

DEEP LINKING WITHIN INTELLICONNECT

Introduction

This Guide contains step-by-step guides to the Deep Link capabilities of IntelliConnect.

- Saving Deep Links to Documents and Other Content
- Saving a Deep Link to Product Content Menu Item
- Pasting a Deep Link into other programs, and
- Creating a desktop shortcut with a Deep Link.

This Guide also contains a Product Content Deep Link List.

The Product Content Deep Link List provides a list of Deep Links to all IntelliConnect Library/Browse categories and all subscription “books” within those Libraries.

How to use the Product Content Deep Link List

The Product Content Deep Link List is a list of Deep Links to all IntelliConnect Library/Browse categories and all subscription “books” within those Libraries.

Example 1: creating a Deep Link to the Tax Library:

1. Locate the “Tax” Library/Browse category in the Product Content Deep Link List.
2. Select the URL and **Right click and copy**, or **Ctrl+C** to copy the URL.
3. **Right click and paste**, or **Ctrl+V** to paste the URL into a word document, intranet site or other program.

Example 2: creating a Deep Link to the *2009 Australian Master Tax Guide*:

1. Locate the “Tax” Library/Browse category in the Product Content Deep Link List.
2. Locate “*2009 Australian Master Tax Guide*” entry and URL.
3. Select the URL and **Right click and copy**, or **Ctrl+C** to copy the URL.
4. **Right click and paste**, or **Ctrl+V** to paste the URL into a word document, intranet site or other program.

Example 3: creating a Deep Link to the *Australian Family Law and Practice Commentary*:

1. Locate the “Family Law” Library/Browse category in the Product Content Deep Link List.
2. Locate “*Australian Family Law and Practice Commentary*” entry and URL.
3. Select the URL and **Right click and copy**, or **Ctrl+C** to copy the URL.
4. **Right click and paste**, or **Ctrl+V** to paste the URL into a word document, intranet site or other program.

DEEP LINKING – STEP-BY-STEP GUIDE

Saving Deep Links to Documents and Other Content

You can save Deep Links to documents and specific product content.

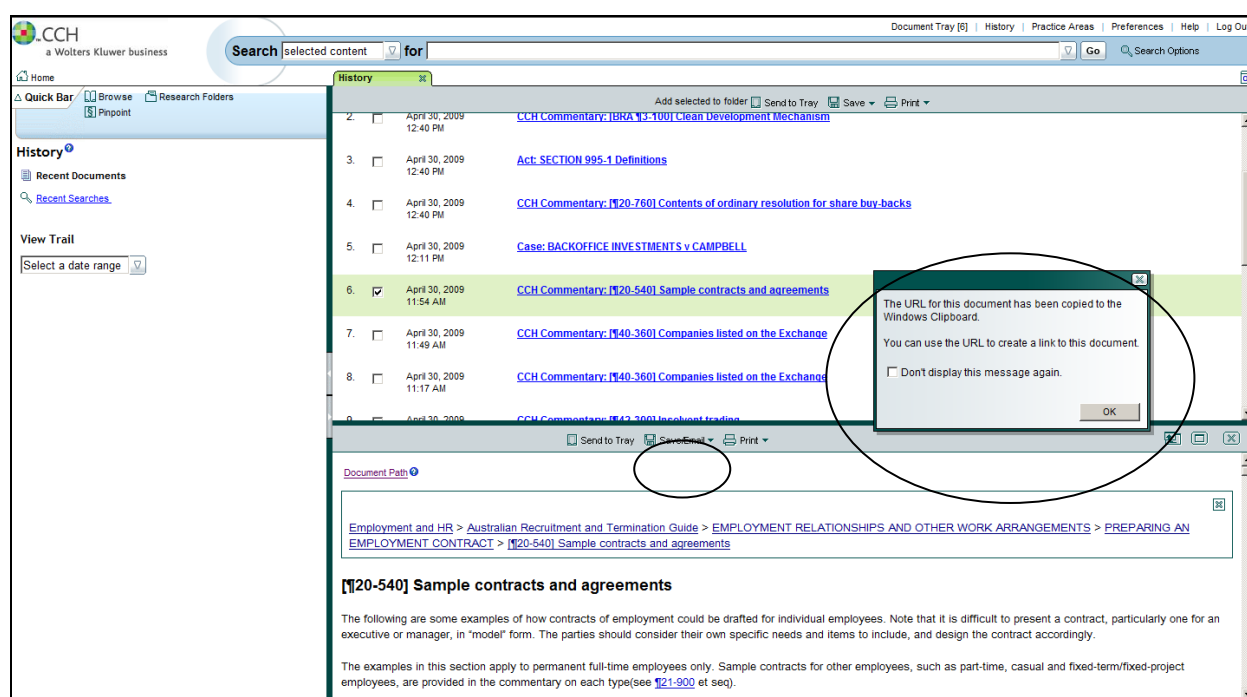
This is useful for example, to create a link to frequently accessed “pages” or documents that a practitioner may wish to make frequent reference to, or even publish to an Intranet site (for example, frequently accessed provisions of legislation, Rulings, Cases or paragraphs of commentary).

These links can be copied and pasted into word documents, emails, intranet site or other programs.

Accessing these links will require an active subscription.

To Save a Deep Link to a Document:

1. Open the document you want to create a link to.
2. Click the **Save/Email** menu and select **Save** link to document.
3. The URL for the selected document is copied to your Windows clipboard and a confirmation message displays.
4. Click OK to close the confirmation message dialog box.
5. Paste the URL you copied to your **clipboard** into another application for quick access to the document.



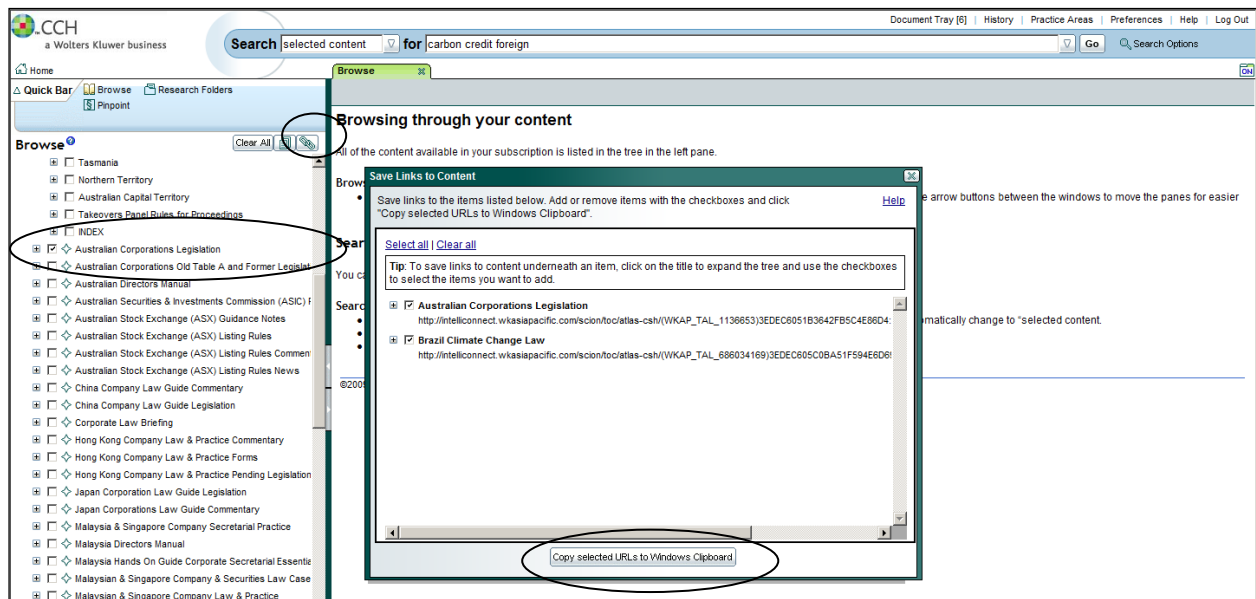
Saving a Deep Link to Product Content Menu Item:

This is useful for example to save a link to frequently accessed “books” or subscriptions that a practitioner may wish to make frequent reference to, or even publish the link to an Intranet site.

These links can be copied and pasted into word documents, emails, intranet site or other programs.

Accessing these links will require an active subscription.

1. Click on **Browse** on the Quick Bar.
2. Locate the content you would like to save links to and click in checkboxes next to these areas.
3. Click the Save Links to **Content** icon located in the top right of the Browse tree. The items you selected – along with their associated URLs – displays in a separate Save Links to Content box.
4. Copy Selected URLs to Windows Clipboard. Once these URLs are in your clipboard, you can paste them into any application.

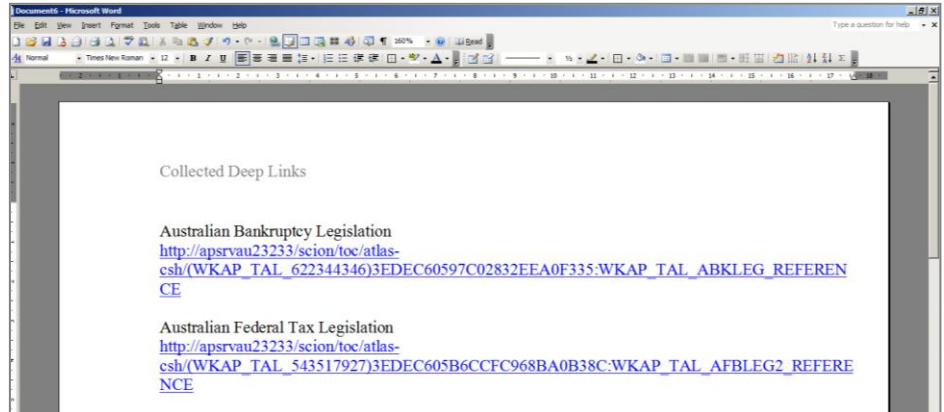


Pasting a Deep Link into other programs:

When pasting a link into other programs take care not to include the document title, which is included in the deep link you generate. *See Image below:-*

You may prefer to collect your deep links in a word document before pasting into other programs.

This is especially useful when creating desktop shortcuts.



Creating a desktop short cut with a Deep Link

Preparation:

1. Create the deep link as shown previously
2. Paste it into a word document
3. From your word document copy **ONLY** the **URL** of the link you wish to create

Creating a desktop shortcut

1. Right click on your PC desktop and select **New Shortcut** from the menu
2. The next window will ask you to **Type the location of the item**
3. Right click and paste, or **Ctrl+V** to paste the **URL** into this field
4. Click the next button. You will then be asked **“What would you like to name the shortcut?”**
5. From your word document, you should now copy **ONLY** the name of the linked content (not the URL)
6. Return to the shortcut you are creating. Right click and paste, or **Ctrl+V** to paste the Name of the Linked content (not the URL)
7. Click **Finish**

