

Linking

Link: noun *Ving*\ -**Definition:** Anything serving to connect one part or thing with another; a bond or tie.

GreenFolders Link: *cool Vink!* Link Folders and objects* from one Folder to objects in the same Folder or objects in another Folder. In other words... you can link Folders, Notes, Tasks, Attachments and Messages to each other. Link items to web sites too!

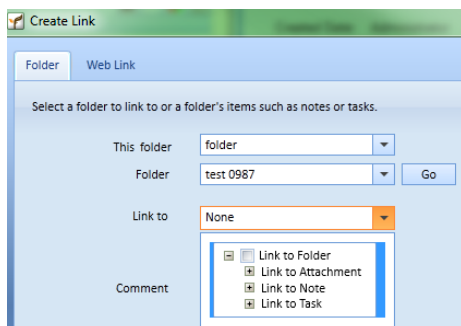
Why or When Would I Link?

Some simple, helpful linking examples may include; Link a Task to a document, Link a Note to a Website. Link a Folder to Folder(s). Don't stop there, the options are plenty!

How Do I Create a Link?

Objects that can be linked together include; Folders, Notes, Attachments, Tasks, and Messages and creating a link can be completed two different ways. If you would like to link a Folder to another folder or object within a folder or another folder use the instruction below Linking a Folder to a Folder or object or website. If you would like to link any object to another object, folder or website, see instructions Linking Notes, Attachments, Tasks, and Messages to other objects or website.

Linking a Folder to a Folder, Object, or Website



In each folder, you will notice a Links Tab. By clicking on the + on the tab, options are available to link a folder to another folder or another object, either inside the same folder or in a different folder. To link a folder to objects in a different folder, add the folder name you would like to link to in the Folder field and press Go. Click on the pull down in the Link To field to discover items within the second folder and place a checkmark in the box that you would like to link to! To link a folder to a

website, click on the Web Link tab, type the URL of the linking website then click OK. Once the link has been established, a link icon appears indicating something has been linked to that folder.

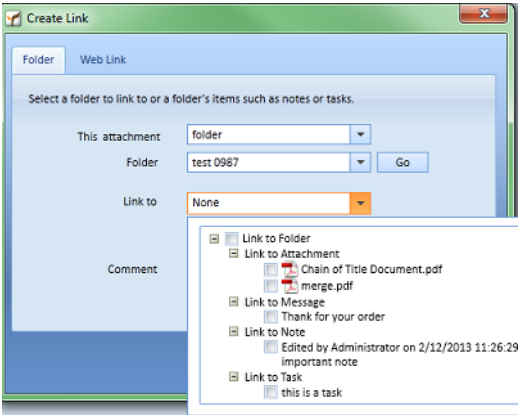
Click on the clip to identify the links to the corresponding linked item.

**object: a note, attachment, task, message, website or folder.*

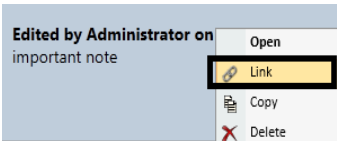


Linking Notes, Attachments, Tasks, and Messages to Objects or Websites

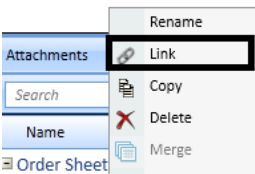
Whether you are linking a Note to a website, a Task to an Attachment or a Message to an attachment, the Link Option can be found with a right mouse click on each Note, Attachment, Task, and Message. To create the Link, follow the same process for each area. Check the boxes below to select the objects to link.



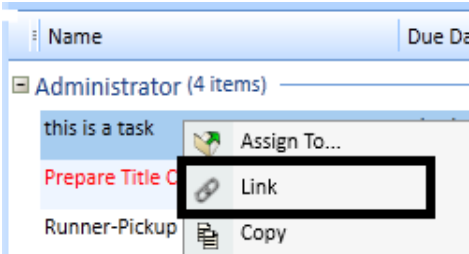
Link from a Note



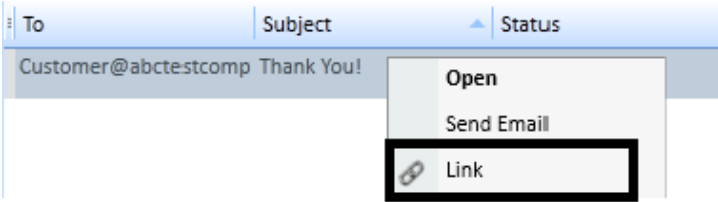
Link from an Attachment



Link from a Task

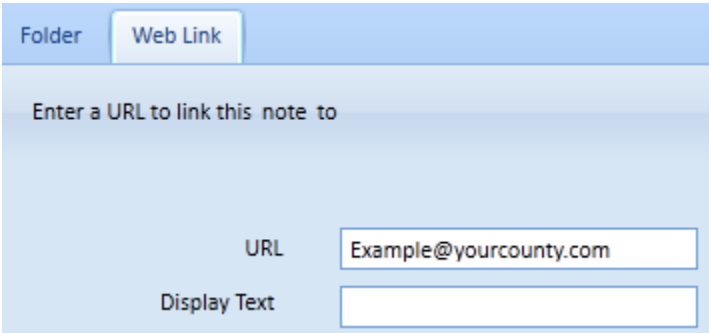


Link from a Message



Creating a Link to a Website

To create a link to a website, click on the 2nd Tab and type the desired URL of the Website and click OK.



For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
