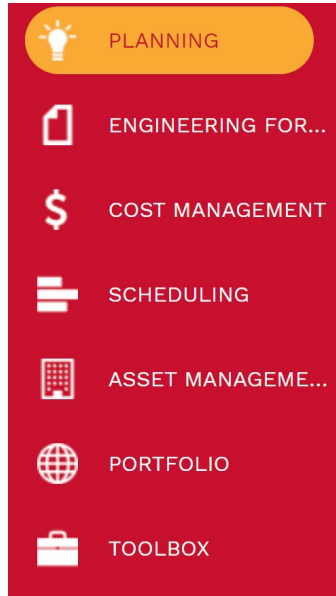


# How to Link a Document

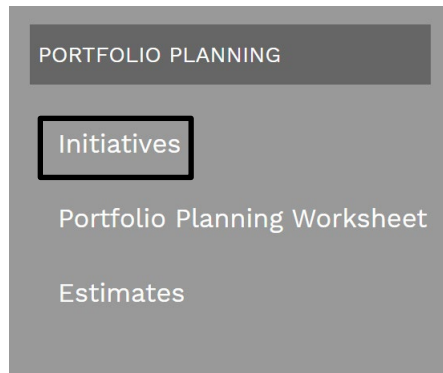
**Overview:** This process shows how to link a document to multiple records.

**Reference:** n/a

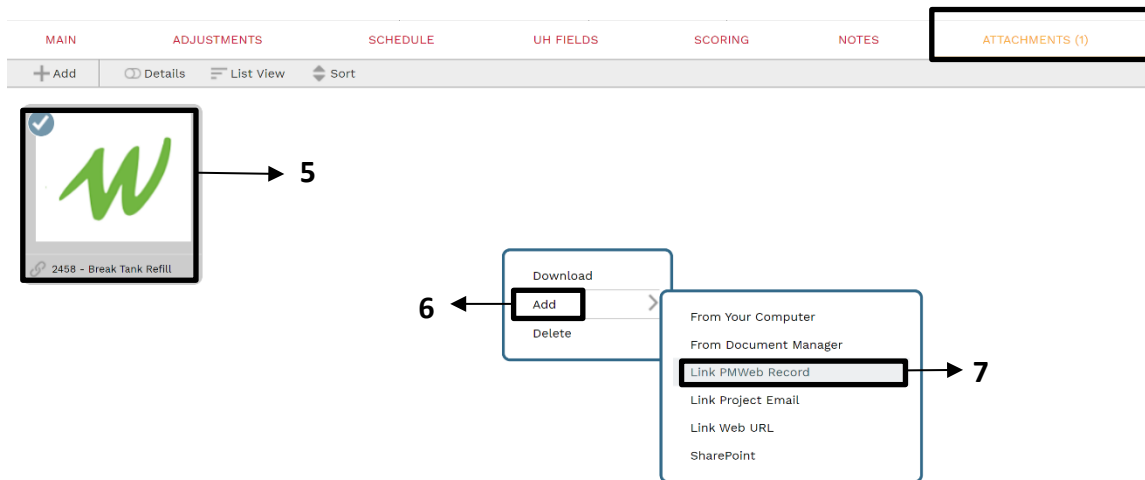
1- Click on **Planning** on the left menu.



2- **Portfolio Planning** - click on Initiative.



- 3- Select the desired Project.
- 4- **Attachment tabs** - Select Attachments
- 5- Right click on the selected Attachment.
- 6- Click on **Add** from new menu.
- 7- Select **Link PMWeb Records**.



- 8- **Choose File** - Select the folder on the left menu file tree.
- 9- **Drop & Drag** – Pull folder to right side
- 10- Click the **Save and Exit** button.

