

Currently there are three types of hyperlinking available for documents in CM/ECF. Below is a description of each method and a link to specific training materials.

Citation Hyperlinks

These hyperlinks are created in WordPerfect and link caselaw citations to WestLaw or Lexis. Detailed instructions can be found within the “Citation Hyperlinks Instructions” section of this document.

Cross Document Hyperlinks

These hyperlinks are created in WordPerfect and link to previously docketed documents in CM/ECF. Detailed instructions can be found [here](#).

Internal PDF Document Hyperlinks

These hyperlinks are created in Adobe Acrobat Standard/Professional and link to separate sections in the same document. Detailed instructions can be found within the “Internal PDF Document Hyperlinks Instructions” section of this document.

Creating Hyperlinks to Westlaw

Definitions

A **hyperlink** is clickable text or a graphic that takes you to another place in the same document, or to an entirely different document.

URL stands for Uniform Resource Locator. This is the unique name or address used to identify a page on the World Wide Web.

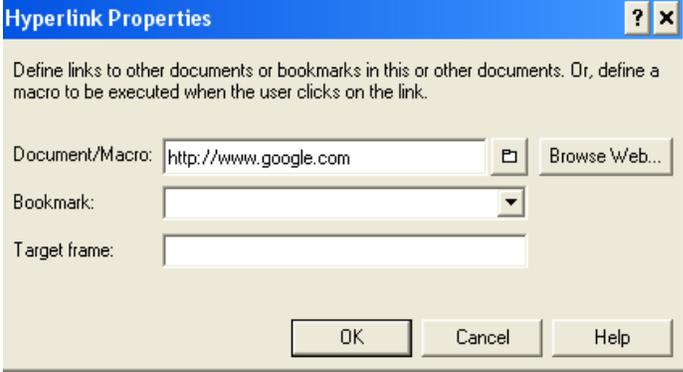
A note about standard citations

Hyperlinks in documents do not replace standard citations. The hyperlink is provided as a convenience.

Hyperlinks in WordPerfect

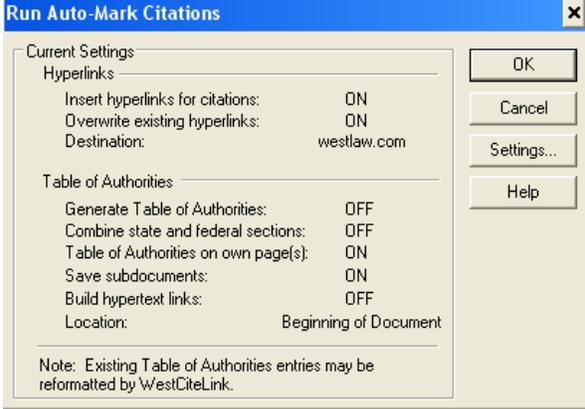
The easiest way to create a hyperlink in WordPerfect is to type or paste a URL for a Web site directly into the document. WordPerfect will automatically convert the URL text into a hyperlink.

Links can also be created using any word or phrase in the document following these steps:

STEP	ACTION
1	Highlight the word or phrase that is to become a hyperlink.
2	From the Tools menu, select Hyperlink .
3	Type or paste the URL into the Document/Macro box, then click OK. 

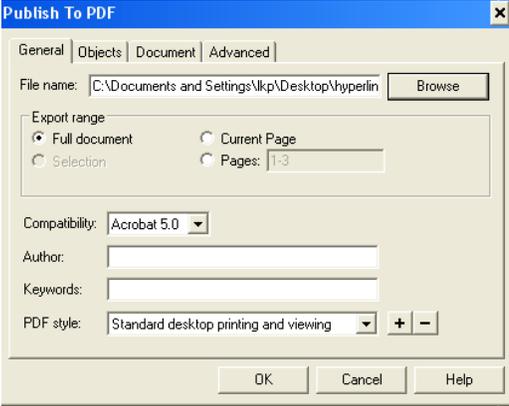
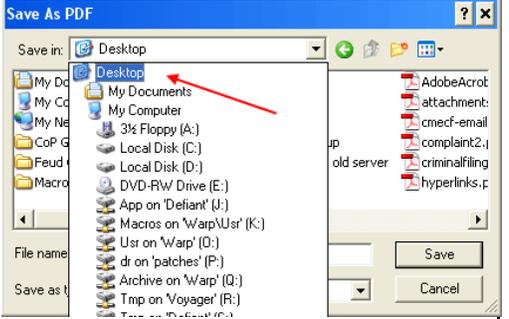
Creating cite links to Westlaw

Follow the steps in the table below to automatically generate citation links to Westlaw using the West CiteLink software.

STEP	RESULT
1. Turn on the Legal toolbar in WordPerfect from the View menu, by selecting Toolbars , then Legal .	
2. Click the Cite Link CL button on the Legal toolbar. 3. Verify the settings as shown here. Use the Settings... button if necessary to make changes.	
4. Click OK to start the Auto Mark process.	
5. When the process has finished, scroll the document to verify the citations have been marked as expected.	

Publishing to PDF

To convert a WordPerfect document with hyperlinks to PDF, specific steps must be followed to ensure that the hyperlinks remain intact.

STEP	ACTION	
1	From the File menu, select Publish to , then PDF .	
2	Save the PDF file to the desktop by clicking the Browse button and navigating to the Desktop folder. Type a name for the file in the File name box, then click Save .	
3	Click the Document tab and verify that the Include Hyperlinks box is checked.	
4	Click OK .	
5	File the PDF document in CM/ECF as usual.	

From www.studio.adobe.com

Linking up with Acrobat

Adobe® Acrobat® 7 lets users go instantly from a particular spot in a document to nearly any other location, whether that location is on the same page, in the same document, in a different document, or even on the World Wide Web. Acrobat provides the tools to create links that give users one-click access to other locations.

Links can lead not only to other locations in PDF documents, but also (like bookmarks) to files created by other applications, to forms, to JavaScript commands, to websites, and to multimedia files such as sound and movie clips.

Links are very easy to create using Acrobat's Link tool. Links can be obvious or hidden within the document, appearing only when the mouse pointer passes over the link.

Link PDF documents

To link one spot in a PDF document to another:

- 1 Open the document in which you want to create the link, and go to the page where you want to place the link.
- 2 Choose the Link tool from the Advanced Editing toolbar (Figure 1). If the Advanced Editing toolbar is not visible, choose Tools > Advanced Editing > Advanced EditingTools.



Figure 1: Choose the Link tool from the toolbar.

- 3 Drag a rectangle around the area you want to define as a link. When you release the mouse button, the Create Link dialog box appears (Figure 2). You can move this dialog box out of your way while you're setting the location of the link, but don't close it.

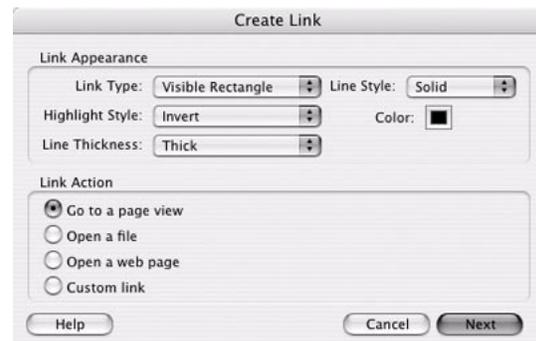


Figure 2: Choose Go to a Page View so that you can link to another page within your PDF.

- 4 Select the Go to a Page View radio button and then click the Next button. The Create Go to View dialog box appears and the PDF document is live behind the dialog box.
- 5 Use the PDF's scrollbars to navigate to the page to which you want to link. You can also zoom in on a specific spot or zoom out using the magnification tools.
- 6 Once you have an area on screen that you want to link to, click the Set Link button in the Create Go to View dialog box. Acrobat sets your view back to the page that has the link button.
- 7 To test the link, click it with the Hand tool. The linked-to location should appear.

Link to the Internet

Links can connect to locations outside Acrobat, as far as the Internet can reach. If the text of your PDF document contains URLs that you would like to act as links to the Internet, you can convert them to web links.

To link to a website:

- 1 Open the document in which you want Web Page button in the Create Link dialog box, to create the link, and go to the page where you want to place the link.
- 2 Choose the Link tool from the Advanced Editing toolbar.
- 3 Drag a marquee around the area you want to define as a link.
- 4 Click the Open a Web Page radio button in the Create Link dialog box (Figure 3).

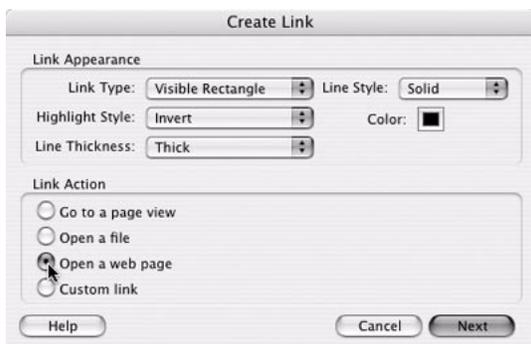


Figure 3: Link to the Web by choosing the Open a Web Page button in the Create Link dialog box.

- 5 Click the Next button and the Edit URL dialog box appears. In the Address field, type the URL of the website to which you want to link (Figure 4) and click OK.

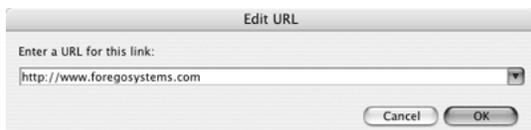


Figure 4: Enter a URL for the link.

Convert multiple URLs to web links

To convert multiple URLs to web links automatically:

- 1 Choose Advanced > Links > Create from URLs in Document (Figure 5). The Create Web Links dialog box opens.

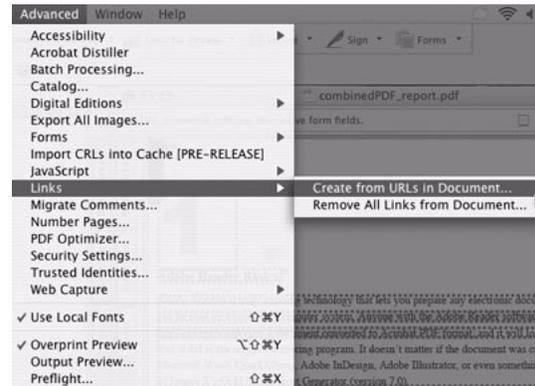


Figure 5: Turn all your text URLs into web links.

- 2 Choose whether to generate links on all pages or in a range of pages. Acrobat sifts through the pages you specify, searching for URLs, which it converts to web links. Unfortunately, this process will often miss URLs in the text, so you should go through and make sure all the links were successfully created.

Set web link properties

To set the properties of a web link:

- 1 Using the Link tool, select a web link (Figure 6).

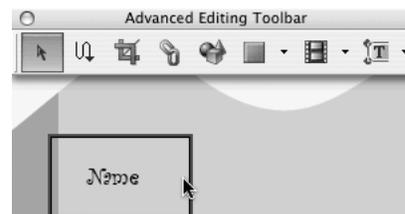


Figure 6: The outline of the link appears when you click on the link with the Link tool.

- 2 Right-click/Control-click to activate the contextual menu.
- 3 Choose Properties. The Link Properties dialog box appears.
- 4 To change the appearance of the web link, click the Appearance tab and select Visible Rectangle from the Link Type, or make any other changes you want.

- 5 Click the Close button to accept these changes (Figure 7).

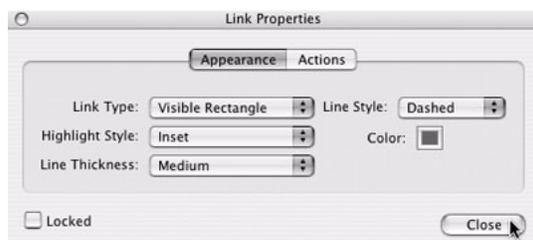


Figure 7: The changes will show after you click the Close button.

Set a link's appearance

To set a link's appearance:

- 1 With the Link tool, right-click/Control-click the link and choose Properties from the contextual menu. This brings up the link's Properties dialog box.
- 2 Choose Visible Rectangle from the Link Type pop-up menu.
- 3 Choose Inset from the Highlight Style pop-up menu.
- 4 Click the Close button to activate these settings. Use the Hand tool to see the link, which now looks something like a button (Figure 8).



Figure 8: Make your link look like a button.

Activate a web link

To activate a web link:

- 1 Open the document containing the links.
- 2 Using the Hand tool, click the web link. The first time you click any web link, you'll see the Specify Weblink Behavior dialog box (Figure 9).



Figure 9: Choose how you want to open a Web link.

- 3 Specify whether you want to open web links in Acrobat or in your web browser. If you choose the In Acrobat radio button, Acrobat attempts to download the web pages at the URL, convert them to PDF, and append them to the current document. If you choose the In Web Browser radio button, your default browser will open and display the web page when the link is clicked. It's safer to choose Web Browser so that you don't find yourself adding thousands of pages to your document.

Edit links

After you set a link, you may decide that it should have a different appearance or should perform a different action. And of course, if it's a web link, it's quite likely (given the fluid nature of the web) that the site will change or disappear at some point. Fortunately, editing or deleting a link is as easy as setting it up.

To edit an existing link:

- 1 With the document open to the page that contains the link, choose the Link tool from the Advanced Editing toolbar.
- 2 Double-click an existing link, or Right click/Control-click the link and choose Properties from the contextual menu. The outline of the link is displayed along with the Link Properties dialog box (Figure 10).

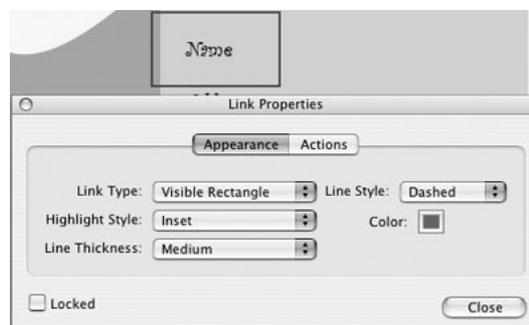


Figure 10: The outline of the link appears, along with the Link Properties dialog box.

3 Change options using the pop-up menus in the Appearance tab or the Actions tab (Figure 11).



Figure 11: Alter the appearance of actions of the link by using the Link Properties dialog box.

In the Actions tab, click the Open a Web Link with the URL you want to change, and then choose the Edit button. This brings up the Edit URL dialog box. Enter a new address and click OK, then close the Properties dialog box for the changes to take effect.

In the Appearance section, choose the appearance you want your link to have, whether a rectangle that stands out from the surrounding text, or no distinguishing features whatsoever.

In the Actions tab you can select Open a Web Link, Go to a Page, Play a Sound, and Submit a Form, among other actions.

4 Click OK to set the link changes.

Delete a link

To delete a link:

- 1 Choose the Link tool from the Advanced Editing toolbox.
- 2 Click the link you want to delete. The outline of the link is displayed, removing your web links.
- 3 Press the Backspace or Delete key, or Choose Edit > Delete. The link is removed.

Delete all web links

To delete all web links:

- 1 Choose Advanced > Links > Remove All
- 2 Web Links from Document. The Remove Web Links dialog box appears.
- 3 Specify whether to delete web links from all pages or a range of pages.
- 4 Click OK.

Excerpted from “Adobe Acrobat 7 for Windows and Macintosh: Visual QuickStart Guide” by Jennifer Alspach © 2005. Published by Pearson Education, Inc. and Adobe Press. To buy this book, visit www.peachpit.com.

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