

# ***LinkFixerPlus for Microsoft® Access QuickStart Guide***

***LinkFixerPlus***<sup>™</sup>

*Automatically fix links when you move or rename files!*

Version 1.4

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# Chapter 1 — Installing *LinkFixerPlus*

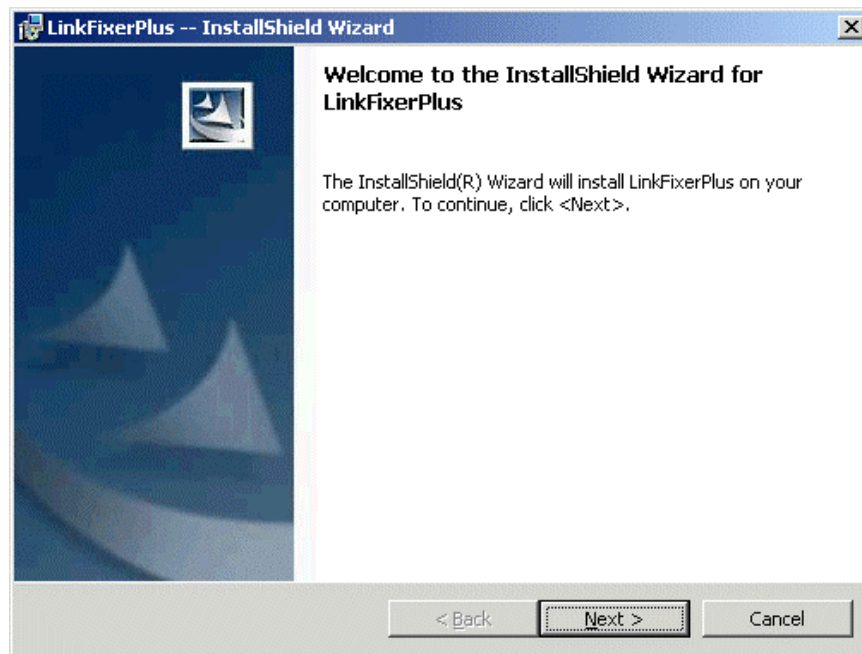
To install *LinkFixerPlus* onto your computer, simply insert the *LinkFixerPlus* CD into your computer's CD-ROM drive. The installation wizard will automatically load and begin running.

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**Note:** Be sure to uninstall any previous version of *LinkFixerPlus* prior to installing a new version of the program.

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If the installation wizard does not automatically start up, or if you downloaded *LinkFixerPlus* from the Internet, then simply navigate using Windows Explorer to the Setup.exe file and double-click on it. You should then see the following screen:

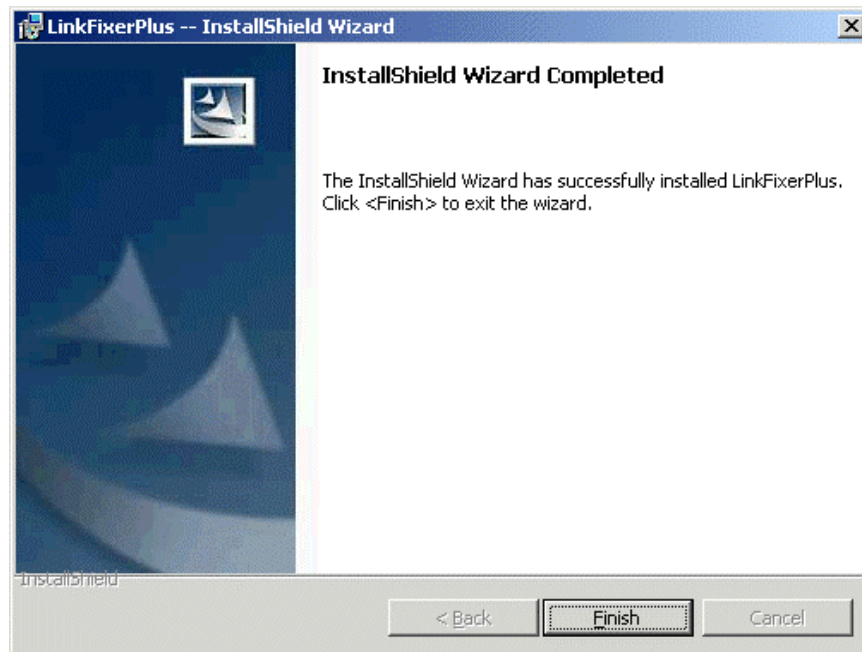


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**Note:** The default installation drive and folder for *LinkFixerPlus* is “C:\Program Files\LinkTek\LinkFixerPlus\”. If you install *LinkFixerPlus* to a different drive or to a different folder, note down the drive and folder where you installed *LinkFixerPlus*. You may need this information to refresh the sample files, as described in the next chapter.

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Follow the instructions given on the installation wizard screens. When the installation is complete, you will be presented with the following screen:



Click the <Finish> button to complete the installation and exit InstallShield.

## Chapter 2 — Setup Sample Files

### Location of sample files

The QuickStart lessons that are contained in this document are meant to quickly show you how to effectively use each of the main features in *LinkFixerPlus*. Sample files have been included for you to use with these lessons.

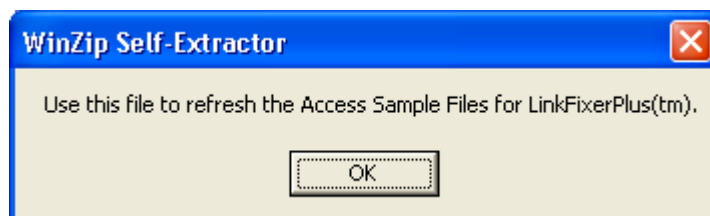
By default, *LinkFixerPlus* is installed to the “C:\Program Files\LinkTek\LinkFixerPlus” folder. The sample files are stored in the “Access Sample Files” subfolder under the main *LinkFixerPlus* installation folder.

### Refreshing sample files

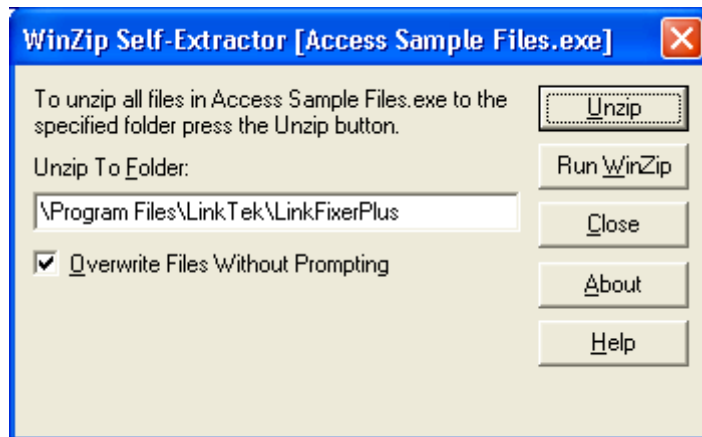
If you have previously gone through one or more of the QuickStart lessons, you may wish to refresh the sample files before going through the lessons another time. Refreshing the sample files will ensure they are properly setup for use with the QuickStart lessons.

To do this, use Windows Explorer to navigate to your *LinkFixerPlus* installation folder and locate the “Access Sample Files” subfolder. (By default, *LinkFixerPlus* is installed to the “C:\Program Files\LinkTek\LinkFixerPlus\” folder.) Select the “Access Sample Files” folder and press the <Delete> key. This will remove the folder and any existing modified copies of the sample files.

Next, locate the self-extracting zip file “Access Sample Files.exe” within your *LinkFixerPlus* installation folder. This zip file contains the original sample files used in the QuickStart lessons. Double-click on this “Access Sample Files.exe” file. The following screen will display:

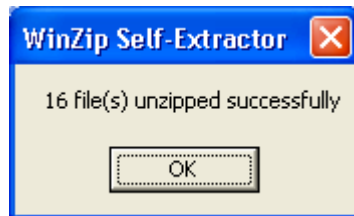


Click <OK> and you will see the main screen of the self-extractor:



Click the <Unzip> button. The self-extractor program will create a new “Access Sample Files” folder under the default *LinkFixerPlus* installation folder and will create new copies of the Access sample files in that location.

After the sample files have been refreshed (unzipped), you will see a dialog box indicating that the sample files have been unzipped successfully:



Click the <OK> button. This will take you back to the main “WinZip Self Extractor” dialog box. Finally, click the <Close> button and go to the next chapter of this QuickStart Guide.

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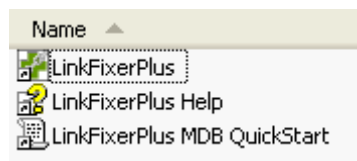
**Note:** The sample files consist of separate folders of Access 97, 2000, XP and 2003 files. Use the folder of sample files that contains the same version of Access files as the version of Microsoft Access that you have installed on your computer with *LinkFixerPlus*.

---

## Chapter 3 — Starting *LinkFixerPlus*

During the installation of *LinkFixerPlus*, a folder was created on your desktop called “LinkFixerPlus”. Open it and you will find a number of shortcuts icons. Some of these icons are shortcuts for the “QuickStart Guides” for the different file types *LinkFixerPlus* can process. (The shortcuts shown may vary depending on which file types your copy of *LinkFixerPlus* is licensed to process.) Another icon is a shortcut for the *LinkFixerPlus* help file and finally, the last icon is a shortcut for *LinkFixerPlus* itself.

To start *LinkFixerPlus*, double-click on the *LinkFixerPlus* shortcut icon, as shown in the following screen shot:

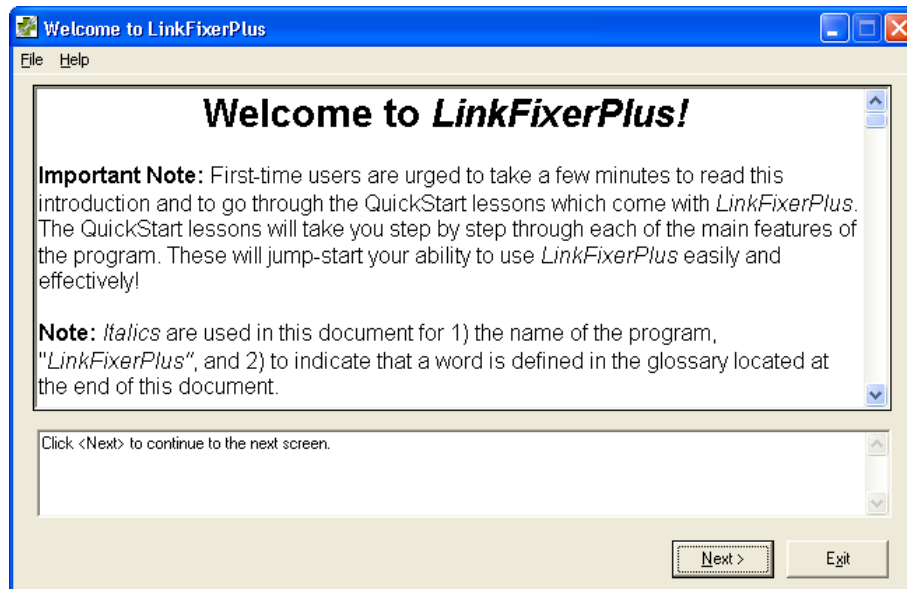


When you first load *LinkFixerPlus*, you will see an introductory wizard screen which contains a brief overview describing *LinkFixerPlus*, including definitions of some of the terminology used within the program and the documentation. Be sure to take a few minutes and read through this introduction to acquaint yourself with the program.

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**Tip:** You can direct *LinkFixerPlus* to bypass this welcome screen by selecting the “File | Options...” menu option and checking the “Show ‘Expert Mode’ Options” checkbox. This will turn off the display of this welcome screen, as it is a “Beginner Mode” feature.

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When you finish reading the welcome screen, click the <Next> button.

# Chapter 4 — Using *LinkFixerPlus*

## Lesson #1 — Create a report



In this first of four lessons, you are going to create a report of the links contained in the Access sample files. This report will provide a detailed description of the parent files and the references contained within them.

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### **Trialware Limitations:**

If you are using the Trialware version of *LinkFixerPlus*, please note the following limitations while going through the QuickStart lessons:

Reporting — Fully functional, no limitations.

Inoculate/Cure — Processes only up to 50% of the selected links.

Rename/Move — Allows a preview of the rename results only.

Link Limitation — Only a maximum of 1,000 links will be processed.

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1. To start, select the “Produce a report of parent files, links and child files.” option.



Produce a report of parent files, links and child files.

2. Click <Next> and select the first option “Regular Report showing parent files and their links pointing to child files.” for this lesson.

### Reports



Regular Report showing parent files and their links pointing to child files.

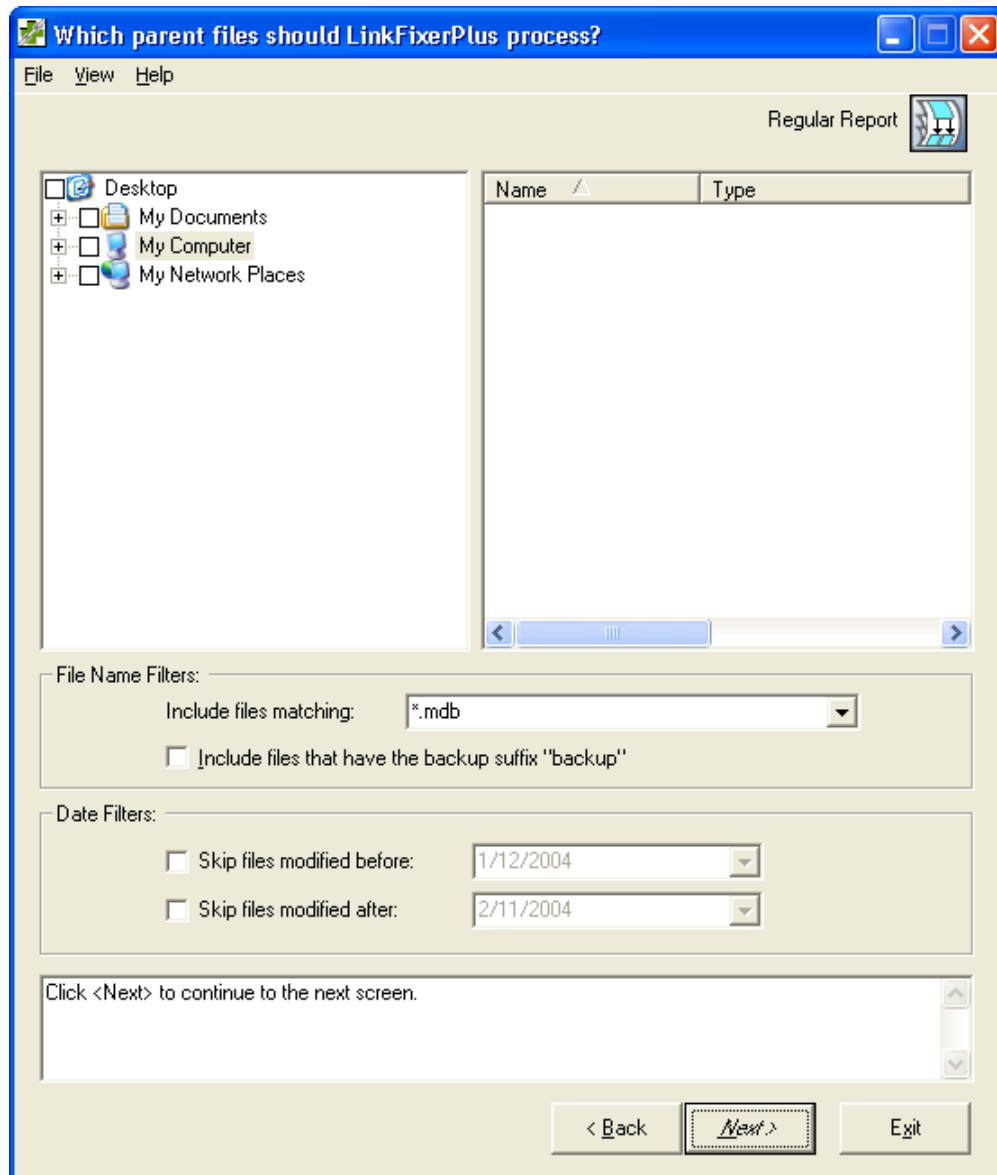


Cross-Reference Report showing child files and the parent files that point to them.

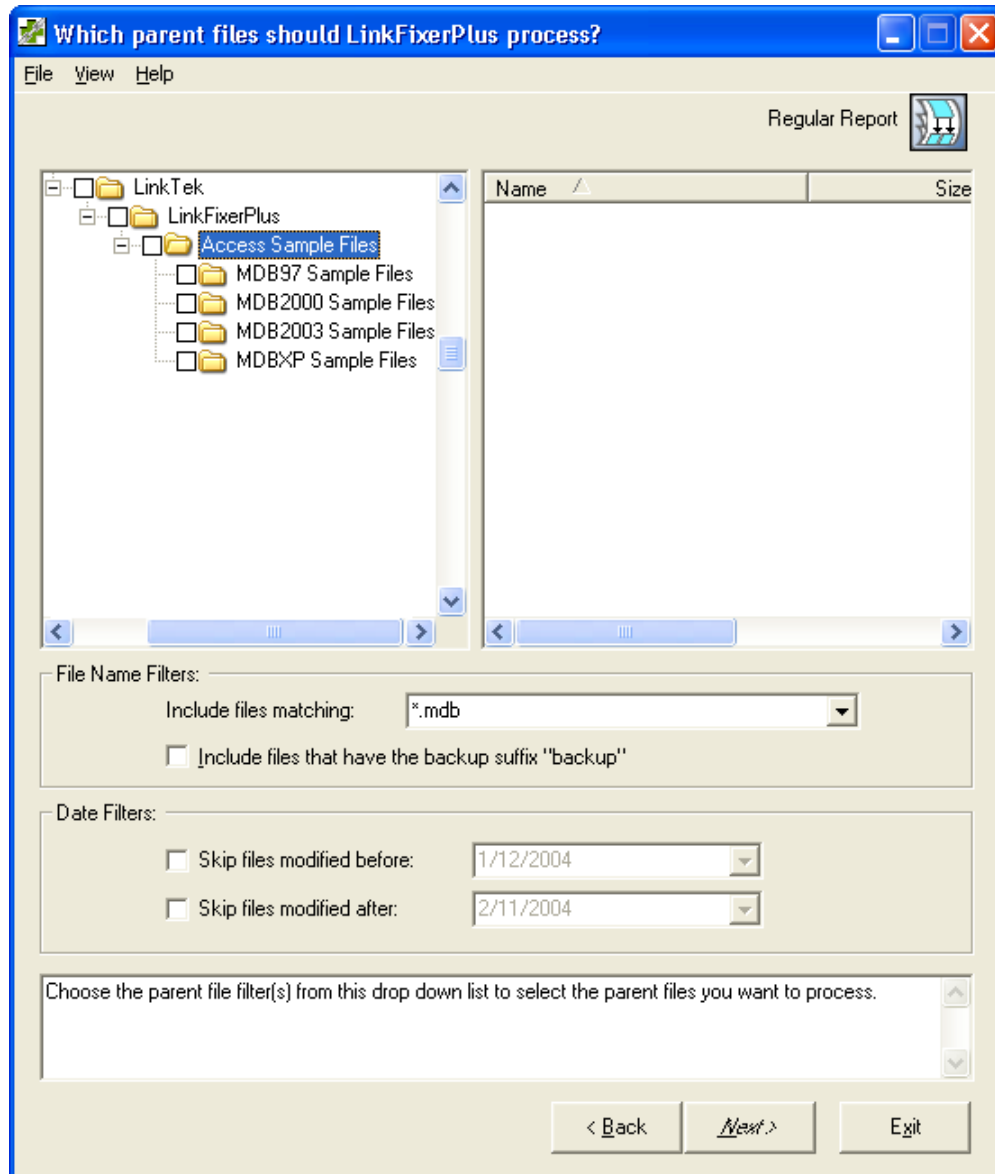


Broken Links Report showing links broken between parent files and child files.

3. Then click the <Next> button. The “Which parent files should LinkFixerPlus process?” wizard screen will display (shown below).



4. You will be working with the files contained in the “Access Sample Files” folder. This subfolder is located under your *LinkFixerPlus* installation folder, which, by default, is “C:\Program Files\LinkTek\LinkFixerPlus”.
5. Navigate to the *LinkFixerPlus* installation folder where you installed *LinkFixerPlus*, locate the “Access Sample Files” subfolder, and expand the folder by clicking on the “+” next to the folder. (See the following screen shot.)



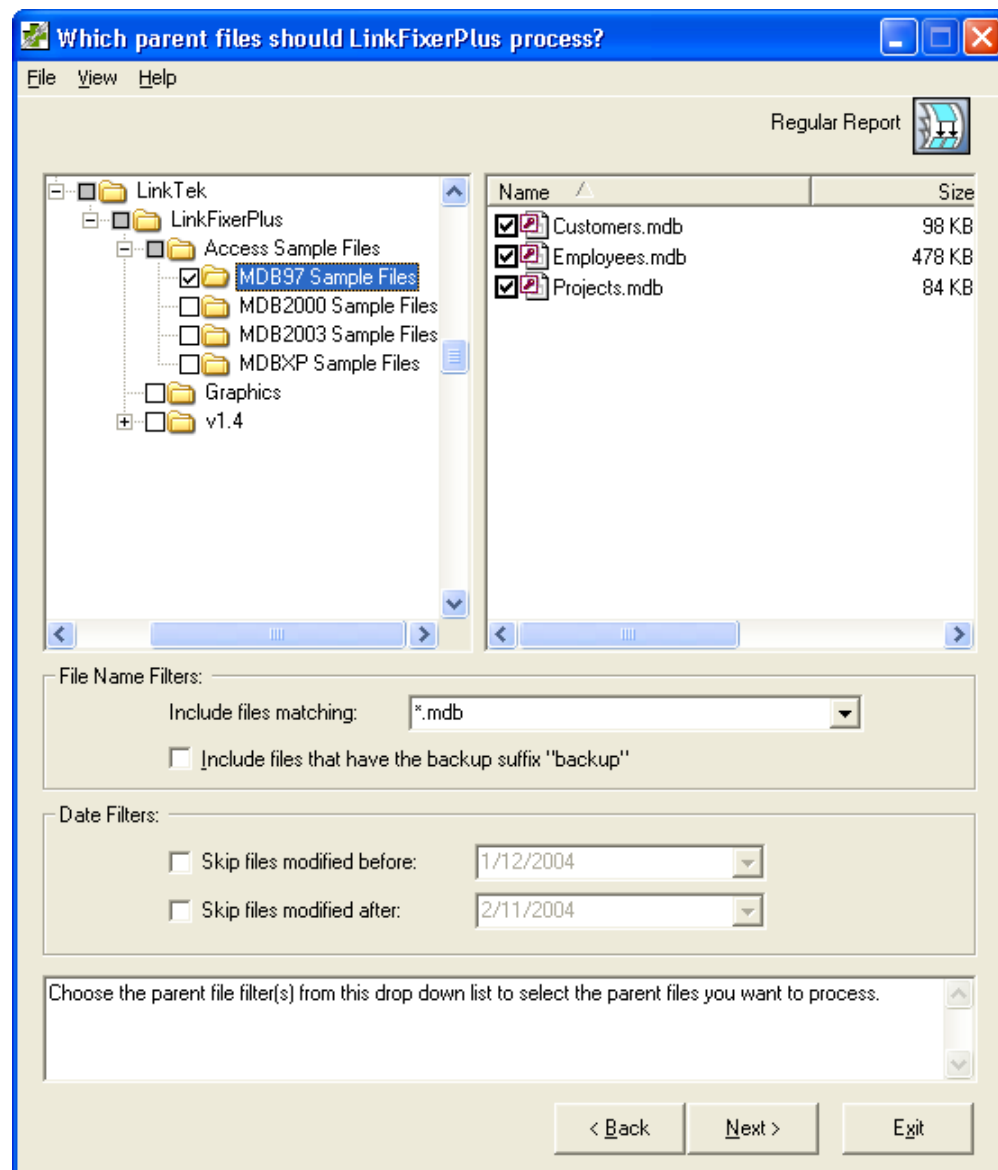
- Now, for this lesson, you are going to select the one version of the Access sample files that is the same as the version of the Access application that you have installed on your computer. For instance, if you have Access 97 installed on your computer, then you would select the “MDB97 Sample Files”. Or, if you have Access XP installed, then you would select the “MDBXP Sample Files”.

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**Note:** *LinkFixerPlus* uses the Microsoft Access program to help with the processing of links contained within Access files. This ensures that the integrity of the files is maintained. But, because the Access file formats are different for each version of Access, and they are not fully backwards compatible, it is necessary that the same version of the Access program be installed as the version of the Access files that are to be processed.

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- So, based upon the version of the Access application that you have installed on your computer, select the corresponding version of the Access sample files, by checking the checkbox next to the desired sample files subfolder. This will select all of the files in the subfolder to be processed as parent files.



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**Note:** For the lessons in this QuickStart Guide, the screen shots will show the “MDB97 Sample Files” being processed. But be sure to select the version of Access sample files that is the same as the version of Access that you have installed on your computer.

---

8. In the “File Name Filters:” area of this screen, you will see the “Include files matching:” drop-down menu. The default “File Name Filters:” for handling Access files is “\*.mdb”. We will be using this default filter throughout the QuickStart lessons. If the filter “\*.mdb” is not displayed in this field, you may manually edit this filter as needed.

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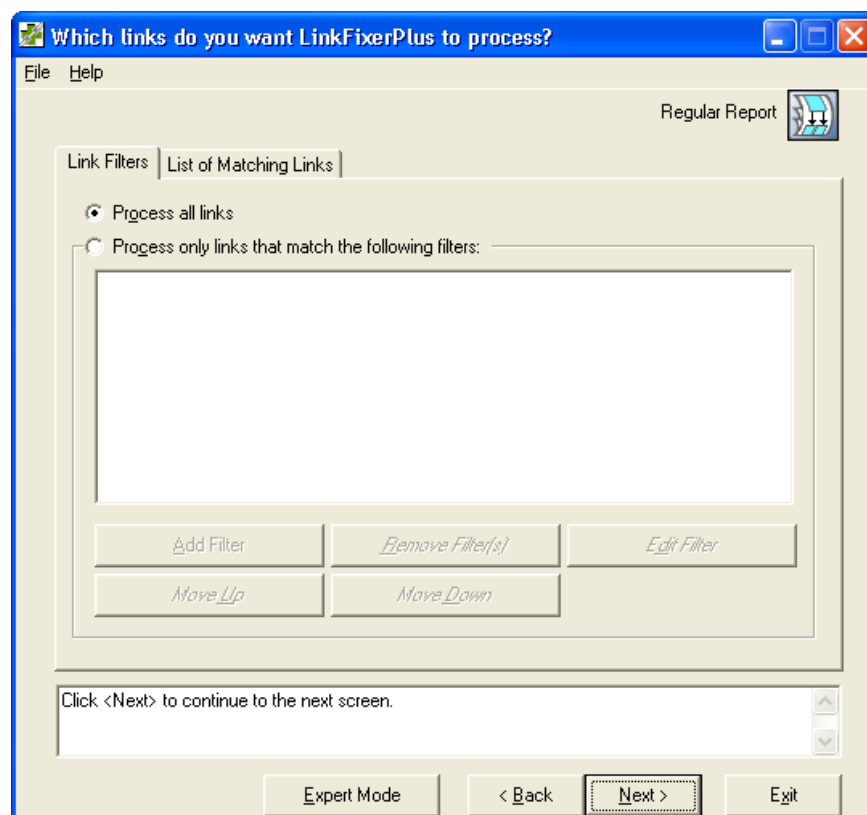
**Note:** The default File Name Filter is initially determined by *LinkFixerPlus* depending on which types of files *LinkFixerPlus* has been licensed to process.

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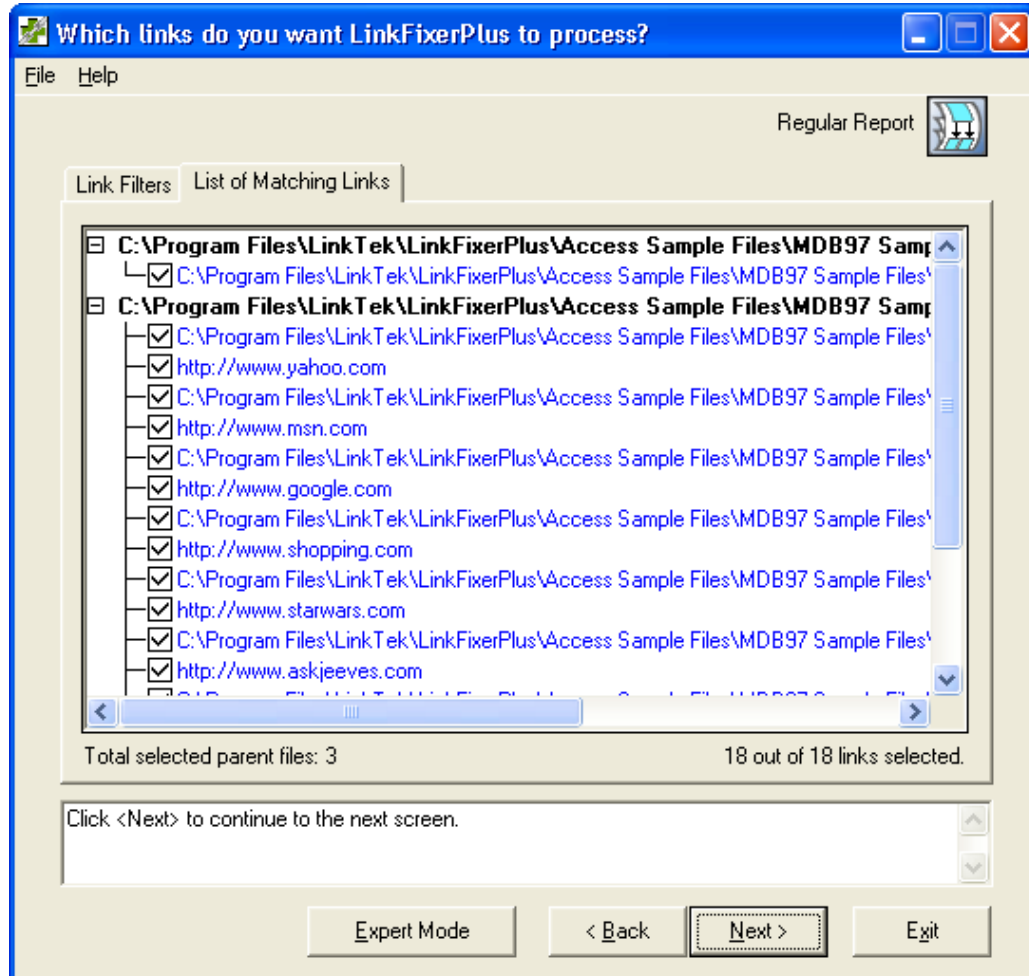
**Note:** *LinkFixerPlus* processes licensed files based upon their actual file type and not based upon the extension of their filenames. So, if the extension of an Access file, “.mdb” for instance, was changed, you could still process the file. You could select the wildcard filename filter “\*.\*” from the drop-down menu, or type it into the “Include files matching:” field. This would ensure that all Access files, in the folders you had selected, are processed regardless of their actual filename extensions.

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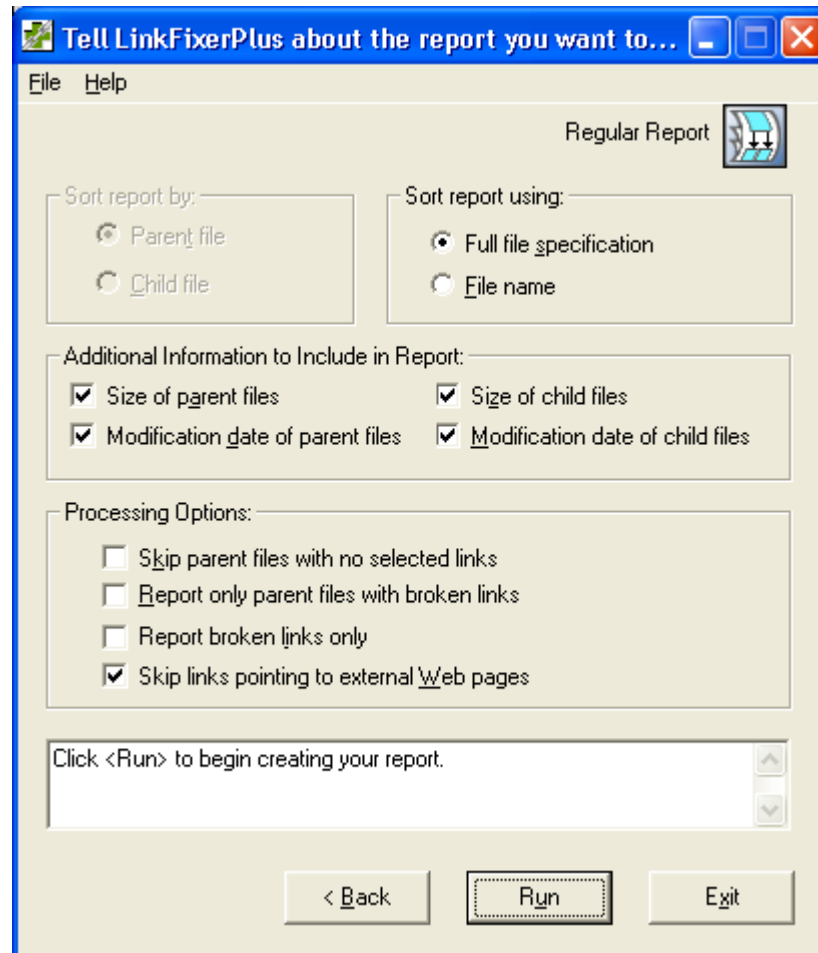
9. At this point, we have finished selecting the parent files we want to work with. Click the <Next> button to move to the next screen. After some processing, the “Which links do you want LinkFixerPlus to process?” screen will display. On that screen, make sure that the “Process all links” option is selected for this lesson.



- Click <Next> to move to the “List of Matching Links” tab. After some processing, this screen lists each selected parent file, along with the links contained within each file, shown in a tree structure. Notice the checkboxes next to each link are checked and the links are also highlighted in blue. This indicates that all these links have been selected for processing based upon the previous Link Filter screen selection.



11. Click <Next> and, after some processing, the “Tell LinkFixerPlus about the report you want to create” screen will display.



12. Now, find the “Skip links pointing to external Web pages” checkbox in the “Processing Options” and make sure the checkbox next to this option is checked. In this lesson, we will not be reporting on the status of any external links. This option tells *LinkFixerPlus* to skip such links if they are encountered.
13. To begin generating the report, click the <Run> button.

14. Once processing is complete, the “*LinkFixerPlus* Process Summary” dialog box will display. Click on the <View Report...> button. This will startup your default Web browser and display a detailed report showing the selected parent files and all of the links contained within them. The following is a partial screen shot of this report:

### Regular Report

<b>Parent file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Customers.mdb</a> -- <b>102,400 bytes -- Saturday, 7 January 2006, 12:55 pm</b>
<b>Link:</b> "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb" ===> <b>Child file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb</a> (1 link) -- 489,472 bytes -- Saturday, 7 January 2006, 12:55 pm
<b>Parent file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb</a> -- <b>489,472 bytes -- Saturday, 7 January 2006, 12:55 pm</b>
<b>Link:</b> "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls! Sheet1!(Employee Gross.xls)Sheet1 Chart 1" ===> <b>Child file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls</a> (8 links) -- 18,432 bytes -- Wednesday, 21 December 2005, 5:49 pm
<b>Link:</b> "http://www.amazon.com" ===> <b>Skipped</b> (1 link)
<b>Link:</b> "http://www.aol.com" ===> <b>Skipped</b> (1 link)
<b>Link:</b> "http://www.askjeeves.com" ===> <b>Skipped</b> (1 link)
<b>Link:</b> "http://www.google.com" ===> <b>Skipped</b> (1 link)
<b>Link:</b> "http://www.msn.com" ===> <b>Skipped</b> (1 link)
<b>Link:</b> "http://www.shopping.com" ===> <b>Skipped</b> (1 link)
<b>Link:</b> "http://www.starwars.com" ===> <b>Skipped</b> (1 link)
<b>Link:</b> "http://www.yahoo.com" ===> <b>Skipped</b> (1 link)
<b>Parent file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Projects.mdb</a> -- <b>100,352 bytes -- Saturday, 7 January 2006, 12:55 pm</b>
<b>Link:</b> "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb" ===> <b>Child file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb</a> (1 link) -- 489,472 bytes -- Saturday, 7 January 2006, 12:55 pm

15. Scroll through the report noting how each parent file is displayed followed by a detailed list of the links contained within each of the files. Additionally, you will see how *LinkFixerPlus* also shows each child file pointed to by each link, along with details concerning the child files themselves.
16. After reviewing this report, close the Web browser and click on the <Run another *LinkFixerPlus* process> button on the summary screen to return to the “What do you want *LinkFixerPlus* to do?” main menu.
17. Congratulations, you have completed the first QuickStart lesson! Now, go to “Lesson #2 — Inoculate files”.

## Lesson #2 — Inoculate files



In this lesson, we will safeguard the links in the sample files, using the “Inoculate” process, so that broken links caused by manually renaming and moving the sample files, can be fixed automatically using the complimentary *LinkFixerPlus* “Cure” process!

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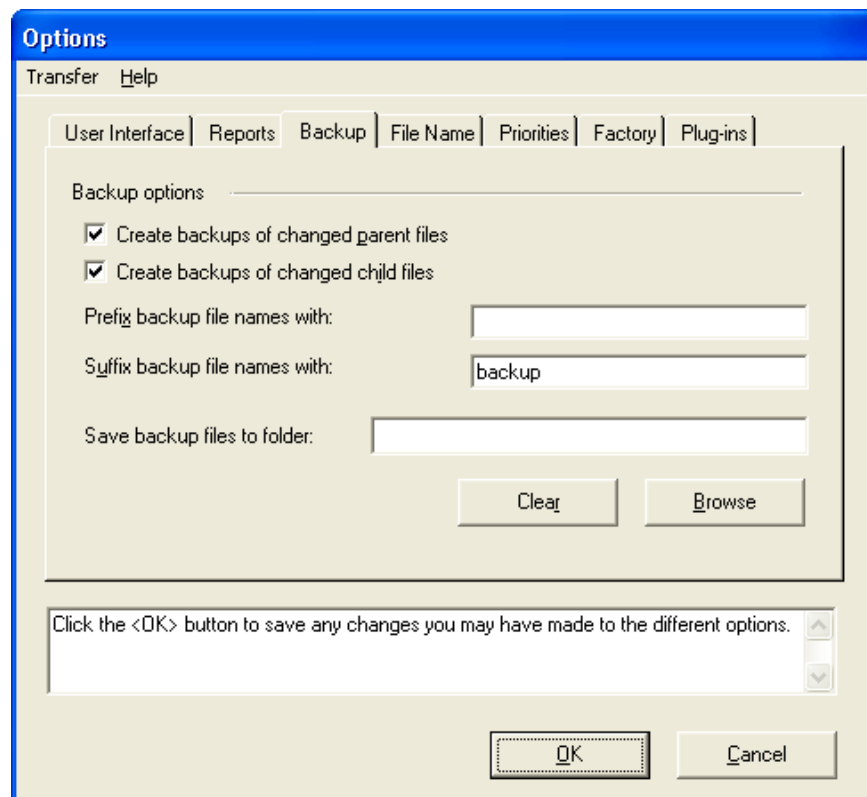
**Trialware Note:** The “Inoculate” command only processes up to 50% of selected links.

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**Important Note:** The Access sample files contain links that point to a Microsoft Excel Chart in a separate Excel file. In order to correctly process these links, it is necessary that the Microsoft Excel application be installed on the same computer as *LinkFixerPlus*.

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1. On the *LinkFixerPlus* menu bar, select “File” and then click “Options...” on the drop-down menu. This will cause the “Options” screen to display.
2. Click on the “Backup” tab. Then make sure that the two checkboxes for creating backups are turned on (checked). This ensures that backup copies of parent files and child files are created before they are modified during processing by *LinkFixerPlus*.

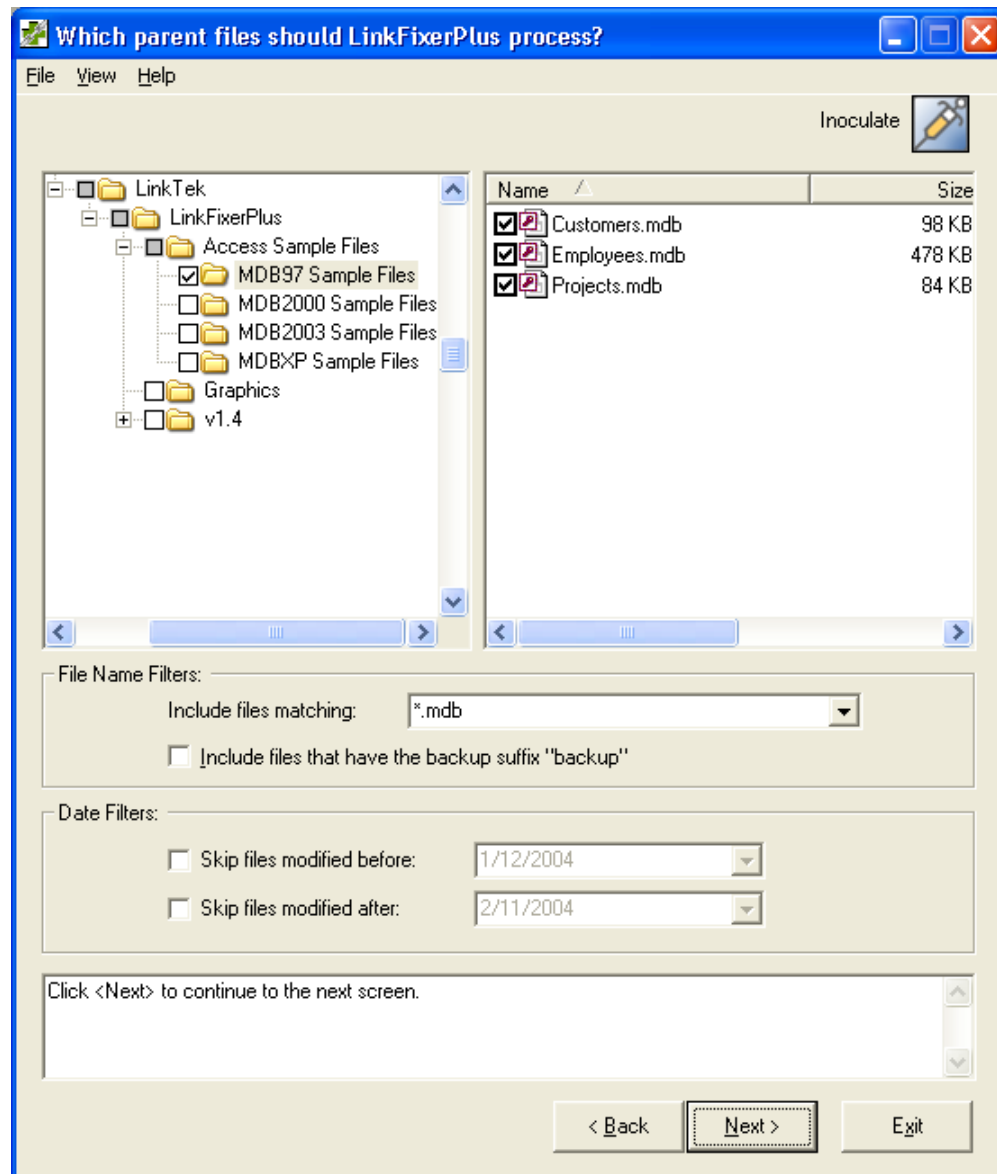


3. Click the <OK> button to close this screen.

- On the *LinkFixerPlus* main menu, select the “Inoculate files so links can be automatically cured.” option and then click the <Next> button.



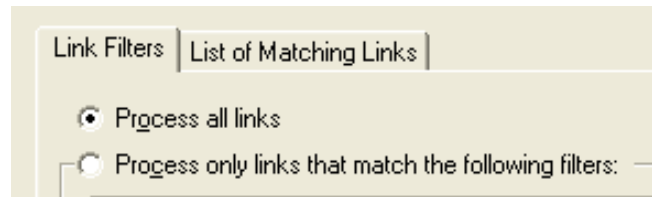
- Ensure that the appropriate Access sample files subfolder is still selected from the previous lesson, as shown in the following screen shot:



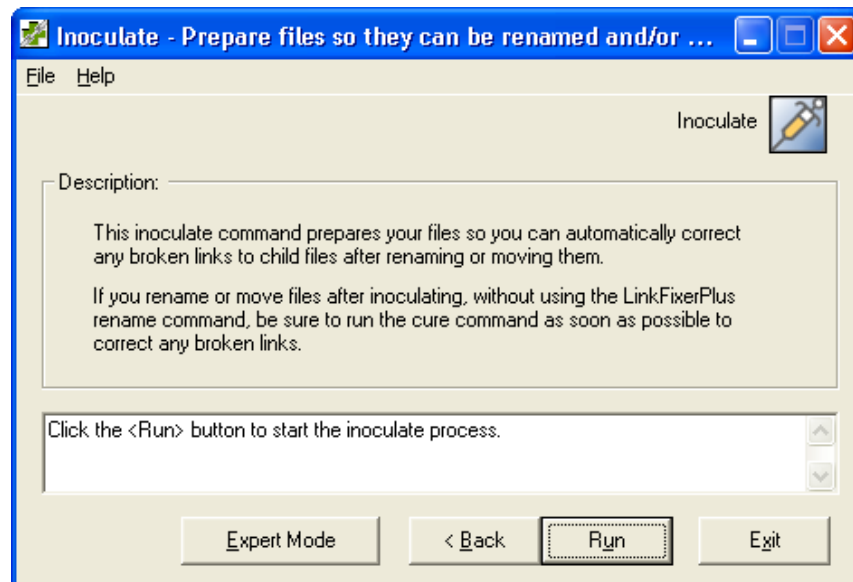
**Note:** For the lessons in this QuickStart Guide, the screen shots will show the “MDB97 Sample Files” being processed. But be sure to select the version of Access sample files that is the same as the version of Access that you have installed on your computer.

- Click the <Next> button and after some processing, the “Which links do you want LinkFixerPlus to process?” screen displays. For this lesson, we want to process all of

the links, so verify that the “Process all links” option is selected on the “Link Filters” tab.

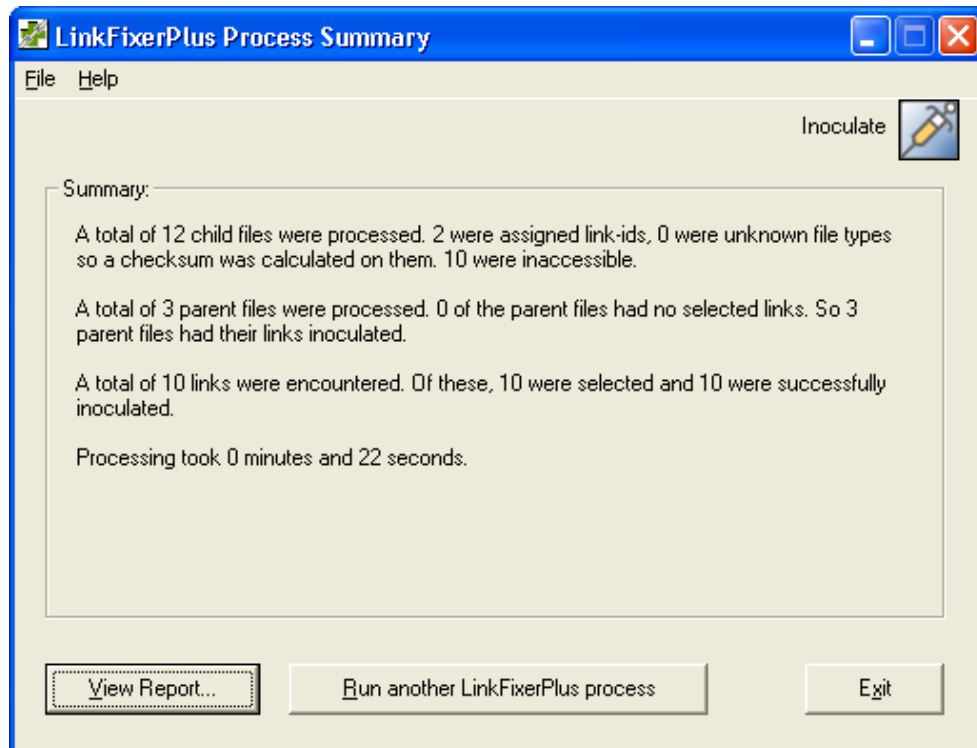


7. Click the <Next> button. After a bit of processing, the “List of Matching Links” screen will display. Click the <Next> button again. This will then take you to the “Inoculate – Prepare files so they can be renamed and/or moved” screen.



8. To begin the inoculation process, click the <Run> button.

- When the inoculate process is complete, the “LinkFixerPlus Process Summary” screen will display:



**Trialware Note:** Your results may vary from what you see on this screen, due to the fact that the trial version only processes up to 50% of the links that were selected.

10. Click on the <View Report...> button to see the “Inoculate Process Report”. A portion of this report is shown as follows:

**Inoculated child files pointed to by links in parent files:**

<b>Parent file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Customers.mdb</a>
<b>Child file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb</a> It is a licensed filetype and was assigned the link-id of 69E7-EE82-3E4E-4131.
<b>Parent file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb</a>
<b>Child file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls</a> It is a licensed filetype and was assigned the link-id of 780F-F766-1AAB-DDC5.
<b>Parent file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Projects.mdb</a>
All the child files pointed to by links in this file have already been inoculated.

**Inoculated links in parent files:**

<b>Parent file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Customers.mdb</a> Contains the link "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb" It is a licensed filetype and was assigned the link-id of 69E7-EE82-3E4E-4131.
<b>Parent file:</b> <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb</a> Contains the link "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls!Sheet1!Employee Gross.xls!Sheet1 Chart 1" It is a licensed filetype and was assigned the link-id of 780F-F766-1AAB-DDC5. Contains the link "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls!Sheet1!Employee Gross.xls!Sheet1 Chart 1" It is a licensed filetype and was assigned the link-id of 780F-F766-1AAB-DDC5. Contains the link "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls!Sheet1!Employee Gross.xls!Sheet1 Chart 1" It is a licensed filetype and was assigned the link-id of 780F-F766-1AAB-DDC5.

11. Notice how each parent file is shown followed by a list of all of the child files that are pointed to by each reference in the parent file. Additionally, note how *LinkFixerPlus* has automatically assigned either a unique link-id to each child file. These id's will be used in a later lesson where broken links within these parent files are automatically fixed using the *LinkFixerPlus* “Cure” process.

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**Note:** The phrase “licensed filetype” shown in the above report means that the associated file is a type of file that *LinkFixerPlus* is licensed to process as a “parent file”. But, *LinkFixerPlus* can work with “licensed” or “unlicensed” child files by calculating a unique *checksum-id* based upon the contents of the child file. This methodology allows the Inoculate process to be used to safeguard all of the links in licensed parent files regardless of the types of child files the links point to!

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12. After reviewing the report, close the browser and click on the <Run another *LinkFixerPlus* process> button to return to the “What do you want LinkFixerPlus to do?” screen.
13. Well done! You have now completed the second QuickStart lesson. Please go to “Lesson #3 — Rename files”.

## Lesson #3 — Rename files



1. In this lesson, you will use *LinkFixerPlus* to move and rename some child files to a different folder *without* breaking any of the links that point to the files.

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**Trialware Note:** In the trial version of *LinkFixerPlus*, the rename <Run> button has been disabled. However, you may still go through each of the rename wizard screens, define custom rename rules and then preview the rename results on the “Rename Preview” tab.

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**Note:** It is *not* necessary to run the “Inoculate” process before using the “Rename” command. The rename command is a unique process used to move or rename parent or child files, and even to modify links in batches of files, whether or not they have been previously inoculated. You can use the rename command to move or rename files and healthy links will be maintained automatically! And if links are already broken, then the rename command can be used to modify (fix) links contained in batches of files.

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2. Let’s first take a quick look at a parent file that has some links to a few child files. Open Windows Explorer (or Windows NT Explorer).
3. Navigate to the “Access Sample Files” folder and click on the appropriate Access sample files subfolder, depending on the version of Access you are using. These folders are located in your *LinkFixerPlus* installation folder, which is normally “C:\Program Files\LinkTek\LinkFixerPlus”.

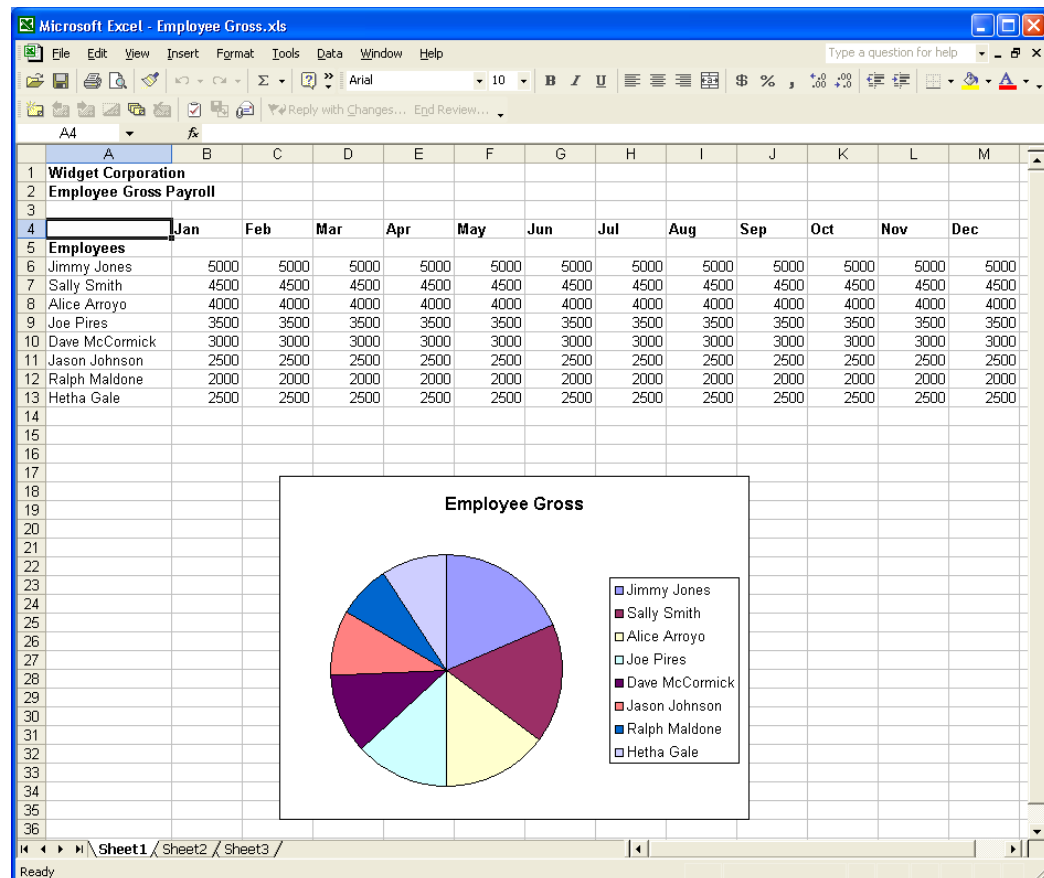
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**Important Note:** The Access sample files contain links that point to a Microsoft Excel Chart in a separate Excel file. In order to correctly process these links, it is necessary that the Microsoft Excel application be installed on the same computer as *LinkFixerPlus*.

---

4. Be sure to select the version of the Access sample files that is the same as the version of the Access application that you have installed on your computer. Such as “MDB97 Sample Files” if you are using Access 97, or “MDBXP Sample Files” if you are using Access XP.

- Open the “Employees.mdb” file in Access. Then scroll over to the “Gross Pay” field in the Employee table, and double-click in one of the fields. A linked Microsoft Excel spreadsheet will then appear.



**Note:** Using the *LinkFixerPlus* “Rename” command, you can rename or move parent files or child files, in batch, *without* breaking links! As compared to renaming or moving files using Windows Explorer or some other method which *can* cause broken links.

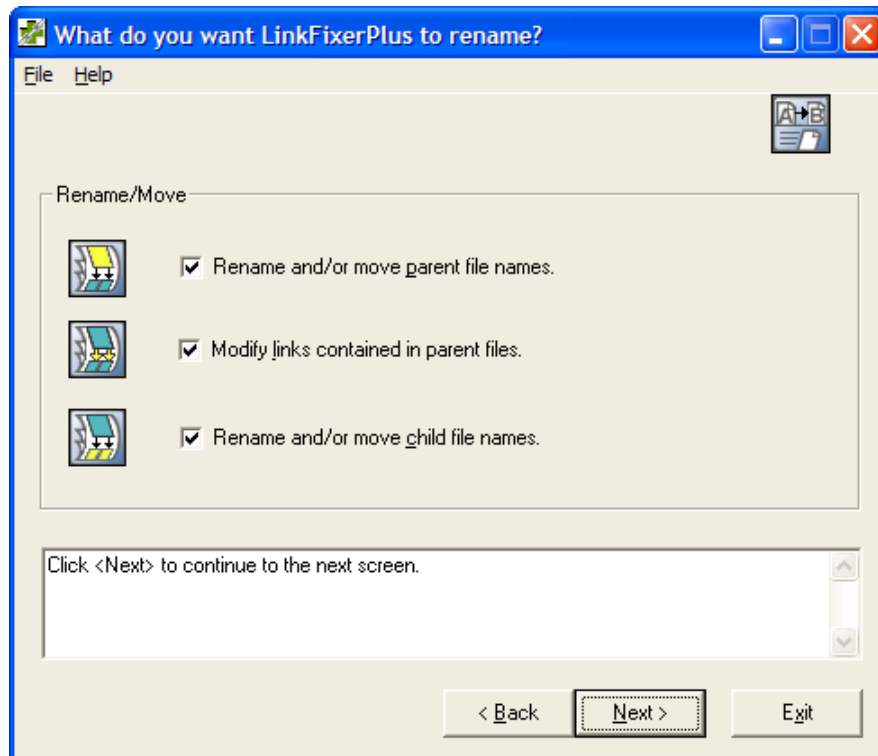
- Now, close the Excel and Access applications (without saving any changes) and minimize Windows Explorer.
- On the “What do you want LinkFixerPlus to do?” screen, select the “Rename and/or move parent files, links or child files” option.



Rename and/or move parent files, links or child files.

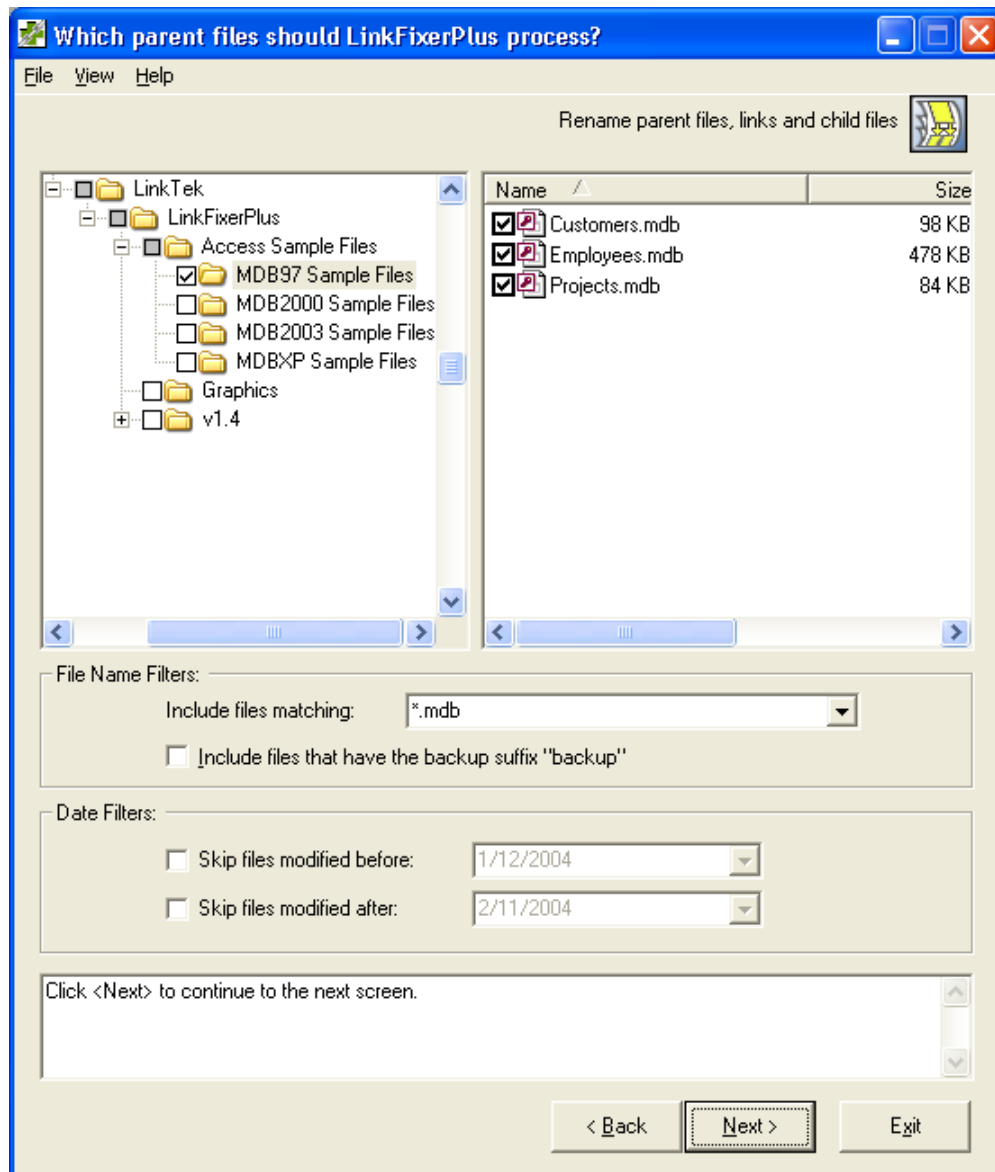
- Click <Next>.

9. On the following wizard screen, leave all three rename checkboxes turned on (“checked”) and click the <Next> button.



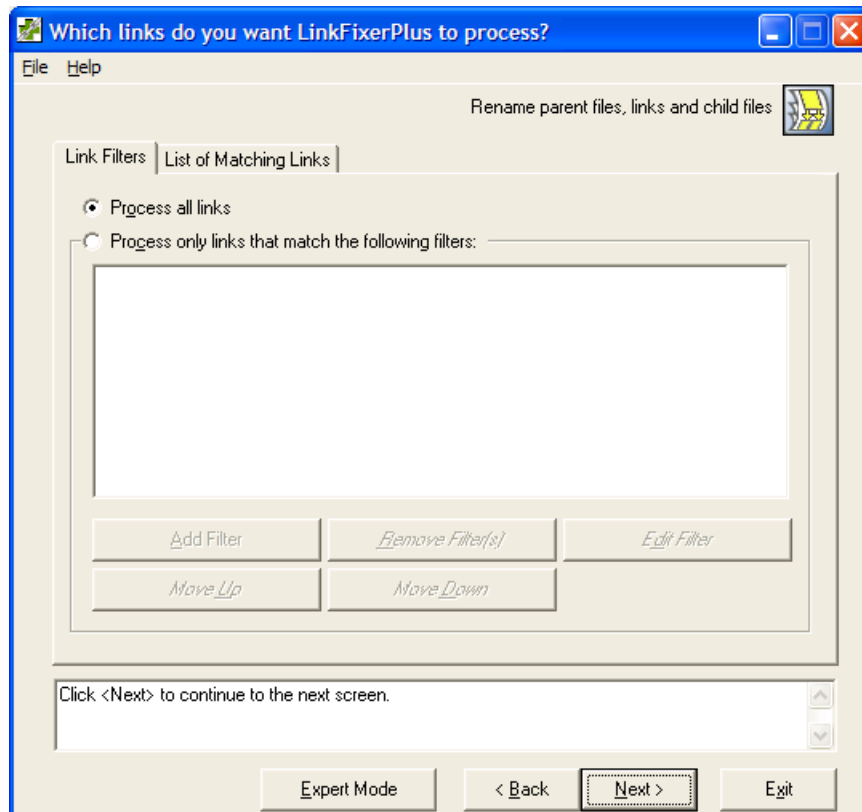
**Tip:** The rename process can be used to modify links *without* moving or renaming parent files or child files. This can be done by checking only the “Modify links contained in parent files” checkbox. Then, rename rules can be defined to simply change the contents of any portion of the links as needed. Such as changing a folder name from “\OldFolder” to “\NewFolder”, or even a drive specification from “C:” to “F:”. In this manner, it is possible to fix broken links in files that have *already* been moved!

- The “Which parent files should LinkFixerPlus process?” screen will now display. Ensure that the appropriate subfolder for the needed version of Access sample files is selected.

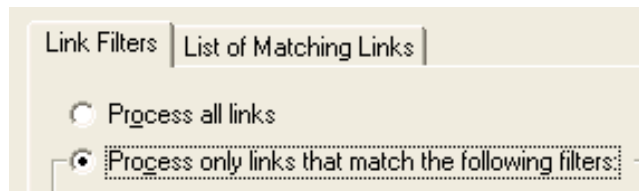


**Note:** For the lessons in this QuickStart Guide, the screen shots will show the “MDB97 Sample Files” being processed. But be sure to select the version of Access sample files that is the same as the version of Access that you have installed on your computer.

11. Click the <Next> button. After some processing, the “Which links do you want LinkFixerPlus to process?” screen will display.

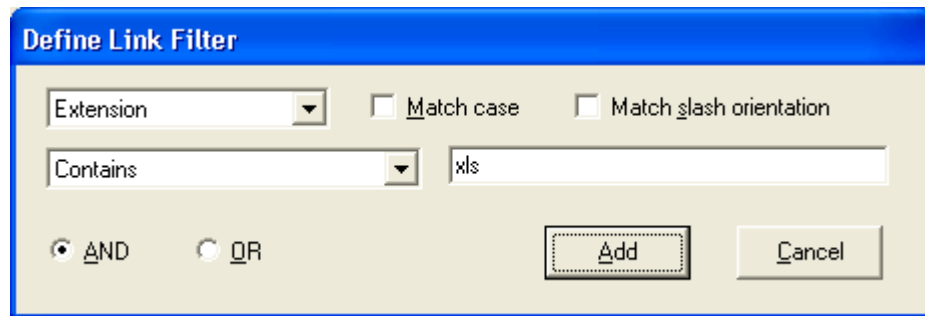


12. We will now build a link filter that tells *LinkFixerPlus* to process *only* links that point to child files with a “xls” file extension. To do this, select the “Process only links that match the following filters:” option.

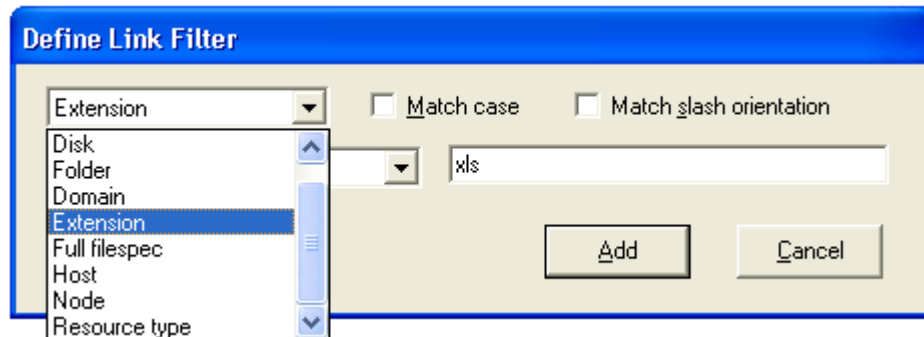


13. Click on the <Add Filter> button.

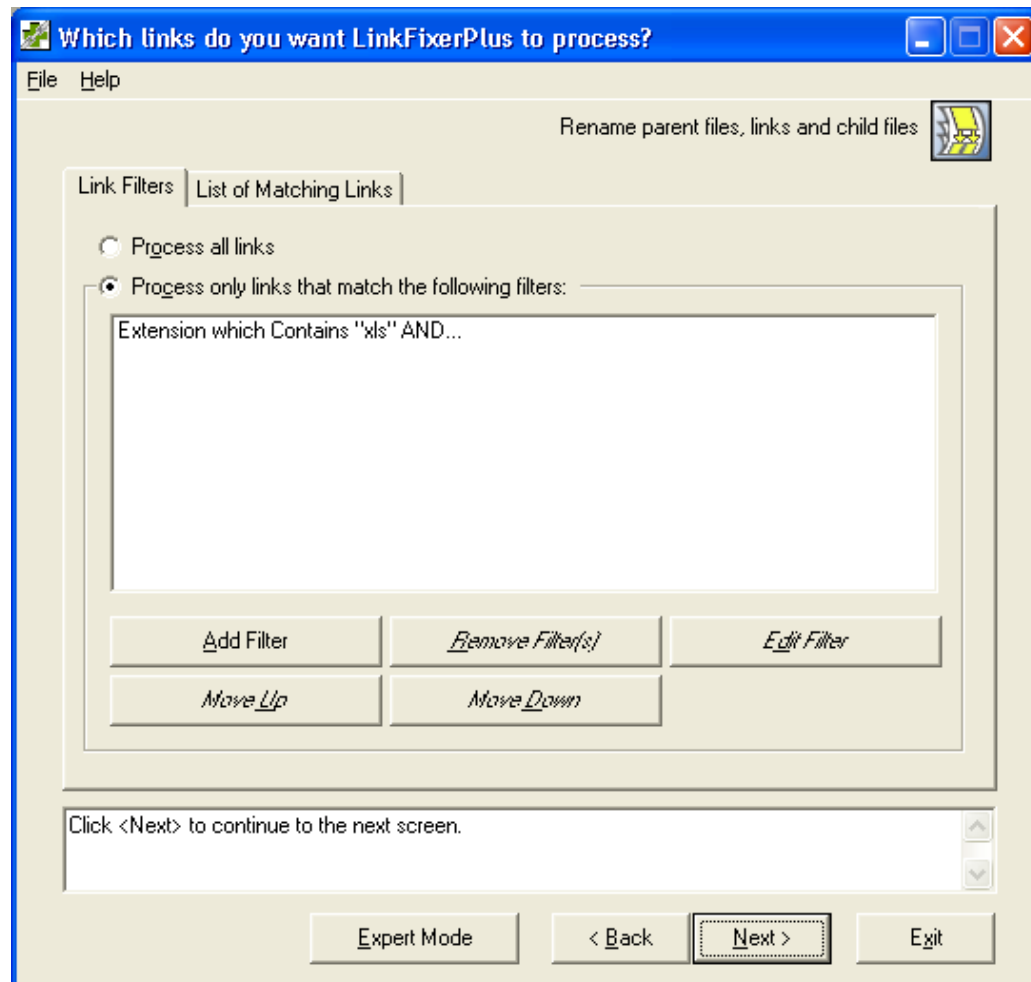
- The child files we want to process have a “xls” extension, so we will set up a filter to select only those links that point to child files that have an “Extension” which “Contains” “xls”. (See the following screen shot.)



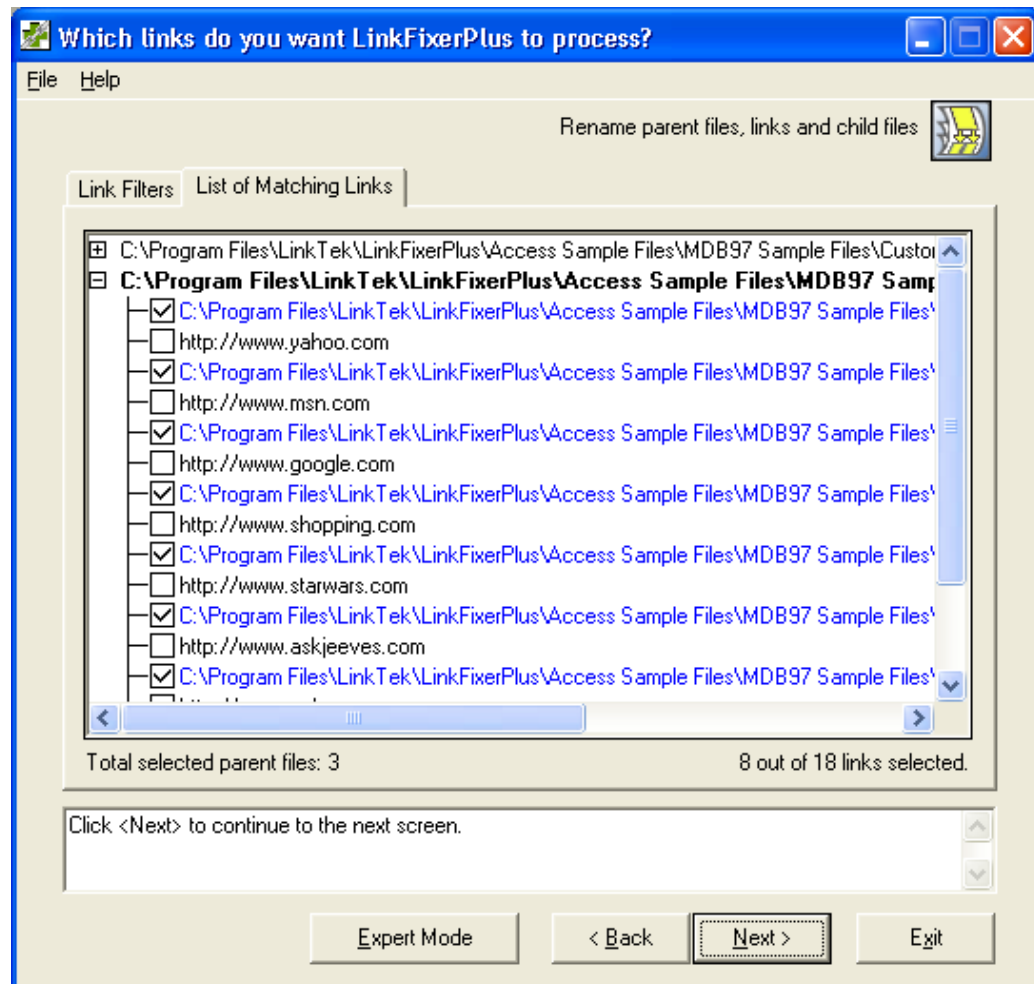
- To do this, choose “Extension” and “Contains” from the drop-down menus, and type in “xls”. (As shown in the screen shot.) Then click the <Add> button to add this link filter to the list.



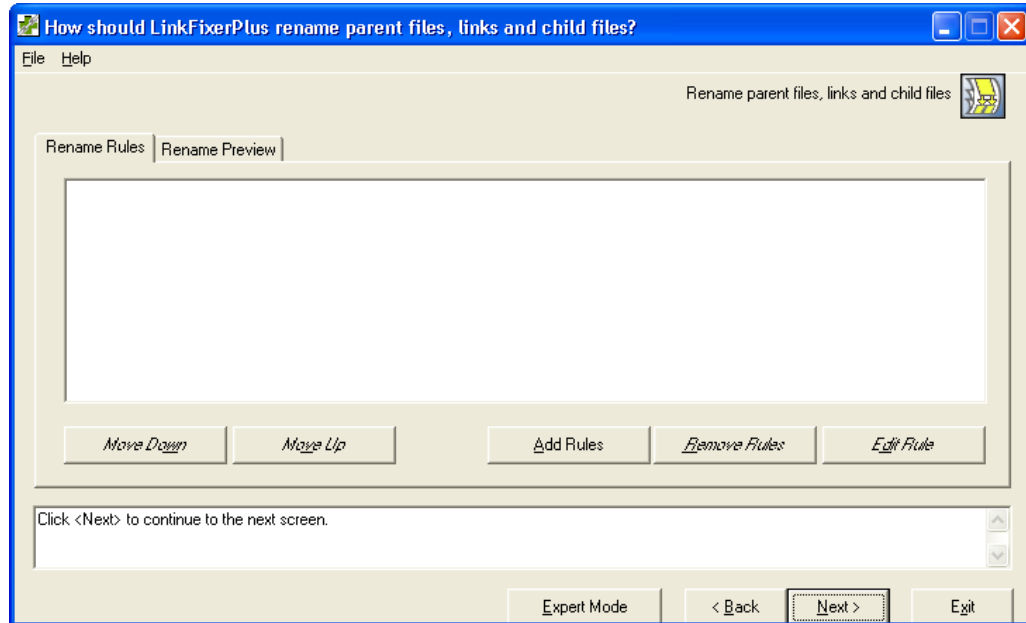
16. After you click the <Add> button, the <Cancel> button will change to read <Close>. Click the <Close> button now. The “Define Link Filter” dialog box will close, allowing you to see the link filter you just added.



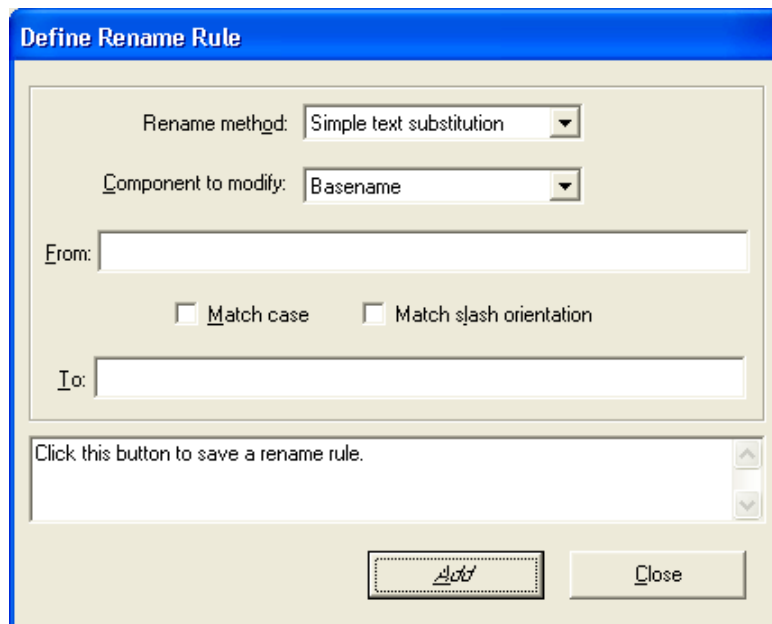
17. Click the <Next> button. The links contained in the parent files will now be read, with the link filter being applied to them. The “List of Matching Links” tab will then display, with only the links matching our link filter highlighted in blue text.



- Click the <Next> button to display the “How should LinkFixerPlus rename parent files, links and child files?” screen. Here you will define a “Rename Rule” telling *LinkFixerPlus* to rename and move the linked Excel child file to a new subfolder. Then *LinkFixerPlus* will move and rename the file while simultaneously updating the links that point to the Excel child file within each of the Access parent files!



- Click the <Add Rules> button, to create a new rename rule. The “Define Rename Rule” dialog box will display as shown below.



20. Set the “Rename method:” field to “Simple text substitution” and the “Component to modify:” field to “Full Filespec”.
21. In the “From:” field, type in the string “MDB97 Sample Files”.

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**Note:** If you are using a different version of the Access sample files then be sure to change the “97” to the specific version of Access you are using, e.g. “XP”, “03”, etc.

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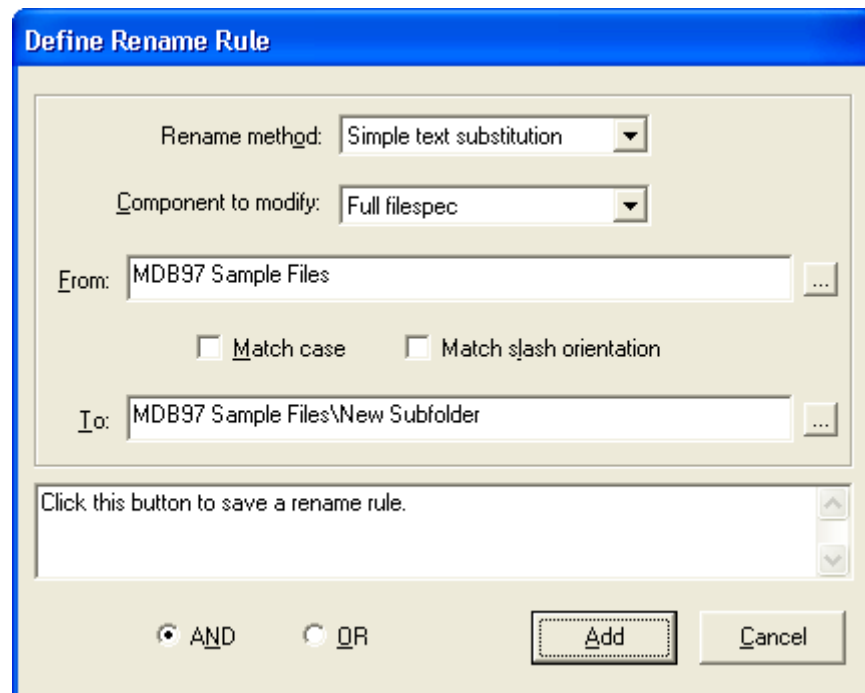
22. And in the “To:” field, type in the string “MDB97 Sample Files\New Subfolder”.

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**Note:** For the purposes of this lesson, type in the strings “MDB97 Sample Files” and “MDB97 Sample Files\New Subfolder” exactly as shown here.

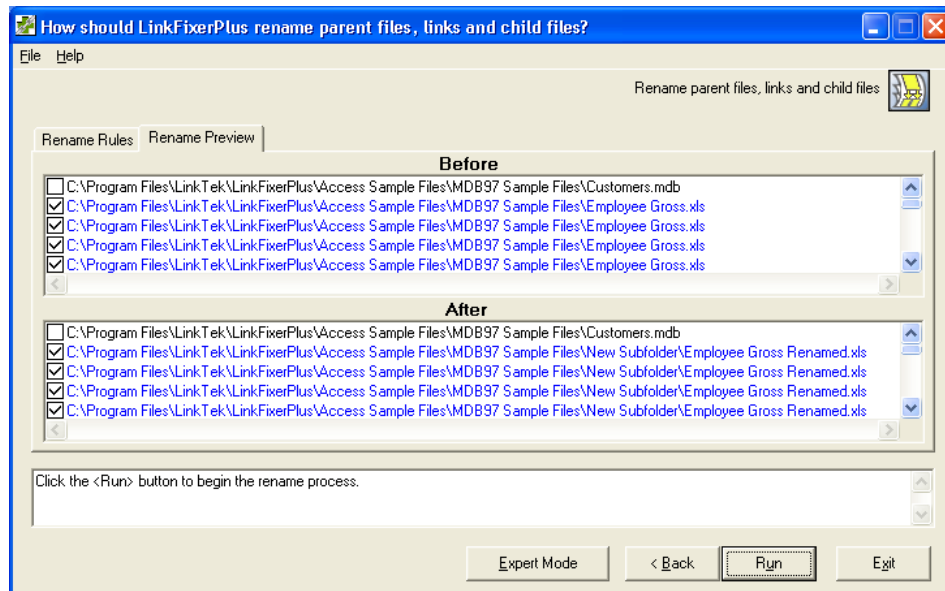
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23. The “Define Rename Rule” dialog box will then look like the following screen shot:



24. Click the <Add> button. The rename rule will be saved and the “Define Rename Rule” dialog box will remain open.
25. Now, we are going to define a second rename rule. So, in the “From:” field, type in the string “Employee Gross”.
26. And in the “To:” field, type in the string “Employee Gross Renamed”.
27. Click the <Add> button. The second rename rule will be saved and the “Define Rename Rule” dialog box will remain open. These two rename rules will move *and* rename the Excel child file without breaking links in the Access parent files!
28. Next, click the <Close> button to close the dialog box.

29. Now, click the <Next> button. After some processing, the “Rename Preview” screen displays. In the “Before:” window, you will see a list of the selected files and links as they currently exist. In the “After:” window, you will see the changes that will be made to the files and links when the defined rename rules are applied to them.



The items that will be modified are highlighted in blue text. Notice in the “After:” window, “Employee Gross” has been replaced with “Employee Gross Renamed” and the folder “New Subfolder” has been added. These changes will be made when the rename process is actually run. This preview screen allows you to verify that your rename rules will make *exactly* the desired changes *before* you actually run the rename process!

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**Trialware Reminder:** The rename <Run> button is disabled in the Trialware version of *LinkFixerPlus*. So if you are using the Trialware version, you can skip the remaining steps in this lesson and continue by going to “Lesson #4 — Cure broken links”. To do this, click the <Back> button on this screen and each previous screen that displays until you are back to the “What do you want LinkFixerPlus to do?” main menu.

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30. We will now apply the defined rename rules, to do this, click the <Run> button.
31. Several dialog boxes will display, prompting you regarding the creation of a new folder and the moving of a file to the new folder.
32. On the first dialog box, click the <Move all files that need to be moved to another folder> button. On the second dialog box, click the <Create all folders that may be needed> button.
33. These dialog boxes are displayed by default to inform you of such changes to your files. As you become more familiar with *LinkFixerPlus*, you can modify the default settings to disable these dialog boxes from displaying in the future.

34. Next, click the <View Report...> button to view the “Rename Process Report” detailing the changes made as a result of the defined rename rules. A portion of this report is shown as follows:

**Move and/or rename child files.**

<b>Child file:</b> C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls
was moved/renamed to <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls</a>

**Modify links contained in parent files.**

<b>Parent file:</b> C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb
The link: "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls!Sheet1!Employee Gross.xls!Sheet1 Chart 1" was changed to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1!Employee Gross Renamed.xls!Sheet1 Chart 1"
The link: "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls!Sheet1!Employee Gross.xls!Sheet1 Chart 1" was changed to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1!Employee Gross Renamed.xls!Sheet1 Chart 1"
The link: "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls!Sheet1!Employee Gross.xls!Sheet1 Chart 1" was changed to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1!Employee Gross Renamed.xls!Sheet1 Chart 1"
The link: "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employee Gross.xls!Sheet1!Employee Gross.xls!Sheet1 Chart 1" was changed to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1!Employee Gross Renamed.xls!Sheet1 Chart 1"

35. Scroll through the report and notice how it shows the child file being moved and renamed. In addition, notice how it shows each of the links contained in the parent files that point to the child file and how they have been automatically updated to point to the new location and filename of the child file!
36. Close your browser when you are done viewing the “Rename Process Report”.
37. On the “LinkFixerPlus Process Summary” dialog box, click the <Run another LinkFixerPlus process> button to return to the “What do you want LinkFixerPlus to do?” wizard screen.
38. Now let’s go back to Windows Explorer and navigate to the same “Employees.mdb” file in the “Access Sample Files” folder. Double-click on the file to open it in Access.
39. Open the “Employees” table and scroll over to the “Gross Pay” field and double-click in it. The linked Microsoft Excel Chart will then appear showing that the links are not broken! This means that you have successfully moved and renamed the Excel child file *without* breaking any of the links in the Access files that point to the child file!
40. Now, close Excel and Access.
41. Good work! You have completed the third *LinkFixerPlus* QuickStart lesson. Now, go to “Lesson #4 — Cure broken links”.

## Lesson #4 — Cure broken links



In this lesson, we will demonstrate *LinkFixerPlus*' unique ability to *automatically* fix broken links contained in parent files caused by files being manually moved or renamed.

Using the “Cure” command, *LinkFixerPlus* actually updates links contained in parent files so that they point to the correct child files, even if the child files were moved or renamed!

We are going to intentionally break links pointing to child files by manually renaming a folder using Windows Explorer. Then we are going to use the cure process to *automatically* fix the broken link caused by the folder being renamed!

1. To get started, open Windows Explorer and navigate to the “MDB97 Sample Files” subfolder in the “Access Sample Files” folder.

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**Note:** For the lessons in this QuickStart Guide, we will be showing the “MDB97 Sample Files” for processing. But be sure to select the version of Access sample files that is the same as the version of Access that you have installed on your computer.

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2. Then, select the “New Subfolder” folder. Next, right-click on it and select “Rename” from the menu. Rename the folder to “Excel Files”.

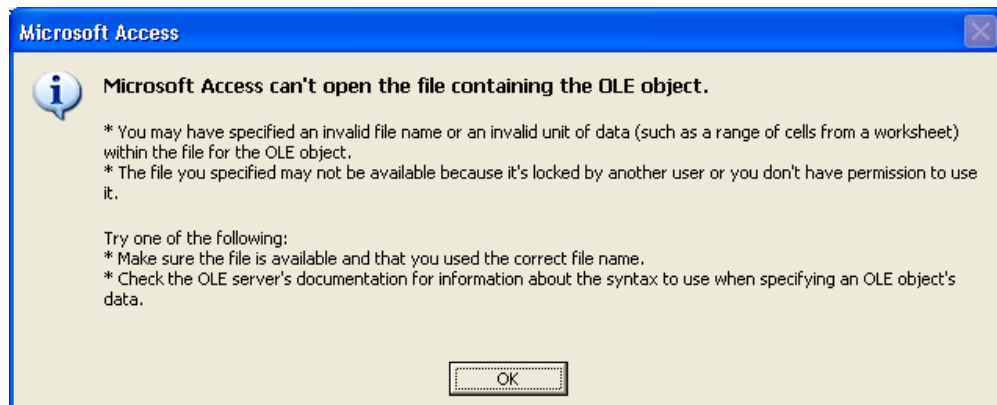
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**Trialware Note:** The “New Subfolder” folder may not exist because the rename process could not actually be run using the trial version. So simply create a subfolder called “Excel Files” in the “MDB97 Sample Files” subfolder and then move the “Employee Gross.xls” file into the new subfolder for use in this lesson.

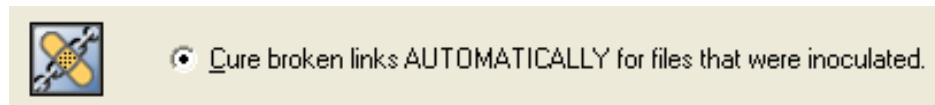
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3. Lastly, right-click on the Excel file in the “Excel Files” folder, and rename it to “Renamed Excel File.xls”.
4. At this point, we have manually renamed the folder containing the Excel child file as well as the Excel file itself. These changes will cause the links in the Access parent files that point to the child file to become broken.

- To verify that the links are broken, open the “Employees.mdb” file in Access. Then scroll over to the “Gross Pay” field in the Employee table, and double-click in one of the fields. An error message similar to the following will appear:



- Now close Access without saving any changes and go back to *LinkFixerPlus*.
- Next, we will use *LinkFixerPlus* to *automatically* cure the broken links for us! To do this, select the “Cure broken links AUTOMATICALLY for files that were inoculated” option on the “What do you want LinkFixerPlus to do?” wizard screen. Then, click the <Next> button.



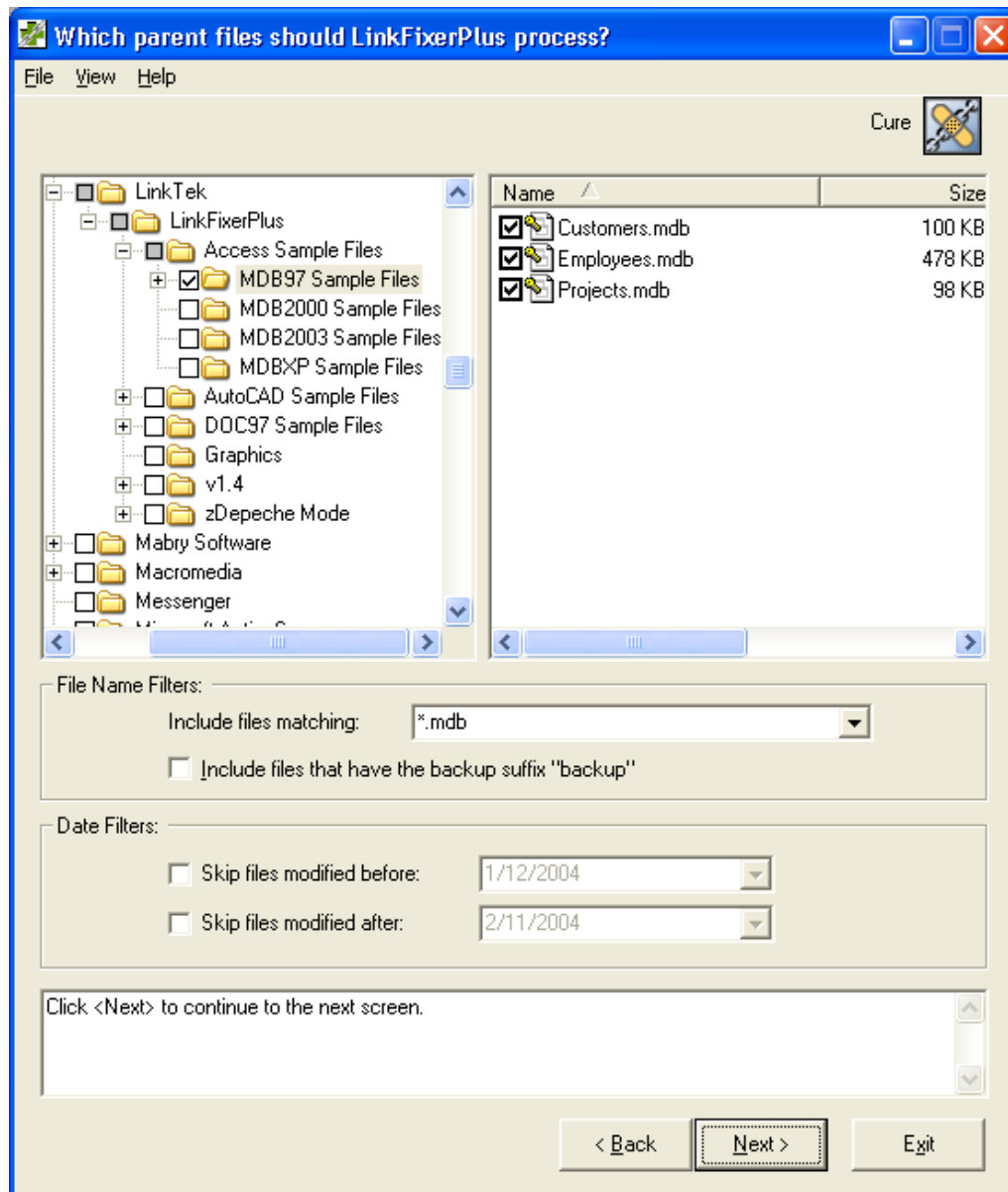
- When the “Which parent files should LinkFixerPlus process?” screen displays, choose “View | Refresh & Clear Checkboxes” from the “File” menu so the screen is updated with the manually renamed subfolder. Click <OK> when asked if you want to refresh and clear the checkbox selections.
- Now, for this lesson, you are going to use the same version of the Access sample files as the version of the Access application that you have installed on your computer. For instance, if you have Access 97 installed on your computer, then you would select the “MDB97 Sample Files”. Or, if you have Access XP installed, then you would select the “MDBXP Sample Files”.

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**Note:** *LinkFixerPlus* uses the Microsoft Access program to help with the processing of links contained within Access files. This ensures that the integrity of the files is maintained. But, because the Access file formats are different for each version of Access, and they are not fully backwards compatible, it is necessary that the same version of the Access program be installed as the version of the Access files that are to be processed.

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10. So, based upon the version of the Access application that you have installed on your computer, select the corresponding version of the Access sample files, by checking the checkbox next to the desired sample files subfolder. This will select all of the files in the subfolder to be processed as parent files.

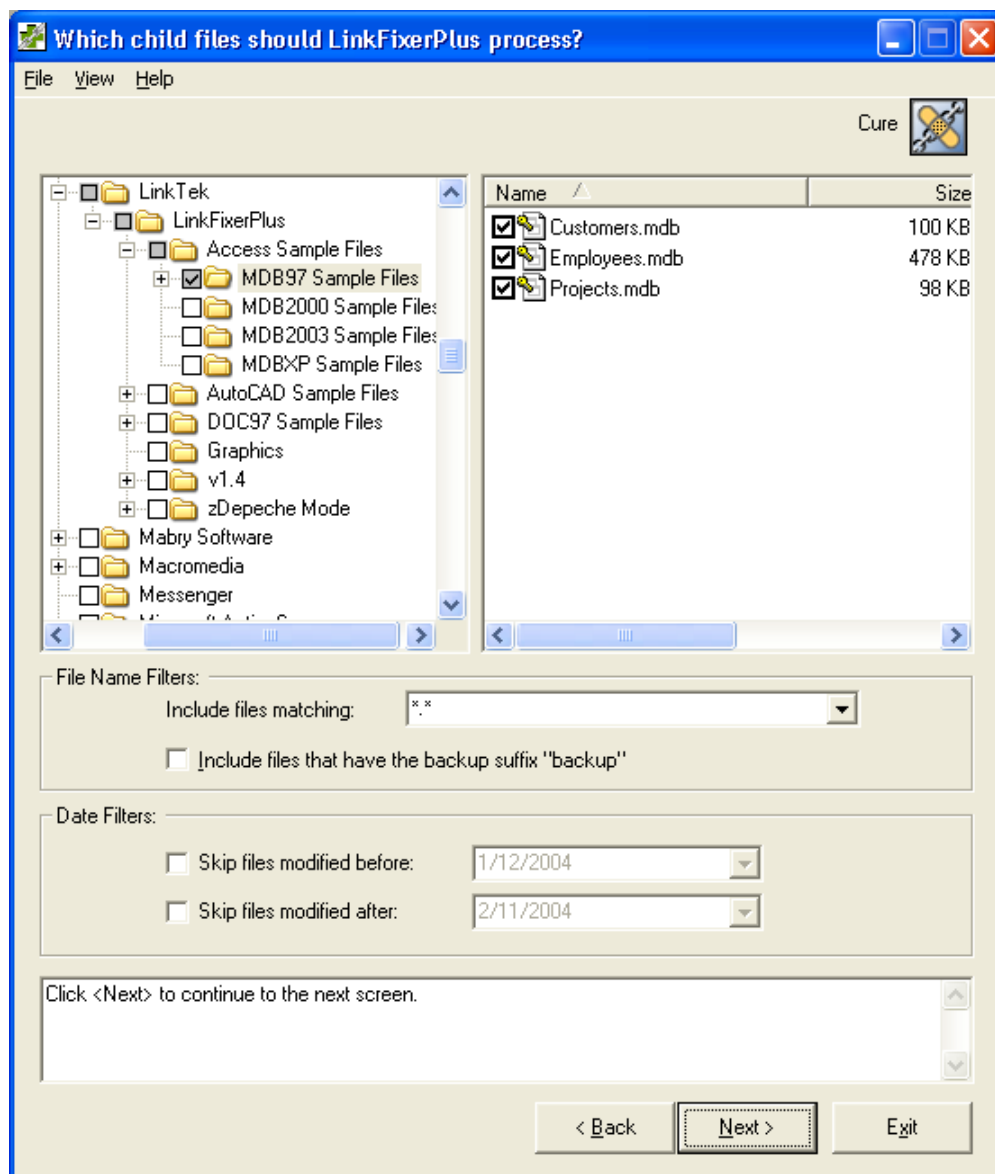


11. Next, verify that the "Include files matching:" field reads "\*.mdb". We will use this filter for this lesson. If this filter is not displayed in the field, you can manually edit it as needed.
12. Then, click the <Next> button and after some processing, the "Which links do you want LinkFixerPlus to process?" screen will display.
13. Make sure that the "Process all links" radio button is selected and continue clicking the <Next> button, moving from the "Link Filters" tab to the "List of Matching Links" tab.

14. Once the list of links displays, click the <Next> button again. The “Which child files should LinkFixerPlus process?” wizard screen will display.
15. In the folders pane of the “Which child files should LinkFixerPlus process?” screen, navigate to and check the box next to the “MDB97 Sample Files” folder. It is located in the “Access Sample Files” folder as follows:  
“C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files”.

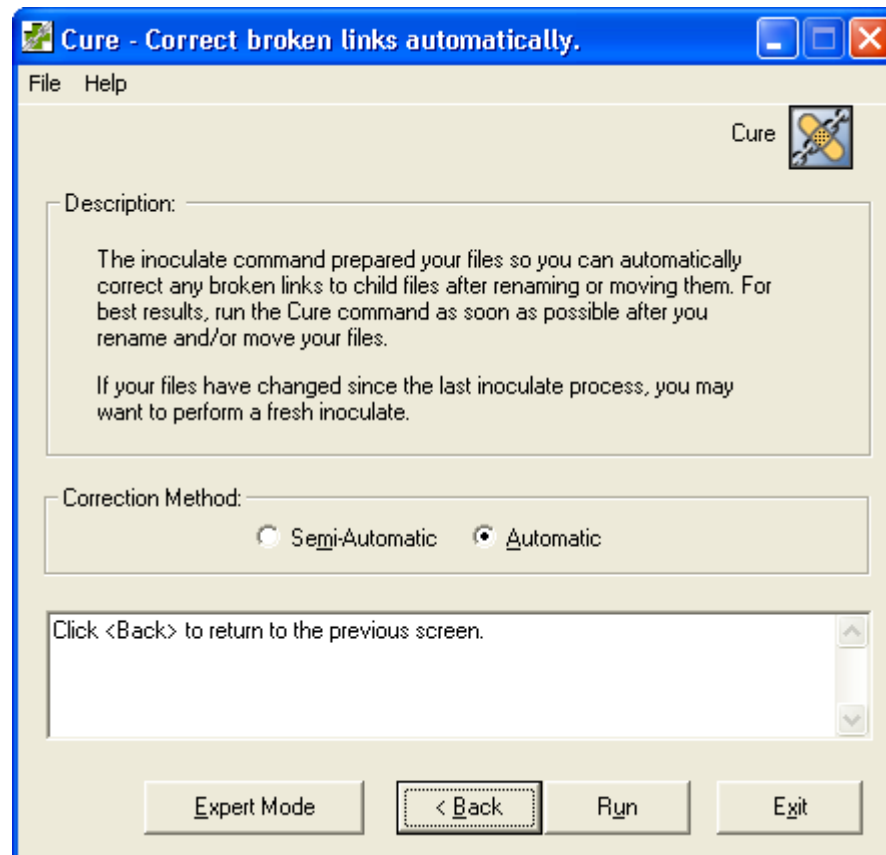
**Note:** For the lessons in this QuickStart Guide, we will be showing the “MDB97 Sample Files” for processing. But be sure to select the version of Access sample files that is the same as the version of Access that you have installed on your computer.

16. The selection of this folder will cause all of the files in that folder and subfolders to be considered as “candidate” child files for the cure process to use when fixing broken links.



**Tip:** When using *LinkFixerPlus* to cure the links in your own parent files, it is possible that you may not know where the needed child files are located. In a case like this, you may have to select a higher level folder, or an entire drive, to ensure the needed child files can be located for processing. This will work, but will take more time to process.

17. Click <Next> to continue. After some processing, the “Cure – Correct broken links automatically” wizard screen displays.



18. Because the sample files were previously inoculated in the earlier “Lesson #2 — Inoculate files”, *LinkFixerPlus* can now *automatically* repair the broken links caused by our manual rename of the child file and its subfolder. To do this, select the “Automatic” option for the “Correction Method:” and then click <Run>.
19. When the processing is complete, the “*LinkFixerPlus* Process Summary” displays. You have just cured broken links in the selected parent files, *automatically*!

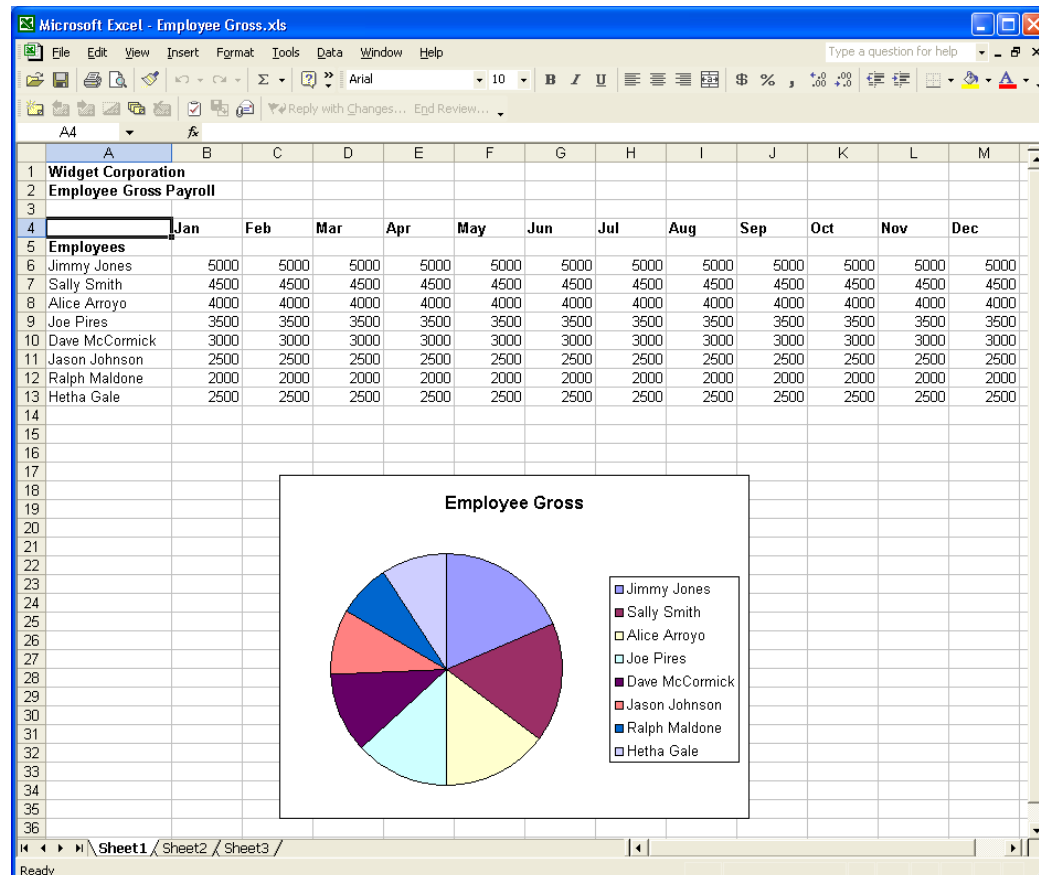
- Click the <View Report...> button to see a detailed report of the cure process you just completed. Go through the report and notice how it lists each parent file and its links, and how it shows which links were automatically repaired (cured).

Parent file: <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Employees.mdb</a>
contains a link pointing to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1![Employee Gross Renamed.xls] Sheet1 Chart 1" (Child file not found). and was relinked with <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Excel Files\Renamed Excel File.xls</a>
contains a link pointing to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1![Employee Gross Renamed.xls] Sheet1 Chart 1" (Child file not found). and was relinked with <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Excel Files\Renamed Excel File.xls</a>
contains a link pointing to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1![Employee Gross Renamed.xls] Sheet1 Chart 1" (Child file not found). and was relinked with <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Excel Files\Renamed Excel File.xls</a>
contains a link pointing to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1![Employee Gross Renamed.xls] Sheet1 Chart 1" (Child file not found). and was relinked with <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Excel Files\Renamed Excel File.xls</a>
contains a link pointing to "C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\New Subfolder\Employee Gross Renamed.xls!Sheet1![Employee Gross Renamed.xls] Sheet1 Chart 1" (Child file not found). and was relinked with <a href="#">C:\Program Files\LinkTek\LinkFixerPlus\Access Sample Files\MDB97 Sample Files\Excel Files\Renamed Excel File.xls</a>

- After viewing the report, close the Web browser and exit *LinkFixerPlus*.
- Then, return to Windows Explorer.

23. Open the “Employees.mdb” file in Access. Then scroll over to the “Gross Pay” field in the Employee table, and double-click in one of the fields. The linked Microsoft Excel spreadsheet will then appear. The broken links in the file, caused by our manual rename of the Excel file and subfolder, were *automatically* repaired by the cure process!

**Note:** While we only broke and repaired a few links in the sample files for demonstration purposes, hundreds or even thousands of broken links in Access files can be automatically repaired, in batch, using the exact same cure process!



24. Now close Access, Excel and Windows Explorer as needed.

**Trialware Note:** In the trial version, only 50% of the links are inoculated. As a result, only 50% of the links in the files will be cured. Thus, it may be necessary to look at Inoculate report to see which links were actually inoculated so you can then determine which links other than the ones shown above were actually cured.

25. Congratulations! You have now completed the *LinkFixerPlus* QuickStart lessons!

**Note:** Feel free to go through these lessons as many times as you may need to become comfortable using *LinkFixerPlus*.