

IntelliConnect™ Productivity Tips

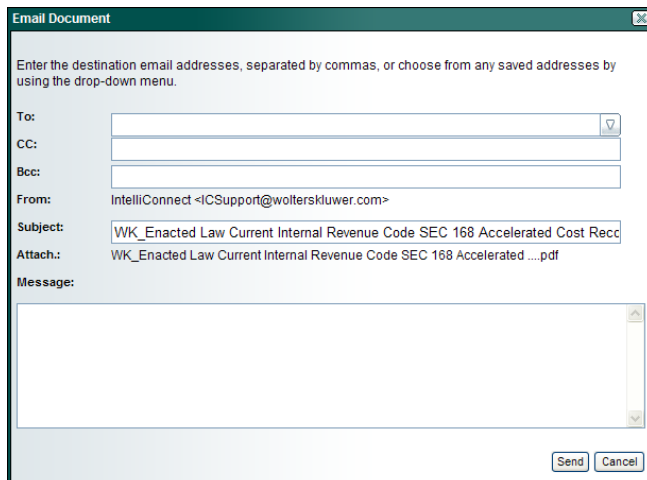
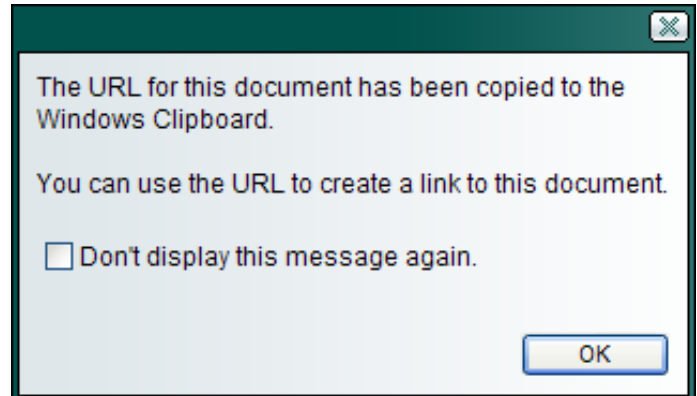
Viewing Multiple Searches at One Time

Each time you search, a new tab opens with the results for that search displayed. This allows you to keep multiple tab windows open so you can work with the content in each open window. Each separate set of search results appears on its own tab which displays the search term(s) that were returned. These tabs allow you to conduct multiple research tasks at the same time. A maximum of five tabs can be displayed onscreen at one time.

Sending Documents via Email

Emailing a Document

IntelliConnect™ makes it easy to share documents by allowing you to email a document to a colleague or client. With the document you want to email open (either in the Preview pane or maximized on your screen), click the Save/Email menu and select Email document.



The following options are available once the Email Document dialog box displays:

- In the "To," "CC," and "Bcc" fields, type the email addresses to which you want to send the document.
Note: After you email a document, the email addresses you used previously populate the "To" drop-down menu.
- Type the subject heading for the email in the Subject field. The default subject heading is the title of the document you are emailing.
- Type a message that you want to include in the email in the Message field.
- Click Send.


TIP: Using the same steps described above, you can email documents that are included in your Tracker News results to other people who might be interested in the content of a particular document.

Saving External Links to Documents

IntelliConnect gives you the ability to save external links to documents and specific product content menu items.

- To save an external link to a document, open the document for which you want to create the link (either in the Preview pane or maximized on your screen), click the Save/Email menu and select Save link to document.
- The URL for the selected document is copied to your Windows clipboard, and a confirmation message displays. Click OK to close the confirmation message dialog box.
- You can then paste the URL you copied to your clipboard into another application as you would any other item you cut or copy to your clipboard. From this external URL, you can quickly and automatically access the original document within IntelliConnect.

Save an External Link to Product Content Menu Items

- Click the Browse link or icon located on the Quick Bar. The main Browsing your content page displays, and the menu-tree for your product content displays in the left pane under Browse.
- Click one of the + icons to the left of a product that is listed on the Browse menu to expand the menu-tree (or drill-down) for that content area and display the next level of the menu-tree.
- After you locate an area of interest, click in the checkbox(es) next to the menu items to which you want to link.
- Click the Save Links to Content icon  located above the Browse menu-tree.

- The items you selected (along with their associated URLs) display in a separate Save Links to Content dialog box. Select Copy Selected URLs to Windows Clipboard.

- You can then paste the URL you copied to your clipboard into another application as you would any other item you cut or copy to your clipboard. From this external URL, you can quickly and automatically access the original document within IntelliConnect.

- A dialog box displays confirming that the selected URLs have been copied to the Windows Clipboard. Click OK to close the confirmation message dialog box.

