# ArtfulBits Link to Document Column

## for Microsoft® SharePoint®

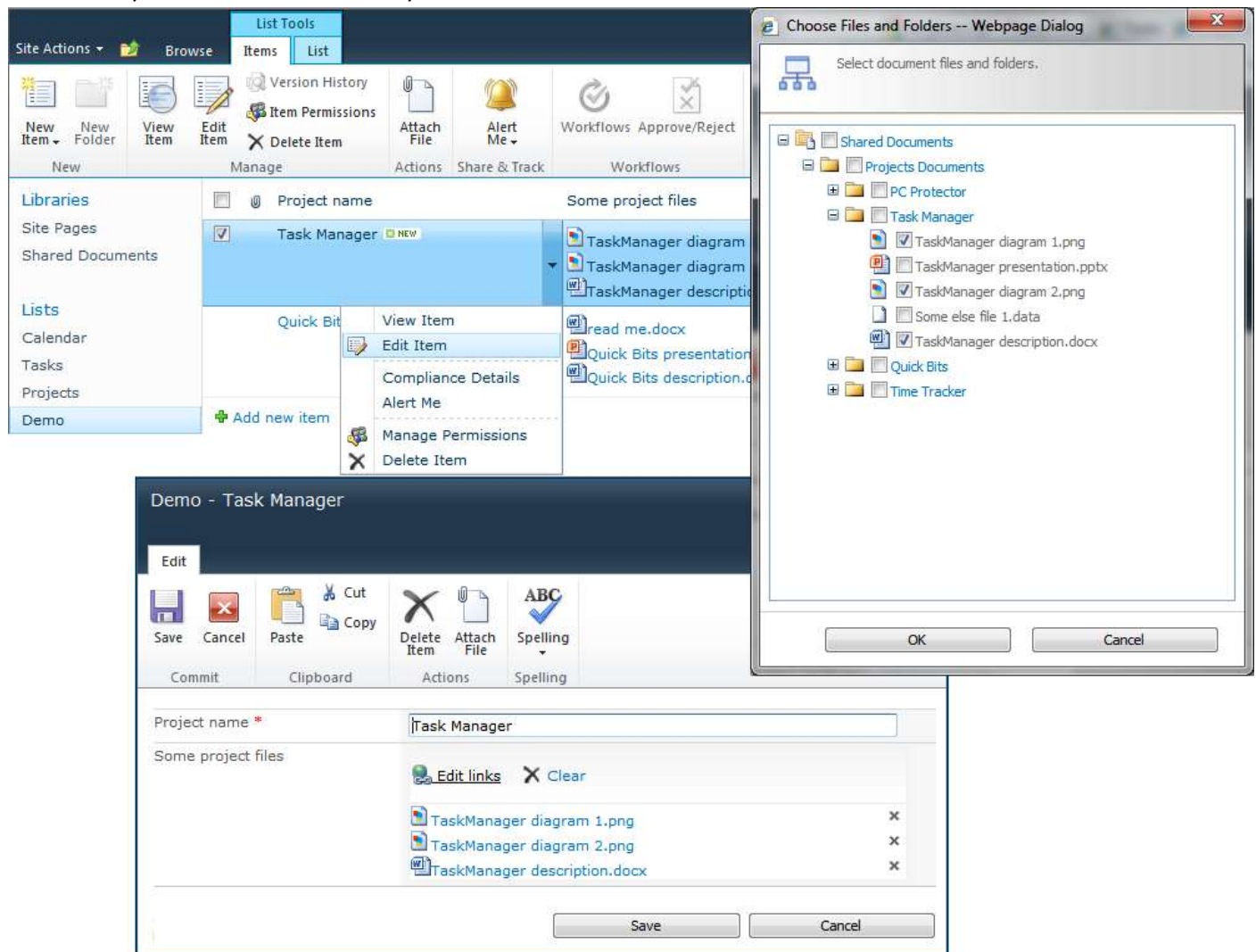# User Guide

# 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.

## 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).
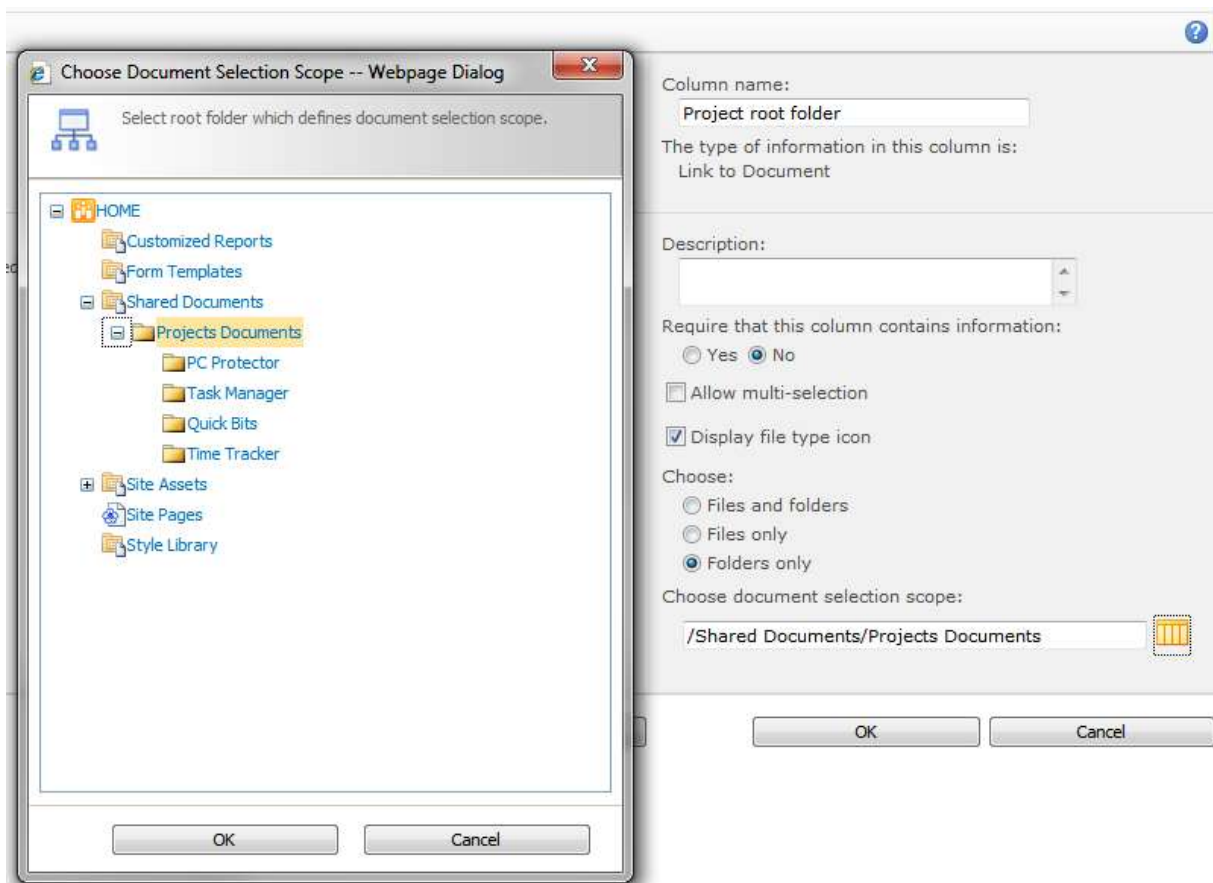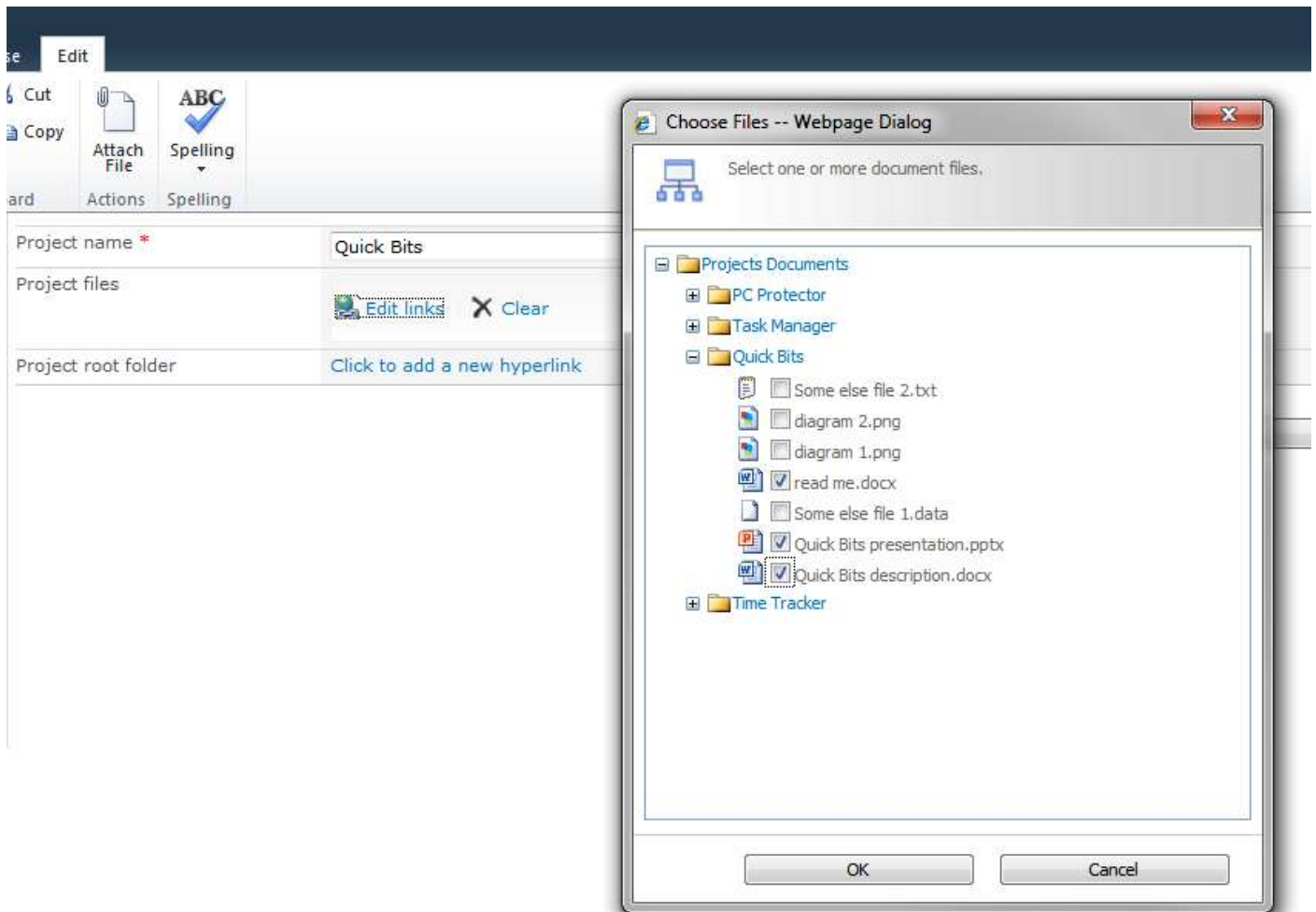
**Picture 2**
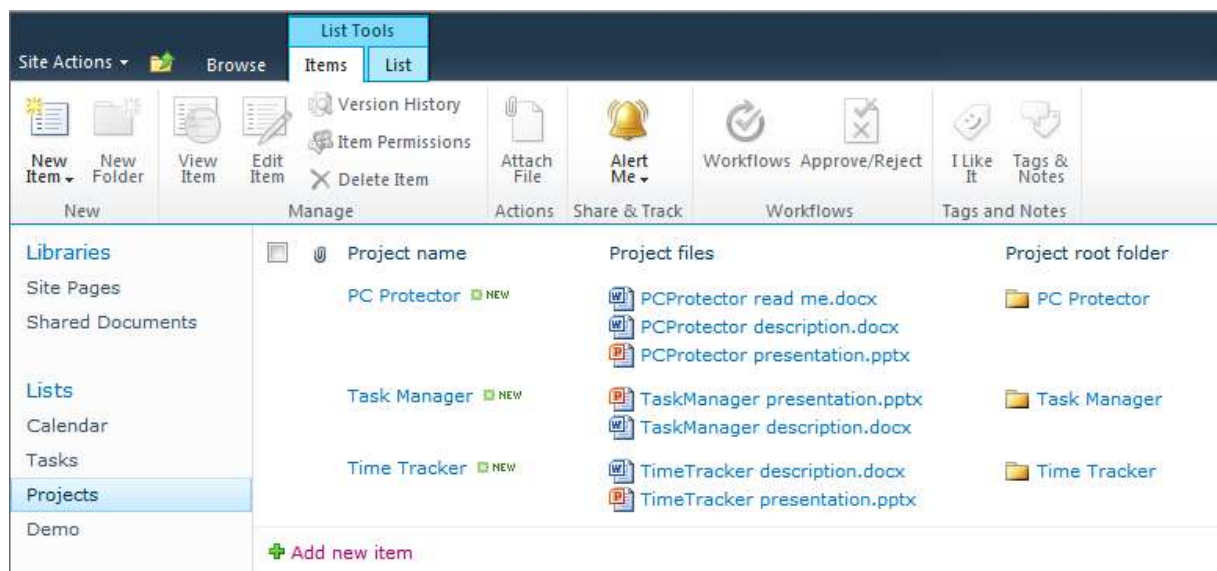


**Picture 3**

**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).



Picture 5

# Release Notes

| Version | Notes |
|---|---|
| v1.32<br>(February 6, 2012) | **Bugs Fixed:**<br>• Files and folders are sorted alphabetically in picker dialog |
| v1.31<br>(September 14, 2011) | **Improvements:**<br>• Added custom New/Edit Item forms support<br><br>**Bugs Fixed:**<br>• Fixed link tooltip for Mozilla browser |
| v1.3<br>(June 21, 2011) | **New Features:**<br>• Added German localization<br>• Added advanced tooltip<br><br>**Bugs Fixed:**<br>• Fixed links editing |
| v1.2<br>(June 01, 2011) | **New Features:**<br>Added ability to edit link display text<br><br>**Improvements:**<br>• Added support for new licensing model (ArtfulBits License Manager v1.4)<br>• Added "Save site as template" support |
| v1.13<br>(May 13, 2011) | **Bugs Fixed**:<br>• Fixed Access Denied error on edit links |
| v1.12<br>(April 7, 2011) | **Bugs Fixed**:<br>• Fixed File Not Found error on link click |
| v1.11<br>(March 26, 2011) | **Bugs Fixed**:<br>• Fixed JavaScript error on item edit when referenced file does not exist |
| v1.1<br>(March 24, 2011) | **Improvements:**<br>• Optimized performance<br>• Improved behavior when editing links for user without permissions to view file<br>• Improved item editing logic<br><br>**Bugs Fixed**:<br>• Fixed minor issues |
| v1.0<br>(March 14, 2011) | **Initial Release** |

# 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.

### 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.

### Password Change Web Part

Password Change Web Part allows users to change their own passwords from within the SharePoint environment using standard text box interface (current password, new password and confirm new password).

### Password Expiration Web Part

Password Expiration Web Part enables Active Directory users to be notified via Web Part interface that their passwords are about to expire. It also automatically sends out email notifications to users before the password expiration date.

### 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 sing 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.

## Remarks

Information in this document may be outdated. Please, visit www.artfulbits.com for the latest product version.