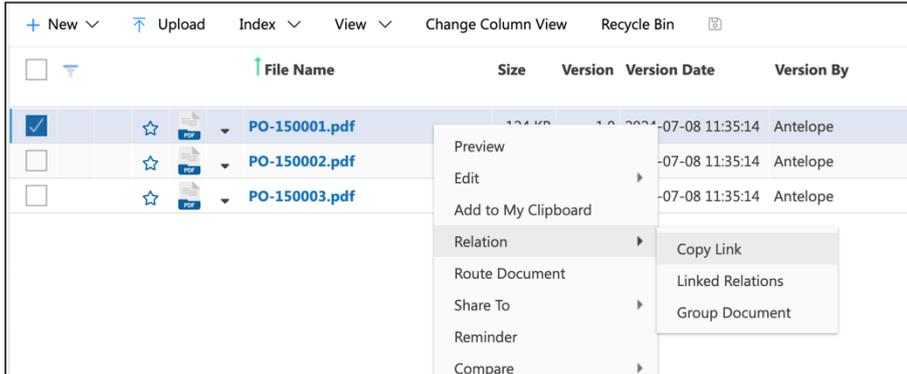


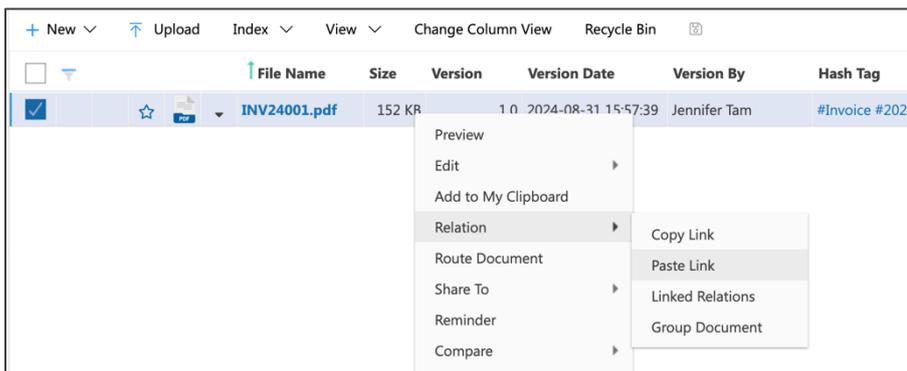
O. Document Relation

I. Copy Link

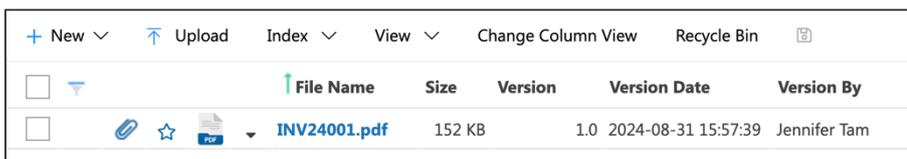
1. To link up two documents, you can use the document link features. For example, if you want to establish a link which “connect” a purchase order to an invoice, select “Relation > Copy Link” from the context menu.



2. Select the destination document, right click to bring up the context menu, then select “Relation > Paste Link”.

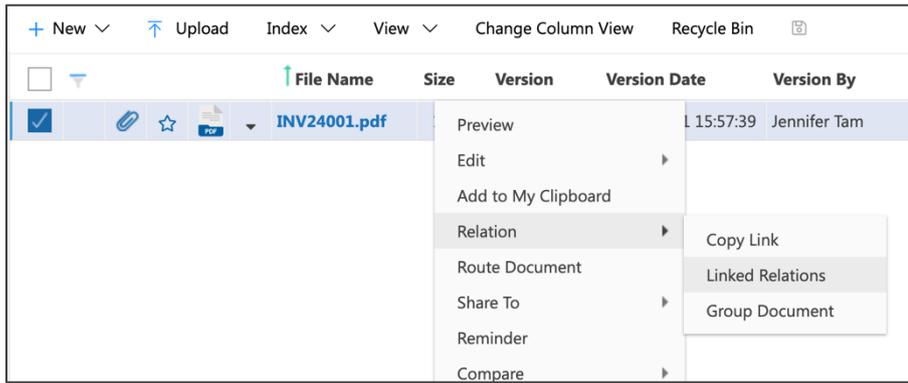


3. A virtual link is established.



II. Link Relation

1. To view the link relation, select the destination document, right click to bring up the context menu, then select “Relation > Linked Relations”.

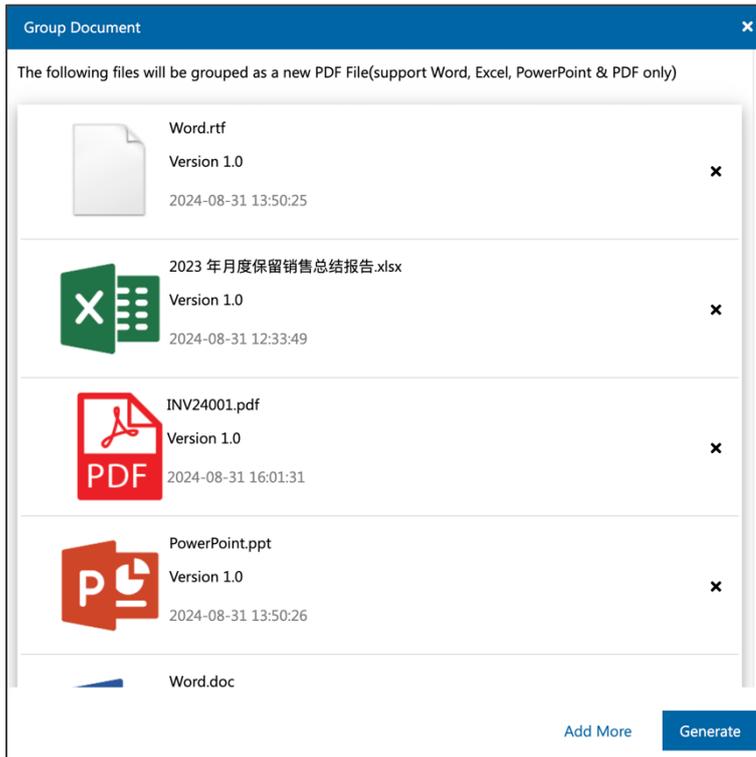


2. The Linked Relations window display all virtual linkage to the document. You can preview, shared and delete the linkage.

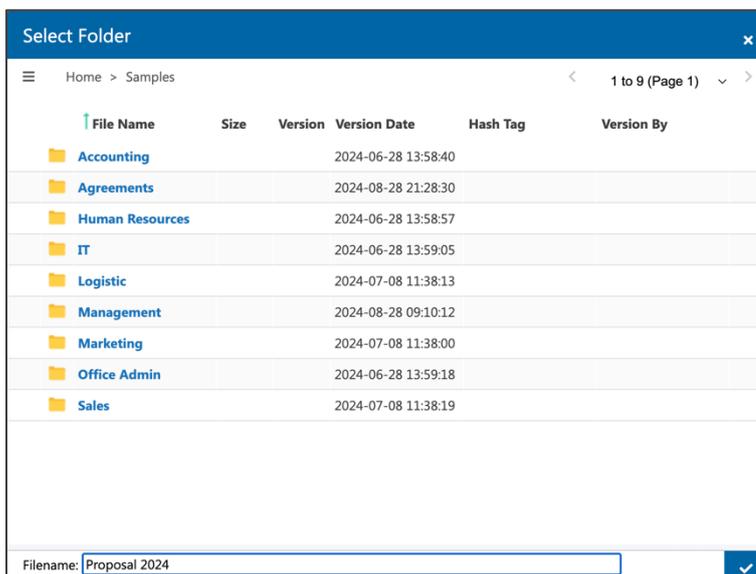


III. Group Document

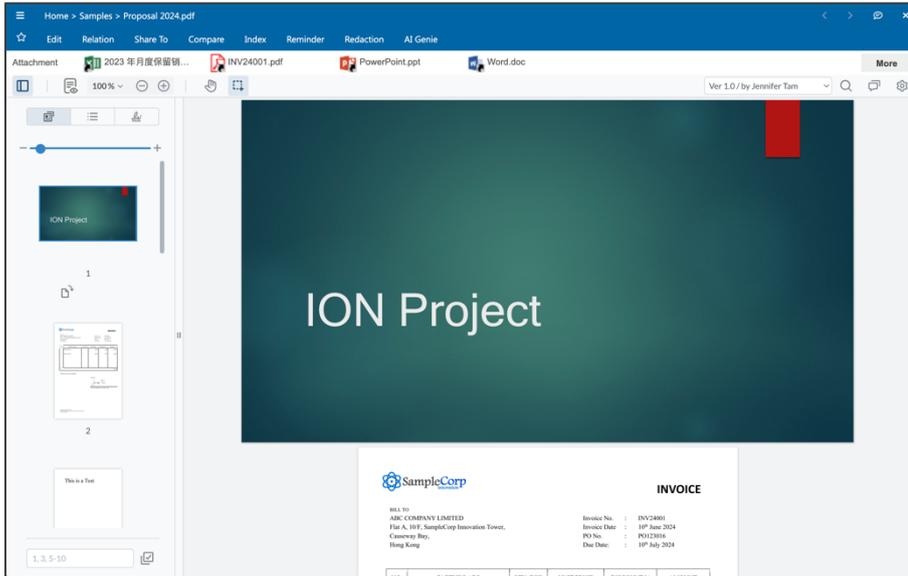
1. You can group multiple document type into a single PDF file by Group Document. This feature only support DOC, DOCX, XLS, XLSX, PPT, PPTX, RTF and PDF format.
2. Select the documents you want to group together, right click the bring up the context menu, select "Relations > Group Document".



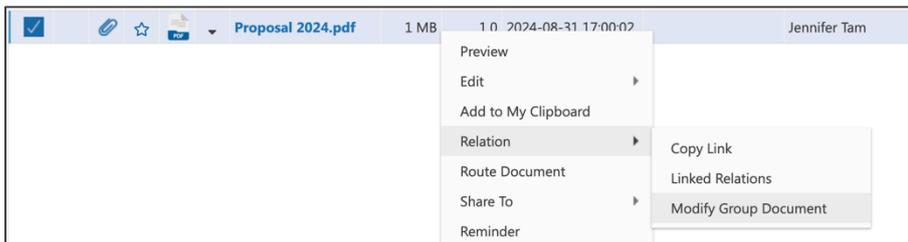
3. Rearrange the document sequence to group, then click the blue “Generate” button.
4. Select the destination folder and input a document name, click the “tick” button to save.



5. Once the document is generated, you can preview the document with thumbnail enabled. All “component documents” are displayed as virtual linkage.



6. You can further modify the group document by adding or removing the components.



7. In this case, we removed the Excel spreadsheet, RTF file and the PDF. Finally click the blue "Re-Generate" button.

