/	

2. The **Stellent Content Server** interface will launch.
   a. Click on "My Stellent" > expand "My Check Ins" by clicking on the plus sign



> Click on "My Document Check Ins"



3. The "Content Check In Form for My Document Check Ins" will display with the following required fields:

The Content Check In Form will launch with two required fields in red.

Title requires a specific naming convention.*

Primary File – click on **Browse** to upload the document.

***Document **Title** naming convention:

NYU Law Website – YOUR SECTION NAME – YOUR PAGE NAME – YOUR DOCUMENT NAME.

You will replace everything in capital letters with the appropriate information.

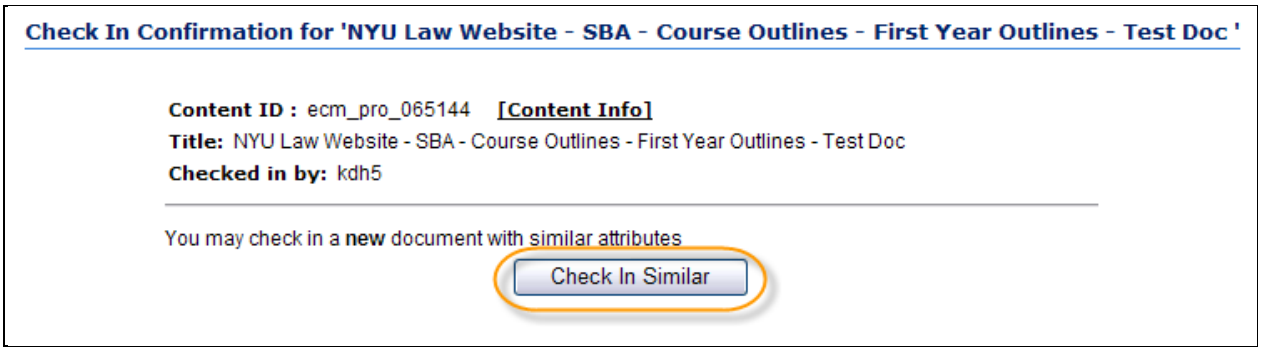
For Example: **NYU Law Website – SBA - Course Outlines – First Year Outlines – Test Doc**

In addition, you will also need to fill out the following fields:

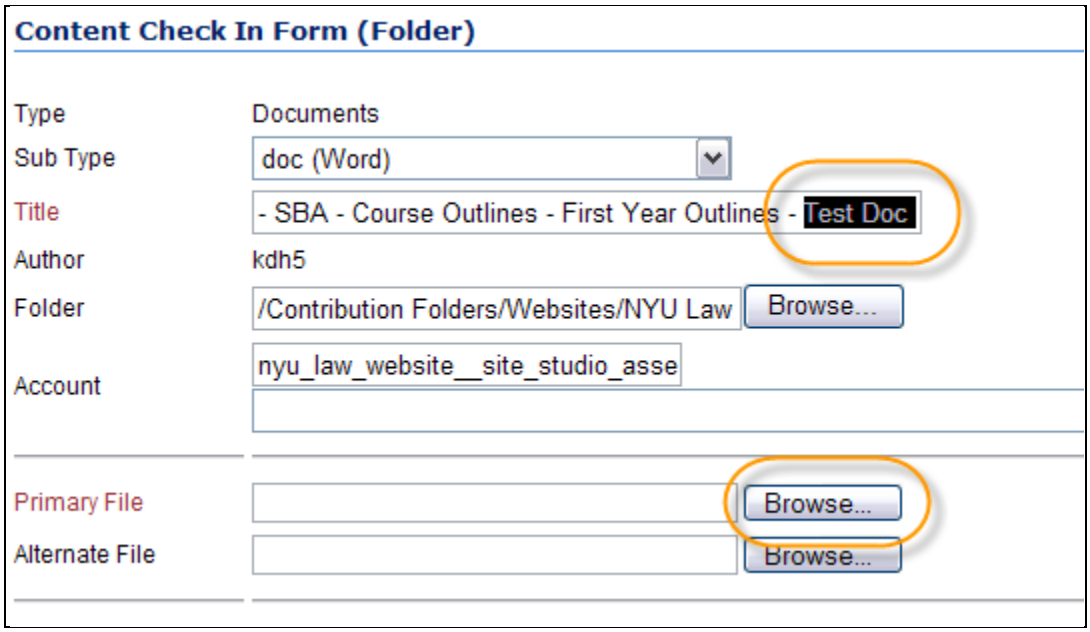
- **Sub Type –** select DOC from drop down box.
- **Folder –** Select the folder where the document will reside and click on the "OK" button. (This is typically the department you belong to.)

4. Scroll down and Click on the "Check In" button.

5. A confirmation screen will appear with the new Content ID. You will need the Content ID to link to this document later.
6. If you are checking in multiple documents at once, click on the "Check In Similar" button.



7. The Content Check In Form will display again with the majority of your information pre-filled. Update the document name in the last segment of the Title field and browse to the new primary file.



8. Scroll down and click on the "Check In" button. Repeat this process until you have uploaded all of your documents.

Second, link the Word Document on file to your page.

1. Select the line below and copy it.

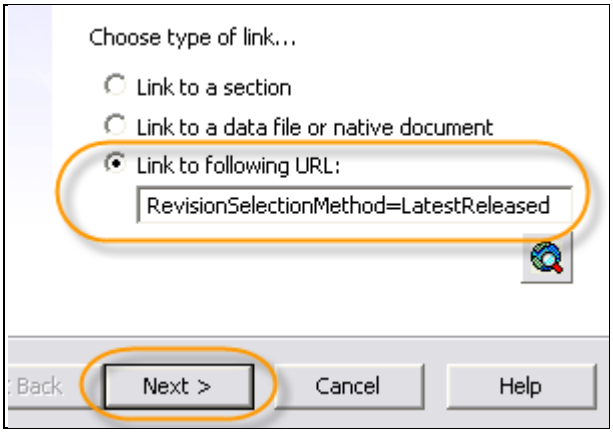
   [!--$ssServerRelativeSiteRoot--]
   idcplg?IdcService=GET_FILE&dDocName=CONTENT_ID&RevisionSelectionMethod=LatestReleased

2. Open Notepad (Start > All Programs > Accessories > Notepad) and paste the line you copied.
3. Use the Content ID of the checked-in file you want to link to (eg. ECM_PRO_061983)
4. In the pasted line of code, replace "CONTENT_ID" with the actual contentID. It should now look something like:

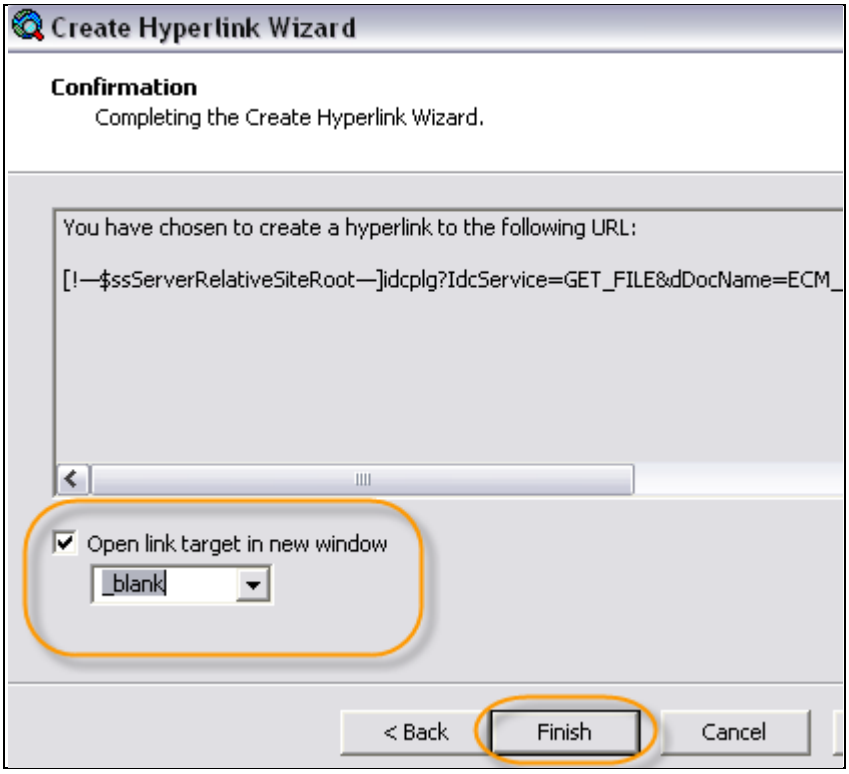
   [!--$ssServerRelativeSiteRoot--]
   idcplg?IdcService=GET_FILE&dDocName=ECM_PRO_061983&RevisionSelectionMethod=LatestReleased

5. Copy that entire line.
6. Go to the page you need to create the link on and get into Contributor Mode by pressing (Ctrl–Shift–F5). Click on the Main Content contribution icon to enter the editor.
7. Find where your document should go and create the text you wish to be your link.
8. Highlight the text and click on the hyperlink icon in the toolbar.

9. Choose the 3rd radio button ("Link to following URL") and paste the copied line of code into the URL field. Click the "Next" button.



10. Check the "Open link target in new window" checkbox and select "_blank" from dropdown box. Click on the "Finish" button.



11. Click on the “Preview” tab to test your link.
12. Click on the “UPDATE” button in the upper right-hand corner of the editor.
13. Refresh your page to view your changes.