Oracle® Fusion Middleware

Online Help for Oracle WebCenter Content: Desktop

12*c* (12.2.1.1)

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Oracle Fusion Middleware Online Help for Oracle WebCenter Content: Desktop, 12*c* (12.2.1.1)

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Contents

Preface

Oracle WebCenter Content: Desktop provides convenient access to the files on a number of content repositories (including Oracle WebCenter Content Server and Oracle Content Database) from a number of familiar desktop applications, such as Windows Explorer, Microsoft Office applications (Word, Excel, and PowerPoint), email clients (Microsoft Outlook and Lotus Notes), and web browsers (Internet Explorer, Mozilla Firefox, and Google Chrome).

Audience

This document is intended for end users who are using the Oracle WebCenter Content: Desktop 12*c* client software on their computers.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at
http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

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Related Documents

For more information on using Oracle WebCenter Content, see *Using Oracle WebCenter Content*.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.

Convention	Meaning
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Desktop Interface

The following topics are available for the Oracle WebCenter Content: Desktop user interface.

Server Dialogs

Content Management Dialogs

1.1 Add Server Dialog

The Add Server dialog is used to create a new connection to a content server, which enables you to access that server's content and functionality directly from supported applications on your computer.

> **Note:** Your organization may require that the server connections be set up for you. If you are not sure, contact your system administrator.

Element	Description
Server Name	This is the name of the content server connection, and is the name that will be displayed in the list of available servers. The name you enter here will be used to pre-fill the server URL boxes on this dialog. If you enter a name for the connection that is not the same as the name of the server, you must change the entries in the server URL boxes accordingly.

Element	Description
Server Type	Select the type of content server:
	■ **WebCenter Content Server:** This is an instance of Oracle WebCenter Content Server. These servers offer the broadest content management integration: opening files directly from the server (check-out), saving files to the server (check-in), searching for files on the server, and so on.
	This server type was called 'UCM Content Server' in earlier Desktop releases.
	■ **Content DB Server:** This is an Oracle Content Database (Oracle Content DB) server. These servers offer some content management integration. You can open files directly from the server and save files to it, but you cannot search for files on the server using the Desktop client software.
	■ **WebDAV Server:** This is a server (not an Oracle WebCenter Content Server or Oracle Content Database server) that supports the standardized Web Distributed Authoring And Versioning (WebDAV) enhancements to the HTTP protocol. These servers offer some content management integration. You can open files directly from the server and save files to it, but you cannot search for files on the server using the Desktop client software.
	Contact your content server administrator for assistance if you are not sure which server type to choose.
Server WebDAV URL	This box contains a suggested value if you have already entered a name into the Server Name box. You can change the suggested value if it is not appropriate.
	Enter the WebDAV URL of the content server. This information is needed to access the resources provided by the server. The URL for Oracle WebCenter Content Server instances typically has the following form:
	`http[s]://host-name:[port]/web-root/idcplg/webdav`
	For example:

	`http://server:7044/idc/idcplg/webdav`
	`http://server.example.com:16200/cs/idcplg/webdav`
	`https://server/cs/idcplg/webdav`

	Each defined content server connection must have its own, unique WebDAV URL. You cannot have two server connections on your computer that use the exact same WebDAV URL.
	Contact your system administrator if you do not know exactly what URL to use.

Element	Description
CGI URL	This box contains a suggested value if you have already entered a name into the Server Name box. You can change the suggested value if it is not appropriate.
	Enter the CGI URL of the content server. This box is available only for servers of type 'WebCenter Content Server'. By default, the CGI URL is the same as the WebDAV URL (see above), without '/webdav'.
	If you log in to an Oracle WebCenter Content Server instance using your web browser, you can see the CGI URL in the browser address bar. The CGI URL is the address from the beginning up to, but not including, the question mark (?).
	Contact your system administrator if you do not know exactly what URL to use.
	There is no CGI URL section if Windows Explorer is the only integration on your computer.
User Interface URL	This box is available only for servers of type 'WebCenter Content Server'.
	Enter the URL of the server that provides the WebCenter Content user interface for Oracle WebCenter Content Server 12*c* R2 (12.2.1.0) instances. Content servers prior to this release do not offer the WebCenter Content user interface. This URL may look something like this:
	`http://server.example.com:16400/wcc/faces`
	If you do not provide a user interface URL when setting up a connection to Oracle WebCenter Content 12*c* R2 (12.2.1.0), then you will be using the native 11*g* user interface.
	See *Using Oracle WebCenter Content* for more information on the two user interfaces offered by Oracle WebCenter Content Server 12*c* R2 (12.2.1.0).
	Contact your system administrator if you do not know what URL to use, if any.
Use Single Sign-On	Select this check box if the content server connection uses single sign-on (SSO). The Single Sign-On section is available only for servers of type 'Content DB Server' and 'WebDAV Server'.
	Contact your system administrator if you do not know what URL to use, if any.
Single Sign-On URL	Enter the URL of the single sign-on (SSO) server that is used to control access to the content server.
	Contact your system administrator if you do not know exactly what URL to use, if any.
OK	Click this button to close this dialog and create the new content server connection using the specified settings.
Cancel	Click this button to close this dialog and cancel the creation of the content server connection.
Options	Click this button to open the Server Options Dialog - Remember Metadata Fields Tab, where you can set a number of options for the content server connection. This button is available only if you have specified a server name and the server type is 'WebCenter Content Server'.

Element	Description
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Content Server Connections"

1.2 Server Options Dialog - Remember Metadata Fields Tab

The Remember Metadata Fields tab on the Server Options dialog is used to define whether metadata field values should be remembered each time you check a content item in to an Oracle WebCenter Content Server instance using a check-in form, and if so, which metadata fields. Whatever values are set for these metadata fields for a particular check-in will automatically be used the next time you check in another content item.

Element	Description
Remember Last Entered Metadata Fields	Select this check box if you want metadata field values to be remembered whenever you check a new content item in to an Oracle WebCenter Content Server instance using a check-in form. Once you select the check box, the Available Metadata Fields box is populated with a list of all available metadata fields on the content server whose values can be remembered.
Available Metadata Fields	This box lists all available metadata fields on the content server whose values can be remembered for check-in.
Selected Metadata Fields	This box lists all metadata fields on the content server whose values will be remembered with every content item check-in.
>>	Click this button to move a metadata field from the list of available fields to the list of selected fields; in other words, to specify that the values of the metadata field should be remembered with every new content item check-in.
<<	Click this button to move a metadata field from the list of selected fields to the list of available fields; in other words, to specify that the values of the metadata field should no longer be remembered with every new content item check-in.
Reset	Click this button to cancel any changes you made and return the dialog to the state when you opened it.
OK	Click this button to close this dialog and submit any changes you made.
Cancel	Click this button to close this dialog and cancel any changes you made.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.3 Server Options Dialog - Authentication Tab

The Authentication tab on the Server Options dialog is used to specify what authentication method is used when client computers connect to an Oracle WebCenter Content Server instance.

> **Note:** Contact your system administrator if you need any help with selecting the authentication method for a content server.

Element	Description
Don't specify (Default)	Select this option if you want to use whatever authentication method is currently set up for the content server. It is recommended that you use this setting unless you are told to use a different one.
Basic Login	Select this option if you want to force Content Server's standard authentication.
Microsoft Login (NTLM)	Select this option if you want to force NTLM authentication.
OK	Click this button to close this dialog and submit any changes you made.
Cancel	Click this button to close this dialog and cancel any changes you made.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.4 Server Properties Dialog

The Server Properties dialog displays the defined name and URL of the selected content server.

Element	Description
Name	This is the name of the content server connection as specified on the Add Server Dialog.
	You cannot edit the name of a server that has any offline files or checked-out content items (in other words, there are files in the offline cache for that server).
URL	This is the WebDAV URL for the content server as specified on the Add Server Dialog. This URL is used to access the resources provided by your content server. You cannot edit this information. If you need to modify a server URL, you should remove the server connection and re-create it using the URL you want.
OK	Click this button to close this dialog and submit any changes you made.
Cancel	Click this button to close this dialog and cancel any changes you made.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.5 Edit Server List Dialog

The Edit Server List dialog shows all defined content server connections on your computer. You can add a new server connection, view or edit the properties of an existing one, or delete a server connection.

The list shows the defined server connections on your own computer only, not on other people's computers. Also, any defined server connections will continue to exist on your computer after you remove, reinstall, or update the Desktop client software; in other words, they will still be included in the server list the next time you open the Edit Server List dialog.

Element	Description
Servers	This area lists all defined content server connections for your own computer.
Close	Click this button to close this dialog.
New...	Click this button to open the Add Server Dialog, where you can define a new content server connection.
View...	Click this button to open the Edit Server Dialog, where you can view the properties of the selected content server connection and set a number of options for it. This button is available only if you select a content server in the list.
Delete	Click this button to delete a content server connection. This button is available only if you select a content server in the list.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.6 Edit Server Dialog

The Edit Server dialog enables you to view the properties of an existing content server connection and set a number of options for it. This dialog is essentially the same as the dialog to create a new server connection (see Add Server Dialog). You cannot edit any of the server properties, but you can click the **Options...** button to open the Server Options Dialog - Remember Metadata Fields Tab, where you can set some options for the server connection (only for servers of type 'WebCenter Content Server').

Element	Description
Server Name	This is the name of the content server connection as specified on the Add Server Dialog. You cannot edit this information. If you want to change the name of a server, you may be able to do so through the Server Properties Dialog. The alternative is to remove the server connection and re-create it with a new name.

Element	Description
Server type	This is the type of the content server as specified on the Add Server Dialog. Three types are supported: WebCenter Content Server, Content DB Server, and WebDAV Server. You cannot edit this information. The server type can be set only during the creation of a server connection.
Server WebDAV URL	This is the WebDAV URL for the content server as specified on the Add Server Dialog. This URL is used to access the resources provided by your content server. You cannot edit this information. If you need to modify the WebDAV URL, you should remove the server connection and re-create it using the correct URL.
CGI URL	This is the CGI URL for the Oracle WebCenter Content Server instance as specified on the Add Server Dialog. You cannot edit this information. If you need to modify the CGI URL, you should remove the server connection and re-create it using the correct URL. This section is relevant only for servers of type 'WebCenter Content Server'. There is no CGI URL section if Windows Explorer is the only integration on your computer.
User Interface URL	This is the URL of the Oracle WebCenter Content Server user interface as specified on the Add Server Dialog. You cannot edit this information. If you need to change this URL, you should remove the server connection and re-create it using the correct URL. This section is relevant only for servers of type 'WebCenter Content Server' from release 12*c* R2 (12.2.1.0).
Use Single Sign-On	This check box indicates whether the content server connection uses single sign-on (SSO). You cannot edit this information. If you need to modify the SSO setting, you should remove the server connection and re-create it using the correct setting.
Single Sign-On URL	This is the URL of the single sign-on (SSO) server that is used to control access to the content server. You cannot edit this information. If you need to modify the SSO URL, you should remove the server connection and re-create it using the correct URL.
OK	Click this button to close this dialog and submit any changes you made.
Cancel	Click this button to close this dialog and cancel any changes you made.
Options	Click this button to open the Server Options Dialog - Remember Metadata Fields Tab, where you can set a number of options for an Oracle WebCenter Content Server connection.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.7 Column Settings Dialog

The Column Settings dialog enables you to specify what columns should be displayed for the integration folders and their files in the content pane of email clients (Microsoft Outlook and Lotus Notes), and what the width of each column should be.

> **Note:** You can make the same changes in the Windows Explorer integration by using its Choose Details dialog.

Element	Description
Column names	Select the check box of each column that you want to display for the integration folders and their files in the content pane. The columns are displayed left to right in the order they are listed in this dialog.
Move Up	Click this button to move the selected column up one spot in the list. The columns are displayed left to right as they appear in the list, so the higher a selected column is in the list, the more to the left it is displayed on screen. This button is unavailable if you are at the top of the column list.
Move Down	Click this button to move the selected column down one spot in the list. The columns are displayed left to right as they appear in the list, so the lower a selected column is in the list, the more to the right it is displayed on screen. This button is unavailable if you are at the bottom of the column list.
Show	Click this button to display the selected column. (This has the same effect as selecting the check box next to the column.)
Hide	Click this button to hide the selected column. (This has the same effect as clearing the check box next to the column.)
The selected column should be x pixels wide.	Enter the display width (in pixels) of the selected column. You can also drag the column edges in the application to change the column width (as is customary in Windows applications). In the Windows Explorer integration, the equivalent control is **Width of selected column (in pixels)**.
OK	Click this button to submit any changes you made and close this dialog.
Cancel	Click this button to cancel any changes you made and close this dialog.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.8 Folder Properties Dialog

The Folder Properties dialog enables you to view and modify some properties of an existing folder or library. It resembles the standard folder properties dialog in Microsoft Windows, but includes some additional elements related to content management.

Element	Description
Name	This is the name of the folder as specified when the folder was originally created. You can change the folder name, providing no other folder of the same name already exists. If you change the name of the folder here, it is also automatically changed in the folder hierarchy on the content server.
	You can also change the name of a folder by right-clicking it in the integration hierarchy and choosing **Rename**, or by selecting it and pressing **F2** on your keyboard.
URL	This is the location of the folder, expressed as a WebDAV URL.
Created	This is the date and time that the content folder was originally created.
Modified	This is the date and time that the content folder was last modified (that is, when an action was last performed that affected the folder).
Content Type	This is the HTTP content type of the content folder.
Folder Information or Library Information	This button is displayed for servers of type WebCenter Content Server only. Click the button to open the Folder or Library Information Page.
OK	Click this button to close this dialog and submit any changes you made.
Cancel	Click this button to close this dialog and cancel any changes you made.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.9 Folder or Library Information Page

The Folder Information page or Library Information page shows the properties of the current folder or library. You can edit some of the information on the tabs of this page.

> **Note:** The look and feel of this page as well as the information provided on it depends on the content server configuration (including the folders feature).

Element	Description
General tab	Open this tab to see general information about the folder or library, such as the name, description (if any), and the owner. You can make changes as needed. When you are done making changes, click **Save** at the bottom of the tab window.
Security tab	Open this tab to see security-related properties of the folder or library, such as security group, account, and access control lists. You can make changes as needed. When you are done making changes, click **Save** at the bottom of the tab window.

Element	Description
Metadata tab	Open this tab to see metadata options and the default metadata values for the folder or library. You can make changes as needed. When you are done making changes, click **Save** at the bottom of the tab window.
Sharing tab	Open this tab to see the options for sharing the content in the folder. The default is no sharing. You can choose to give read-only access to other users, or to allow them to read and modify the content. To share the content in one of these ways, select the appropriate option, then add users to the **Selected Users** box that opens.
	To add a user to the **Selected Users** box, select the **Display option items** icon and choose a user from the drop-down list. You can also enter part or all of a user's name into the Add a User box to begin a search for that user. You can remove a user from the list by clicking the **Remove an item from selected list** icon next to the user's name.
Shortcuts tab	Open this tab to see all shortcuts to the folder or library. You can make changes as needed. When you are done making changes, click **Save** at the bottom of the tab window.
Advanced tab	Open this tab to see some advanced properties of the library or folder. You cannot make any changes in this tab window.
Save	Click this button to save any changes you made to the information on the tabs and close the page.
Cancel	Click this button to close the page without saving any changes that you made to the information on the tabs.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.10 Update Metadata Dialog

The Update Metadata dialog enables you to view (and edit, if you have sufficient rights) the properties of a content folder or file on a server running the native 11*g* user interface.

Element	Description
Filename	The name of the file whose metadata you can update.
Assign Info Form	Shows metadata options and default metadata values. You can make changes as needed. When you are done making changes, click **OK**.
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and save the changes.
Cancel	Click this button to close the dialog without saving the changes.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.11 Content Information Page

The Content Information page shows the properties of the current content item. You may be able to edit some of the information on this page.

Content Information Page on a Server Using the WebCenter Content User Interface

Element	Description
Title	Shows the content type and name.
Summary tab	Open this tab to see a summary of the information about the current content item. You may also be able to open renditions of the content item from links on the tab. You cannot change any of the information on this tab.
Metadata tab	Open this tab to see metadata values for the current content item. The metadata values are divided between Profile Metadata and System Metadata sections. You may be able to change the values in the Profile Metadata section. To make changes, click the **Edit** button. Some of the values then become editable and the following buttons are shown: ■ **Reset:** Click to revert to their previous values. ■ **Save:** Click to save any changes that you made. ■ **Cancel:** Click to leave edit mode without saving any changes that you made.
Security tab	Open this tab to see security-related properties of the current content item, such as security group, account, and access control lists. You may be able to make changes to this information. If so, the controls on this tab are editable and the following buttons are available: ■ **Reset:** Click to revert to their previous values. ■ **Save:** Click to save any changes that you made.
Preview tab	Open this tab to see a preview rendition of the current content item, if available.
Help	Click this button to display context-sensitive help information for this page.
Revisions	Click to open the Revisions list, through which you can obtain information about previous revisions of the current document (if any).
OK	Click to close the page. If you have made changes but not saved them, you will be prompted to do so.
Cancel	Click to close the page. Any unsaved changes will be discarded.

Content Information Page on a Server Using the Native 11g User Interface

Element	Description
Content Actions	**Update:** Select to open the information update form, through which you can update the information for the current content item.
	Subscribe: Select to open a form through which you can choose to receive email notifications when a new revision of the current content item becomes available.
Information	**Content Information:** Select to show the main content information page for the current content item.
	Metadata History: Select to show the record history of changes that have been applied to the current content item.
Email	**Send link by email:** Select to open your default email application, showing a new email message that contains a link to the current content item.
Edit	**Freeze:** Select to open the Freeze window, through which you can freeze the current content item. Frozen content cannot be altered in any way nor can it be deleted or destroyed.
Delete	**Delete Metadata History:** Select to delete the record history for the current data item.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.12 Select Content Dialog - Search Panel

The Search panel in the Select Content dialog enables you to search for files on an Oracle WebCenter Content Server instance and select one or more of them for further use: to be opened or viewed in a Microsoft Office application, inserted into a Microsoft Office document, attached to an email message, or compared to the current Word document (depending on where you opened this dialog).

> **Note:** You may not be able to do all these actions for files on every content server, depending on the server type. For example, you cannot compare file revisions on an Oracle Content Database server.

You search for files using a standard content server search form where you specify the search criteria that files should meet. You can then select one or more files in the search results list for further use. You can perform searches based on metadata (that is, information about files) or full text (that is, text contained in the actual files), or a combination of both. For more details on searching for files on the content server, see the Oracle WebCenter Content Server documentation.

To find content, specify the search criteria that the content items should meet and click **Search** (in the search form or the dialog, depending on the content server configuration). The dialog then displays a list of all content items on the server that meet the specified criteria. How this search results list is presented depends on the content server version and configuration.

Depending on the application context, you may be able to select only one item or multiple items from the search results list. If you can select only one item for further

processing, each item in the list has a **Select** button. If you can select multiple items, each item has a selection check box.

Element	Description
	This is the icon of the current dialog.
	Click the Browse icon to open the Select Content Dialog - Browse Panel.
	Click the Offline Files icon to open the Select Content Dialog - Offline Files Panel. This option may not be available, depending on the context in which you are selecting a file.
	Click this icon to go back one page in a multipage list of search results. If you click this icon on the first search results page, you return to the search form. You can also right-click in an unused area of the search form and choose **Back** or **Forward** on the menu to move between the search results pages and the search form.
Server	Select the content server that you want to search. If you select a different server than the current one, you may be prompted to provide your login name and password (depending on the server configuration). The list of available servers includes only Oracle WebCenter Content Server instances; it does not show any Oracle Content Database servers or other WebDAV servers (as opposed to the server list on the Browse page). This is because the search page uses standard Oracle WebCenter Content Server search functionality.
Profile	Select the content profile that should be applied to the search form (providing any profiles are defined on the content server). Content profiles are used to limit the metadata fields shown on the search form (and also several other content server pages), depending on the type of content. For example, a "Sales" profile might show metadata fields for revenue numbers, sales forecasts, and the like, whereas a "Support" profile might show metadata fields for case number, status, and the like. Profiles are available only if you are connecting to Oracle WebCenter Content Server 12*c* R2 or Oracle Content Server 11*g* R1. They are not available for Oracle Content Server 10*g* R3. Contact your content server administrator if you need any assistance.
Search form	This is the standard search form on an Oracle WebCenter Content Server instance. What it looks like depends on the server version and configuration. Specify the search criteria and click **Search** when you are done to start the search query. A search results list is then displayed which shows all content items on the server that meet the specified search criteria.

Element	Description
Edit / View	These options are available only when you are opening a file in Microsoft Word, Excel, or PowerPoint using the WebCenter Content menu or ribbon. They allow you to select whether you want to open the file for editing or viewing in the current Microsoft Office application.
	If you select a file for **editing**, it is opened in the current Microsoft Office application and checked out of the content server. You can make changes as required. When you are done and you close the document or application, you are given the opportunity to check the file back in to the content server as a new revision of the original file.
	If you select a file for **viewing**, it is opened in the current Microsoft Office application as a copy of the original file, which is not checked out of the content server. You can make changes as required, but when you are done and you close the document or application, you need to save it as a new file, either locally (using the application's built-in save-as feature) or on the content server (using the Save As New... option on the WebCenter Content menu or ribbon).
Help	Click this button to display context-sensitive help information for this dialog.
Search	Click this button to search the selected content server for all files that meet the specified search criteria.
Cancel	Click this button to close the dialog without selecting a file.

Related Topic

Using Oracle WebCenter Content: Desktop, "Content File Status"

1.13 Select Content Dialog - Browse Panel

The Browse panel in the Select Content dialog enables you to navigate to files on a content server and select them for further use: to be opened or viewed in a Microsoft Office application, inserted into a Microsoft Office document, attached to an email message, or compared to the current Word document (depending on where you opened this dialog).

> **Note:** You may not be able to do all these actions for files on every content server, depending on the server type. For example, you cannot compare file revisions on an Oracle Content Database server.

Element	Description
	Click the Search icon to open the Select Content Dialog - Search Panel.
	This is the icon of the current dialog.
	Click the Offline Files icon to open the Select Content Dialog - Offline Files Panel. This option may not be available, depending on the context in which you are selecting a file.

Element	Description
Look in	Click the server or folder that contains the file you want to select for further use. If you click on a server, you may be prompted to provide your login name and password (depending on the server configuration).
	Click this icon to move up one level in the integration hierarchy.
	Click this icon to select the view mode of the content area: ■ **Large Icons:** This view mode displays your files and folders as large application icons with their names shown below the icons. ■ **Small Icons:** This view mode displays your files and folders as small application icons with their names shown next to the icons. ■ **List:** This view mode displays your files and folders as a list of file or folder names preceded by small application icons. ■ **Details:** This view mode displays your files and folders as in list mode, but with additional information such as file type, size, author, security group, timestamp, and the like (if available and relevant).
Content area	This area shows the contents of the selected server, library, or folder in the integration hierarchy. You can work with the items in much the same way as in standard Open dialogs in Windows applications (including right-click menus and the like). If you want, you can show or hide the preview pane in the content area: right-click, then choose **View**, and then **Preview Pane**.
File name	This box shows the name of a selected file. You can also manually enter a file name.
Files of type	If you want the content area to display only files of specific file types (that is, with particular file extensions; for example, only Microsoft Office files), then you can use this menu to select the file type mask.
Edit / View	These options are available only when you are opening a file in Microsoft Word, Excel, or PowerPoint using the WebCenter Content menu or ribbon. They allow you to select whether you want to open the file for editing or viewing in the current Microsoft Office application. If you select a file for **editing**, it is opened in the current Microsoft Office application and checked out of the content server. You can make changes as required. When you are done and you close the document or application, you are given the opportunity to check the file back in to the content server as a new revision of the original file. If you select a file for **viewing**, it is opened in the current Microsoft Office application as a copy of the original file, which is not checked out of the content server. You can make changes as required, but when you are done and you close the document or application, you need to save it as a new file, either locally (using the application's built-in save-as feature) or on the content server (using the Save As New... option on the WebCenter Content menu or ribbon).
Help	Click this button to display context-sensitive help information for this dialog.

Element	Description
OK	Click this button to close the dialog and use the selected file.
Cancel	Click this button to close the dialog without selecting a file.

Related Topic

Using Oracle WebCenter Content: Desktop, "Content File Status"

1.14 Select Content Dialog - Offline Files Panel

The Offline Files panel in the Select Content dialog enables you to select files in the Desktop file cache on your local computer to be opened or viewed in its native application (for example Microsoft Word). Files are stored in your local cache in the following situations:

- copies of files that you checked out of the content server,
- read-only copies of files on the content server that you specifically marked to be available offline (so that you can access these files even if there is no connection to the server),
- modified files managed by a content server that you have not yet checked back in to that server (typically checked-out files that were edited), and
- newly created files in Microsoft Office applications that were not checked in successfully (for example, because no server connection could be established).

> **Note:** The icon of each file in the list may show the content management status of that file.

Element	Description
	Click the Search icon to open the Select Content Dialog - Search Panel.
	Click the Browse icon to open the Select Content Dialog - Browse Panel.
	This is the icon of the current dialog.
Name	This column shows the name of each offline file, listed by content server. You can toggle the sort order of the file names within each server (ascending or descending) by clicking the column header.
Location	This column shows the location of each offline file in the content folder hierarchy, listed by content server. You can toggle the sort order of the locations within each server (ascending or descending) by clicking the column header.

Element	Description
Edit / View	These options are available only when you are opening a file in Microsoft Word, Excel, or PowerPoint using the WebCenter Content menu or ribbon. They allow you to select whether you want to open the file for editing or viewing in the current Microsoft Office application.
	If you select a file for **editing**, it is opened in the current Microsoft Office application and checked out of the content server. You can make changes as required. When you are done and you close the document or application, you are given the opportunity to check the file back in to the content server as a new revision of the original file.
	If you select a file for **viewing**, it is opened in the current Microsoft Office application as a copy of the original file, which is not checked out of the content server. You can make changes as required, but when you are done and you close the document or application, you need to save it as a new file, either locally (using the application's built-in save-as feature) or on the content server (using the Save As New... option on the WebCenter Content menu or ribbon).
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and open the selected file in the current office application.
Cancel	Click this button to close the dialog without selecting a file.

Related Topic

Using Oracle WebCenter Content: Desktop, "Content File Status"

1.15 Save Dialog (Save As New) - Check-in Form Panel

The Check-in Form panel of the Save dialog is used to check the currently open Microsoft Office file in to an Oracle WebCenter Content Server instance as a new content item using a check-in form on that server.

Element	Description
	This is the icon of the current dialog.
	Click the Folder icon to open the Save Dialog (Save As New) - Folder Panel.
Server	Select the content server that you want to check the item in to. If you select a different server than the current one, you may be prompted to provide your login name and password (depending on the server configuration).
	The list of available servers includes only Oracle WebCenter Content Server instances; it does not show any Oracle Content Database servers or other WebDAV servers. This is because this page uses standard Oracle WebCenter Content Server check-in functionality.

Element	Description
Folder	Select the folder that you want to check the item into.
	If the folder you want is not shown in the Folder list, use the Browse button to open a dialog through which you can find it.
	The profiles available from the Profile list change according to the folder you have chosen to check the item into.
Profile	Select the content profile that should be applied to the check-in form (providing any profiles are defined on the content server). Content profiles are used to limit the metadata fields shown on the check-in form (and also several other content server pages), depending on the type of content. For example, a "Sales" profile might show metadata fields for revenue numbers, sales forecasts, and the like, whereas a "Support" profile might show metadata fields for case number, status, and the like.
	Profiles are available only if you are connecting to Oracle WebCenter Content Server 12c R2 or Oracle Content Server 11g R1. They are not available for Oracle Content Server 10g R3. Contact your content server administrator if you need any assistance.
Check-in form	This is the standard content check-in form on an Oracle WebCenter Content Server instance, where you assign metadata to the item before checking it in to the server. You can use the **Reset** button at the bottom of the form to revert the form to its initial state (that is, remove any data that you entered on the form).
	The default **title** is the current file name (for existing files; for example, "Your Proposal.doc") or the default name for new documents (for unsaved files; for example, 'Document1' for Microsoft Word). The title and file name are not linked; that is, if you modify the title, the file name does not automatically change with it (and vice versa).
	If you want the content item to show up in a content folder on the server, make sure that you specify the location in the **Folder** field.
	All mandatory metadata fields are marked with an asterisk (*). The item cannot be checked in if any of these fields is empty.
File name	Enter the file name of the item to be checked in to the content server. The default file name is the current file name (for existing files) or the default name for new documents (for unsaved files; for example, 'Document1' for Microsoft Word). By default, the title is the same as the file name. The file name and title are not linked; that is, if you modify the file name, the title does not automatically change with it (and vice versa).
Save as type	Select the file type that you want to save the file as (and check it in to the content server). The available options depend on the application that you are working in. For example, you can save Microsoft Word files as standard Word documents (.doc or .docx), XML files (.xml), single-file web pages (.mht), document templates (.dot), Rich Text Format files (.rtf), or plain text files (.txt).
	If you save and check in a document in a file format that does not support embedded Microsoft Office properties (for example, RTF, XML, or plain text) and you open that file in view ("read-only") mode, you will not be able to check out the file from within the application (using the Check Out option in the WebCenter Content menu or ribbon).
	This option is not available in Microsoft PowerPoint.

Element	Description
Reopen after check-in	After a file is checked in to the content server, it is closed in the Microsoft Office application. Select this check box if you want the document to be checked out and reopened automatically after it is checked in. This is useful if you want to continue to work on the document after check-in. Note that if the new document was created by saving an existing checked-out document, the check-out on the existing document is not undone.
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and check the file in to the content server using the metadata specified.
Cancel	Click this button to close the dialog without check the file in to the content server.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.16 Save Dialog (Save As New) - Folder Panel

The Folder panel of the Save dialog is used to check the file currently open in Microsoft Word, Excel, or PowerPoint in to a content server by assigning it to a folder in the folder hierarchy on that server.

Element	Description
	Click the Check-in Form icon to open the Save Dialog (Save As New) - Check-in Form Panel.
	This is the icon of the current dialog.
Save in	Select the content server that you want to check the item in to. If you select a different server than the current one, you may be prompted to provide your login name and password (depending on the server configuration).
	Click this icon to move up one level in the integration hierarchy.
	Click this icon to select the view mode of the content area: ■ **Large Icons:** This view mode displays your files and folders as large application icons with their names shown below the icons. ■ **Small Icons:** This view mode displays your files and folders as small application icons with their names shown next to the icons. ■ **List:** This view mode displays your files and folders as a list of file or folder names preceded by small application icons. ■ **Details:** This view mode displays your files and folders as in list mode, but with additional information such as file type, size, author, security group, timestamp, and the like (if available and relevant).

Element	Description
Content area	This area shows the contents of the selected server or folder in the integration hierarchy. You can navigate to the content folder that you want to check the current file in to. Some folders may be read-only and you cannot save files to these folders (for example, My Checked-Out Content and My Saved Queries on Oracle WebCenter Content Server instances).
File name	Enter the file name of the item to be checked in to the content server. The default file name is the current file name (for existing files) or the default name for new documents (for unsaved files; for example, 'Document1' for Microsoft Word). The title of the checked-in file will be identical to file name.
Save as type	Select the file type that you want to save the file as (and check it in to the content server). The available options depend on the application that you are working in. For example, you can save Microsoft Word files as standard Word documents (.doc or .docx), XML files (.xml), single-file web pages (.mht), document templates (.dot), Rich Text Format files (.rtf), or plain text files (.txt).
	If you save and check in a document in a file format that does not support embedded Microsoft Office properties (for example, RTF, XML, or plain text) and you open that file in view ("read-only") mode, you will not be able to check out the file from within the application (using the Check Out option in the WebCenter Content menu or ribbon).
	This option is not available in Microsoft PowerPoint.
Reopen after check-in	After a file is checked in to the content server, it is closed in the Microsoft Office application. Select this check box if you want the document to be checked out and reopened automatically after it is checked in. This is useful if you want to continue to work on the document after check-in. Note that if the new document was created by saving an existing checked-out document, the check-out on the existing document is not undone.
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and check the file in to the content server in the selected folder.
Cancel	Click this button to close the dialog without checking the file in to the content server.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.17 Check In Content Dialog (Check In With Metadata)

The Check In Content dialog is used to check an existing content item that is open in Microsoft Office file back in to an Oracle WebCenter Content Server instance (as a new revision). It enables you to modify the metadata of the file before checking it in to the server.

Element	Description
Check-in form	This is the standard content check-in form on an Oracle WebCenter Content Server instance, where you assign metadata to the item before checking it in to the server. You can use the **Reset** button at the bottom of the form to revert the form to its initial state (that is, remove any data that you entered on the form).
	You cannot change the **content ID**, since this is an existing item on the content server that already has a content ID assigned to it.
	If you want the content item to show up in a content folder on the server, make sure that you specify the location in the **Folder** field.
	If you change the **security group**, you may change the availability of the content item to other users. (A content item is available only to users who have access privileges to the security group that item is assigned to.)
	All mandatory metadata fields are marked with an asterisk (*). The item cannot be checked in if any of these fields is empty.
Reopen after check-in	Select this check box if you want to reopen the current file after it has been checked in. The file will be checked out and opened for you to use.
Check in and approve	Select this check box to approve the document as it is checked in. If you do not choose this option, the document will be checked in but you will have to approve it afterwards (for example by selecting **Approve** from the document's context menu in Windows Explorer). This option is available if all of the following are true: ■ the document is in a workflow ■ you have the right to review and edit the document ■ the document does **not** require an electronic signature
Submit document for workflow review	Select this check box to advance the document to the next step in the workflow after it is checked in. If you do not choose this option, the document will be checked in but will remain in the current workflow step. This option is available if all of the following are true: ■ the document is in a workflow ■ you do **not** have the right to edit the document ■ the document does **not** require an electronic signature
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and check the file in to the content server using the metadata specified.
Cancel	Click this button to close the dialog without checking the file in to the content server.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.18 Check In Content Dialog

Email Integration

The Check In Content dialog is used to provide metadata for email items that have been selected for check-in. A metadata page is provided for each message (including those with embedded attachments), and for each separate attachment, as set up on the Check In Email Messages Dialog.

File Explorer Integration

The Check In Content dialog is used to provide metadata for one or more new files that you drag and drop or copy and paste onto a content folder on an Oracle WebCenter Content Server instance. A file is considered new if the folder does not yet contain a file of the same name. After you provide the metadata, each file is checked in to the content server as a new content item using the metadata provided.

If you drag and drop or copy and paste an existing file into a content folder (that is, the folder already contains a file of the same name), you are not prompted for metadata and the file is automatically checked in to the content server as a new revision of the existing file, inheriting the metadata of the existing file.

> **Note:** For this dialog to appear for new files, the "Enable Metadata Prompts" property must be enabled for the content folder (see Folder or Library Information Page). Otherwise, a new file is always checked in to the content server automatically using the default metadata for the content folder as defined by the content server administrator. If no default metadata has been defined for the folder, you are always prompted to provide the metadata regardless of the folder setting.

You can drag and drop individual files into a content folder, but also multiple files (file batches). If you are checking in multiple files, you can specify metadata for each individual file or for files as a group. Please note that the content ID and title are always considered properties specific to a file and are never automatically shared between files, even if you are specifying metadata for groups of files.

Element	Description
Title bar	This shows the number of current files as well as the total number of files in the current batch. For example, "(1/4)" means that this is the first file of a total of four new files to be checked in to the content server.
Source File	This field shows the full path and file name of the current file. For multiple files, you can use the drop-down list to select a different file in the batch. Files whose metadata has not yet been set are displayed in **bold** in the list.
	This field is not available if the "Apply to Remaining Items" check box is selected.

Element	Description
Profile	Select the content profile that should be applied to the check-in form (providing any profiles are defined on the content server). Content profiles are used to limit the metadata fields shown on the check-in form (and also several other content server pages), depending on the type of content. For example, a "Sales" profile might show metadata fields for revenue numbers, sales forecasts, and the like, whereas a "Support" profile might show metadata fields for case number, status, and the like.
	If the content folder has a default content profile assigned to it, that profile is the default selected profile in this dialog. You may not be able to change the content profile selection, depending on the Desktop configuration on your computer.
	Please note that profiles are available only if you are connected to a content server that supports them. Contact your content server administrator if you need any assistance.
Check-in form with metadata fields	This is the standard content check-in form on an Oracle WebCenter Content Server instance, where you assign metadata to the item or items before checking them in to the server.
	All mandatory metadata fields are marked with an asterisk (*). The item cannot be checked in if any of these fields is empty.
	The default **title** for content items is the file name without the file extension (for example, 'Sales_Report_2012'). For email messages, the default title is the subject line (for example, 'RE: Your sales report'). You may change the title if you want.
	The metadata for a file is set as soon as you move away from that file's check-in form by clicking the **Previous** or **Next** button, or by selecting a different file in the Source File list. To indicate metadata has been set for a file, it is no longer displayed in bold in the list. You can always return to a file to change its metadata before checking it in (unless you chose to check it in immediately; see the next field).
	You can specify metadata for multiple files at the same time by selecting the "Apply to Remaining Items" check box (see below).
Apply to Remaining Items	Select this check box if you want the current metadata (except for unique values such as the content ID and title) to be applied to the current file as well all remaining files in the batch whose metadata has not yet been set; that is, those that are displayed bold in the Source File list.
	This check box is available only if multiple files are being checked in to the content server and there are still files in the batch whose metadata is not set (that is, displayed bold in the Source File list).
Cancel	Click this button to close the dialog without checking any remaining files in to the content server.
Exclude Item	Click this button to remove the current file from the list of files to be checked in to the content server. You will be prompted to confirm the action.
	This check box is available only if multiple files are being checked in to the content server.
<< Previous	Select this button to move to the previous file in the batch that has not yet been checked in.
Next >>	Select this button to move to the next file in the batch that has not yet been checked in.

Element	Description
Finish	Click this button to close the dialog and check all files in to the content server that have not yet been checked in.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "Disabling the Default Content Profile Selection"

1.19 Closing Document Dialog (No Unsaved Changes)

The Closing Document dialog lets you decide what to do with a checked-out file in Microsoft Word, Excel, or PowerPoint, when that file or the application is closed.

This dialog appears if the current file does not have any unsaved changes. If there are unsaved changes, a slightly different dialog opens (see Closing Document Dialog (Unsaved Changes)).

> **Note:** The 'Edit Metadata' setting is remembered in between sessions. This means that it will match whatever you chose the last time you saved a managed content item.

Element	Description
Check In Document? (Yes/No)	Select **Yes** if you want to check the document in to the content server as a new revision.
	Select **No** if you do not want to check the document in to the content server.
Comment	Optionally, enter a comment that will be added to the checked-in content item (in the xComment metadata field). There may be a default comment if one has been defined. The maximum number of characters is set by the content server administrator (on the DesktopIntegrationSuite component configuration page).
Edit Metadata	This check box is available only if the current file is checked out of an Oracle WebCenter Content Server instance, not an Oracle Content Database server or other WebDAV server.
	If you select this check box, you will be prompted to update the metadata of the file before it is checked in to the content server. The Save dialog is opened showing a check-in form, where you can update the file metadata, if required (see Check In Content Dialog (Check In With Metadata)). When you are ready, click **OK** in the Save dialog to submit the file to the content server.

Element	Description
Check in and approve	Select this check box to approve the document as it is checked in. If you do not choose this option, the document will be checked in but you will have to approve it afterwards (for example by selecting **Approve** from the document's context menu in Windows Explorer).
	This option is available if all of the following are true:
	■ the document is in a workflow
	■ you have the right to review and edit the document
	■ the document does **not** require an electronic signature
Submit document for workflow review	Select this check box to advance the document to the next step in the workflow after it is checked in. If you do not choose this option, the document will be checked in but will remain in the current workflow step.
	This option is available if all of the following are true:
	■ the document is in a workflow
	■ you do **not** have the right to edit the document
	■ the document does **not** require an electronic signature
Undo Check Out and Discard Changes	Select this check box if you want to close the file without saving the changes and checking it in to the content server. In addition, the checked-out status of the file is canceled on the server.
	This check box is available only if the content item is currently checked out and the **No** (to check in the document) option is selected in this dialog.
OK	Click this button to close the dialog and process the file in accordance with your choices. The file is closed in the Microsoft Office application.
Cancel	Click this button to close the dialog without doing anything to the file. The file remains open in the Microsoft Office application.
Help	Click this button to display context-sensitive help information for this dialog.

The table below lists all possible save scenarios, with an explanation of what happens for each of them.

Save Scenario	Check In	Edit Metadata	Undo Check-Out	Action
Scenario 1	Yes	No	n/a	The file is automatically checked in to the content server as a new revision of the existing content item, inheriting all metadata from the previous revision.
				After the file has been checked in to the content server, it is closed in the Microsoft Office application.

Save Scenario	Check In	Edit Metadata	Undo Check-Out	Action
Scenario 2	Yes	Yes	n/a	You are given an opportunity to modify the file's metadata before check-in. When you are done, the file is checked in to the content server as a new revision of the existing content item.
				After the file has been checked in to the content server, it is closed in the Microsoft Office application.
Scenario 3	No	n/a	No	The file is not checked in to the content server, and remains checked out. This means that other users on the server cannot check out the file until you check it back in or undo the check-out.
				The file is stored in a special cache on your local computer. You can reopen the file from the Select Content Dialog - Search Panel.
				After the file has been saved to the local cache, it is closed in the Microsoft Office application.
				You should use the application's built-in save-as feature if you want to save the file in a different location than the local cache (that is, as an unmanaged file on your own computer).
Scenario 4	No	n/a	Yes	Any changes to the file are discarded, and the file is closed. The checked-out status of the content item is cancelled on the server, which means that other users on the server can check out the file.

Related Topics

Using Oracle WebCenter Content: Desktop, "Approving or Rejecting Files in Workflows"

Using Oracle WebCenter Content: Desktop, "Local Caching of Content Files"

1.20 Closing Document Dialog (Unsaved Changes)

The Closing Document dialog lets you decide what to do with a checked-out file in Microsoft Word, Excel, or PowerPoint, when that file or the application is closed.

This dialog appears if the current file has unsaved changes. If there are no unsaved changes, a slightly different dialog opens (see Closing Document Dialog (No Unsaved Changes)).

> **Note:** The 'Edit Metadata' setting is remembered in between sessions. This means that it will match whatever you chose the last time you saved a managed content item.

Element	Description
Save Changes? (Yes/No)	This section is shown only if your document has any unsaved changes. You can decide whether you want to save the changes or discard them.
	Select **Yes** if you want to save the changes you made.
	Select **No** if you want to discard the changes you made.

Element	Description
Check In Document? (Yes/No)	Select **Yes** if you want to check the document in to the content server as a new revision.
	Select **No** if you do not want to check the document in to the content server.
	You cannot check in the file if you choose not to save the changes.
Comment	Optionally, enter a comment that will be added to the checked-in content item (in the xComment metadata field). There may be a default comment if one has been defined. The maximum number of characters is set by the content server administrator (on the DesktopIntegrationSuite component configuration page).
Edit Metadata	This check box is available only if the current file is checked out of an Oracle WebCenter Content Server instance, not an Oracle Content Database server or other WebDAV server.
	If you select this check box, you will be prompted to update the metadata of the file before it is checked in to the content server. The Save dialog is opened showing a check-in form, where you can update the file metadata, if required (see Check In Content Dialog (Check In With Metadata)). When you are ready, click **OK** in the Save dialog to submit the file to the content server.
Check in and approve	Select this check box to approve the document as it is checked in. If you do not choose this option, the document will be checked in but you will have to approve it afterwards (for example by selecting **Approve** from the document's context menu in Windows Explorer).
	This option is available if all of the following are true:
	■ the document is in a workflow
	■ you have the right to review and edit the document
	■ the document does **not** require an electronic signature
Submit document for workflow review	Select this check box to advance the document to the next step in the workflow after it is checked in. If you do not choose this option, the document will be checked in but will remain in the current workflow step.
	This option is available if all of the following are true:
	■ the document is in a workflow
	■ you do **not** have the right to edit the document
	■ the document does **not** require an electronic signature
Undo Check Out and Discard Changes	Select this check box if you want to close the file without saving the changes and checking it in to the content server. In addition, the checked-out status of the file is canceled on the server.
	This check box is available only if the content item is currently checked out and the **No** (to check in the document) option is selected in this dialog.
OK	Click this button to close the dialog and process the file in accordance with your choices. The file is closed in the Microsoft Office application.
Cancel	Click this button to close the dialog without doing anything to the file. The file remains open in the Microsoft Office application.

Element	Description
Help	Click this button to display context-sensitive help information for this dialog.

The table below lists all possible save scenarios, with an explanation of what happens for each of them.

Save Scenario	Save Changes	Check In	Edit Metadata	Undo Check-Out	Action
Scenario 1	Yes	Yes	No	n/a	Any unsaved changes to the document are saved, and the document is automatically checked in to the content server as a new revision of the existing content item, inheriting all metadata from the previous revision.
					After the document has been checked in to the content server, it is closed in the Microsoft Office application.
Scenario 2	Yes	Yes	Yes	n/a	Any unsaved changes to the document are saved, and you are given the opportunity to modify the file's metadata before check-in. When you are done, the file is checked in to the content server as a new revision of the existing content item.
					After the document has been checked in to the content server, it is closed in the Microsoft Office application.

Save Scenario	Save Changes	Check In	Edit Metadata	Undo Check-Out	Action
Scenario 3	Yes	No	n/a	n/a	Any unsaved changes to the document are saved, but the document is not automatically checked in to the content server; it remains checked out. This means that other users on the server cannot check out the file until you check it back in or undo the check-out.
					The file is stored in a special cache on your local computer. You can reopen and check in the document using the **Check In** option, or you can check it in from Windows Explorer.
					After the document has been saved to the local cache, it is closed in the Microsoft Office application.
					You should use the application's built-in save-as feature if you want to save the file in a different location than the local cache (that is, as an unmanaged file on your own computer).
Scenario 4	No	No	n/a	No	The changes to the document are discarded and the document is not checked in to the content server; it remains checked out. This means that other users on the server cannot check out the file until you check it back in or undo the check-out.
					The file is stored in a special cache on your local computer. You can reopen and check in the document using the **Check In** option, or you can check it in from Windows Explorer.
					After the document has been saved to the local cache, it is closed in the Microsoft Office application.
Scenario 5	No	No	n/a	Yes	Any changes to the document are discarded and the document is closed. The checked-out status of the content item is cancelled on the server, which means that other users on the server can check out the file.

Related Topics

Using Oracle WebCenter Content: Desktop, "Approving or Rejecting Files in Workflows"

Using Oracle WebCenter Content: Desktop, "Checking In a Managed Document While Editing It"

Using Oracle WebCenter Content: Desktop, "Checking In Content Files"

1.21 Content Item Properties Dialog

The Content Item Properties dialog provides information about a file managed by a content server. None of the information in this dialog can be edited.

Element	Description
Name	This is the file name of the content item.
URL	This is the WebDAV URL of the content item.
Size	This is the file size of the content item.
Created	This is the date and time that the content item was created.
Modified	This is the date and time that the content item was last modified.
Content Type	This is the content type of the content item in the form of its MIME type; for example, 'application/msword' for Microsoft Word documents.
Content Information	This button is displayed for servers of type 'WebCenter Content Server' only.
	Click this button to open the standard content information page for the item, as retrieved from the content server.
OK	Click this button to close the dialog.
Cancel	Click this button to close the dialog.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.22 Specify Search Parameters Dialog

The Specify Search Parameters dialog is used to search for content items on the content server that meet specific criteria. This page is essentially the standard Oracle WebCenter Content Server search form. It provides a number of fields as well as a **Search** button to perform the search query based on the specified criteria.

If any profiles are defined on the content server, you can select the **profile** that should be applied to the search form. Content profiles are used to limit the metadata fields shown on the search form (and also several other content server pages), depending on the type of content. For example, a "Sales" profile might show metadata fields for revenue numbers, sales forecasts, and the like, whereas a "Support" profile might show metadata fields for case number, status, and the like.

> **Note:** Profiles are available only if you are connecting to Oracle WebCenter Content Server 12*c* R2 or Oracle Content Server 11*g* R1. They are not available for Oracle Content Server 10*g* R3. Contact your content server administrator if you need any assistance.

Depending on the content server configuration, you may be able to perform searches based on metadata (that is, information about files), full text (that is, text contained in the actual files), or a combination of both. For more details on searching for content items on the content server, see the Oracle WebCenter Content Server documentation.

Specify the search criteria and click **Search** to perform the query. A list of all content items that meet the specified criteria is available under **Search Results** for the current content server in Windows Explorer. Open that folder to view the search results in the content pane.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.23 Insert Content Item Dialog - Link Panel

The Link panel of the Insert Content Item dialog enables you to select one or more files on an Oracle WebCenter Content Server instance and insert hyperlinks to these files into the current Microsoft Office document. You search for files using the standard search features of the content server (browsing or criteria-based query, if available). For each selected content item, you can set the hyperlink text and also choose the file rendition and revision that the hyperlink should point to. The hyperlinks are inserted at the current cursor position in the document.

> **Note:** You cannot insert content items from Oracle Content Database servers or other WebDAV servers.

Element	Description
Content Item	This field shows the content ID of a selected file on a content server that the hyperlink will point to. If you selected multiple files, then you can use the drop-down list to review each selected item.
Browse	Click this button to open the Select Content Dialog - Search Panel, where you can select one or more files on an Oracle WebCenter Content Server instance. You search for the file using the standard search features of the content server (browsing or criteria-based query, if available).
Link Text	This field shows the hyperlinked text that will be inserted into the current Microsoft Office document. The default is the title of the selected content item (as stored on the content server), but you can modify this as required. If you provide no text at all, the link text will be the full URL to the selected link target.

Element	Description
Link to	This lists all available file targets that the hyperlink can point to:
	■ **Native Rendition:** This links to the native file; that is, the original file as created in its associated application (for example, .doc or .docx files for Microsoft Word documents).
	■ **Web-Viewable Rendition:** This links to a version of the original file that can be viewed in a web browser. Contributors may manually specify a file as the web-viewable rendition when checking a content item in to the content server, but web-viewable renditions are often created automatically on the content server and checked in along with the native file (for example, a generated PDF version).
	■ **HTML Rendition:** This links to an HTML version of the original file, as converted on the content server when the file is requested for viewing.
	■ **Content Information page:** This links to the page on the content server that provides metadata information about the content item (title, author, and so on). This page also includes links to the various available renditions of the content item.
	■ **Other renditions:** The list shows all custom renditions that may also be available on an Oracle WebCenter Content Server instance. The default is the **alternate file**, but server administrators may configure the content server to include other custom renditions of content items in this list.
Link to Latest Revision	Select this check box if you want the hyperlink to always point to the latest released revision of the file on the content server. This means that the link target will always be up to date.
	If you clear this check box, the hyperlink references a specific revision of the file, which means it will point to an older revision of the file if that file is updated on the content server.
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and insert hyperlinks to the selected content items into the current Microsoft Office document.
Cancel	Click this button to close the dialog without doing anything.

Related Topic

Using Oracle WebCenter Content: Desktop, "Inserting Links, Files, and Images into Microsoft Office Documents"

1.24 Insert Content Item Dialog - File Panel

The File panel of the Insert Content Item dialog enables you to select one or more files on an Oracle WebCenter Content Server instance and insert the contents of these files into the current Microsoft Office document at the current cursor position. You search for files using the standard search features of the content server (browsing or criteria-based query, if available). For each selected content item, you can choose the file rendition that should be inserted (native or web-viewable).

> **Note:** You cannot insert content items from Oracle Content Database servers or other WebDAV servers.

Please note that the file contents are inserted statically; that is, there is no dynamic link between the file contents in the Microsoft Office document and the source file on the content server. This means that the document is not updated automatically if the source file is updated on the content server, or vice versa.

Element	Description
Content Item	This field shows the content ID of the selected file on the content server whose contents will be inserted in the current Microsoft Office document. If you selected multiple files, then you can use the drop-down list to review each selected item.
Browse	Click this button to open the Select Content Dialog - Search Panel, where you can select one or more files on an Oracle WebCenter Content Server instance. You search for files using the standard search features on the content server (browsing or criteria-based query, if available).
	When browsing to files on the content server, you will, by default, only see files of formats that are appropriate for the current Microsoft Office application (for example, *.doc, *.docx, *.dot, and *.txt files when you are in Microsoft Word). You may choose to select a file of a different format (say, a .pdf or .xls file while in Microsoft Word), but that may result in the binary file data being inserted as text. Therefore, make sure that you select files whose formats are compatible with the current Microsoft Office application (for example, native word-processing or text files when you are in Microsoft Word).

Element	Description
Insert	This lists all available file targets whose content can be inserted in the current Microsoft Office document:
	■ **Native Rendition:** This inserts the contents of the native file; that is, the original file as created in its associated application (for example, .doc or .docx files for Microsoft Word documents).
	■ **Web-Viewable Rendition:** This inserts the contents of a version of the original file that can be viewed in a web browser. Contributors may manually specify a file as the web-viewable rendition when checking a content item in to the content server, but web-viewable renditions are often created automatically on the content server and checked in along with the native file (for example, a generated PDF version). If there is no web-viewable rendition, the native rendition is inserted.
	■ **Other renditions:** The list shows all custom renditions that may also be available on an Oracle WebCenter Content Server instance. The default is the **alternate file**, but server administrators may configure the content server to include other custom renditions of content items in this list.
	The file formats that can be successfully inserted into your Microsoft Office document depend on the configuration of your computer and Microsoft Office (installed conversion filters and the like). Desktop's insertion features work exactly the same as the native insertion features of the Microsoft Office application you are working in (from the Insert menu). The only difference is that you can insert files from a content server rather than your local computer. See your Microsoft Office application help for more information on inserting files into your Microsoft Office document.
	Files that are compatible with the application can generally be inserted successfully (for example, .doc or .txt into Word, and .xls or .csv into Excel), but other files may not. If you insert a non-compatible file (for example, a JPEG file into a Word document), it will be included as a series of characters rendered from the binary file.
	If you want to insert an image, make sure that you go to the Image panel (see Insert Content Item Dialog - Image Panel) and select an image file there.
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and insert the contents of the selected content item into the current Microsoft Office document.
Cancel	Click this button to close the dialog without doing anything.

Related Topic

Using Oracle WebCenter Content: Desktop, "Inserting Links, Files, and Images into Microsoft Office Documents"

1.25 Insert Content Item Dialog - Image Panel

The Image panel of the Insert Content Item dialog enables you to select one or more image files on an Oracle WebCenter Content Server instance and insert these images into the current Microsoft Office document. You search for files using the standard

search features of the content server (browsing or criteria-based query, if available). For each selected content item, you can choose the file rendition that should be inserted and also provide alternative text (that is, the text that appears when you hover the mouse cursor over the image in a web environment). The images are inserted at the current cursor position in the Microsoft Office document, in line with text.

Please note that the inserted images are not linked to their respective content items on the server. This means that the image in the document is not updated automatically if the source image is updated on the content server, or vice versa.

You can select any file on the content server, but only graphic files can be successfully inserted into the Microsoft Office document. The supported graphics file formats depend on the installed conversion filters for your Microsoft Office applications. If you select a non-graphic file (for example, a Word document), the Microsoft Office application will attempt to convert it to a graphic. If this fails, an error is reported and nothing is inserted.

> **Note:** You cannot insert content items from Oracle Content Database servers or other WebDAV servers.

Element	Description
Content Item	This field shows the content ID of the selected image file on the content server that will be inserted in the current Microsoft Office document. If you selected multiple files, then you can use the drop-down list to review each selected item.
Browse	Click this button to open the Select Content Dialog - Search Panel, where you can select one or more image files on an Oracle WebCenter Content Server instance. You search for files using the standard search features on the content server (browsing or criteria-based query, if available).
Alternative Text	This is the alternative text for the selected image, which is the text that appears when you hover the mouse cursor over the image in a web environment (that is, the text for the ALT attribute of the IMG tag).
Insert	This lists all available image file targets that can be inserted in the current Microsoft Office document: ■ **Native Rendition:** This inserts the contents of the native image file; that is, the original file as created in its associated application. If you select this option, make sure that it is a graphic file (for example, .bmp, .tif, .gif, or .jpg). ■ **Web-Viewable Rendition:** This inserts the contents of a version of the original image file that can be viewed in a web browser. Contributors may manually specify a file as the web-viewable rendition when checking a content item in to the content server, but web-viewable renditions are often created automatically on the content server and checked in along with the native file (for example, a generated JPG version or reduced thumbnail). ■ **Other renditions:** The list shows all custom renditions that may also be available on an Oracle WebCenter Content Server instance. The default is the **alternate file**, but server administrators may configure the content server to include other custom renditions of content items in this list.
Help	Click this button to display context-sensitive help information for this dialog.

Element	Description
OK	Click this button to close the dialog and insert the selected image file into the current Microsoft Office document.
Cancel	Click this button to close the dialog without doing anything.

Related Topic

Using Oracle WebCenter Content: Desktop, "Inserting Links, Files, and Images into Microsoft Office Documents"

1.26 Select Revision Dialog

The Select Revision dialog enables you to select a revision of a Microsoft Office document on the content server that you want to open in the application or compare with the revision of that document that is currently open in Microsoft Word.

Element	Description
Content information area	This area provides metadata information about the current content item revision, such as the title, content ID, author, folder location, and so on.
Revision history	This list shows all existing revisions of the current content item, along with their title, author, release date, and comments. You can select any revision from the list.
Content Information...	Click this button to open the content information page of the selected content item revision.
OK	Click this button to close the dialog and open the selected content item revision in the Microsoft Office application or compare it with the document revision currently open in Microsoft Word.
Cancel	Click this button to close the dialog without doing anything.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.27 Trash Revision Dialog

The Trash Revision dialog displays all the revisions of content items that were previously deleted from the repository. You can select a revision from the Trash Revision dialog and restore the selected revision to the file repository or permanently delete the revision. If you want to delete multiple revisions of the same content item, select each revision and restore or delete it. Repeat this until you have restored or deleted all the required revisions.

> **Note:** Trash folder feature is available only if it is enabled for your version of Oracle WebCenter Content Server.

Element	Description
Content information area	This area provides metadata information about a content item, such as the title, server, content ID, author, and date.
Revision history	This list shows all the deleted revisions along with their original name, file size, and release date. You can select a revision from the list and restore or delete it permanently.
Delete Permanently	Click this button to delete the selected content item revision permanently.
Yes	Click to confirm the deletion.
Restore	Click this button to restore the selected content item revision back to the repository.
Yes	Click to confirm the restoration.
Cancel	Click this button to close the dialog without doing anything.
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.28 Check-in Comment Dialog

The Check-in Comment dialog enables you to add a comment to a file that is about to be checked in. You can enter a new comment or reuse or edit one that was recently added to a managed content item.

Element	Description
Comment entry box	Enter a comment that will be added to the checked-in content item (in the xComment metadata field). There may be a default comment if one has been defined. The maximum number of characters is set by the content server administration (on the DesktopIntegrationSuite component configuration page).
Recent Comments...	Click this button to open the Recent Check-in Comments Dialog, where you can see a list of comments that were recently added to documents and re-use them.
Remaining characters	This shows the number of characters that you can still enter for the current comment. The maximum number of characters is set by the content server administrator (on the DesktopIntegrationSuite component configuration page). The default is 2,000 characters.
Reopen after check-in	Select this check box if you want to reopen the current file after it has been checked in. The file will be checked out and opened for you to use.

Element	Description
Check in and approve	Select this check box to approve the document as it is checked in. If you do not choose this option, the document will be checked in but you will have to approve it afterwards (for example by selecting **Approve** from the document's context menu in Windows Explorer).
	This option is available if all of the following are true:
	■ the document is in a workflow
	■ you have the right to review and edit the document
	■ the document does **not** require an electronic signature
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and use the current comment as metadata of the checked-in item. If there was already comment assigned to the item, this will be replaced.
Cancel	Click this button to close the dialog without doing anything. The item will be checked in with the existing comment (or no comment if none was there already).

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.29 Recent Check-in Comments Dialog

The Recent Check-in Comments dialog shows comments that were recently added to checked-in content items on your computer, in reverse chronological order (that is, the most recent is at the top). You can select a comment in the list and then use it for the file being checked in (as-is or after editing).

Element	Description
Recent comments list	This list shows comments that were recently added to checked-in content items on your computer, in reverse chronological order (that is, the most recent is at the top). Click on a comment to select it.
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and use the selected recent comment in the Check-in Comment Dialog, where you can reuse it as-is or edit it before checking in the file.
Cancel	Click this button to close the dialog without doing anything. You will return to the Check-in Comment dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.30 Workflow: Sign and Approve Dialog

The Workflow: Sign and Approve dialog enables you to electronically sign a document that is in a workflow step. This dialog will appear only if electronic signing of documents has been enabled. You have limited time to complete this dialog, as shown in the note on the dialog.

Basic dialog elements

The elements described in this subsection are provided on all instances of the dialog. Other elements may also appear, as configured by a system administrator.

Element	Description
Electronically sign the document...	This information area shows the document and workflow step that you can sign and approve for.
Signed By:	This information area identifies the user who can sign and approve the document. This is based on the user who is currently signed in to the server from this computer.
Password	Enter your password. This is the same as the one you use for the current server.
Note	This information area tells you how many minutes you are allowed to complete this dialog.
Help	Click this button to display context-sensitive help information for this dialog.
Sign and Approve	Click this button to close the dialog and sign and approve the document.
Cancel	Click this button to close the dialog without doing anything.

Configured dialog elements

A system administrator is able to configure the dialog to show additional optional or mandatory elements. For example, there may be a text box for entering a reason for the workflow approval, and you may have to complete it before you can click the Sign and Approve button. There may also be informational text, with a requirement that you select a check box to confirm that you have read it.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.31 Choose Folder Dialog

The Choose Folder dialog lets you choose a folder on a content server, such as the folder that you want to check a content item into.

Element	Description
Look in	This shows the current destination parent container. Use this drop-down list to choose an alternative, such as the top level of the content server.
Folder list	This shows all the folders beneath the chosen parent container. You can double-click each folder shown here to display any subfolders it may have. When you find the folder you are looking for, click it to highlight it. This will be the chosen folder.
Help	Click this button to display context-sensitive help information for this dialog.
Select Folder	Click this button to close the dialog and set the chosen folder.
Cancel	Click this button to close the dialog without doing anything.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.32 Check In Email Messages Dialog

The Check In Email Messages dialog is used to check email items (messages and attachments) from your email application (Microsoft Outlook or Lotus Notes) in to an Oracle WebCenter Content Server instance as new content items.

If a message has attachments, these can either be checked in to the content server as separate items or embedded in the message. (Your system may be set up to always do one of these things.)

If attachments can be checked in as separate items, all detected attachments to the selected messages are shown in this dialog. By default, the settings on this dialog will check in the attachments as separate items, each with its own content ID. If you want to check in a message and one or more of its attachments as a single item, clear the check box against each attachment that you want to embed.

Element	Description
Server	Select the content server that you want to check the email item in to. If you select a different server than the current one, you may be prompted to provide your login name and password (depending on the server configuration).
	The list of available servers includes only Oracle WebCenter Content Server instances; it does not show any Oracle Content Database servers or other WebDAV servers. This is because this page uses standard Oracle WebCenter Content Server check-in functionality.
Profile	Select the content profile that should be applied to the check-in form (providing any profiles are defined on the content server). Content profiles are used to limit the metadata fields shown on the check-in form (and also several other content server pages), depending on the type of content. For example, a "Sales" profile might show metadata fields for revenue numbers, sales forecasts, and the like, whereas a "Support" profile might show metadata fields for case number, status, and the like.
	Profiles are available only if you are connected to a content server that supports them. Contact your content server administrator if you need any assistance.
Folder	Shows the folder on the server in which the checked in email item will be stored. If None is shown, you may be able to select a previously used folder from the drop-down list. Otherwise, use the **Browse** button to choose a folder.
Browse	Select to open the Choose Folder dialog, through which you can select where the checked in email item will be stored.
Information area	Shows information about the email items, for example "There are filename conflicts. Use Rename to correct these."
Rename	This is available when you select any item in the list area. It opens the Rename File dialog, through which you can rename the currently selected file or attachment. If the current file name is the same as one in the destination folder, you must either rename it or, if it is an attachment, check it in as an embedded item (that is, uncheck the box next to its file name).

Element	Description
Message and attachments list	This lists all the email items that you selected to check in to the content server. Attachments are nested below their message. The check boxes against each attachment are for choosing whether to check in that attachment separately or as an embedded item. All email items in the list will be checked in to the content server, unless **Exclude Item** is selected on the Check In Content Dialog (see **Continue**, below). A warning triangle next to a file name indicates that the destination folder already contains an email item with the same name (see **Rename**, above).
Select All	This is available only if there are multiple attachments in the list area. Clear this box to deselect all attachments in the list area. Check this box to select all attachments in the list area. Selected attachments will be checked in as separate content items.
Help	Click this button to display context-sensitive help information for this dialog.
Continue	This is available only if there are no filename conflicts in the list area. It opens the Check In Content Dialog, which has a metadata page for each item or combination of items that is to be checked in.
Cancel	Click this button to close the dialog without checking the email items in to the content server.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Content Server Connections"

1.33 Email Checkin Settings Dialog

The Email Checkin Settings dialog enables you to set some configuration options for checking email messages in to the content server.

Element	Description
Check In Email After Sending	Select this check box if you want each email that you send to be checked into the content server at the time of sending.
Support Distribution Lists	A distribution list is a collection of email addresses grouped under a common name. Any message addressed to the group name is sent to everyone on the list.
	Select this check box if you want to enable the support for distribution lists.
Show WebCenter Content Servers	Select this check box if you want the integration hierarchy to be shown in the folders list of your email client (Microsoft Outlook or Lotus Notes).
	You must restart your email application for the integration hierarchy to be displayed. You will see a folder called **WebCenter Content Servers** at the bottom of the folders pane in your email application.
OK	Click this button to close this dialog and submit any changes you made.
Cancel	Click this button to close this dialog and cancel any changes you made.

Element	Description
Help	Click this button to display context-sensitive help information for this dialog.

Related Topic

Using Oracle WebCenter Content: Desktop, "Integration into Email Clients"

1.34 Distribution List Checkin Dialog

The Distribution List Checkin dialog enables you to manage your email distribution lists. It shows a list of all defined distribution lists for an Oracle WebCenter Content Server instance, and you can add, edit, or delete distribution lists.

Element	Description
Select a server	This list includes all defined Oracle WebCenter Content Server connections on your computer. You can switch between content servers by selecting a different item on the list.
	Please note that the list of available servers only includes Oracle WebCenter Content Server instances; it does not show any Oracle Content Database servers or other WebDAV servers.
	If you select a different server than the current one, you may be prompted to provide your login name and password (depending on the server configuration).
	Click this button to open the Edit Server List Dialog, where you can manage your defined content server connections.
Distribution list area	This area lists all defined email distribution lists on the content server. You can select a distribution list and then edit or delete it.
Add	Click this button to open the Edit Distribution List Dialog, where you can define a new distribution list.
Edit	Click this button to open the Edit Distribution List Dialog, where you can edit the selected distribution list.
Delete	Click this button to delete the selected distribution list.
Address Book	Click this button to open the Check In Distribution List From Address Book Dialog, where you can check in an email distribution list that is based on an address book of your email application.
Help	Click this button to display context-sensitive help information for this dialog.
Close	Click this button to close this dialog and submit any changes you made.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.35 Edit Distribution List Dialog

The Edit Distribution List dialog enables you to manage the members of an email distribution list. You can add new members, and edit or delete existing ones.

Element	Description
List name	This field shows the name of the currently selected email distribution list. You cannot edit this information. If you want to manage a different email distribution list, click Cancel to close this dialog and select the correct distribution list in the Distribution List Checkin Dialog.
Members	This box lists all members currently included in the email distribution list. If you select a member, its properties are shown in the name and address fields below the members list.
Name	This is the name of the selected member of the email distribution list. You can edit the name and click Modify to submit the changes.
Address	This is the email address of the selected member of the email distribution list. You can edit the email address and click Modify to submit the changes.
Add	Click this button to add a new member to the current email distribution list. (Enter a new name and email address first.)
Modify	Click this button to save the modified properties of the selected distribution list member. You can modify the name and/or email address in the fields below the members list.
Delete	Click this button to delete the selected member from the email distribution list.
Reset	Click this button to cancel any changes you made and return the dialog to the state when you opened it.
Help	Click this button to display context-sensitive help information for this dialog.
Cancel	Click this button to cancel any changes you made and close this dialog.
OK	Click this button to submit any changes you made, close this dialog, and open a check-in form for the distribution list.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.36 Check In Distribution List From Address Book Dialog

The Check In Distribution List From Address Book dialog enables you to create an email distribution list based on an address book in your email application (Microsoft Outlook or Lotus Notes).

Element	Description
Show lists from	This list includes all available email address sources (for example, your organization's global address list or a personal address list). You can switch between sources by selecting a different item on the list.
Contacts box	This box shows all entries in the selected address list.
Check in	Click this button to check the email distribution list in to the content server. You are directed to a content check-in form, where you can provide metadata for the distribution list before checking in the file.

Element	Description
Details...	Click this button to show the details of the selected email list entry (full name, email address, and the like).
Help	Click this button to display context-sensitive help information for this dialog.
Close	Click this button to close this dialog and submit any changes you made.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.37 Attachment Options Dialog

The Attachment Options dialog enables you to specify how the attachments to a specific email message should be handled when checking the email message in to Oracle WebCenter Content Server.

The file names of all detected attachments to the email message are listed in the box. If you select the check box before an attachment, it is embedded into the email message and checked in along with the message (all having the same content ID). If you do not select an attachment, it is checked in to the content server as a separate item from the email message, each with its own content ID. The attachment is checked in first, followed by the email message. You can check in an attachment by itself without checking in the email message. After the attachment is checked in, simply cancel the content check-in form when it reappears for the email check-in.

> **Note:** You can avoid having to specify how email attachments should be handled every time you check in an email by modifying the setting on the Email Checkin Settings Dialog.

Element	Description
From	This is the sender of the selected email message (as specified in the "From" field of the message).
To	This is the recipient of the selected email message (as specified in the "To" field of the message).
Subject	This is the subject of the selected email message (as specified on the subject line of the message)
List of attachments	This list contains all detected attachments to the current email message. Select the check box next to an attachment if you want to embed the attachment into the email message and check the attachment and message in to the content server as a single item. Clear the check box if you want to check in the attachment as a separate item.
OK	Click this button to close this dialog and check the email message and attachment(s) in to the content server as specified.
Cancel	Click this button to close this dialog. Nothing will be checked in to the content server.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.38 Get Attachment Dialog - Link Panel

The Link panel of the Get Attachment dialog enables you to select one or more files on an Oracle WebCenter Content Server instance and insert hyperlinks to these files into the current email message in your email application. You search for files using the standard search features of the content server (browsing or criteria-based query, if available). For each selected content item, you can set the hyperlink text and also choose the file rendition and revision that the hyperlink should point to. The hyperlinks are inserted at the current cursor position in the email message.

Element	Description
Content Item	This field shows the content ID of a selected file on the content server that the hyperlink will point to. If you selected multiple files, then you can use the drop-down list to review each selected item.
Browse	Click this button to open the Select Content Dialog - Search Panel, where you can select one or more files on a content server. You search for files using the standard search features of the content server (browsing or criteria-based query, if available).
Link Text	This field shows the hyperlinked text that will be inserted into the current email message. The default is the title of the selected content item (as stored on the content server), but you can modify this as required. If you provide no text at all, the link text will be the full URL to the selected link target.
Link to	This lists all available file targets that the hyperlink can point to: ■ **Native Rendition:** This links to the native file; that is, the original file as created in its associated application (for example, .doc or .docx files for Microsoft Word documents). ■ **Web-Viewable Rendition:** This links to a version of the original file that can be viewed in a web browser. Contributors may manually specify a file as the web-viewable rendition when checking a content item in to the content server, but web-viewable renditions are often created automatically on the content server and checked in along with the native file (for example, a generated PDF version). ■ **HTML Rendition:** This links to an HTML version of the original file, as converted on the content server when the file is requested for viewing. ■ **Content Information page:** This links to the page on the content server that provides metadata information about the content item (title, author, and so on). This page also includes links to the various available renditions of the content item. ■ **Other renditions:** The list shows all custom renditions that may also be available on an Oracle WebCenter Content Server instance. The default is the **alternate file**, but server administrators may configure the content server to include other custom renditions of content items in this list.

Element	Description
Link to Latest Revision	Select this check box if you want the hyperlink to always point to the latest released revision of the file on the content server. This means that the link target will always be up to date.
	If you clear this check box, the hyperlink references a specific revision of the file, which means it will point to an older revision of the file if that file is updated on the content server.
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and insert hyperlinks of the selected content items into the current email message.
Cancel	Click this button to close the dialog without doing anything.

Related Topic

Using Oracle WebCenter Content: Desktop, "About Oracle WebCenter Content: Desktop"

1.39 Get Attachment Dialog - File Panel

The File panel of the Get Attachment dialog enables you to select one or more files on an Oracle WebCenter Content Server instance and attach these files to the current email message. You search for files using the standard search features of the content server (browsing or criteria-based query, if available). For each selected content item, you can choose the file rendition that should be attached (native or web-viewable).

Element	Description
Content Item	This field shows the content ID of the selected file on the content server that will be attached to the current email message. If you selected multiple files, then you can use the drop-down list to review each selected item.
Browse	Click this button to open the Select Content Dialog - Search Panel, where you can select one or more files on a content server. You search for files using the standard search features on the content server (browsing or criteria-based query, if available).
Insert	This lists all available file targets whose content can be attached to the current email message: ■ **Native Rendition:** This links to the native file; that is, the original file as created in its associated application (for example, .doc or .docx files for Microsoft Word documents). ■ **Web-Viewable Rendition:** This links to a version of the original file that can be viewed in a web browser. Contributors may manually specify a file as the web-viewable rendition when checking a content item in to the content server, but web-viewable renditions are often created automatically on the content server and checked in along with the native file (for example, a generated PDF version). ■ **Other renditions:** The list shows all custom renditions that may also be available on an Oracle WebCenter Content Server instance. The default is the **alternate file**, but server administrators may configure the content server to include other custom renditions of content items in this list.

Element	Description
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and attach the selected content items into the current email message.
Cancel	Click this button to close the dialog without doing anything.

Related Topic

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1.40 Check In Attachments Dialog

The Check In Attachments dialog lets you select which attachments to check in to a content server.

Element	Description
Select one or more attachments to check in	This area lists all attachments that you can check in. Select the box beside each attachment that you want to check in. Alternatively, if you want to check in all the listed attachments, select the Select All box.
Select All	Select this box if you want to check in all the listed attachments.
Help	Click this button to display context-sensitive help information for this dialog.
OK	Click this button to close the dialog and proceed with checking in each attachment.
Cancel	Click this button to close the dialog without doing anything.

Related Topic

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