*To see this text best select **Card View** from menu **View** or type **F8**. Do this again to reestablish the prior layout.*

Aside from the powerful categorization scheme linking (or referencing) to internal and external objects is perhaps the feature that most significantly distinguishes *infoHandler* from many similar programs. This *InfoBase* demonstrates some of the possibilities. It contains **InfoLinks** to Internet pages, e-mail addresses, phones, applications, folders, and documents (here the term 'documents' stands for all local files that are linked to registered applications for processing, hence also *InfoBases* are *documents*) as well as some **embedded links** (eg from one record of this *InfoBase* to another one).

It may be a little confusing that there are two types of links, **InfoLinks** and **'embedded links'**. We are concerned here mainly with the *InfoLinks* that are represented by an icon in the *InfoList* and the reference string in the *InfoLink* field (you see this field immediately above this text - it is empty since this record is not linked). Mostly you create *InfoLinks* by just dragging objects from some source onto the *InfoList* or the *InfoLink* field and you can create at most one *InfoLink* for every *InfoRecord*. On the other hand, as 'embedded links' we designate all text strings in the *InfoText* of an *InfoRecord* that can be interpreted as references to other objects - you can select and "open" the linked object (by just double-clicking if they are surrounded by <...>-brackets). Embedded links are often an alternative to *InfoLinks*, but with less functionality. On the other hand, from every *InfoRecord* you can have many embedded links, and they are the only way for internal linking to other *InfoRecords*.   There are a few examples of embedded links in this *InfoBase*.

In the following and in the rest of the documentation, when we speak simply of 'links' we always mean *InfoLinks*.

Unfortunately, since we don't know your computer, we cannot prepare an *InfoBase* with only healthy links to objects on your computer. We are guessing for certain paths to be valid and try some possible alternatives. So some of the links may be valid and others may be "broken", you recognize the latter immediately by their **red** icons with the white crosses.

If the links to the other sample *InfoBases* are broken, this means that those are not in the supposed default folder 'C:\Program Files\mdeSoft'. To "repair" these links activate the record and use command **Link File** in menu **Info**.

To "open" a linked object click (once) with the left mouse button on the icon. There are several alternatives to this and if you do not like the behavior with the 'once-click' you can change it to the conventional 'double-click' in the **Extra/Options** dialog. **Remember:** if you don't want to open the linked object but only want to activate and see the *Info* do not click on the icon, but on the *InfoTitle* at the right of the icon.

A click on a program icon launches the program, **on a folder** icon opens the folder, **on a document** icon opens the document with the attached application, **on an Internet**

link loads the Internet page, and **on an e-mail link** starts the mailer to make and send the e-mail.

The *InfoTime* in this *InfoBase* is set to be the time when the linked object was opened last time (you set this option at the **File/Properties** dialog).

Use this sample *InfoBase* to practise **linking some *Info* with objects on your computer**. Select some files or folders anywhere on the *Windows Explorer* or elsewhere and drag them with your mouse (keep the left button pressed) onto the *InfoList* (top-right corner of this window) and drop it there (releasing the button). You'll get   new *InfoRecords* with *InfoLinks* to the selected objects. As another trial drag & drop a single object onto the *InfoLink* **field** (you'll see this just above this *InfoText Area*) of an active *InfoRecord*, this will set/change the *InfoLink* of this *Info*.

A more advanced trial would be to **create a new document together with linking *Info*** out from this *InfoBase*. To do this select **New Document** from menu **InfoBase** (or type **Shift+F2**). In the Dialog **New Document** choose a type of document. You may choose 'mde infobase' to make a new *InfoBase*, but you can also choose any other type of document that is registered on your computer for creation from the *Shell*. You must also enter a name and folder for the new document and may optionally select some *Categories* and a template. Then click **OK**. A new document and a new *InfoRecord* with a *link* to the document is then created and you can open the document by clicking on its icon.

Other features you might want to try with this *InfoBase* are
•   **Moving Files.** To do this select one or more records with *InfoLinks* to files in the *InfoList* and then select **Move** in menu **InfoList/Linked Documents** or in the context menu of the *InfoList*.
•   **Renaming a linked File.** To do this *activate* a record with a *link* to a file and then select **Document Rename** in menu **Info/Linked Object** or in the context menu of the *InfoLink* field.
•   **Deleting a linked File**. Actually this means moving to the *Recycle Bin*. To do this *activate* a record with an *InfoLink* to a file and then select **Document Delete** in menu **Info/Linked Object** or in the context menu of the *InfoLink* field.
If you manage your documents w*ith infoHandler* you should always do these operations from within *infoHandler* to avoid broken links.

If by chance you happen to process your email with *Microsoft Outlook 97* or *Outlook Express* you finally might drag some messages from there onto the *InfoList*. See how an *InfoRecord* is created for each message and its *InfoText* is initialized from the message text including an embedded link with the email address of the sender. From *Outlook* drag some of your contacts to test further the interoperability with this program.