REGIS QuickReference
How to Access Linked Documents

This REGIS QuickReference Sheet presents a step-by-step process for accessing linked documents within the REGIS ArcGIS 9x3 applications. These instructions show you a step-by-step process of opening a linked document within the REGIS ArcGIS 9x3 application. *(Please note: Linked documents are not available in all areas of the REGIS system)*

Step-by-Step Process

Log into the REGIS ArcGIS 9x3 application of your choice (ArcView 9x3, ArcEditor 9x3, ArcInfo 9x3) as you normally would, either opening a saved map document (.mxd) file from a previous session or using a brand new map document adding the needed layers.

1. Use the REGIS custom toolbar to add the water main, sanitary main or storm sewer main layers. For this example the layer "Water Mains" will be used.
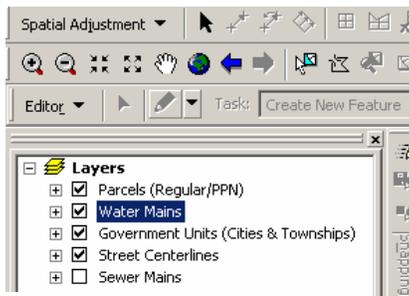

Figure 1

2. Next, highlight the "Water Mains" layers in the table of contents. (see figure 1)

3. Click on the Access Linked Documents tool on the REGIS GIS custom toolbar, and click and drag over the water main or area you would like to view a linked document of. (see figure 2)
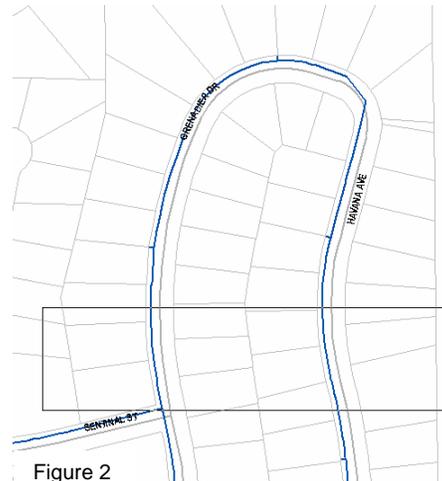
4. The "Documents to View" window will pop up giving you a list of linked pdf documents associated with the area you selected (see figure 3). There may be several pdf files or no linked documents at all and a message will pop up like the example shown in figure 4.
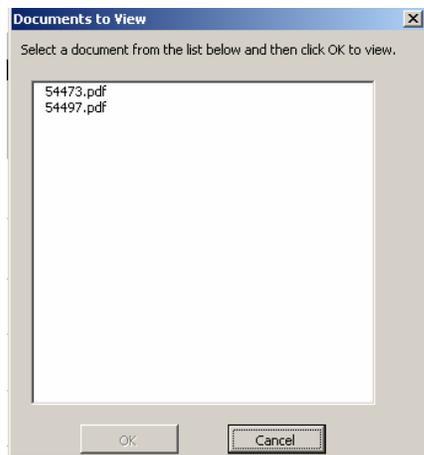

Figure 2

Figure 3

Figure 4

5. To open the pdf file highlight the pdf file of choice and select ok. The Adobe Reader will pop up on your screen with the pdf file already open. If you want to view the next pdf file on this list simply close the Adobe Reader and repeat the steps above. (see figure 5)
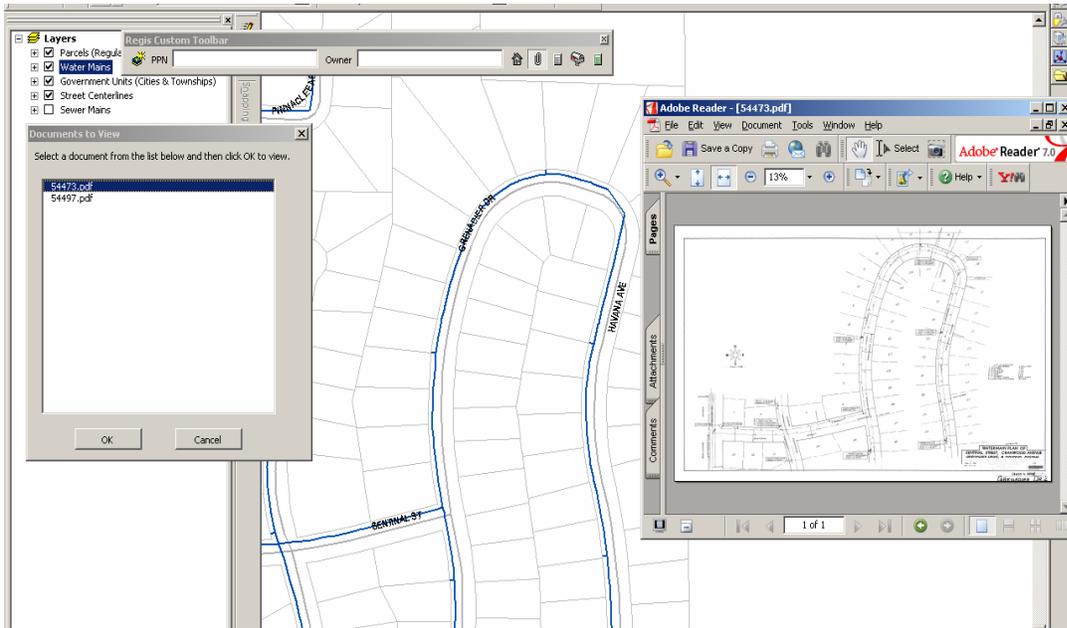

Figure 5

Additional Information

For assistance or additional information, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to *regis@gvmc.org*, or consult the REGIS Support Center at *http://www.gvmc-regis.org/regis_users.html*. For information on GIS training offered at REGIS contact Michele Wittkowski at (616) 776-7751 or visit the REGIS training website at http://www.gvmc-regis.org/training.html