

WORKING with HYPERLINKS IN THE *DIGITAL MEASURES (DM)* ELECTRONIC PORTFOLIOS

Version 11-8-07-Morgan/Hoar

Note: Individual and departmental reports with hyperlinks should be saved as “html” after being manipulated (if necessary) in Word. MAC users – see #3.

I. OPENING LINKS – Windows Users

II. TROUBLESHOOTING

III. MAC USERS

if you manipulate a DM report in Word and then save it (even in html) it might render some links inactive. Please see pages 2-3 for a full report on work arounds for MAC users.

I. OPENING LINKS – Windows Users

For individual reports with hyperlinks – reviewers should be able to hold the CONTROL key and click on the link.

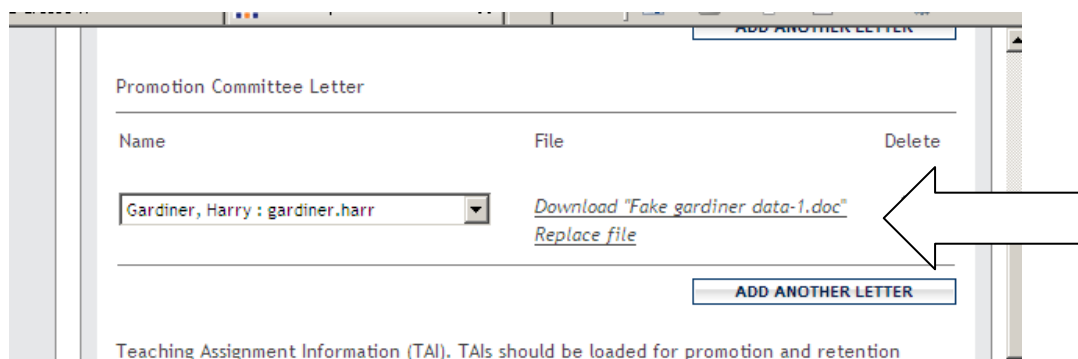
- Several warnings are likely to show up – say OK to them – even those that say “not recommended.”
- (if you get an error message after the file tries to open – see II below)

The document should open in a new window and show up on in a new tab or at the bottom of your computer screen.

For “departmental reports” (promotion/retention/IAS) – reviewers will need to proceed as described above AND, in addition, enter their 8.4 and strong password

II. TROUBLESHOOTING

FILE DOES’NT LOAD? Sometimes in *DM*, it is difficult to tell if the file properly uploaded. The best way to tell is to click on the “download” file button WITHIN DM in the spot where you loaded it (see figure below). Do this after you have loaded the file and saved the entry. If the file that opens is not the proper version or you get an error message that says it doesn’t exist – please try to load it again. If you try more than a couple of times during a session, logout and try again at a later time.



LOADED FILE DOESN'T SHOW IN REPORT: IF you have properly uploaded a file (see above) and it is not showing up in a report where hyperlinks should show (namely “activity report with hyperlinks,” “retention reports,” “IAS reports” and “promotion reports”) you should contact UW-L’s *DM* liaison.

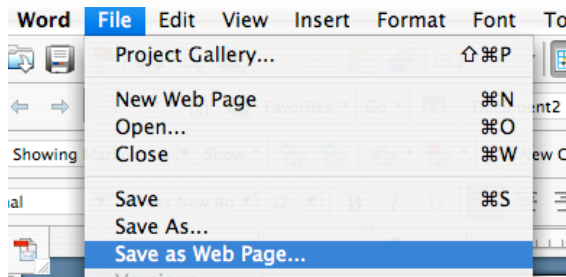
- **If you are knowledgeable about computers** and want to do your own quick work-around - still let the liaison know and follow the instructions in Appendix A and the end of this document – starting on page 4.

III. MAC USERS – work around (courtesy of Bob Hoar)

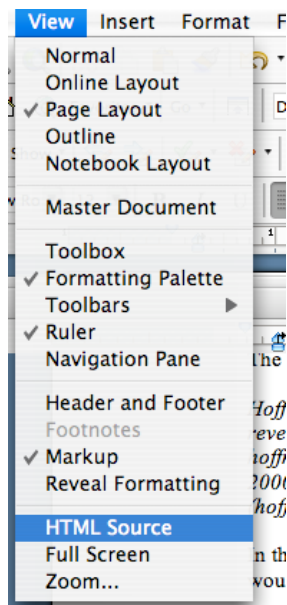
Once you downloaded a Word version of your promotion file, you can edit the file using Word. Unfortunately, when you are finished with your edits and save the file, some of the links may not work.

For some reason, Word might mess up the links when you save the file. This can be fixed using the steps outlined below.

1. Complete all of your edits using Word.
2. Save the file.
3. Save it again as a web page:



4. Then select the option “View>HTML Source”



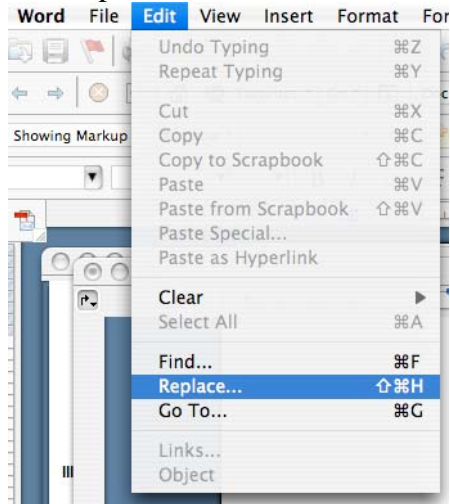
5. Then you need to fix some links. If you searched through the code, you would see lines like this:

```
<p class=Text-Citation style='text-indent:0in'><span style='color:blue'><i><u><a href="file:///localhost/dm/hoar.robe/promotion/Teaching-1.pdf">Download File (hoar.robe/promotion/Teaching-1.pdf)</a><o:p></o:p></u></i></span></p>
```

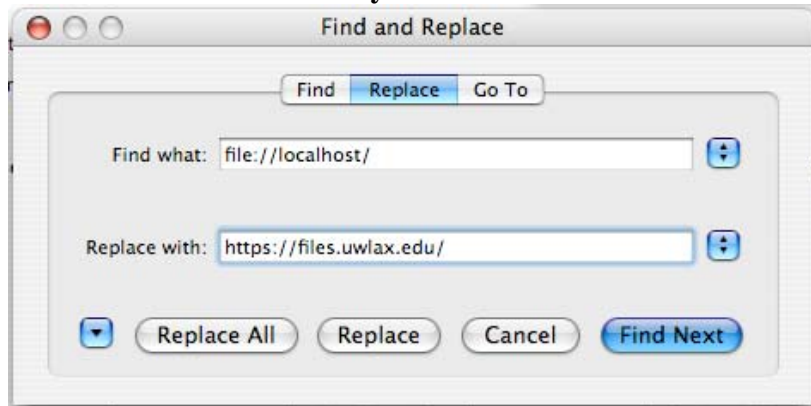
And if you notice, the href line has a path that is not pointing at a server (this is the broken link). We need to replace it so that it looks similar to the href line in this working link:

```
<p class=Text-Citation style='text-indent:0in'><span style='color:blue'><i><u><a href="https://files.uwlax.edu/dm/hoar.robe/promotion/Teaching-1.pdf">Download File(hoar.robe/promotion/Teaching-1.pdf)</a><o:p></o:p></u></i></span></p>
```

6. Fortunately, all of the broken links are broken in a similar way, so we can use “Search and Replace” to fix them all. Select Edit>Replace



7. Then fill in the boxes **exactly** like this:



8. Then click on “Replace All”.
9. The links are now fixed. Save the file (it should have a .htm or .html extension).
10. To check to see that it is working, do not use Word. Open your file in a web browser (Safari, FireFox, etc.).

APPENDIX A

LOADED FILE DOESN'T SHOW IN REPORT: IF you have properly uploaded a file (see above) and it is not showing up in a report where hyperlinks should show (namely “activity report with hyperlinks,” “retention reports,” “IAS reports” and “promotion reports”) you should contact UW-L’s *DM* liaison.

- **If you are knowledgeable about computers** and want to make your own quick work-around - still let the liaison know and follow the instructions below.
- – you can insert a URL to the file into your report manually. The address will like the one shown below - the pink component of the address is generated by DM and you do not “control” that but you need to know what it is. In the example below you would replace the 8.4 by the first part of our email address, and replace the file name with the name of the file that you uploaded. Check that the addresses work (open) after you have inserted them. The easiest way to determine a file address is to run the report and find a file that is working and right click on ‘edit hyperlink’ to see the address (see figures below).
- **GENERIC** - <https://files.uwlax.edu/dm/8.4/REPORT NAME/file name.doc>
- **SAMPLE** - <https://files.uwlax.edu/dm/calmes.vict/promotion/teaching narrative.doc>
- **DEPARTMENTAL REPORT** (chairs only) example:
 - o https://files.uwlax.edu/dm/departmentname/promotion_retention/filename.pdf
- Note – if the URL you create doesn’t work – make sure to check the name of the file again – if you have tried to load the document more than once, DM adds a number to it (e.g. morgan scholarship narrative-1.doc). If the file name appears to have underscores (e.g. morgan_scholarship_narrative – but you did not name it with underscores – ignore them). Also, spaces in the file names will be replaced by “%20” when a file is opened in a website – ignore those too.

