



AV CaptureAll

How-to Guide: Link Documents

AV Capture All
19125 Northcreek Parkway, STE 120
Bothell, WA 98011
Phone: 888.360.2822
Fax: 253.414.1990
support@avcaptureall.com
<http://www.avcaptureall.net/>

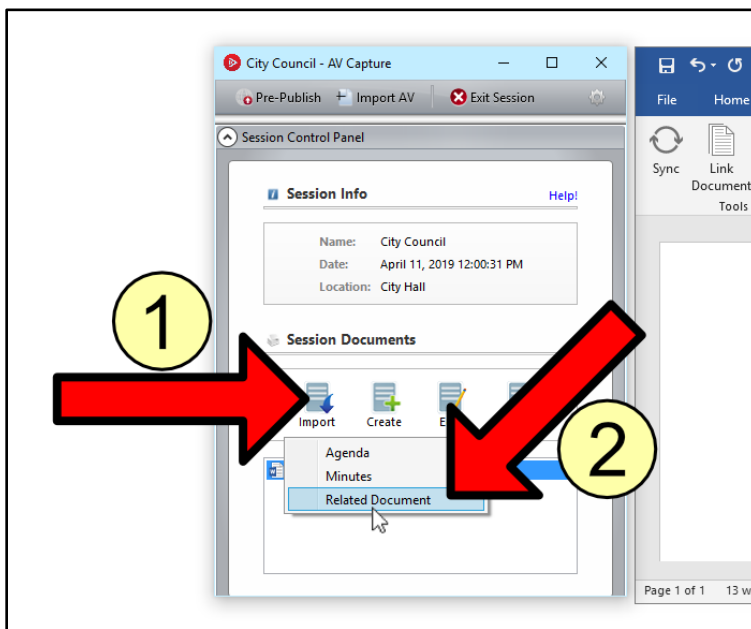
🏠 Overview 🏠

The purpose of this guide is to walk you through the steps necessary to create hyperlinks to related documents within an agenda or court calendar. We begin by importing related documents into our session. Next, we step through how to create hyperlinks to those documents. If at any time you have questions regarding this process, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.

🏠 Directions 🏠

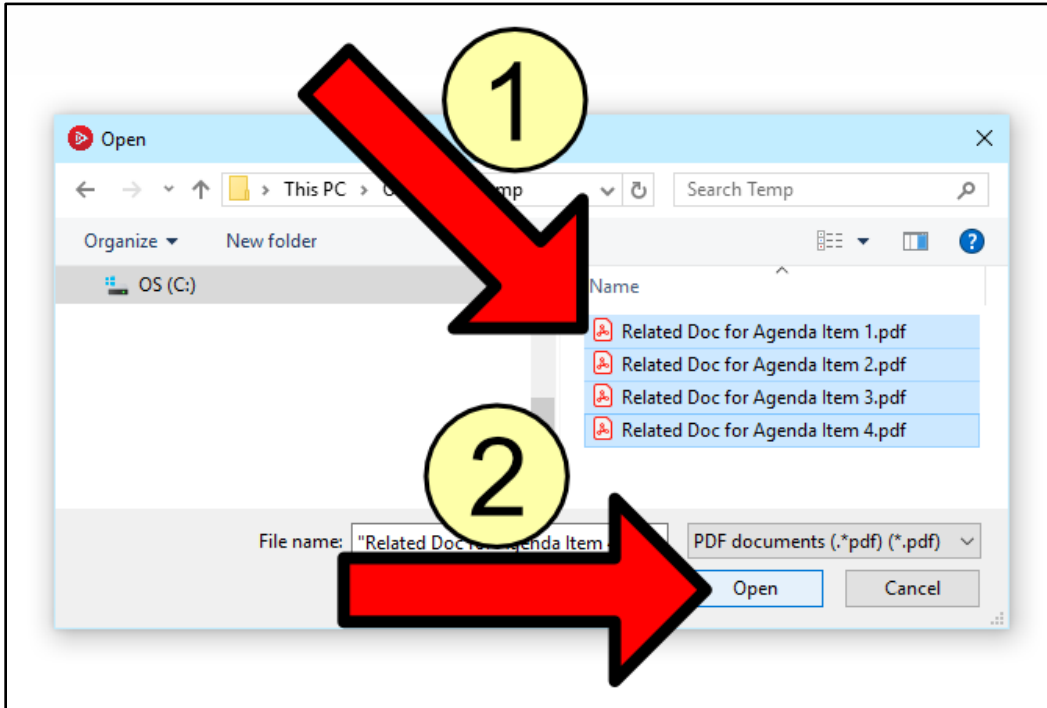
Step 1: Open a session you wish to link documents to. If the agenda or court calendar is not already attached, import it now.

Step 2: To import a related document, first click Import (①) and select "Related Document" from the dropdown menu (②).

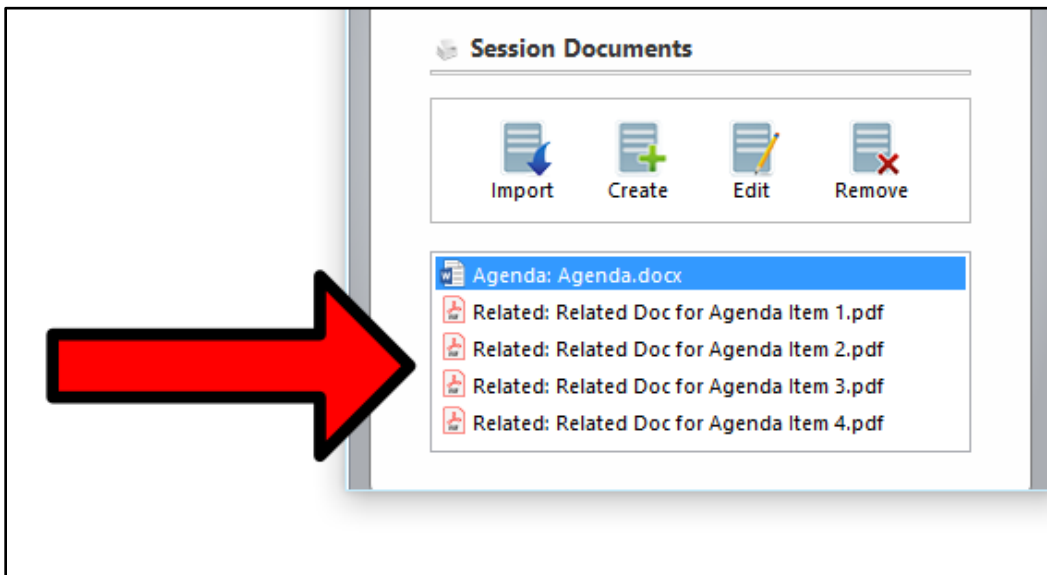


Step 3: Next, use the pop-up browser to navigate to the location of the related document(s). Unlike the agenda or court calendar, all related documents are expected to be in PDF format. The browser is therefore set to only show PDF documents. If a desired document is in a Word format (.docx), you may still import it, but must first select "Word documents..." from the file type dropdown menu (located above the Open button).

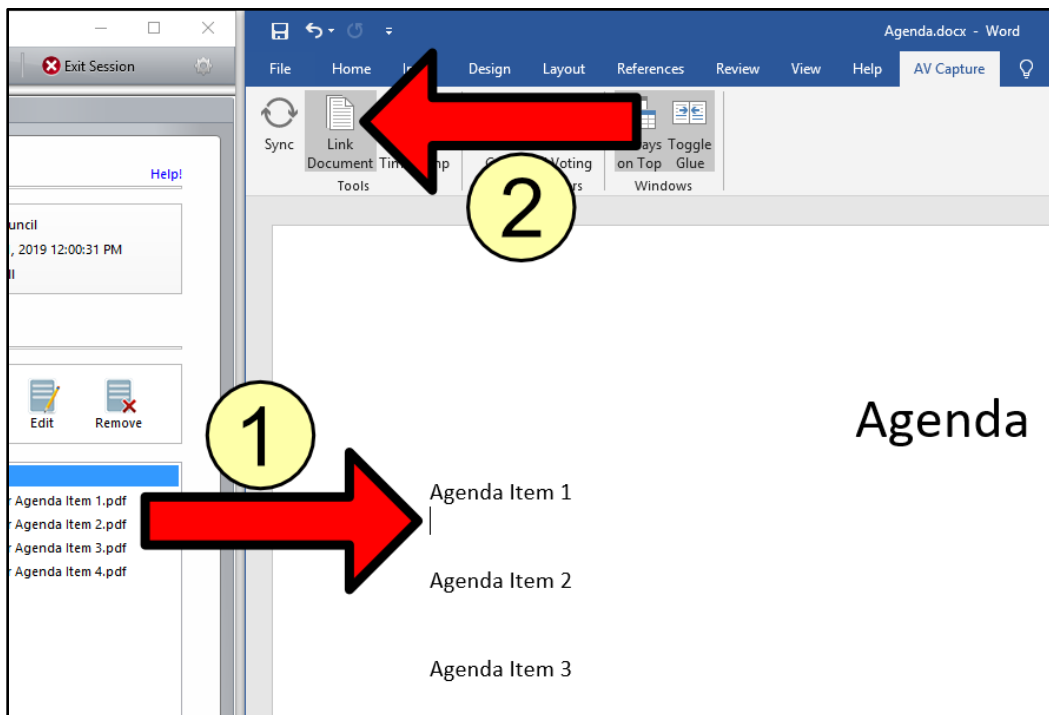
Step 4: To complete the import, select one or more documents (①) and click Open (②). In the example (shown below), four documents are imported.



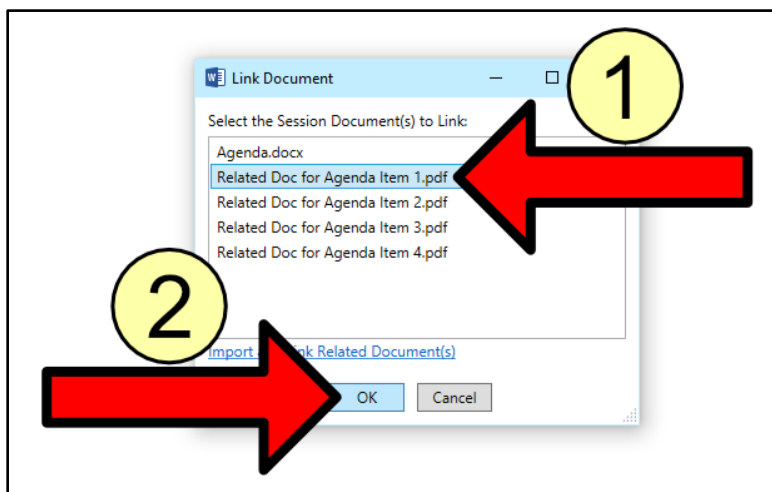
As shown below, the imported documents are now listed in the Session Documents section.



Step 5: In the agenda or court calendar, place your cursor where you want to add a related document hyperlink (①), and click the Link Document button (②).



Step 6: In the Link Document pop-up window, select the desired document (①) and click OK (②).



The related document hyperlink (📎) should now appear in the document at the location you placed your cursor in Step 5.

To place hyperlinks for any additional related documents, repeat Steps 5 & 6.

IMPORTANT – Using the Sync button will override any pre-existing hyperlinks on the line you sync. If your organization uses the Sync feature, we recommend placing Link Document hyperlinks on the line below the associated agenda item, and *not* on the same line. This will avoid the possibility of the Link Document hyperlink being overwritten.

Summary

If you followed the steps above, you should now have related document hyperlinks added to your agenda or court calendar. If this is not the case, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.