# Arbortext – Hyperlinks between IETM's 17 December 2013

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Occasionally the ability to hyperlink between IETM's may be necessary. Since Windchill does not support this feature with documents while they reside within it, you must download the IETM's first as a compressed (zip) file and extract them to a folder that you designate as holding various IETM's. The hyperlinks themselves must also be relative to the documents that contain them.
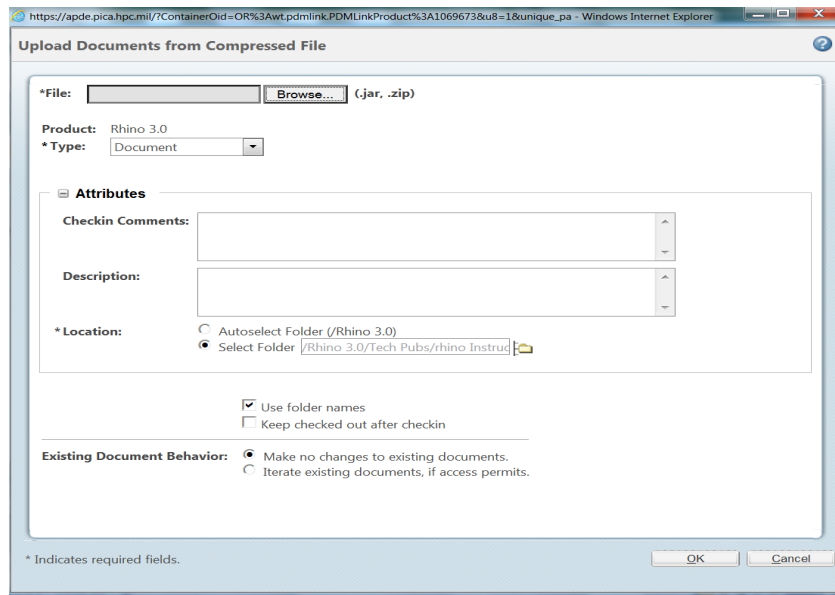
**Note:** If you just need to download the IETM from Windchill, skip to step 2.

1. The format for hyperlinks from one IETM to another should look like this:
   *../IETM-title/default.htm*

2. Before publishing an IETM, you should designate a folder for it. After publishing the IETM to that folder, add the folder to a zip file, access the location in Windchill where you would like to place it and click **Actions -> New -> Upload Documents from Compressed File**. Click **Browse…**and browse to the zip file and click **Open**. Then select "Document" in the **Type** dropdown menu and check the **Use folder names** checkbox. Finally, click **OK**.
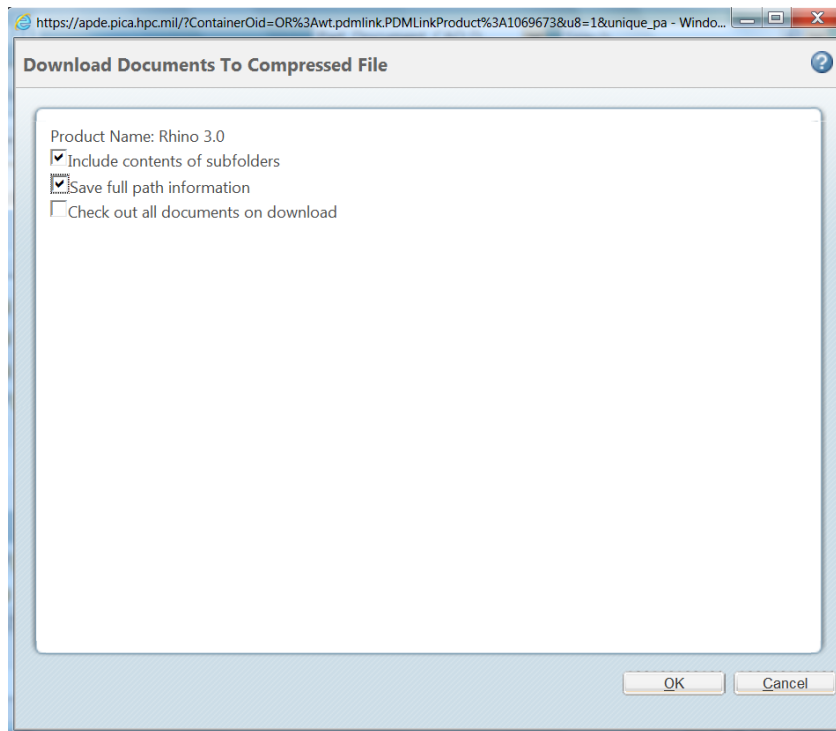
3. For the hyperlinks to work properly, the IETM's container folder must be located in the same folder on your machine or network drive after you've downloaded them. Select the folder in Windchill containing the IETM's and click **Actions -> Download Documents To Compressed File**. Make sure to check off **Include contents of subfolders** and **Save full path information** and click **OK**. When the popup box appears at the bottom of the browser, click the arrow next to the Save button and click **Save As**, choose a location and click **Save**.
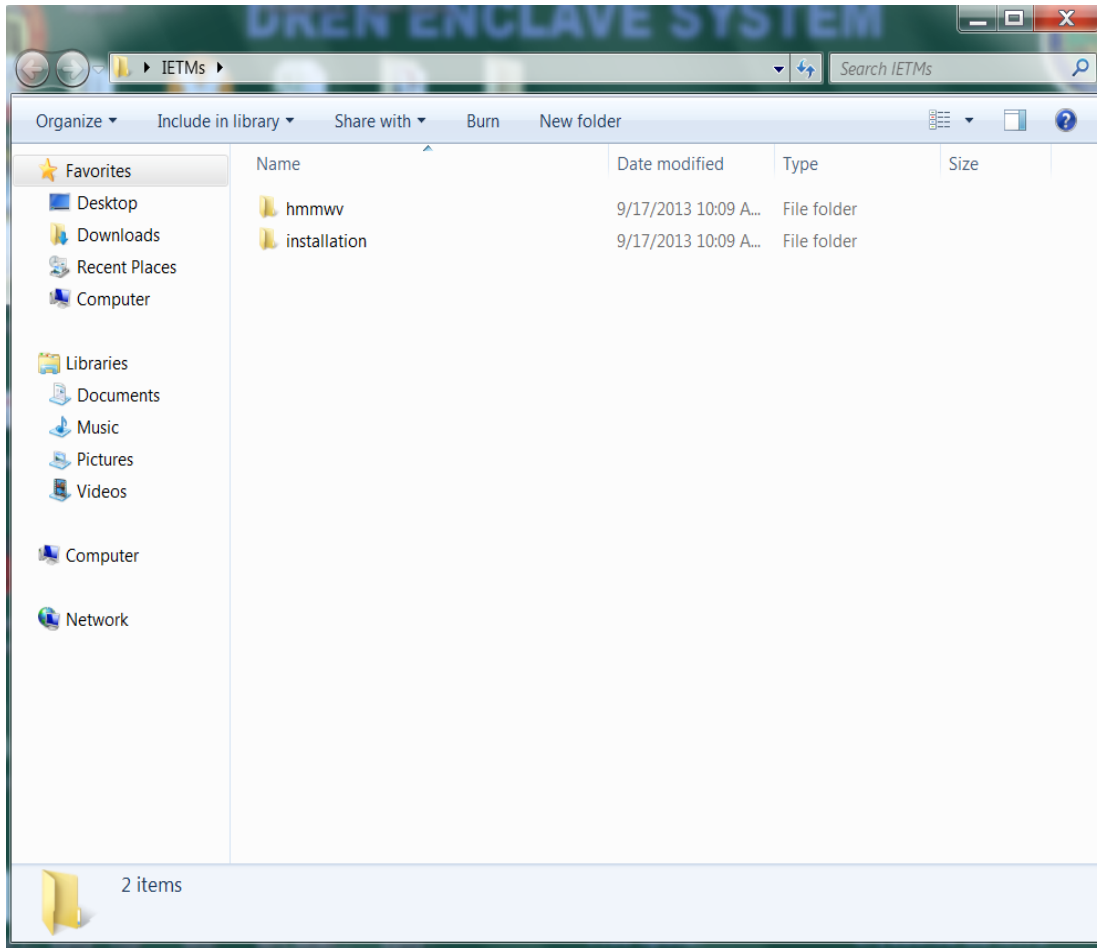
4. Access the zip file (don't extract the contents) and locate the lower-most folder (the folder containing the IETM files), right-click it, select **Copy**, access your IETM's container folder, right-click and select **Paste**.

5. Repeat steps 2 and 3 for each IETM from Windchill. After you've downloaded the IETM's your IETM's container folder should look similar to the following image, with the exception of the names of the IETM folders.

6. Access the **default.htm** file for the IETM has the embedded hyperlink, navigate to it and click it. The link should take you to the **default.htm** page of the desired IETM.