

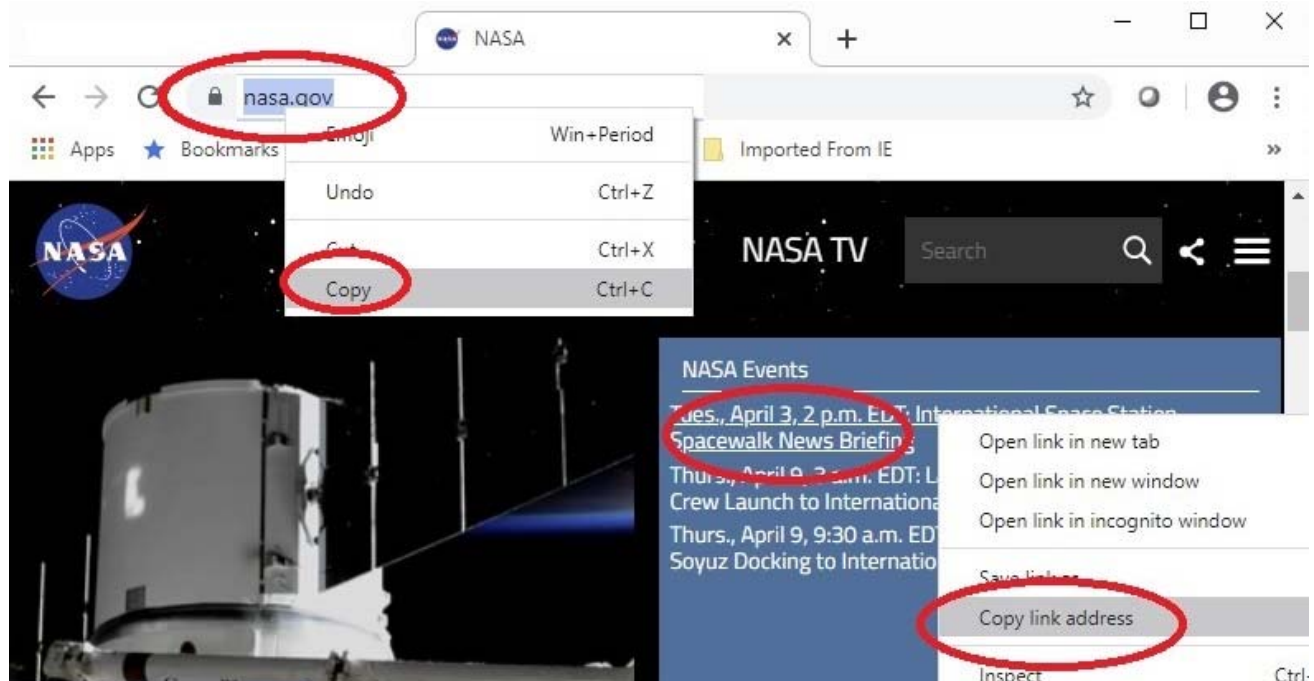
**NOTE:**

- All word processing applications are different, do not expect all of them to have the same appearance/behavior as the steps below demonstrate. Consult the help section of the word processing application regarding how to create hyperlinks if you experience difficulties.
- All internet browsers are different, do not expect all of them to have the same appearance/behavior as the steps below demonstrate. Consult the help section of the browser regarding how to copy hyperlinks if you experience difficulties.

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.

### 1. Citation Hyperlink

These hyperlinks are created in a word processing application and link caselaw citations to WestLaw or Lexis. Linking to other web pages or to documents within web pages requires you either capture the url of the web page (the url sits in the top white address bar across the top of the web page) or you capture the link address of a link sitting in the content area of a web page. This screenshot shows where these items are on any given web page and shows you an example of the menus you see when you right click or select (highlight the text) then right click on these items:



- To obtain an url of a web page: visit the web page > highlight the url in the top address bar > right click > select copy. Or, if you instead want to copy the link address of a link on a web page then do the following: visit the web page > hover your mouse over the desired link > right click > select “Copy link address”
- Paste this value into a word processing application

- Highlight what you just pasted into the word processing application
- Hover over what you just highlighted and right click, select create hyperlink from the small menu and follow the prompts

## 2. Internal PDF Document Hyperlinks

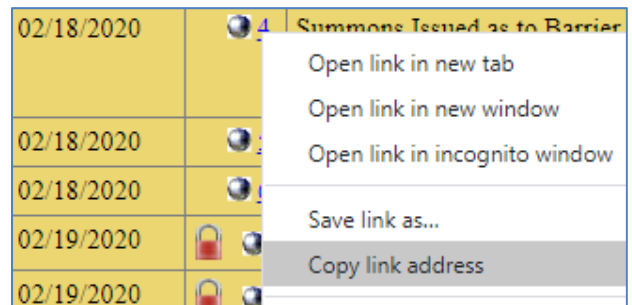
These hyperlinks are created in Adobe Acrobat Standard/Professional and link to separate sections in the same document. Detailed instructions can be found at adobe.com: <https://helpx.adobe.com/acrobat/using/links-attachments-pdfs.html>.

## 3. Cross Document Hyperlinks

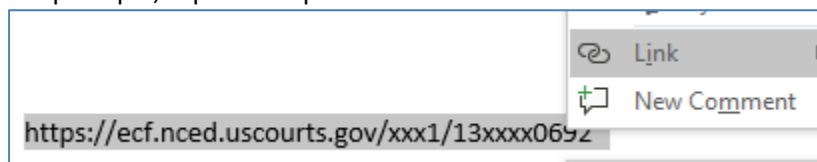
These hyperlinks are created in a word processing application (Word, WordPerfect, etc) and link to previously docketed documents in CM/ECF. Specifics regarding cross document hyperlinks are noted below:

The following steps are an overview of how to copy a hyperlink from a web page and then paste that hyperlink into a word processing application.

- login to cm/ecf and view the docket sheet for a case
- hover your mouse over a docket number that represents an exhibit (don't click on it with the primary mouse button...which is usually the left mouse button)
- right click on the docket number (using the secondary mouse button - usually the right mouse button) to reveal a small menu
- from the small menu click once on "Copy Link Address"



- open a new document in a word processing application and paste the link value onto the page
- highlight what you just pasted in the word processing application
- hover over what you just highlighted and right click, select create hyperlink from the small menu and follow the prompts, repeat this process until links to all desired exhibits are in the document



- save the document and include the document with the appropriate filing