

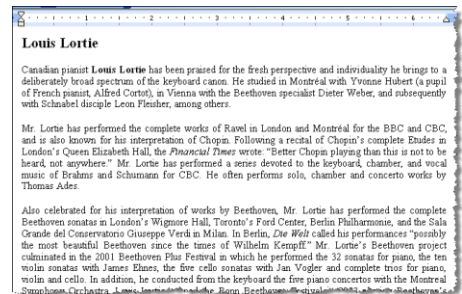
Linking Documents in OPAS

OPAS allows you to link any digital file to a record in the OPAS database. These 'digital files' can be Word documents, Excel documents, MP3 files, digital photos, etc.

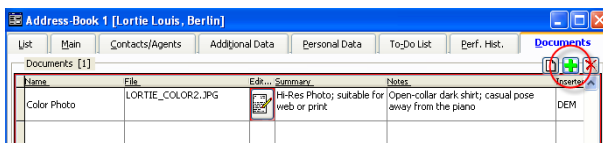
Remember that the file is *linked* to your OPAS database; it is not actually *part* of your OPAS database. The only actual data in the OPAS database is the path or directions to the linked file. This example will link an artist's biography in the OPAS Address Book.

Before you begin... Make sure the file or document is stored in a location you can easily find (this is presumably on your own computer's hard drive or on a shared data drive on your network).


Our artist biography example uses a Microsoft Word document



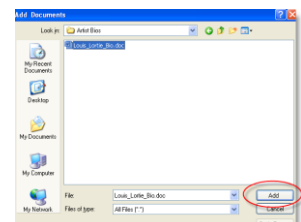
Click the Add New icon Each program area of OPAS has a **Documents** tab.




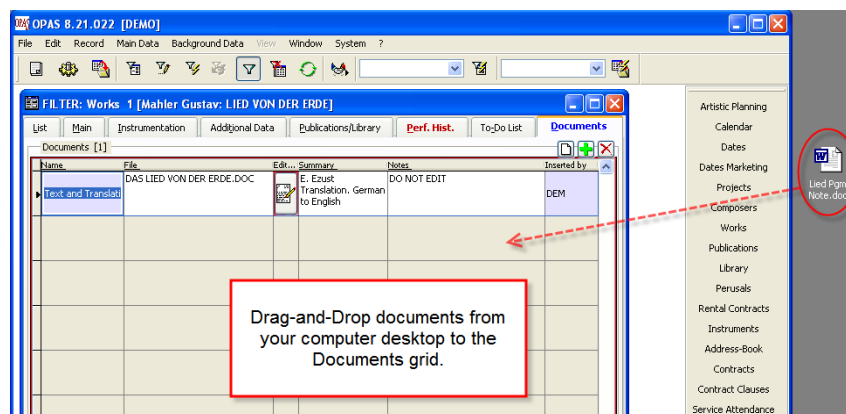
To link files to the database record, click the Add New icon

 at the top right of the **Documents** screen (grid).

Navigate to the file OPAS will display the standard Windows navigation window. Find the file or document to be linked (again, either on your own hard drive or on a shared drive), select the file and click the **Add** button in the lower right corner.

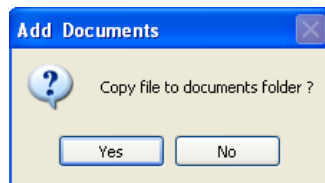


... or drag/drop a file Instead of clicking the Add New icon , you can drag any file from your desktop or other folder to the Documents tab and release it.



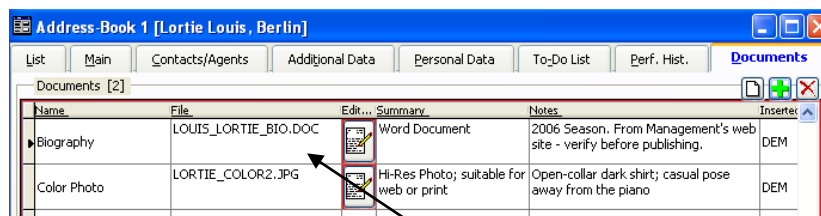
Decide if OPAS will copy the file

Whether you drag/drop the document or click the Add New icon, OPAS will display this message:



If you click Yes...

OPAS will **Copy** the file/document and place that copy in the Documents folder within the OPAS directory on the Server. The original file/document remains in its original location.

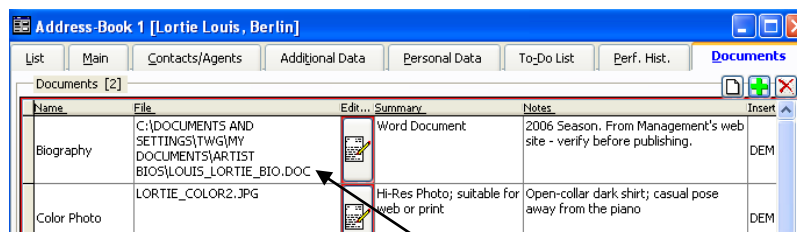


OPAS copied the Word document, placed that copy of the Word Document in the Document folder within the main OPAS directory on the Server, and stores the path/direction to that *copied* Word document.

Generally speaking, click **Yes** when the file or document is a shared corporate resource such as artist bios and photos, audio files, composition program notes, composer biographies, post-concert reviews or reports, etc. When you click Yes, all OPAS users will have access to the linked file/document (provided the file is itself not password protected).

If you click No...

OPAS will **Not Copy** the file/document and instead store the path to the original file/document location.

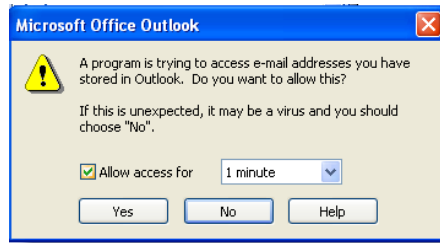
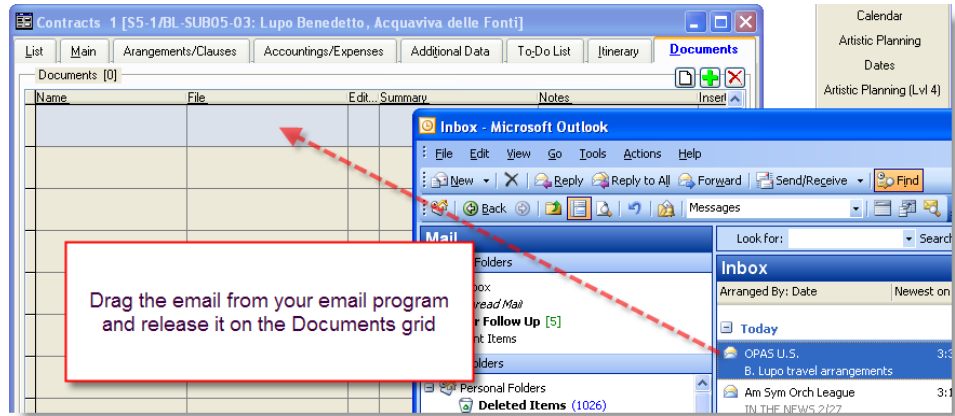


OPAS stores the path/direction to the original (and only) Word document. There is no copy of the document in the main OPAS directory.

Generally speaking, click **No** when the file or document is of a private nature, such as a contract, private correspondence, financial spreadsheets, etc. In addition, if your organization stores *all* corporate documents on shared data drives on your network, click No and allow OPAS to keep the path to that shared data drive.

Linking Email messages

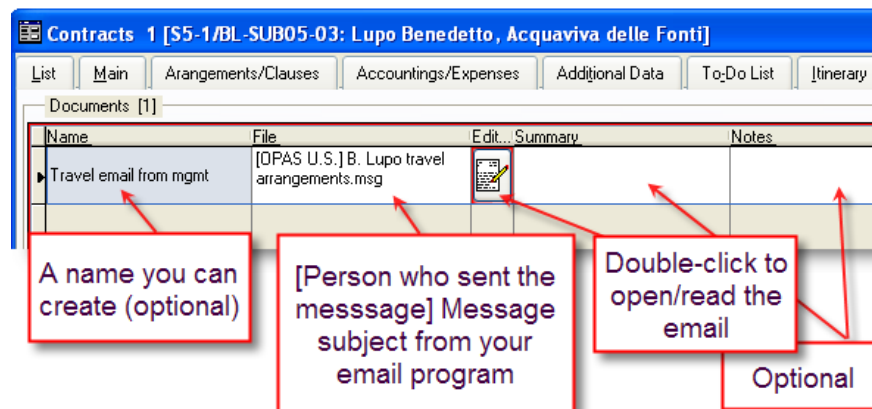
Email messages can be stored in all **Document** screens simply by dragging and dropping the message from your email program into the OPAS documents tab. OPAS will store the email in the native format of the program that created it (if you use Outlook, the file will be a .msg file. Some email programs will use an .eml extension).



If Microsoft Outlook is your email program, you may see a warning similar to the one shown here, as Outlook will try to protect you from unauthorized access to your email. It is safe to allow OPAS access to Outlook for 1 minute.

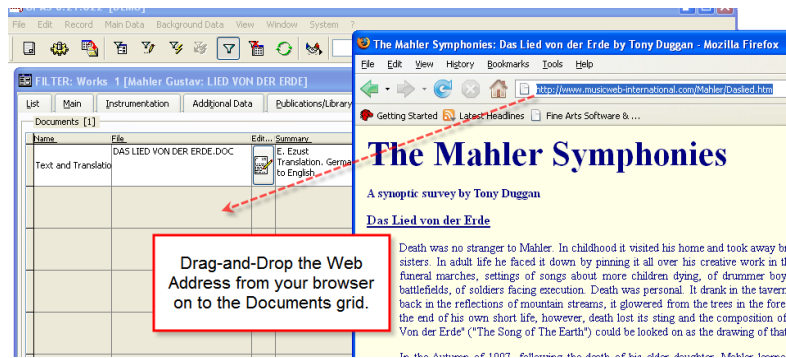
⚠ Unlike standard documents, OPAS will *not* display the “Copy to Documents Folder” prompt when linking email. OPAS extracts the message from the email program and places it in the Document folder on the server - it cannot keep the message in its original location as that original location is embedded in your email program. Therefore, all OPAS users can see any email message that is linked.

Once the email has been linked...



Linking Web Addresses

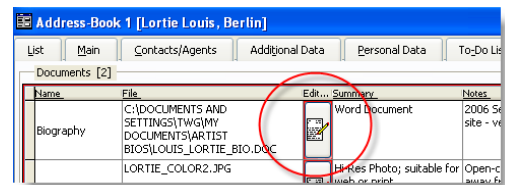
Web Addresses can likewise be dragged and released on the Documents tab to establish a link to the web site.



Other Notes

Remember to fill in the Summary and Notes for all linked files to make the record complete. You can also change the **Name** of the linked file (by default, OPAS assigns the “computer name” of the actual file).

Once a file or document is linked, click the **Edit** button to open the linked file/document in the program that created it. This assumes, of course, that you have the necessary program installed (meaning, if you click the Edit button for an MP3 file, you must have a program



The same file or document can be linked from multiple Document screens in OPAS.