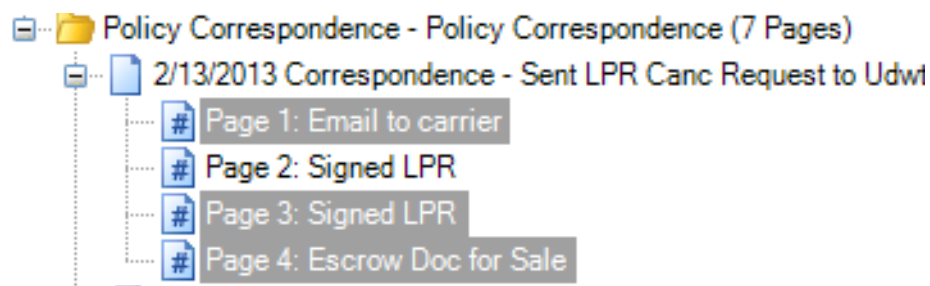
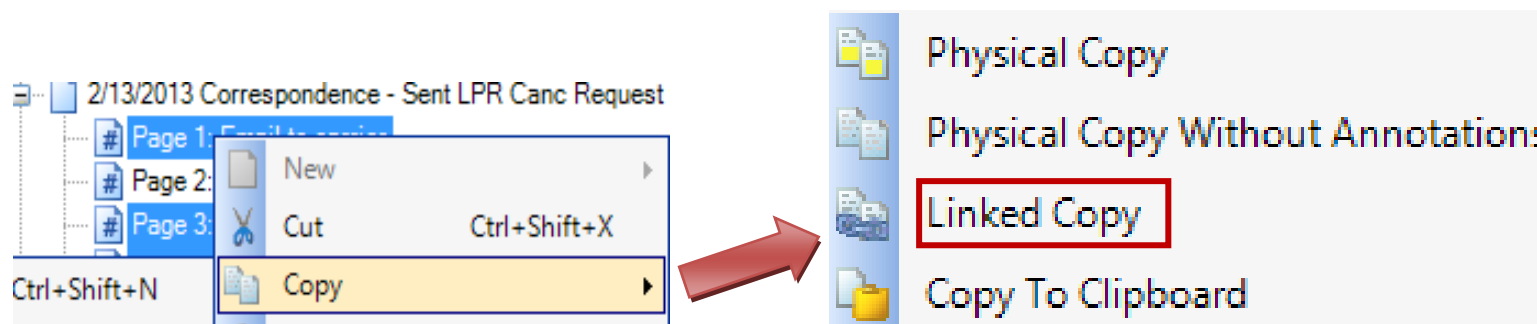


**Purpose:** Create Copy Link File when the documents need to reside in multiple folders. Linked Copy creates only a pointer to the copied item. The original remains in its location. When you paste the item in ImageRight, there is only one image. Any changes made to the original or the copy are reflected on all folders. This eliminates extra steps to annotate each document separately.

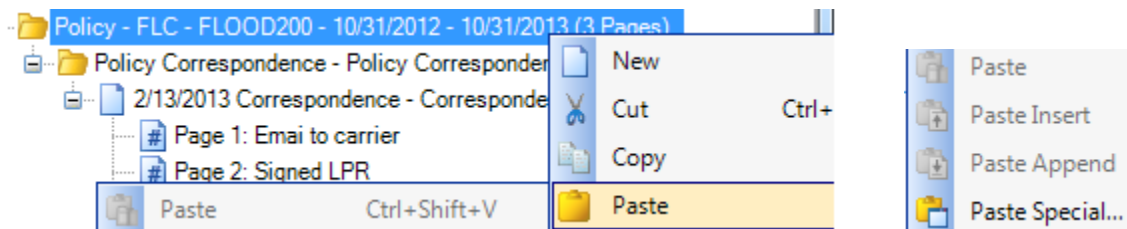
***I. Select page(s) you wish to create a copy link.***



***II. Right click on the selected page(s) and choose COPY Option; then from the right arrow menu, select LINKED Copy option; or on Edit menu | Linked Copy***



### III. Select the folder you wish to paste to; right click & select Paste / Paste Special.



### IV. Click Paste; A virtual copy is now created in another folder. Updating one copy will update all linked copies.

