

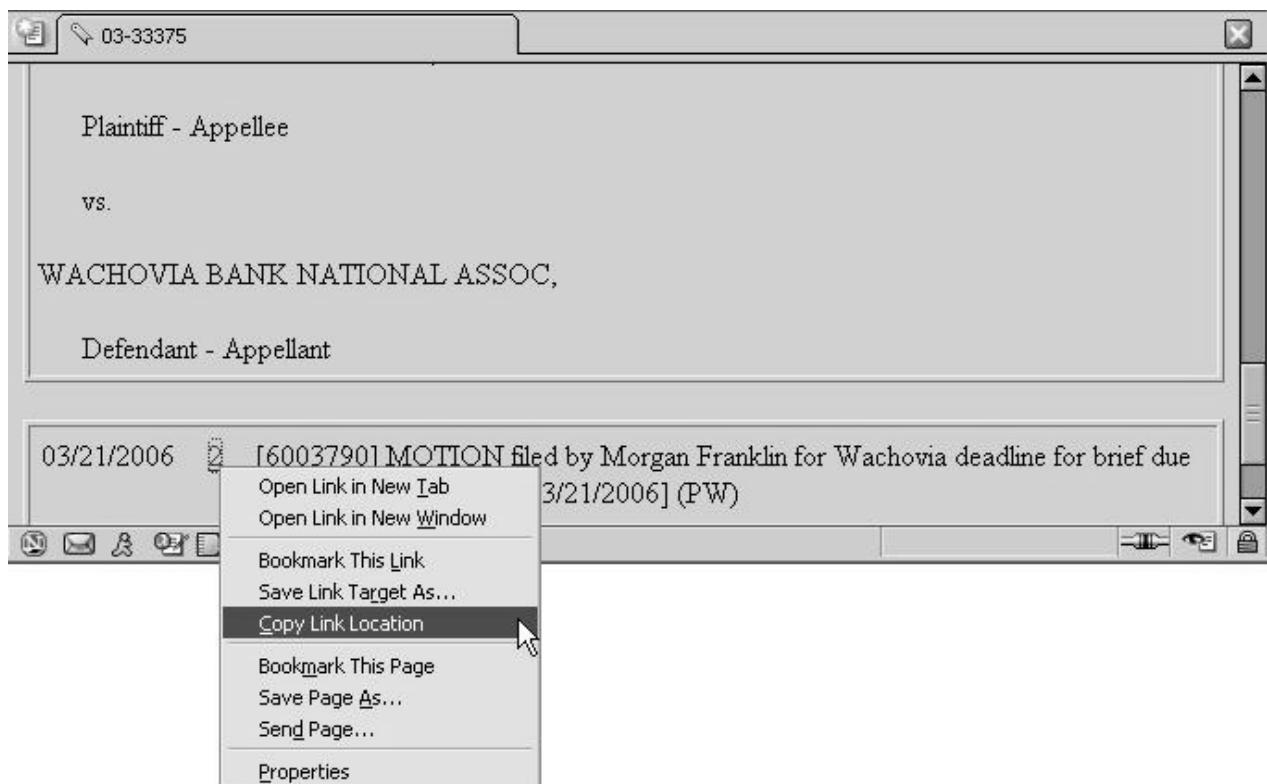
## CROSS-DOCUMENT HYPERLINKS

These instructions describe the steps for creating a hyperlink in a PDF document which points to another document in the CM/ECF database. The document being referenced can be one that was previously filed, or one that is being filed in the same event with the referencing document. The steps to create a hyperlink and to generate documents in PDF format are similar whether you are using WordPerfect or Word to create documents; differences are noted.

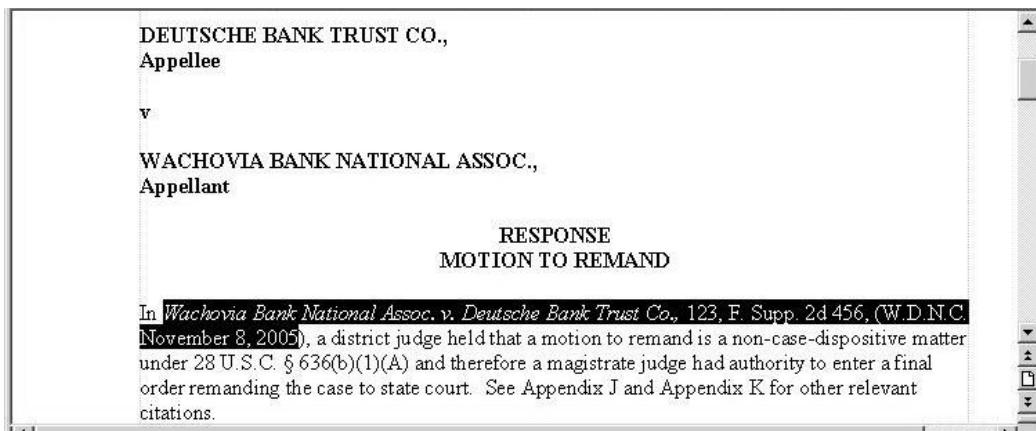
### Creating a hyperlink to a document already filed in the electronic case file

A link can be made to another document in any database in the Federal Courts -- District, Bankruptcy (as of December 2006) or Appellate (as of July 2006, Version 1.3).

1. Access CM/ECF and run the docket report for the case in which the document was filed.
2. Locate the document among the docket entries.
3. Copy the URL of the document to the clip board. **DO NOT copy the URL from the browser's address bar when the document is open.** Instead, hover over the document link and click the right mouse button (the document link displays after the docket date and is represented by an icon or a number with an underscore, e.g., 2). Select **Copy Shortcut** or **Copy Link Location** from the selection list (the option you see depends on your browser).



4. Open the word processing document. In the document, highlight the citation text for which you wish to create the hyperlink

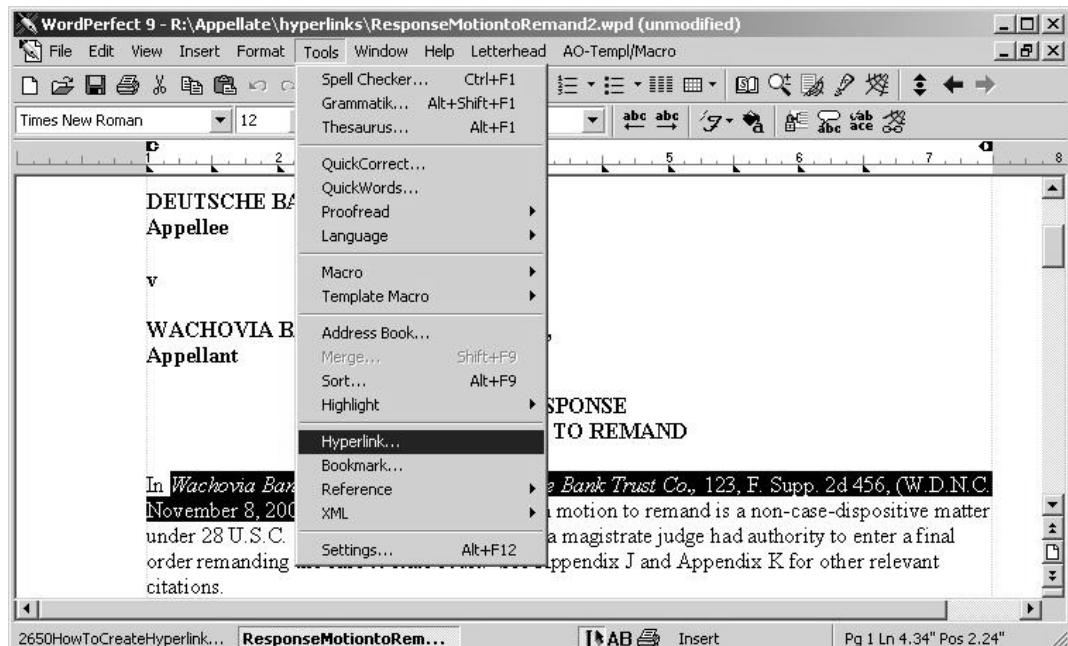


5. Create the hyperlink. The procedure is different depending on the word processing software that you use – specific instructions for WordPerfect and Word are given on the next two pages.

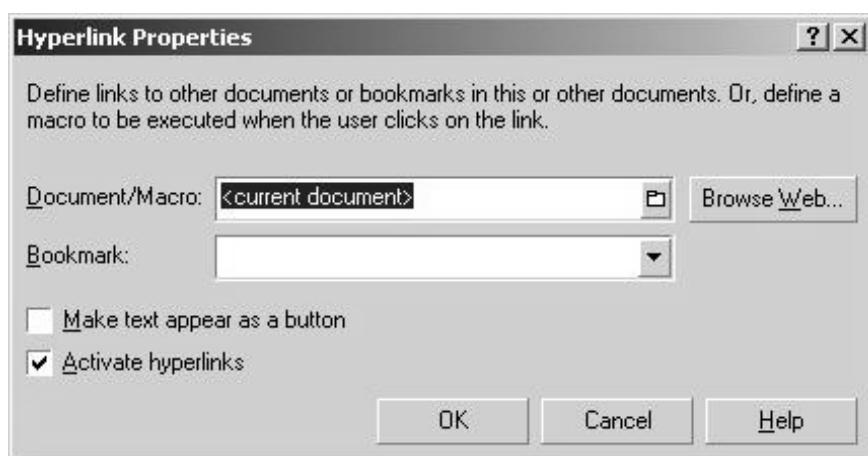
(Create the hyperlink)

**If you are using WordPerfect,**

Select **Hyperlink** from the **Tools** menu:



The **Hyperlink Properties** window opens:

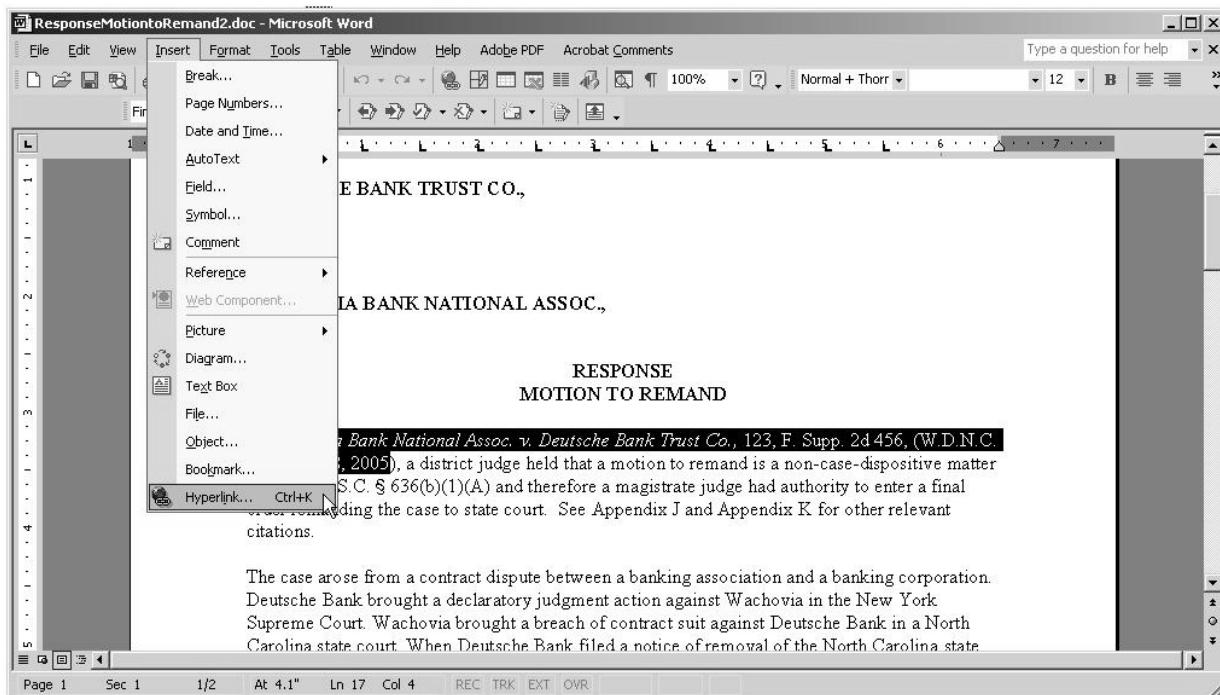


Paste the URL into the **Document/Macro** box with Ctrl-V.

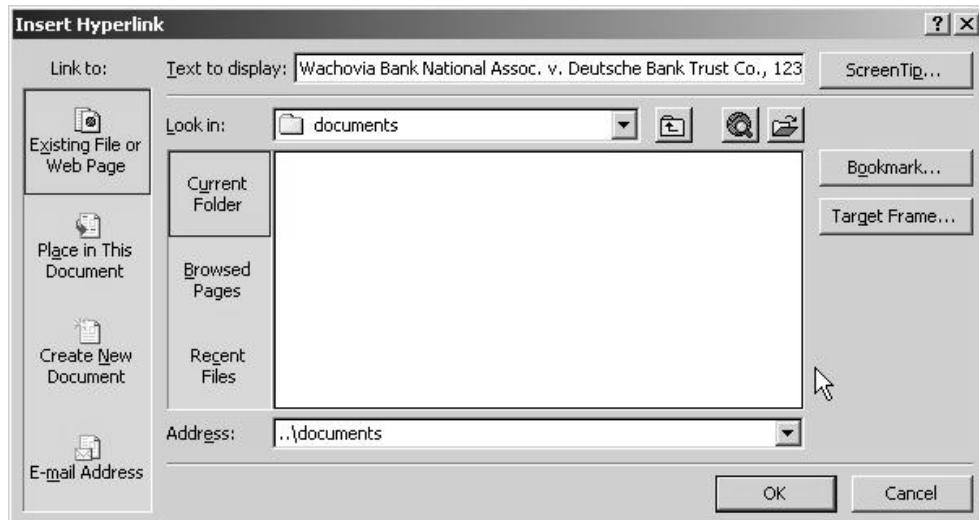
(Create the hyperlink)

**If you are using Microsoft Word,**

Select **Hyperlink** from the **Insert** menu:



The **Insert Hyperlink** window opens:



Paste the URL into the **Address** box with Ctrl-V.

6. If the citation is to a specific page in the document, append to the URL “**?page=**”, followed by the page number, e.g.,

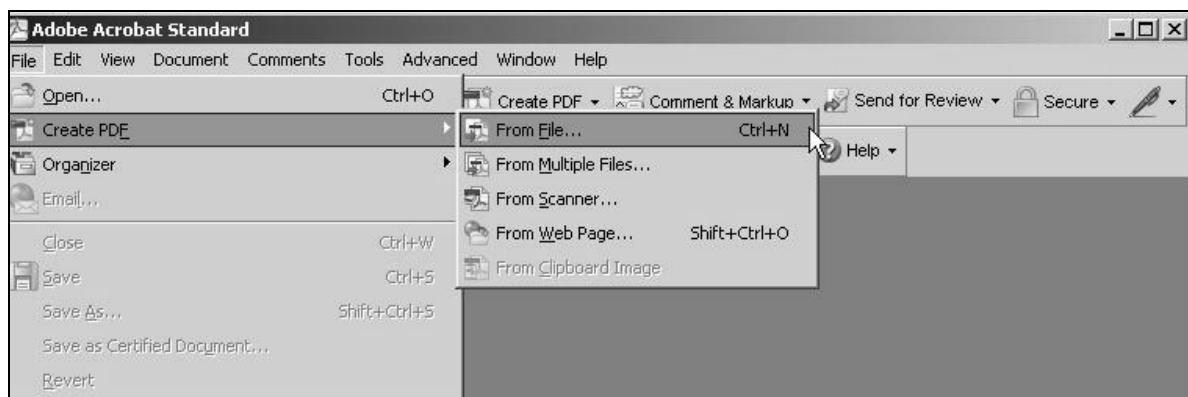
<https://ecf.txwb.uscourts.gov/docs1/001010708409?page=23>

Note: because of an incompatibility between the browser and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

7. Click the *OK* button to close the hyperlink dialog box.
8. The hyperlink text is now underlined and blue (or whatever color is specified for links), indicating a hyperlink has been created. Save the word processing document.
9. Produce the PDF file.

You must NOT use the “Print” option in the word processing program, since the hyperlinks will not be preserved [you may use this option if there are no hyperlinks in the document]. Instead, use one of these methods:

- a. If you are using a version of WordPerfect that has a “Publish to PDF” or “Publish to...” option on the File menu, select it (if it is “Publish to..”, select “PDF” from the choices). If you are using an earlier version of WordPerfect that does NOT have one of these options, you must upgrade to Version 11 or higher.
- b. If you are using a version of Word that has an “Adobe PDF” menu, select the “Convert to Adobe PDF” option from it.
- c. If you are using Word but do not have an “Adobe PDF” menu, close the Word file. Open the Adobe Acrobat application. From the **File** menu, select **Create PDF** and **From File...**:



A navigation window opens; use it to find and select the document, then click *Open*.

A series of windows open as the document is converted. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with an active hyperlink.

Close the Acrobat file. Respond “Yes” to the “Save changes” prompt and store the PDF file in an appropriate directory.

10. Docket an event and upload the PDF file to the docket entry as usual.

## **Creating hyperlinks between documents filed in the same event**

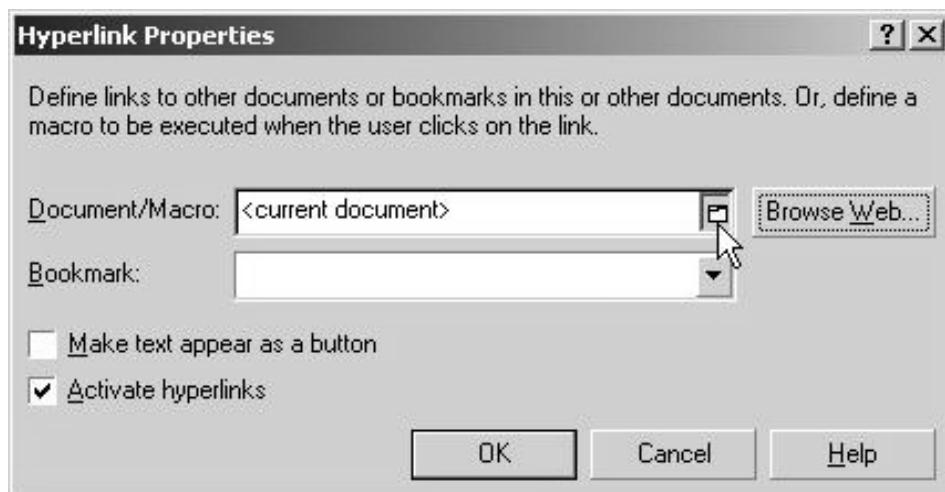
Instead of linking to a previously-filed document, you can link a document to one which will be filed in the same event (e.g., create a hyperlink in the main document to an attachment). The procedure is different, since the referenced document does not yet have an address in CM/ECF. When you create a link, it points to the referenced document where it exists on your local PC or server; when the documents are filed in CM/ECF, the link is converted to a CM/ECF URL.

1. Create PDF versions of any secondary documents (e.g., attachments) which will be referenced by the main document. See step 9 in the previous section.
2. Open the main document in the word processing program (i.e., the document that will have hyperlinks to the secondary documents).
3. Select the text in the main document that will be displayed as the hyperlink.
4. Create the hyperlink:

### **If you are using WordPerfect,**

Select **Hyperlink** from the **Tools** menu.

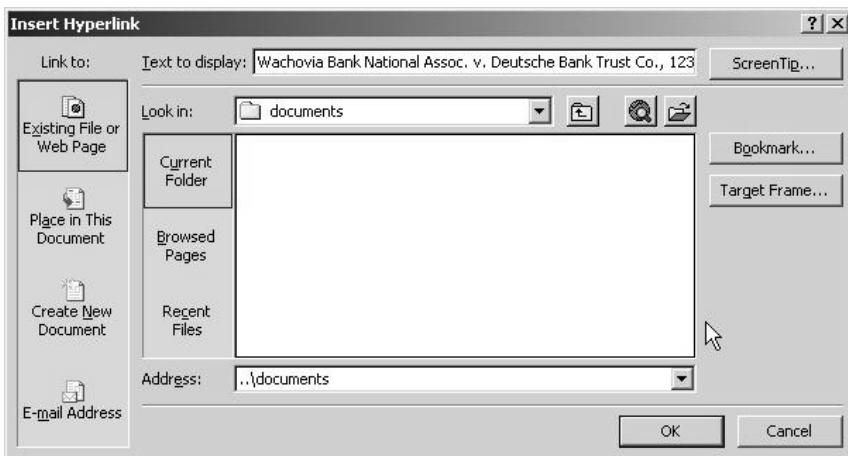
Click the folder icon to the right of the **Document/Macro** box:



Navigate to the referenced PDF document and click *Select*; click *OK* in the Hyperlink Properties box.

## **If you are using Microsoft Word,**

Select **Hyperlink** from the **Insert** menu. Navigate to the referenced PDF document, select it, and click *OK*:



5. If the citation is to a specific page in the document, append to the URL “**?page=**”, followed by the page number, e.g.,

<https://ecf.txwb.uscourts.gov/docs1/001010708409?page=23>

Note: because of an incompatibility between the browser and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

6. Click the *OK* button to close the hyperlink dialog box.
7. The hyperlink text is now underlined and blue (or whatever color is specified for links), indicating a hyperlink has been created. Save the word processing document.
8. Follow the instructions in step 9 of the previous section to produce the PDF version of the “main” document.
9. Docket an event and upload the main document and attachments as usual.