# Hyperlinking Documents in AIM+

A Hyperlink points to a whole document or a specific element within a document. A Hyperlink can be useful when referencing a document to view that provides back up data. The steps below show the process of linking a document within AIM+ to allow the reference material to be viewable within a document created in AIM+.

To hyperlink a document, use the *Insert Hyperlink* icon on the Document Editor Toolbar or use the *Drag and Drop* feature to drag a document from your computer into an AIM+ document placeholder.
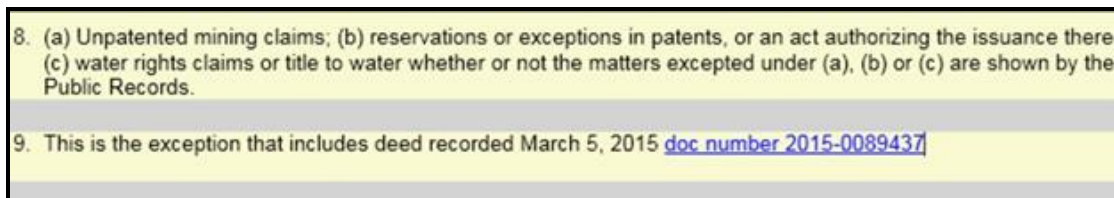
Using the Insert Hyperlink Icon

Steps

1. Save the external document needed to hyperlink in a folder on your local **C: Drive**.
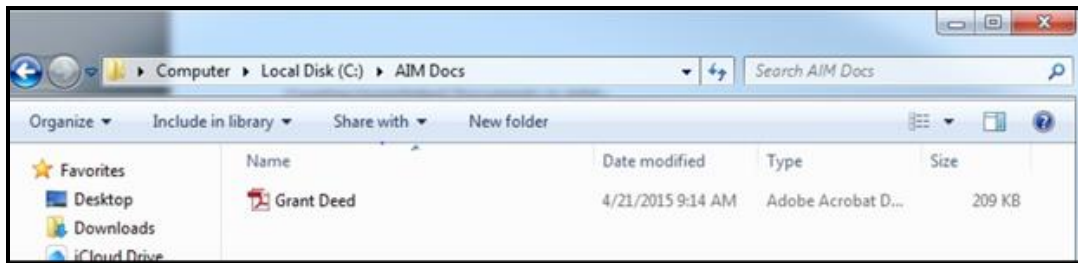
2. In the AIM+ document, type in the placeholder the text to display as the hyperlink reference.

3. *Highlight* the reference text for the external document.
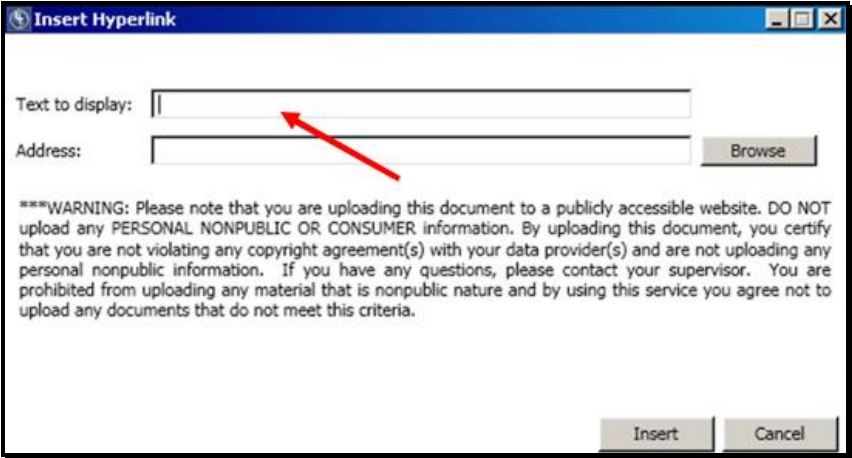

4. Click **Cut**.
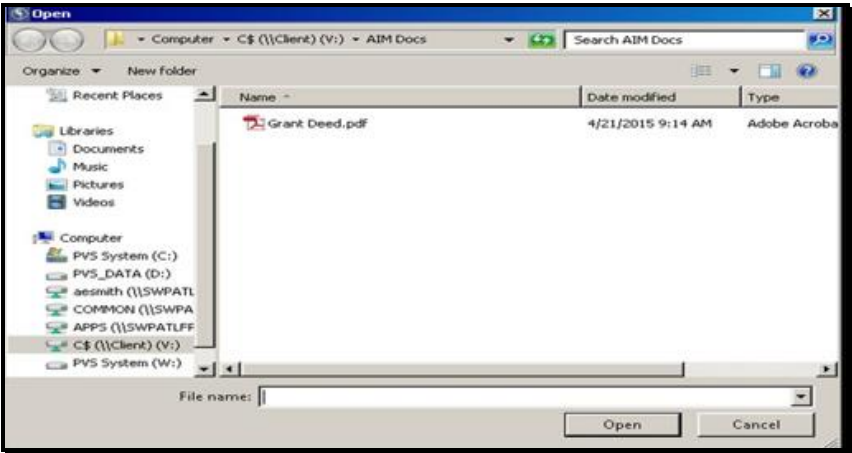

5. Click **hyperlink**.

6. The **Insert Hyperlink** pop-up displays. Click in the *Text to Display* field and press **Ctrl+V** on your keyboard.
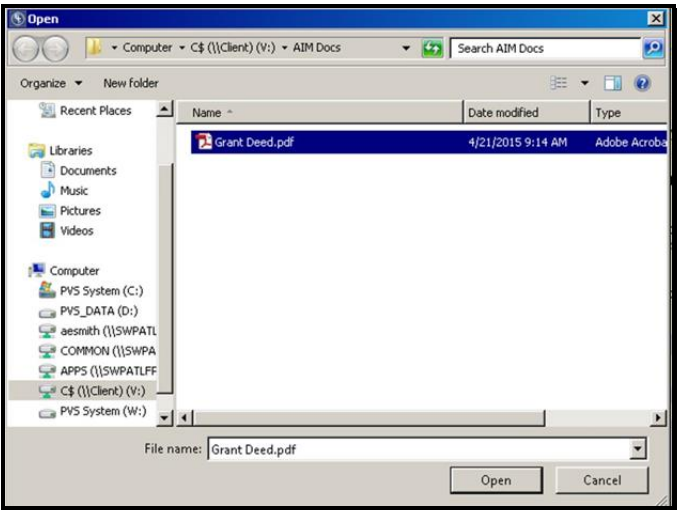
7. Click Browse and navigate to the folder where the document was previously saved (in this example, **Computer>C$(\\Client)(V:) AIM Docs)**.
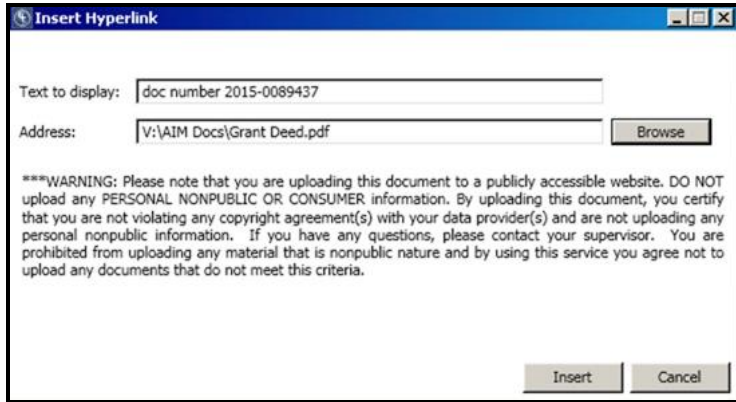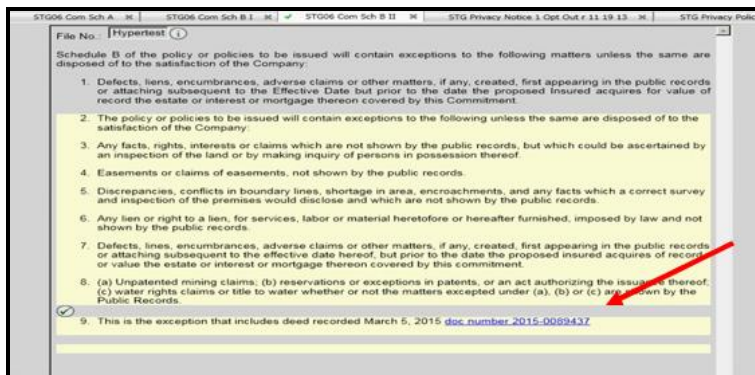

8. Select the document to hyperlink and click **Open**.

9. Click **Insert**.

10. A document that is hyperlinked will look as follows:
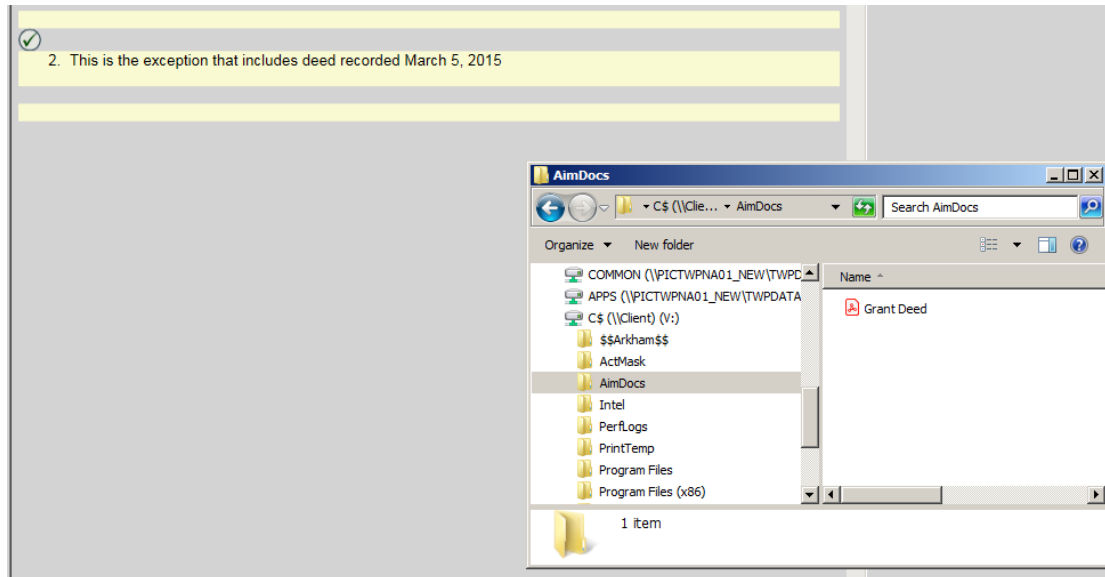

Using the Drag and Drop Feature

Steps

1. Save the external document needed to hyperlink in a folder on your local **C: Drive**.

2. Inside the AIM+ Desktop, open the **Libraries** window by clicking the folder icon next to the **Start** button.

3. Navigate to the folder where the document was previously saved (in this example, **Computer>C$(\\Client)(V:) AIM Docs).**
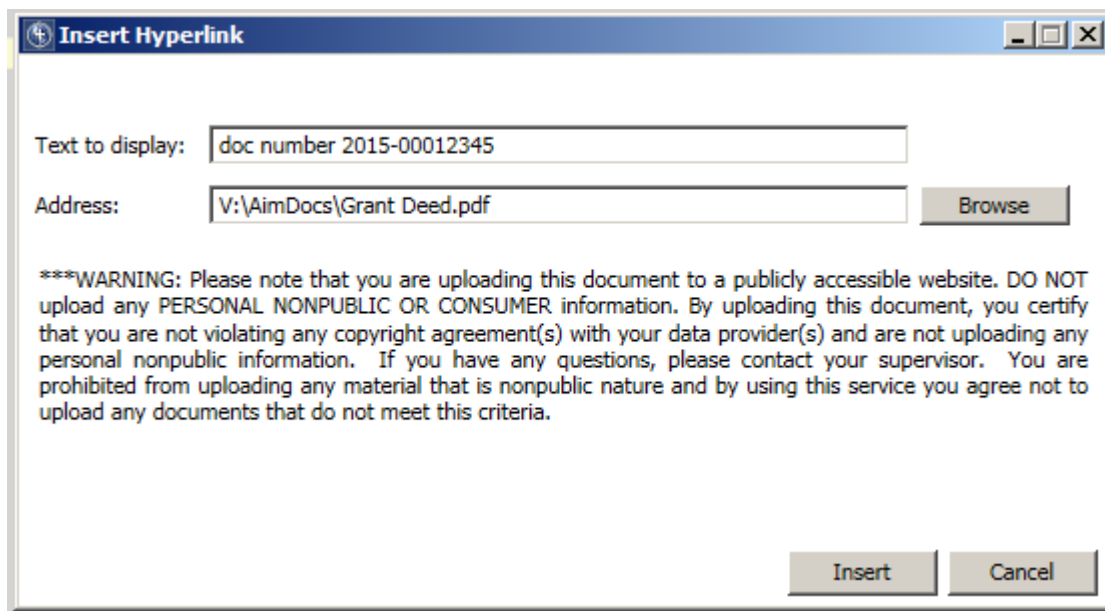
4. Drag and drop the document file from *Libraries* into the desired document placeholder. The *Insert Hyperlink* popup displays.

Tip: If you attempt to drop a document into an area other than a yellow placeholder, an error message will display.

5. In the *Text to Display* field, enter the text you would like to display.

6. Click **Insert**. The text displays as a hyperlink.

> 1. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the public records or attaching subsequent to the Effective Date but prior to the date the proposed Insured acquires for value of record the estate or interest or mortgage thereon covered by this Commitment.
>
> 2. This is the exception that includes deed recorded March 5, 2015 doc number 2015-00012345
> 3.