

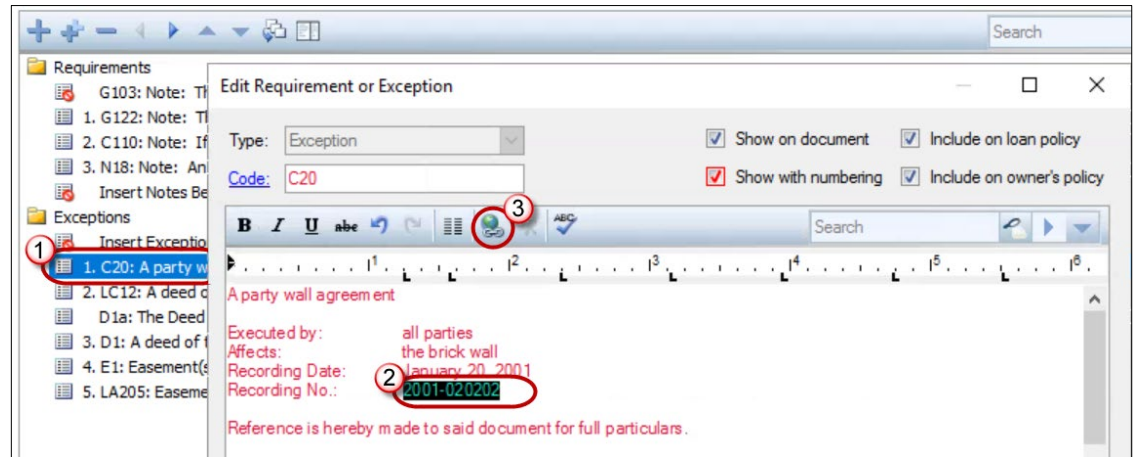
Follow these steps to add a single or multiple hyperlinks to Exceptions or Requirements while in SoftPro Select.

NOTE: Documents to be linked must be uploaded to smartview prior to creating hyperlinks in SoftPro Select. If sending individual document(s) versus a Merged document set, refer to the [smartview Secure Links job aids](#).

Selecting the Text to Link

Once the Exception and Requirements are added in SoftPro Select,

1. Double-click the entry you wish to link
2. From the **Add Requirement or Exception** window, highlight the word (or phrase) you wish to link
3. Click the **Add a Hyperlink** icon



If adding multiple links, skip to the [Adding Multiple Hyperlinks](#) section.

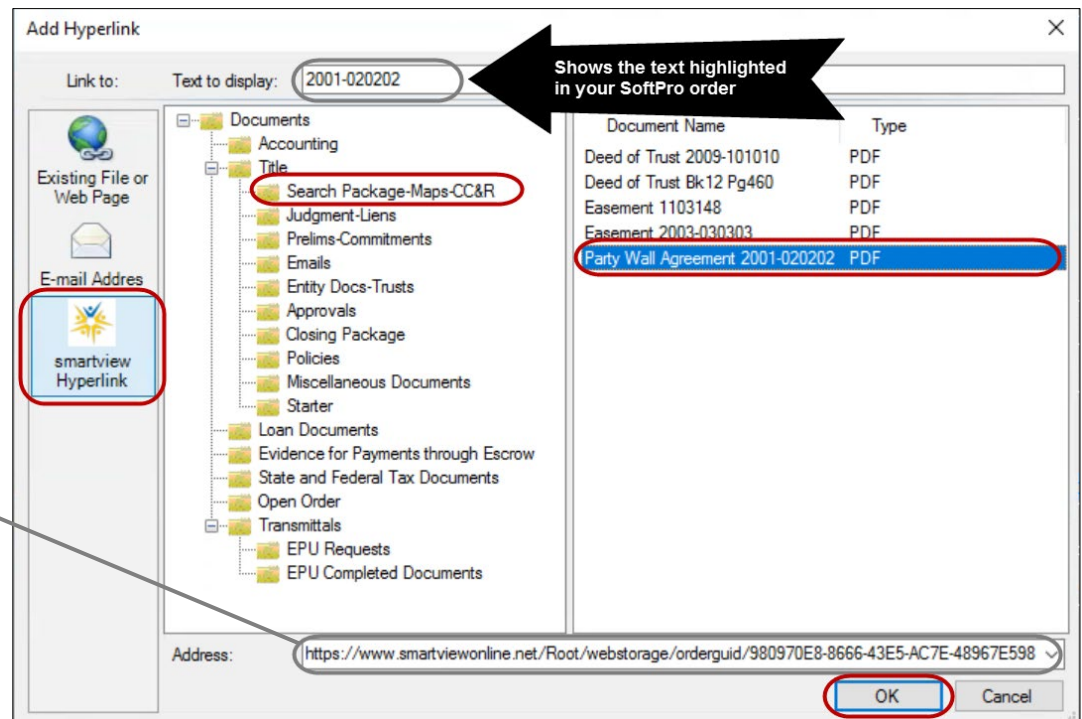
Adding a Single Hyperlink

From the **Add Hyperlink** window,

1. Click the **smartview Hyperlink** button
2. Click the folder (on the left) containing the document you wish to link
3. Select the document (on the right) you wish to create the hyperlink for

The URL shows at the bottom in the **Address** field.

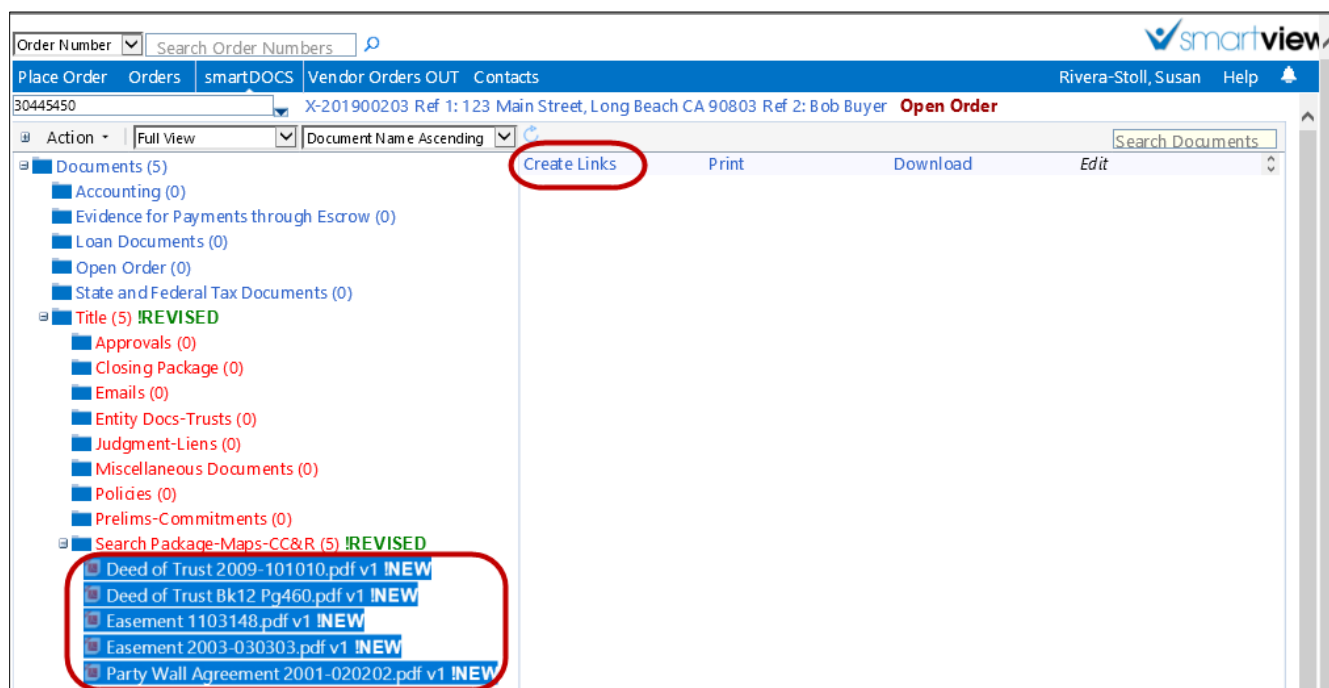
4. Click the **OK** button



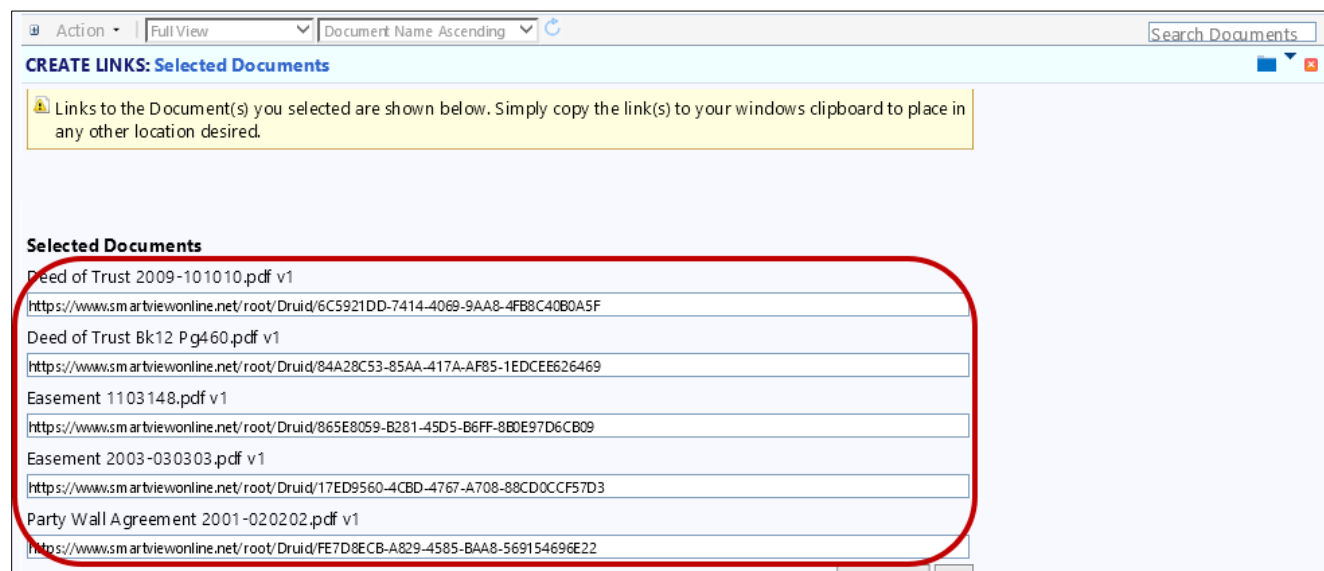
Adding Multiple Hyperlinks

From smartview,

1. Open the corresponding order
2. Expand the folder containing the documents
3. Click the first document
4. Press and hold the **Shift** key; select the last document
5. Click the **Create Links** link



The **Selected Documents** fields populate with the URL for each selected document.



6. Highlight the URL entry for the document selected in SoftPro Select; press **Ctrl + C** to copy

CREATE LINKS: Selected Documents

Links to the Document(s) you selected are shown below. Simply copy the link(s) to your windows clipboard to place in any other location desired.

Selected Documents

Deed of Trust 2009-101010.pdf v1	https://www.smartviewonline.net/root/Druid/4D2923A3-D56F-4395-A6EE-3DC82D2CDEB4
Deed of Trust Bk12 Pg460.pdf v1	https://www.smartviewonline.net/root/Druid/426B9C58-124A-49B7-AAD2-93F07E02E677
Easement 1103148.pdf v1	https://www.smartviewonline.net/root/Druid/182491A0-52A0-4DA5-9F86-F2FA22E6F1D1
Easement 2003-030303.pdf v1	https://www.smartviewonline.net/root/Druid/B813EDEC-CF2D-4C1A-A350-A41CBB429A91
Party Wall Agreement 2001-020202.pdf v1	https://www.smartviewonline.net/root/Druid/E283BD7A-28EE-4ACB-8C8C-94D3991BF53F

Highlight the entry; press **Ctrl + C** to copy

Copy All OK

IMPORTANT:

- > Do **not** click the **Copy All** button; this copies the links with the file names.
- > Do **not** close the **Create Links** window in smartview; the links are used in the following steps.

In SoftPro Select,

7. In the **Add Hyperlink > Address** field, press **Ctrl + V** to paste the URL
8. Click the **OK** button

Add Hyperlink

Link to: Text to display: 2001-020202

Look in: Desktop, Libraries, Rivera-Stoll, Susan, This PC

Address: <https://www.smartviewonline.net/root/Druid/E283BD7A-28EE-4ACB-8C8C-94D3991BF53F>

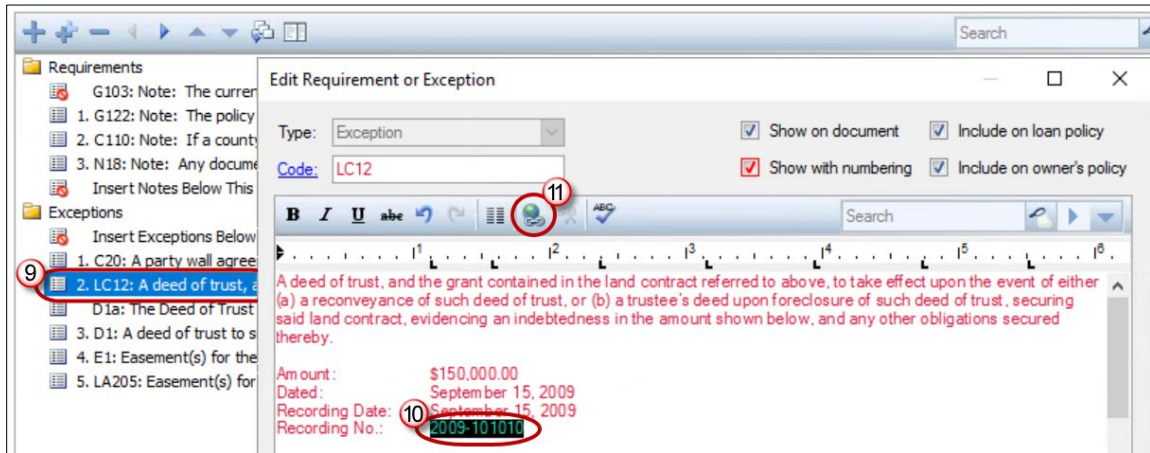
With your cursor in the field, press **Ctrl + V** to paste the URL

OK Cancel

9. Double-click the next exception you wish to add a link to

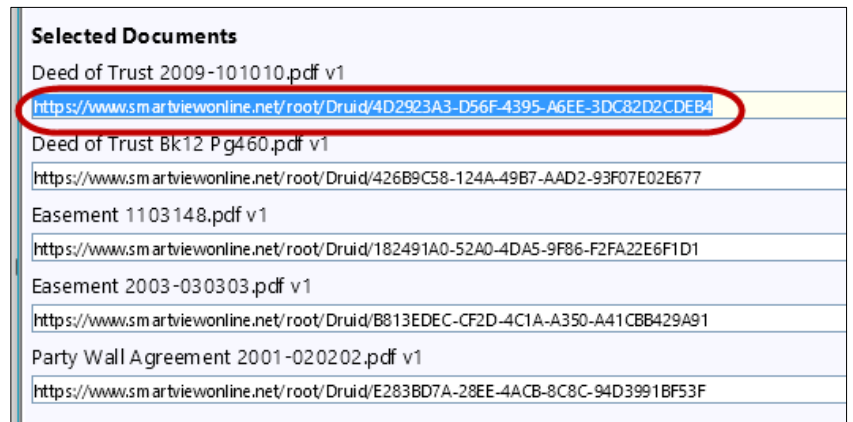
10. Highlight the text to be linked

11. Click the **Hyperlink**  icon



In smartview, from the **Create Links** window,

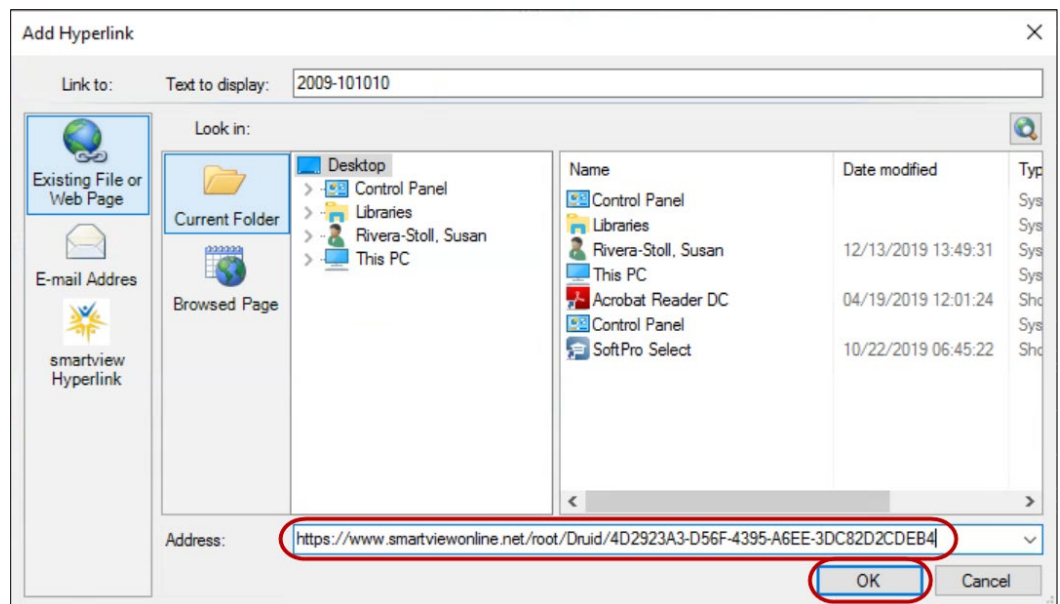
12. Highlight and copy the corresponding URL for the document in **step 10**



In SoftPro Select,

13. In the **Add Hyperlink** > **Address** field, press **Ctrl + V** to paste the URL

14. Click the **OK** button



15. Repeat **steps 9-14** until you have added all of the hyperlinks

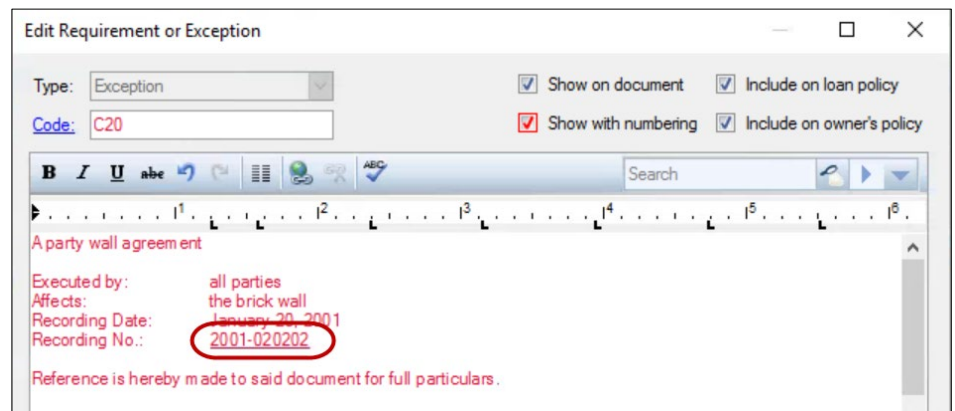
In smartview, from the **Create Links** window,

16. Click **OK** to close the **Create Links** window

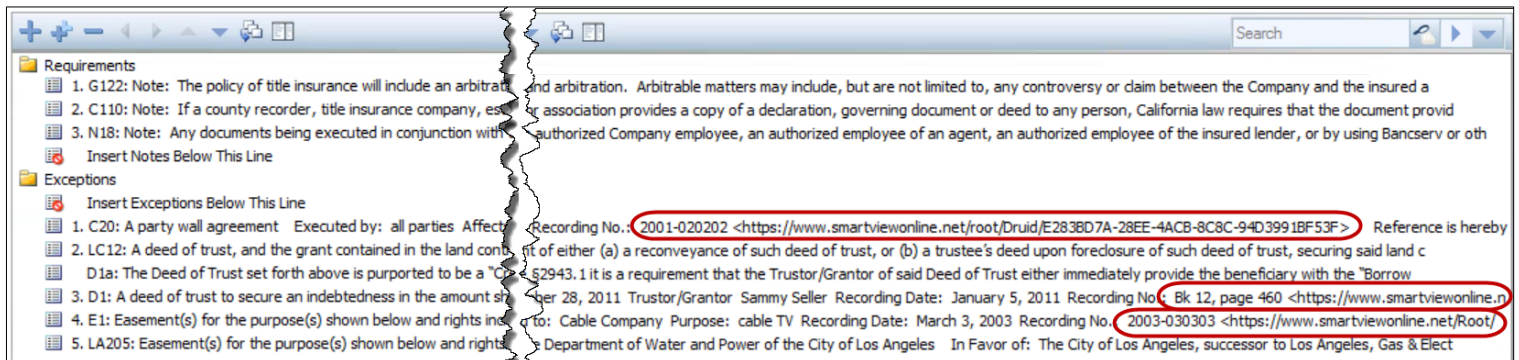
NOTE: If sending your documents via inHere Secure Links versus sending a Merged document set, you can **Add Recipients** from the smartview **Create Links** window. Refer to the [smartview Secure Links job aids](#).

In SoftPro, linked items are shown with an underline.

5. Click the **OK** button to close the **Edit Requirement or Exception** window



In the **Requirements/Exceptions** grid, the hyperlink appears after the linked word (or phrase).



The **Schedule B-Section II Exceptions** document displays the linked word (or phrase) as a hyperlink.

**SCHEDULE B, PART II
EXCEPTIONS**

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

The Policy will not insure against loss or damage resulting from the terms and provisions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

- A party wall agreement**

Executed by: all parties
 Affects: the brick wall
 Recording Date: January 20, 2001
 Recording No.: [2001-020202](https://www.smartviewonline.net/root/Druid/E283BD7A-28EE-4ACB-8C8C-94D3991BF53F)

Reference is hereby made to <https://www.smartviewonline.net/root/Druid/E283BD7A-28EE-4ACB-8C8C-94D3991BF53F>
 Ctrl+ Click to follow link
- A deed of trust, and the grant contained in the land contract referred to above, to take effect upon the event of either (a) a resignation of such deed of trust, or (b) a trustee's death upon foreclosure of such deed of trust.**

NOTE: You must use the **Ctrl + Click** keyboard shortcut to access the linked document; otherwise, it acts as a hotspot and navigates back to the entry in the **Requirements/Exceptions** grid.

Removing a Hyperlink

If it is necessary to remove a hyperlink,

- Highlight the linked word (or phrase)
- Click the **Remove Hyperlink** icon

Edit Requirement or Exception

Type: Exception
Show on document
Include on loan policy
Show with numbering
Include on owner's policy
Code: C20

B I U abc ↺ ↻

A party wall agreement

Executed by: all parties
Affects: the brick wall
Recording Date: January 20, 2001
Recording No.: 2001-020202
Reference is hereby made to said document for full particulars.