A Strategy for Posting Files in this
Knight Gregson Community

The only files that can be stored on the formotion (our host) site are image files. I am sure that you have heard of the emerging term *"in the cloud"*. This refers to storing data on servers that can be accessed using a URL (e.g. https://dl.dropbox.com/u/11871373/mary-dorothy-grey.jpg). If you click this link you will see an image I have stored on my Dropbox account. The technology for cloud servers is simple to use and is as intuitive as the file management system on your computer. I use Dropbox for the files I have posted on the Knight Gregson site, but there are many other cloud servers. I also use this in my consulting business. It permits me to pass materials back and forth without attaching large files to an email.

Most cloud hosts provide free file storage of up to 4 GB (gigabytes: 4 billion bytes of information). Most cloud servers allow file serving across both Macs and PCs; they make information which you may have on your desktop machine available on your smart phone or tablet computer. They also provide access by others (if you wish) to these files. Here is a very simple YouTube video explaining the concept.

What is Dropbox?

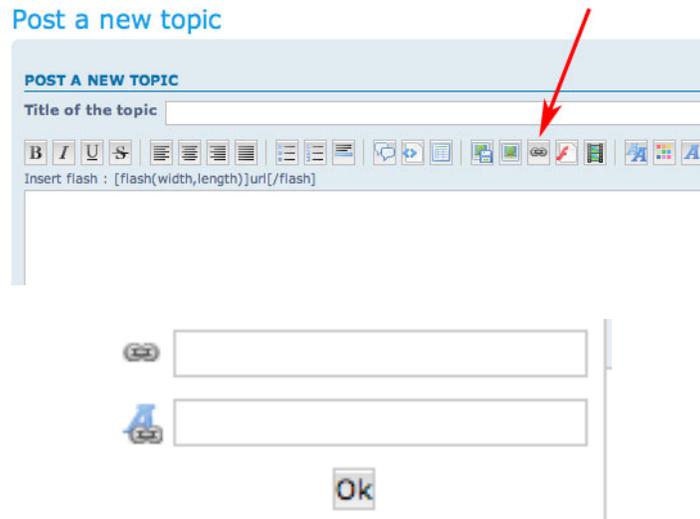The Dropbox site has step-by-step instructions.

Dropbox.com

Dropbox is not the only game in town. Here is a Google search which lists other

free hosting services.

I realize that installing a cloud server link may not be for everyone in this community. If you prefer, you can send me a file and I will upload it to my Dropbox account. The real advantage of having your own account, however, is that making changes to any document is simple. Open the document from your dropbox folder on your PC edit and save. Links on our Knight Gregson site will now access the updated document (as long as you don't change the name).

MS Word or pdf files? I prefer to export my word processor files in pdf format before posting on the web. I keep the original for editing, but I post the pdf. These pdfs load faster and (I think) display better on the web. For mac users, word files actually download to your computer and you have to launch Word before you can view them. On PCs Internet Explorer has a utility that allows directly opening Word files in the browser. If you see a pdf that I have posted, you can select text and objects in that file and copy them. This is true for any pdf created from a text file, but not pdfs that are created from scanned documents. If you want the Word file for anything that I post, I'll send that to you.

If you post a new topic or a reply to an existing topic you can add a link to a file, click the link symbol in the composition box. When you do this you will get the dialog box for a link. The link will be placed wherever your cursor is positioned in the composition window.

In the first box write the URL (e.g. https://dl.dropbox.com/u/11871373/mary-dorothy-grey.jpg) and in the second box write the phrase you want to be linked to that URL (e.g. picture of Mary Dorothy Grey). Hit Ok and you are done. The instructions for getting the link (URL) to the file are found on the Dropbox website. Make sure that your file is in the public folder.

This may seem a bit confusing at first, but if you install Dropbox (or another file sharing service) you will find the entire process of managing your public files as easy as managing folders on your desktop. That said, if you want to post a file but do not want to go through all of this, simply send me the file and ask me to post it on my dropbox and I will send you the link to use.

A quick note about image files. We can post pictures without using a cloud server. Directly to the left of the button for inserting a link there are two buttons. To the immediate left is a button to post an image for which you have a URL. This can be an image file on Dropbox or any other website. To the left of that button is a button to host an image. We do have the ability to store images on a sister site (www.servimg.com) If you upload an image from your desktop it will be stored on this site (under your forumotion member name) and automatically served to our KG community site. You do not have to do anything on the servimg site, everything is automatic. More on all of this later. I will write another note on using this and also Gallery on knightgregson.forumotion.com .

NEW! (18JUN12) If you insert a link or an image file, you may find that the link does not appear exactly where you want it to be. This is a quirk of the system software that supports this forum. The object you are linserting (link or image) is defined between the BB/html code that looks like [url] ...... [/url] or [img] ... [/img]. Simply select everything between the delimiters cut and paste where you want the link or image to appear.

Enjoy using the site and let me know if you have any problems.

Don

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