

## BSCW explanations - discussion forums



Seppo Tella

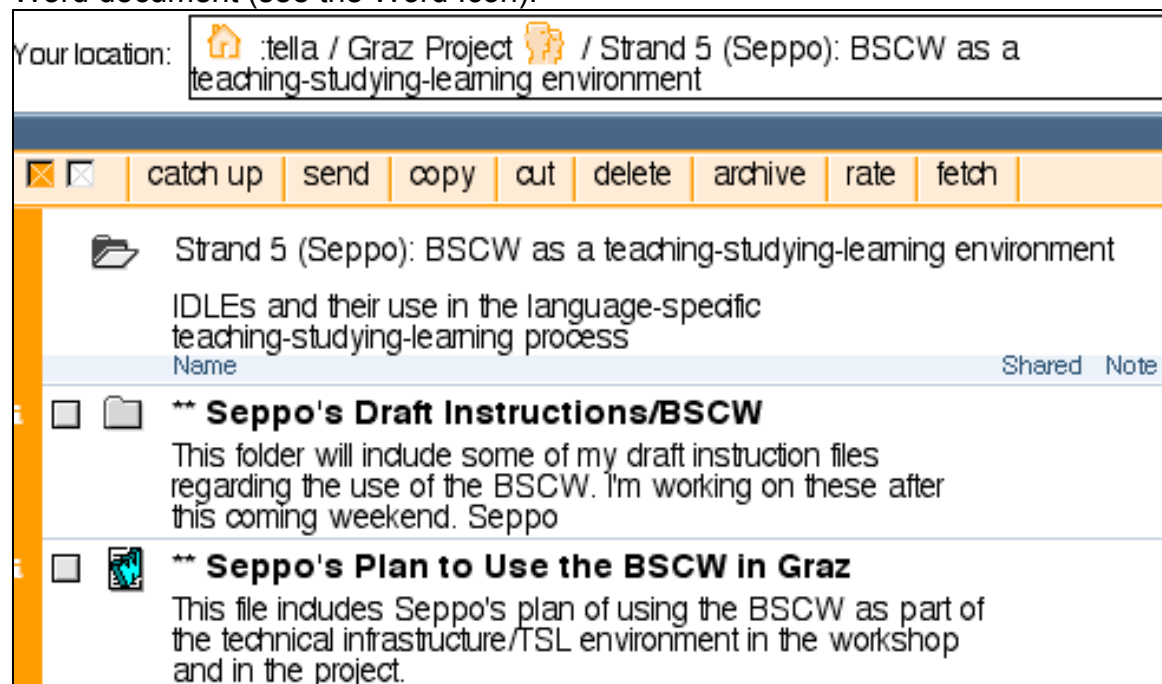
### Downloading and Uploading Documents

#### 1) Downloading a file from the BSCW

The BSCW often contains different kinds of files, such as **Word**, **Excel**, **PowerPoint**, **JPEG** or **MPEG** files. **They can all be opened and downloaded in the same way.** (Not all files may work on your computer if you do not have the necessary software.)

1. Log on to the BSCW server, e.g.,  
<http://bscw.ecml.at> in Graz or <http://kaljaasi.it.helsinki.fi/bscw/> in Helsinki
2. Go to the folder from which you would like to download a file (a document),  
e.g. **Strand 5 (Seppo)**

Opening up ordinary Office files take place as follows. Imagine you are on the following page and want to open and edit **Seppo's plan**, which is an ordinary Word document (see the Word icon).



3. Click the title of the Word document. If you are working
  - on a Mac, the browser (such as Netscape 4.7\* or Internet Explorer 5.\*) is likely to automatically download this file to your hard disk and then open the Word program for you to read the file on the screen.
  - on a PC, the browser (such as Netscape 4.7\* or Internet Explorer 5.\*) opens up a window, asking you to either open the file or save it to your hard disk.

4. Now, you can browse through the file and edit it you wish.

**Please note that the changes you make are saved in the file that is on your hard disk. The changes are NOT AUTOMATICALLY saved in the file on the BSCW server.** This is in order to avoid problems brought about several people editing the same file at the same time.

(In fact, if a Word file has been saved to the BSCW as a plain text/ASCII file, it can then be edited on-line and saved directly. However, you might encounter problems with too long lines.)

(Once you download a file to your computer, its name may look strange, such as **Seppo%\$%plan%to%use%the%BSCW%in%Graz**, don't worry – *ne t'en fais pas ! – älä huoli!* – extra characters are part of the disk operating system's way of filling in empty spaces in a file name.)

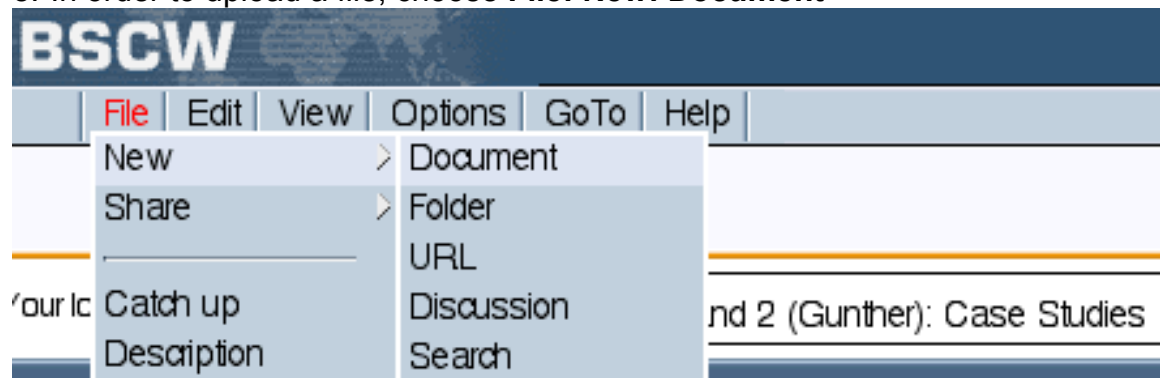
5. The main thing is to remember that once you have edited a file, **you yourself must upload to again to the BSCW server**, with the same name or with a different name. (See next)

## 2) Uploading a file to the BSCW

6. If you are not already logged on to the the BSCW server, e.g., <http://kaljaasi.it.helsinki.fi/bscw/>, go there now.

7. Go to the folder to which you would like to upload a file (a document), e.g. **Strand 5 (Seppo)**

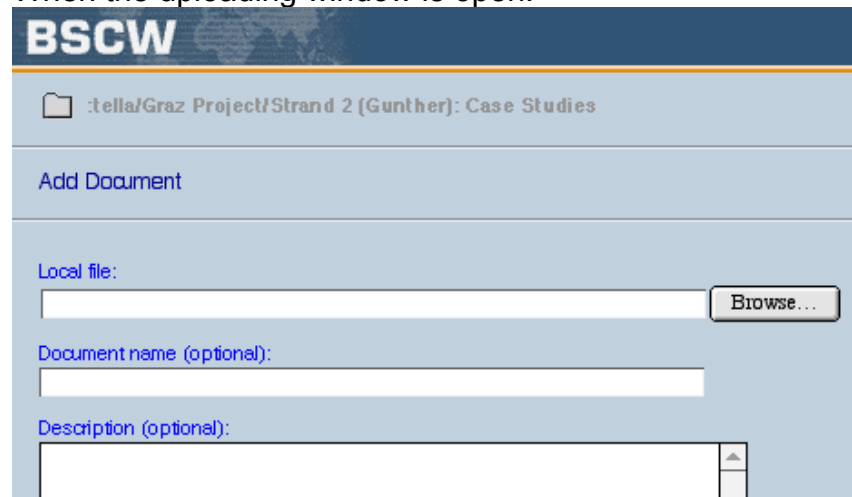
8. In order to upload a file, choose **File: New: Document**



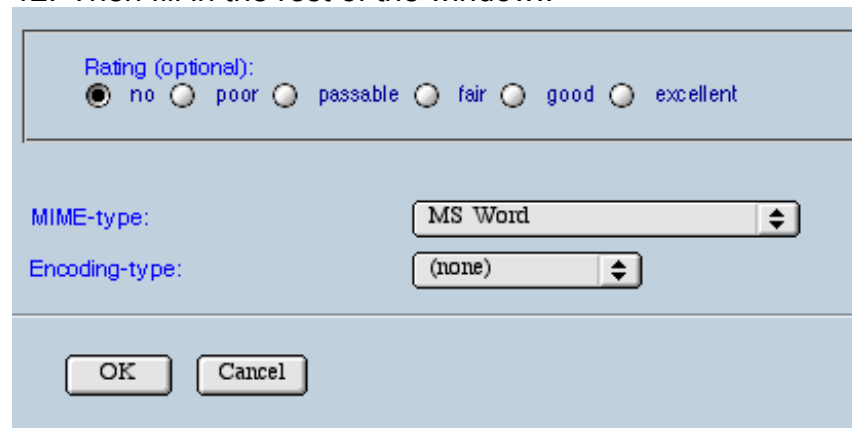
(or you can simply click the **Document** Icon, which is the icon at the right end of the icons menu):



When the uploading window is open:



9. **Browse** to find your local file (on your computer).
10. Give a **name** to the file (this is the name that other people will see).
11. **Describe** the file if you wish.
12. Then fill in the rest of the window:.



13. You might wish to skip **rating** this time, so just leave it at that. (You could also want to rate your file as good or even excellent.)
14. Choose the right **MIME** type from the opening list, e.g., **MS Word**.
15. Click **OK**.

And the file will be uploaded to the folder you were in while giving these orders.

**When uploading a file, you should remember these principles:**

- If you upload a file with the same name, the previous version of this file on the BSCW will be deleted and the newer file saved on it.
- If you want to keep earlier versions of the same file on the BSCW, you can
  - upload the newer versions with a different name or
  - activate the Version Control (Action Menu: Version Control), which then keeps all the earlier versions intact for the users to browse through if need be.