

## Virtual Office Tips

1. File naming conventions will help to organize your library of documents within a category. For example, don't name all lease documents "lease.doc". Instead, add a few characters relevant to the project, or the date, or the document version, etc.
2. Make sure your files use proper file extensions before uploading them to the Virtual Office. While it isn't always important to use the proper extensions (such as .doc for Microsoft Word documents) on your own local computer, remember that Internet protocols require such extensions for other users to be able to download files properly.
3. Selecting multiple groups from a list: When uploading a document, you can choose multiple groups for download or edit permissions by holding down the Control key as you click each group.
4. Search terms are NOT case sensitive.
5. User ID's and passwords ARE case sensitive.
6. If no EDIT button appears next to document in the database, then you are not authorized to edit or delete this document.
7. Files of any size can be uploaded into the Virtual Office; however, large files will take longer to upload depending on your connection speed. The confirmation page will appear if the upload was successful. The number of files that can be uploaded is limited by the physical hard disk on the web server, so weeding out older files from time to time is always a good idea.
8. When presented with any web page containing a form that requires you to fill out information, you can simply press the "tab" key to move the cursor's focus to the first input field. Pressing the "tab" key repeatedly cycles through all the fields of information, which is often faster than repositioning the mouse over each field and clicking to focus the cursor.
9. A questionable usability decision by Microsoft in Windows causes some users problems when filling out forms. The default focus is on the submit button, and pressing the "return" key causes the form to be submitted before the user was finished filling out the form. Make sure you do not press the "return" key when filling in a form value, etc. until you are ready to submit the form.