

## CHECKLIST

### **Work with Link-it in network**

- Link-it in network page 2
- Suggested folder structure for  
Link lists in network page 3
- The steering file LinkitNetwork.ini page 4
- Copy Link list over network page 6



## □ Link-it in network

### **Program installation**

The programs Link-it Create, and Link-it Use are not networks based program but must be installed on every computer you are going to use Link-it.

When installing Link-it's school license versions, the installation file on the CD can well be copied to a network disk and then be installed from there.

### **Steering file for pre-selected folders**

From version 1.5.0 in the school license version of Link-it you can select which folders to be suggested first when the user selects "New Link list" and "Open Link list" etc. Instead of the user ending up in the local folder "Link Lists" in "My documents" which is standard in Link-it, the Network Administrator can change this to something that is more suitable to the school's working methods and the network's structure.

*(Read more about LinkitNetwork.ini and how you install and edit in this file under the heading "The steering file LinkitNetwork.ini" in this document.)*

### **Link lists**

Link lists and Linked books\* can be located on and executed from a network.

In order to create Link lists or create bookmarks in Link-it and save these on the network, the user must have read access rights to the current location.

Several persons can use one Link list at the same time. However, we recommend that you limit the number of users (e.g. a class) per Link list.

*\*Note that Link lists produced by the Swedish Institute for Special Needs Education are 1-user licenses.*

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## □ Suggested folder structure for Link lists in network

When a Link list is created in Link-it, the program will suggest that the Link list is saved in the "Link lists" folder under "My documents" on the current computer. This is probably not the ultimate location when working with Link lists in a network. It is important that you think through the folder structure for Link lists on your network. By editing the steering file LinkitNetwork.ini that is created during the installation of Link-it (school license), you can control that these folders will be the ones suggested by Link-it when the user creates a new Link list or selects "Open Link List".

### Personal and common folders

The Link lists created by the student can be placed in the student's personal folder on the network. However, it may be an advantage for a group, e.g. a class, to have a common location on the network where they can share, open and view each other's Link lists. In each of the group folders, Link lists produced by the Swedish Institute for Special Needs Education and the ones created by the students, can be placed for common use within the class.

### Suggested folder structure on a network

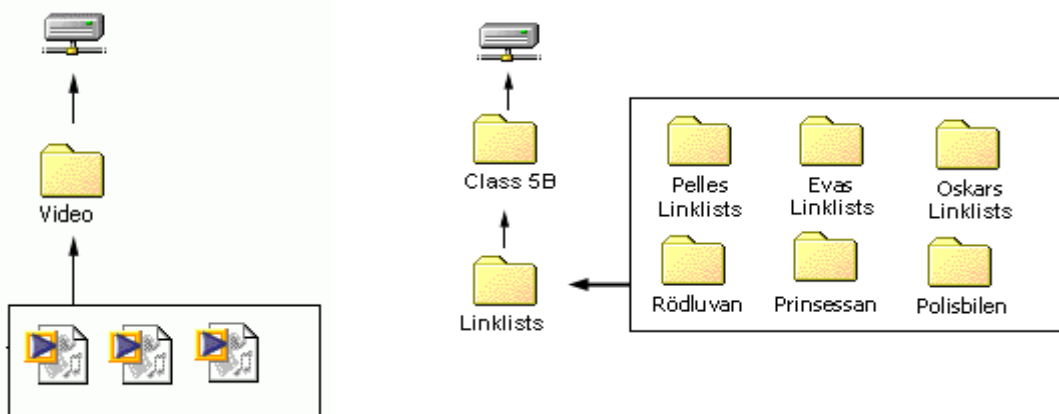
- **Video folder, common for all Link lists**

By creating a folder for all video files and give all users read access rights to it, you avoid overloading the network with a large number of identical video files.

*(The video can also be located in the Link list folder or in another folder on the network. It is only a question of control and available space on the current server when you are working with large video files.)*

- **Create user folders**

Create a folder called Link lists for each user group, e.g. in the class folder on the network. Copy the Link lists that shall be used by everyone in the current group and place them in these Link list folders. If required, create some personal folders for the students in the group folder.



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## □ The steering file LinkitNetwork.ini

From version 1.5.0 in the school license version of Link-it Create, and Link-it Use, you can change the folders that are suggested first when the user of Link-it saves and opens Link lists etc. Instead of the user ending up in the local folder “Link Lists” in “My documents”, the Network Administrator can change this to something that is more suitable to the school’s working methods and the network’s structure.

The steering file is created and placed on the network during the installation of Link-it if you have checked this alternative in the installation dialog. If a steering file already exists on the specified location, the file will not be overwritten but Link-it will note where it is.

The steering file ”LinkitNetwork.ini” will then control which folder will first be suggested (be default folder) for the functions:

- |                      |                      |
|----------------------|----------------------|
| • Open Link list     | • Open video         |
| • New Link list      | • Open text          |
| • Open bookmark list | • Open picture       |
| • New bookmark list  | • Create Linked book |

**Note:** The steering file must be installed before you can edit it. The steering file is installed at the same time as Link-it.

All Link-it programs within a network should be connected to the same steering file to simplify editing.

All Link-it users must have read access rights to the location on the network where the steering file is placed.

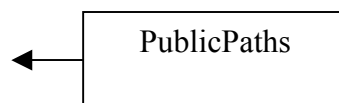
### Structure

The file has 2 parts: “PublicPaths” and ”IndividualPaths”.

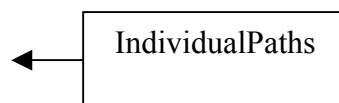
**IndividualPaths** are based on the user’s login name on the network.

**PublicPaths** apply to all users that are not specified under IndividualPaths.

```
[PublicPaths]
OpenLinklist= X:\folder\
NewLinklist= X:\folder\
OpenBookmarklist= X:\folder\
NewBookmarklist= X:\folder\
OpenVideo= X:\folder\
OpenText= X:\folder\
OpenPicture= X:\folder\
NewLinkedBook= X:\folder\
```



```
[Username1]
OpenLinklist= X:\folder\
NewLinklist= X:\folder\
OpenBookmarklist= X:\folder\
NewBookmarklist= X:\folder\
OpenVideo= X:\folder\
OpenText= X:\folder\
OpenPicture= X:\folder\
NewLinkedBook= X:\folder\
```





## Function and hierarchy:

When the program Link-it is started, the program checks if the user logged in on the computer exists under IndividualPath in LinkitNetwork.ini:

1. If the user name exists, the search paths specified under the user name are used.
2. If the user name does not exist, the common search paths specified under PublicPaths apply.
3. If the user name exists, but there are no specified search paths, the corresponding search path specified under PublicPaths will be used.
4. If no search path has been defined under PublicPaths, Link-it's default folders apply, i.e. the folder "Link Lists" under "My documents" etc.  
(See the document "Components and folder structure in Link-it").

If the folder defined in the search path for the "New" function does not exist, the folder will automatically be created by Link-it when the function is used.

## Example

The following example means that:

- Everyone in the school will open the Link list in the home folder P:\My Link Lists\
- Everyone in the school will create their Link lists in the home folder P:\My Link Lists\ except John (with the user name johnsmi), who creates his Link lists on G:\Class 5\Link Lists\
- Everyone in the school ends up in their home folder when clicking "Open picture" except John, who ends up in his class folder.

```
[PublicPaths]
OpenLinklist= P:\My Link Lists\
NewLinklist= P:\My Link Lists \
OpenBookmarklist= P:\My Bookmark Lists\
NewBookmarklist= P:\My Bookmark Lists\
OpenVideo=V:\Video\
OpenText= P:\
OpenPicture= P:\
NewLinkedBook= P:\Linkedbooks\
```

```
[johnsmi]
OpenLinklist=
NewLinklist= G:\Class5\Link Lists\
OpenBookmarklist=
NewBookmarklist=
OpenVideo=
OpenText= G:\Class5\
OpenPicture= G:\Class5\
NewLinkedBook=
```

See also [www2.sit.se/sluss/orebro/linkitnetwork.htm](http://www2.sit.se/sluss/orebro/linkitnetwork.htm)

## □ Copy Link list over network






To copy an existing Link list to the locations on the network where it shall be used, you can use the Windows functions "Copy" and "Paste".

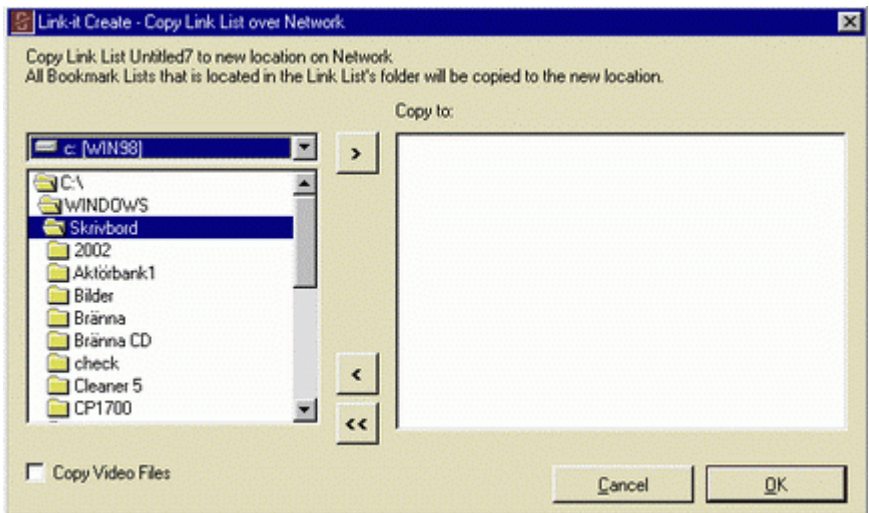
You can also do this in Link-it Create, by using the function "Copy Link list over Network". Below is a description of both ways. If you are going to copy many user folders, you may well use the function "Copy Link list over Network".

**This is how you copy the Link list to the user's folder with the function "Copy" – "Paste":**

1. **Open the "Link List" folder in "My documents" (or the folder in which the Link list is located). Right click the folder with the Link list's name and select "Copy" from the short-cut menu.**  
*(You can also mark the folder and select "Copy" from the "Edit" menu.)*
2. **Open the folder in which you wish to paste the Link list. Right click it and select "Paste" from the short-cut menu.**  
*(You can also select "Paste" from the "Edit" menu.)*

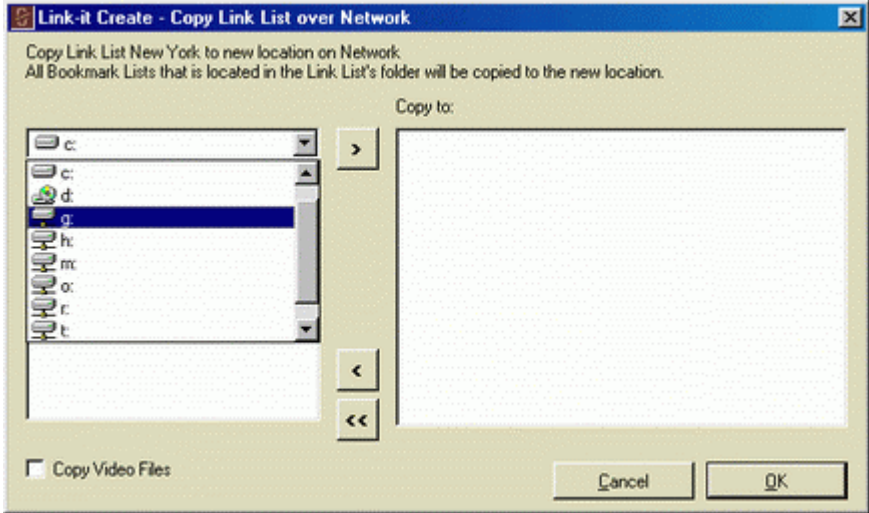
**This is how you copy the Link list to the user's folder via Link-it Create:**


1. **Start Link-it Create, by clicking the icon  on the desktop.**
2. **Open the Link list you wish to copy by clicking  to the left at the top on the control.** *(You can also select "Open" from the "File" menu.)*
3. **In the "Open Link list" dialog, select the folder for the Link list you want to open and click the  button.** *(You can also double click the folder to open it.)*  
**Click the Link list's file located in the folder to mark it and click .** *(You can also double click the Link list to open it.)*
4. **Change to Create mode by clicking  (the button with the link symbol to the left at the top on the screen).**
5. **Select "Copy Link List over Network" from the "File" menu.**  
A dialog with two boxes will appear on the screen.

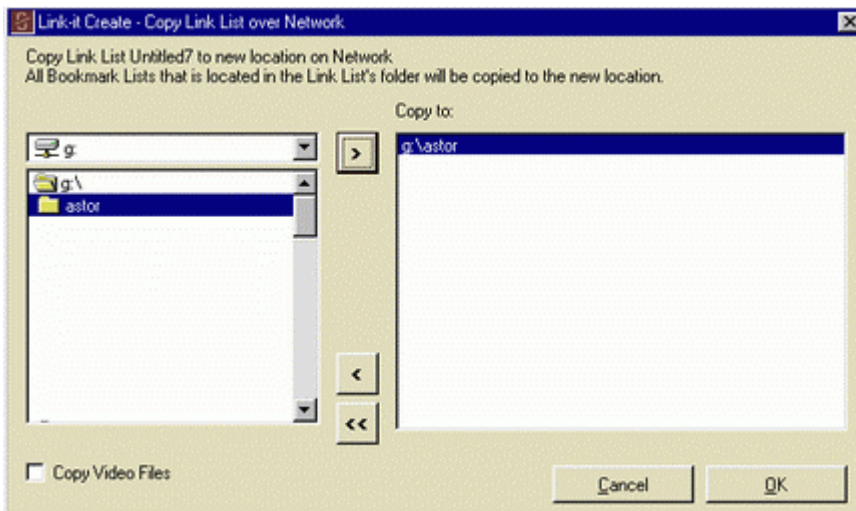


In the left box is a folder structure as well as a drop-down list with network disks. This is where you select the folder you want to copy to. The right box is empty. All the locations that you choose to copy will be displayed here.


- 6. Select the network disk you want to copy the Link list to from the drop-down list. (You can choose network disk from the extended menu.)**



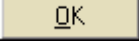
- 7. Select the user maps you want to paste into the Link list by double clicking the folder structure. Click  (pointing towards the empty box). The search path to the folder you have chosen to copy the Link list to will now be visible in the right box.**



**Keep selecting folders and adding them with the arrow key until all folders' search paths the Link list shall be copied to are displayed in the list to the right.**

If you make a mistake, the search path can be removed from the list by clicking .

To remove the complete list click .

- 8. When the list of the destination folders is complete click .** The Link list will now be copied to the locations you have chosen.

Do not select the "Copy Video" checkbox in the Link-it Create copy dialog, since the video is already located on the network. If this box is checked the video will be copied to every Link list folder.

You can well save the Link list you started with as a safety copy to make new copies from in case anyone ruins their Link list.