K. Hyperlink

I. Create New Hyperlink

- 1. To create a new link, select a folder.
- 2. Select "New" context menu, then "New Hyperlink".



3. The New Hyperlink window will appear. Input the "Name" and "URL Address".

lew Hyperlink	Create	×
URL Name		
Google		
URL Address		
https://www.google.com		

4. Click "Create" button to save.



II. Edit Hyperlink

1. To edit a hyperlink, select "Edit" from the context menu.

		[†] File Name		Size		Version	Versi	on Date
☆	•	Google				1.0	2024-	08-28 21:58:22
			More		•	Edit		
						Delete		

2. Edit either the "Name" or "URL Address", then click "Update" button to commit changes.

III. Delete Hyperlink

1. To delete a hyperlink, select "Delete" from the context menu.

Î File Name				e	Size	Version	Version Date
☆	0	•	Google	More	×	Edit	4-08-28 21:58:22
						Delete	

2. A pop-up message will ask for confirmation. Click "OK" to commit.