

# ArtfulBits Link to Document Column

*for Microsoft® SharePoint®*

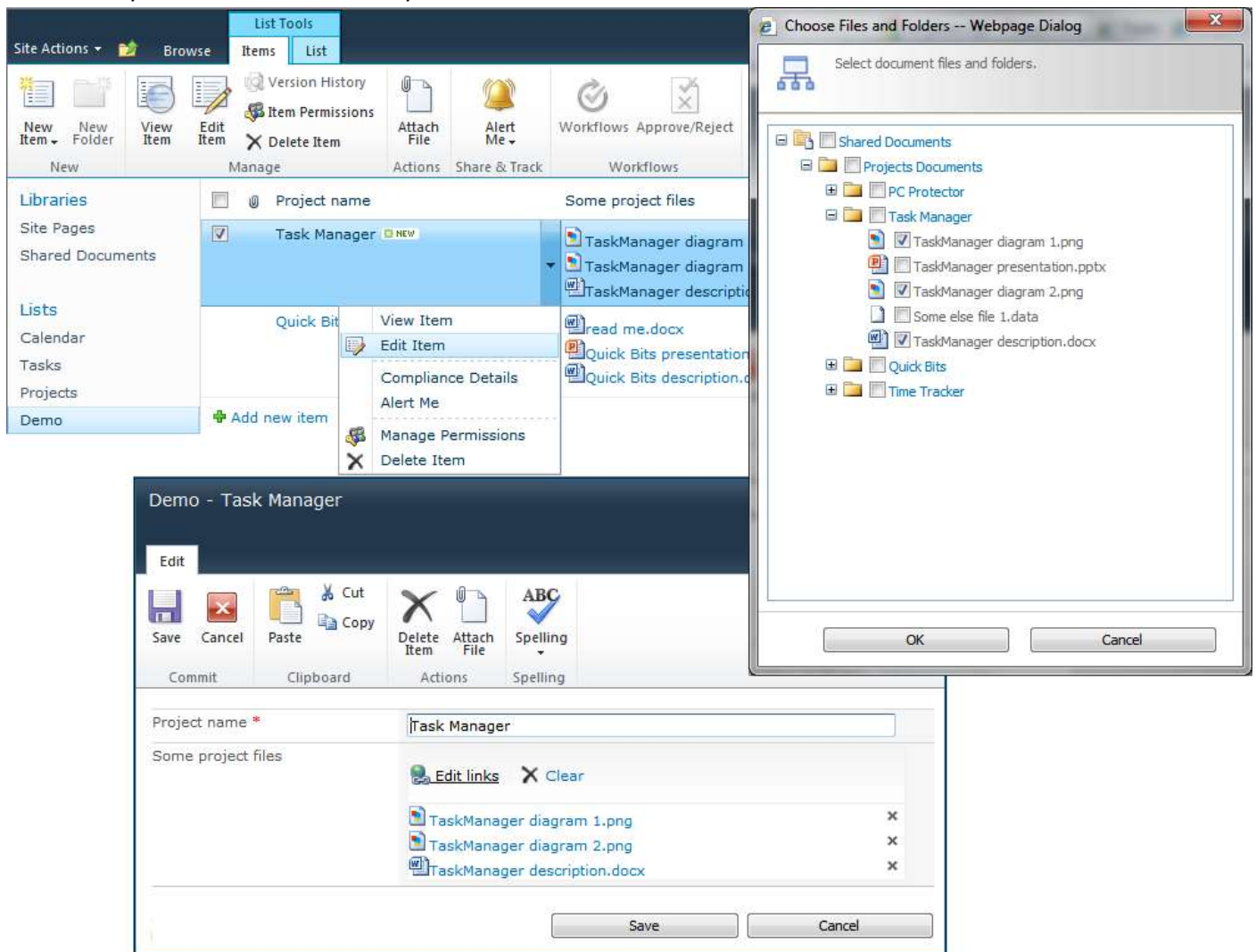


## User Guide

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## Overview

Link to Document Column allows referencing files and folders placed at Document library and provides easy and intuitive way to download files directly from column.



## Feature List

Feature	SharePoint 2007	SharePoint 2010
Lookups documents and folders from Document Library in all sites within site collection	✓	✓
Allows single and multiple selection	✓	✓
Provides ability to edit link display text	✓	✓
Provides ability to limit the set of allowed objects during links editing (in list item adding/editing mode). The limitation is done by specifying root folder	✓	✓
Advanced tooltip	✓	✓
Allows select documents in easy and intuitive way	✓	✓
Provides ability to limit the set of selectable objects during links editing by defining object type (Files and Folders, Folder only, Files only)	✓	✓
Displays object file type icon in front of reference	✓	✓
Language pack support (desired localization could be added by request)	✓	✓

## Why ArtfulBits Link to Document Column?

ArtfulBits Link to Document Column adds custom functionality that is not present in SharePoint Foundation. It allows selecting multiple objects in easy and intuitive way.

## How to Use

To use Link to Document Column you should select appropriate option in the list of available columns on Create Column page. Change default settings to adjust column to your needs.

### Name and Type

Type a name for this column.

Column name:

Project files

The type of information in this column is:  
Link to Document

### Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

Yes  No

Allow multi-selection

Display file type icon

Choose:

Files and folders

Files only

Folders only

Choose document selection scope:

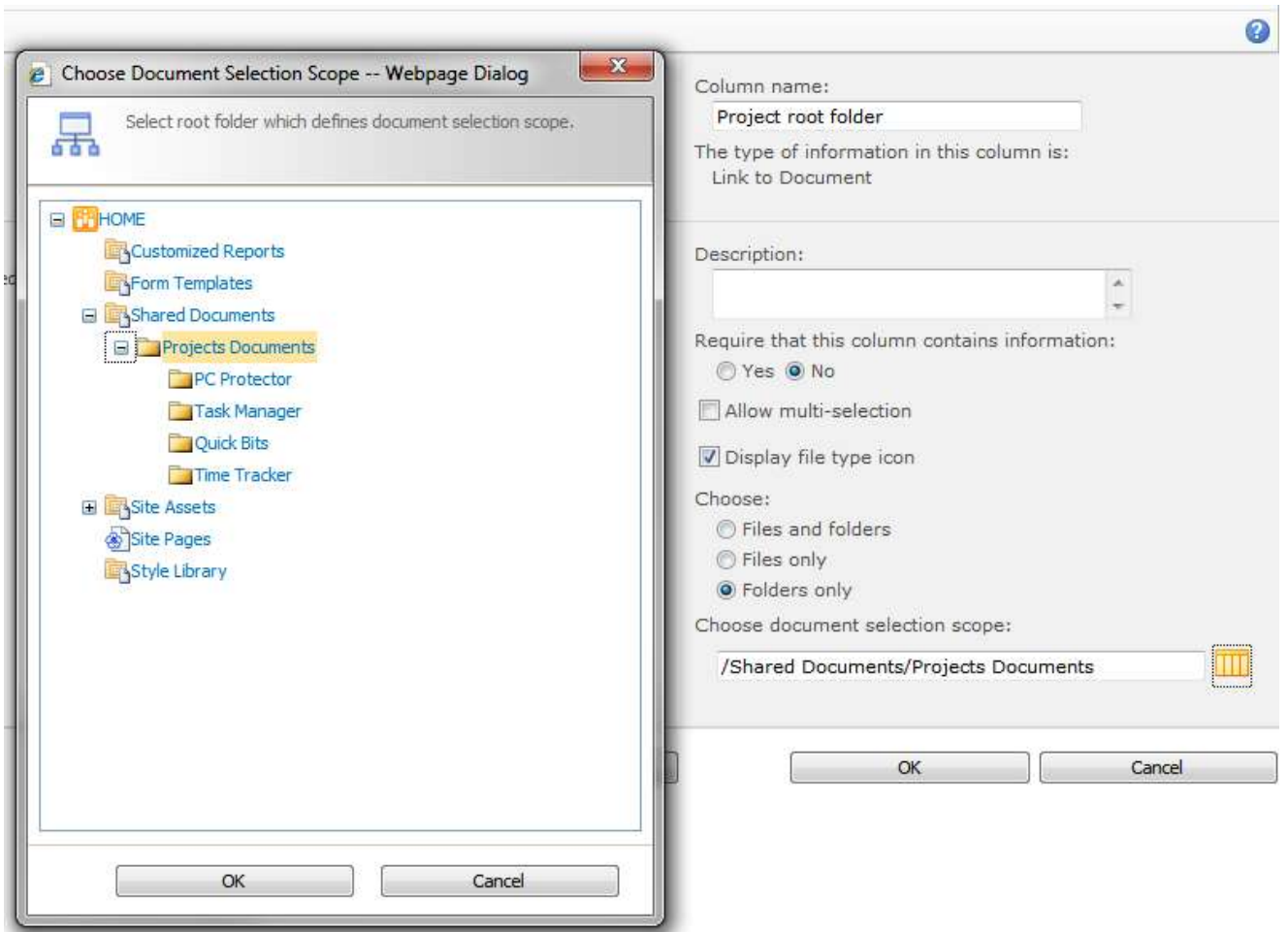
/Shared Documents/Projects Documents



Picture 1

### Link to Document settings:

- “Allow multi-selection” – Allows referencing several objects.
- “Display file type icon” – Display object file type icon in front of reference.
- “Choose” – Adds ability to limit the set of selectable objects during links editing (in list item adding/editing mode) by defining object type (Files and Folders, Folder only, Files only).
- “Choose document selection scope” – Adds ability to limit the set of allowed objects during links editing (in list item adding/editing mode). Specifying root folder defines the location from which documents can be selected (Picture 2).



Picture 2

Site Actions ▾ Browse

List Tools

Items List

New Item ▾ New Folder View Item Edit Item Version History Item Permissions Delete Item Attach File Alert Me ▾ Workflows Approve/Reject I Like It Tags & Notes

New Manage Actions Share & Track Workflows Tags and Notes

Project name	Project files	Project root folder
PC Protector <span>NEW</span>	<ul style="list-style-type: none"> <li>PCProtector read me.docx</li> <li>PCProtector description.docx</li> <li>PCProtector presentation.pptx</li> </ul>	PC Protector
Task Manager <span>NEW</span>	<ul style="list-style-type: none"> <li>TaskManager presentation.pptx</li> <li>TaskManager description.docx</li> </ul>	Task Manager
Time Tracker <span>NEW</span>	<ul style="list-style-type: none"> <li>TimeTracker description.docx</li> <li>TimeTracker presentation.pptx</li> </ul>	Time Tracker

[Add new item](#)

Libraries  
Site Pages  
Shared Documents  
Lists  
Calendar  
Tasks  
Projects  
Demo

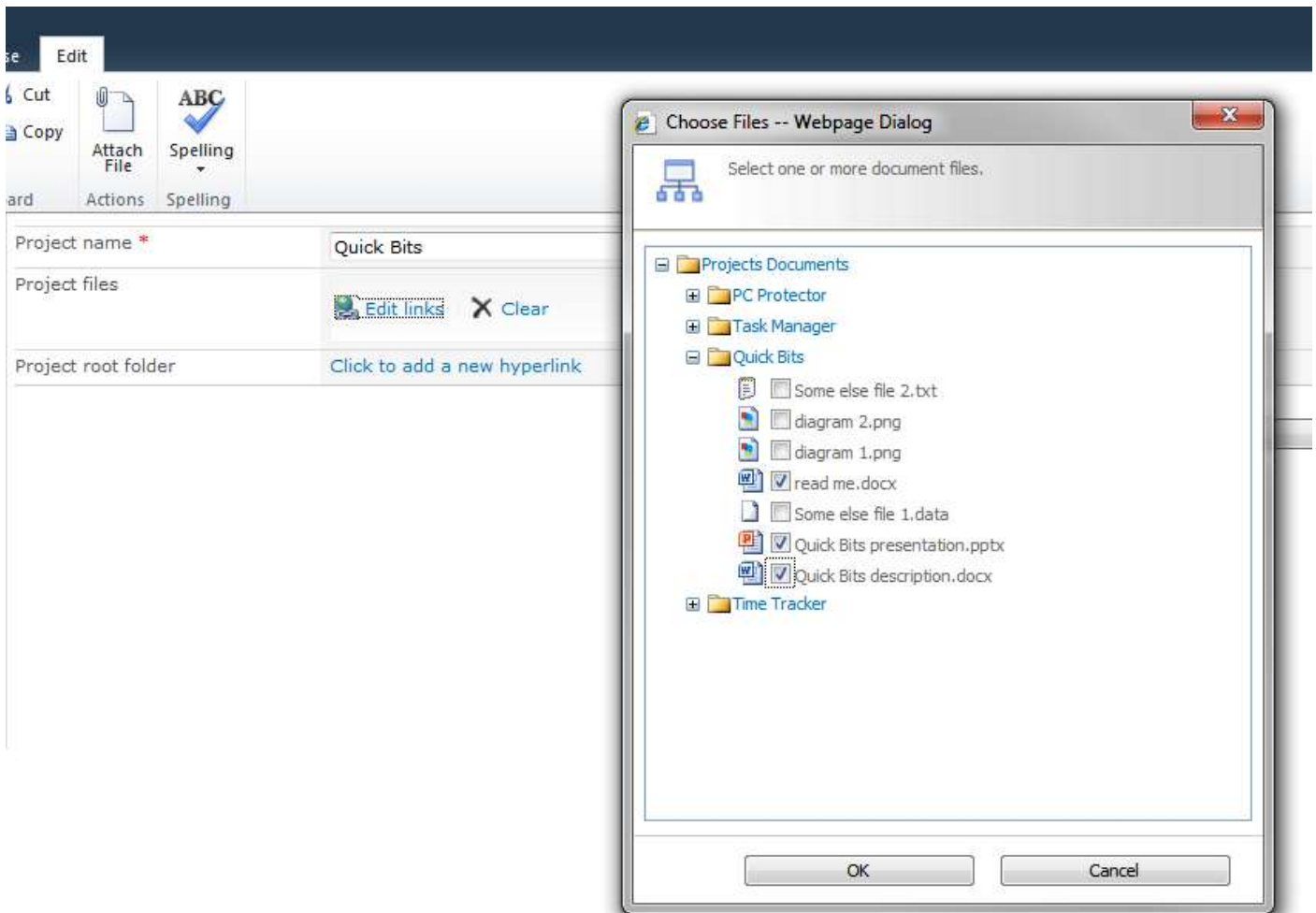
Picture 3

## How to add new value:

If column is set up to contain several references (like “Projects files” column; see column settings on Picture 1) then appropriate column contains toolbar with “Edit Links” and “Clear” buttons to manage reference list.

Clicking “Edit links” launches dialog with items to select (see Picture 4).

“Projects files” column is set up to allow only file references according to the column settings (see Picture 1).



Picture 4

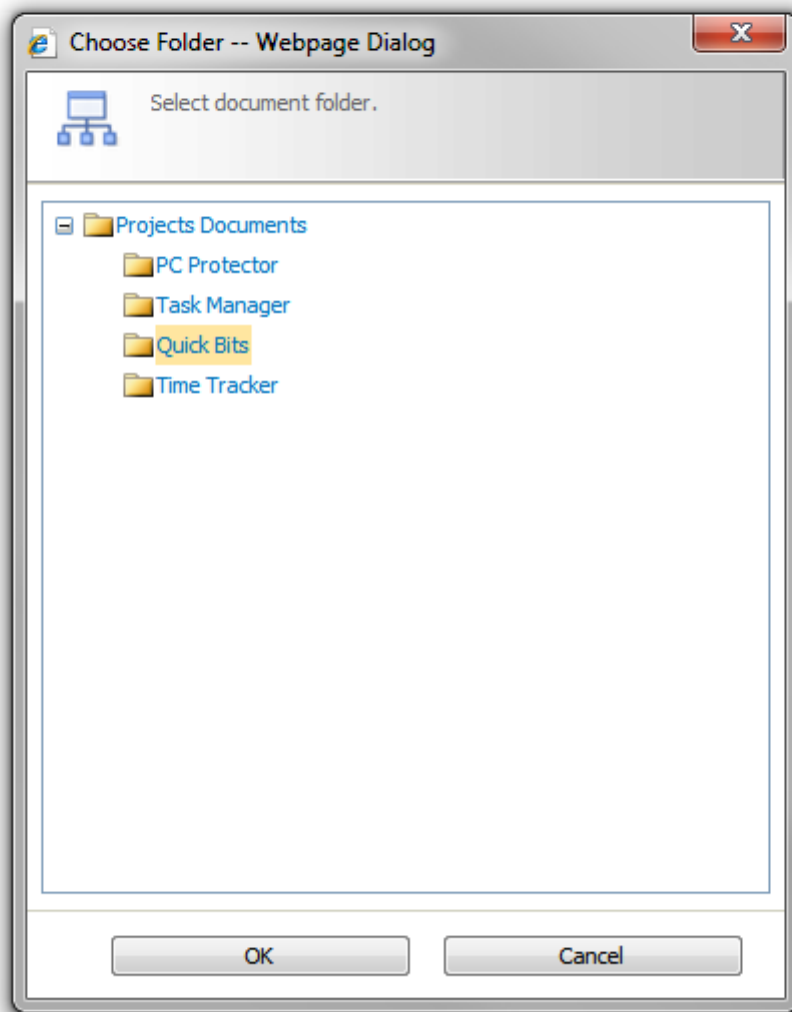
In case of multi-selection is turned off in column settings “Click to add a new hyperlink” link button is shown instead of toolbar with “Edit Links” and “Clear” buttons. “Project root folder” column settings forbid multiple selection.

Clicking on “Click to add a new hyperlink” launches dialog with items to select (see Picture 5).

“Project root folder” column allows selection of folders only according to the column settings (see Picture 2).

To change single selected reference the previous reference needs to be deleted first (by “x” button right to the reference).

Project name *	Quick Bits
Project files	<a href="#">Edit links</a> <a href="#">Clear</a> read me.docx <span style="float: right;">x</span> Quick Bits presentation.pptx <span style="float: right;">x</span> Quick Bits description.docx <span style="float: right;">x</span>
Project root folder	<a href="#">Click to add a new hyperlink</a>



Picture 5



## Release Notes

Version	Notes
v1.3 (June 21, 2011)	<b>Features:</b> <ul style="list-style-type: none"><li>• Added German localization</li><li>• Added advanced tooltip</li></ul> <b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed links editing</li></ul>
v1.2 (June 01, 2011)	<b>New Features:</b> <ul style="list-style-type: none"><li>• Added ability to edit link display text</li></ul> <b>Improvements:</b> <ul style="list-style-type: none"><li>• Added support for new licensing model (ArtfulBits License Manager v1.4)</li><li>• Added "Save site as template" support</li></ul>
v1.13 (May 13, 2011)	<b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed Access Denied error on edit links</li></ul>
v1.12 (April 7, 2011)	<b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed File Not Found error on link click</li></ul>
v1.11 (March 26, 2011)	<b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed JavaScript error on item edit when referenced file does not exist</li></ul>
v1.1 (March 24, 2011)	<b>Improvements:</b> <ul style="list-style-type: none"><li>• Optimized performance</li><li>• Improved behavior when editing links for user without permissions to view file</li><li>• Improved item editing logic</li></ul> <b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed minor issues</li></ul>
v1.0 (March 14, 2011)	<b>Initial Release</b>

## See Also



### [Cascaded Lookup Column](#)

Cascaded Lookup Column allows building relationship between parent and child columns, the data selected in one field will determine the options presented in another.



### [Category Column](#)

Category Column allows tracking, organizing and grouping list items. Outlook 2007 approach for elements categorization, easy indicator color changing and using of advanced tooltip, provide a high professional component style.



### [Column Data Adapter](#)

Column Data Adapter is an extension component providing ability to use ArtfulBits Columns in Microsoft Access forms, reports and Microsoft Excel.



### [Column Permissions](#)

Column Permissions allows you to manage access to list content on column level. Permissions can be assigned for individual users and for SharePoint groups as well and are effective in forms and list views, as well as in the SharePoint Alerts, RSS, Datasheet and even during exporting to Excel and opening with Access.



### [Cross-Site Lookup Column](#)

Use Cross-Site Lookup Column for getting data from any site within site collection. Component includes a powerful function of searching over lookup list. This function provides substring matching in selected column which is very useful for large lists (over 50-100 items).



### [Discussion Column](#)

Need to organize well formatted conversation in the list item without enabling list versioning? Discussion Column is the right choice. Component allows entering rich text with formatting, images, tables, hyperlinks and other features.



### [Email Web Part](#)

ArtfulBits Email Web Part allows sending e-mail messages directly from Microsoft SharePoint site. You can notify task assigned users, send gratitude or just send regular e-mail message, etc.



### [Follow-Up Column](#)

Follow-Up Column enables due date flags similar to Outlook follow-up functionality. Applying of flags to the list item allows adding of visual reminder in a natural way.



### [Image Upload Column](#)

Quick and simple way of uploading pictures. Image Upload Column provides with ability to select a picture using file browsing dialog, upload and display it in the list view.

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### **KPI Column**

KPI (Key Performance Indicator) Column is simple graphical scorecards that can be used to evaluate business data against business goals. With this column you reduce risk to overlook information about the status of value.



### **Parent Selector Column**

Parent Selector Column is used for organizing hierarchical relations in SharePoint list. Picker dialog allows choosing data from large lists. Standard Lookup column can be easily converted to Parent Selector column and vice versa.



### **Professional Calendar Web Part**

Professional Calendar Web Part provides following key benefits: it allows combining events from different SharePoint Lists, from any SharePoint Site, in one Calendar view; allows specifying different color sets for different event sources; supports on-the-fly AJAX-enabled editing features in Outlook like style; and other enhanced functionalities.



### **Progress Column**

Progress Column provides users with the ability to make SharePoint lists more visualized by displaying numerical data on the page using percentage-based progress bar. Professional progress bar style will make your SharePoint list really modern and stylish.



### **Video**

Video Column and Video Web Part are powerful controls made for uploading, managing, linking and playing video files. These controls support variety of video files that can be uploaded from computer, or linked from SharePoint library or streamed from direct URL.

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## **Remarks**

Information in this document may be outdated. Please, visit [www.artfulbits.com](http://www.artfulbits.com) for the latest product version.