

---

# Creating Cross-Document Hyperlinks

---

The topics below describe how to create a hyperlink in a PDF document, where the hyperlink links to another PDF document in a CM/ECF database. The document being referenced can be a document that was previously filed or a document that is being filed in the same transaction (filing) as 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 as needed.

- [“Creating a Hyperlink to a Document Already Filed in a Case”](#) on page 2
- [“Creating Hyperlinks Between Documents in the Same Filing”](#) on page 6

## Creating a Hyperlink to a Document Already Filed in a Case

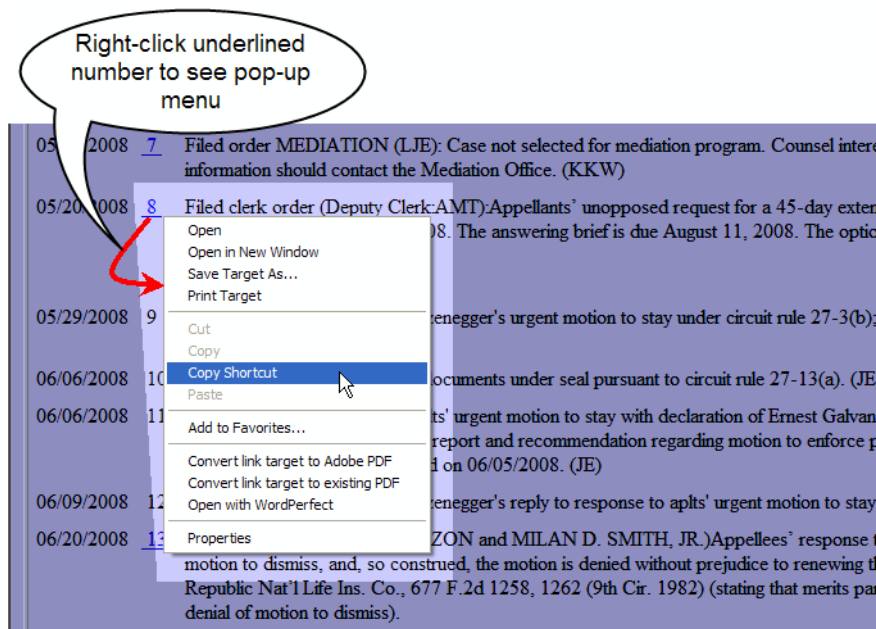
You can create a link to another document in any database in the Federal Courts: District, Bankruptcy (as of December 2006) or Appellate (as of July 2006, Version 1.3).

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 (the “*address*”) of the document to the clipboard by doing the following:
  - a. 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, for example, 5).
  - b. From the pop-up menu, choose **Copy Shortcut** or **Copy Link Location** (the option you will see depends on your browser),

**CAUTION:** DO NOT copy the URL from the browser’s address bar when the document is open.

An example of the pop-up menu in Internet Explorer is shown in Figure 1.

**Figure 1.** Pop-up Menu for Document in Docket Report

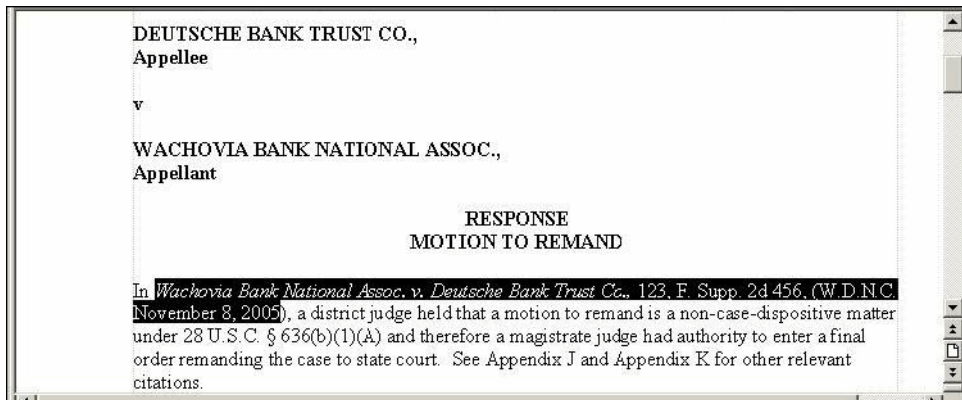


4. Open the word processing document.

5. In the document, highlight the citation text for which you want to create the hyperlink.

An example is shown in [Figure 2](#).

**Figure 2.** Highlight Hyperlink Text



6. If you are using WordPerfect, go to: “[To create the hyperlink and produce a PDF in WordPerfect](#)” below.

-or-

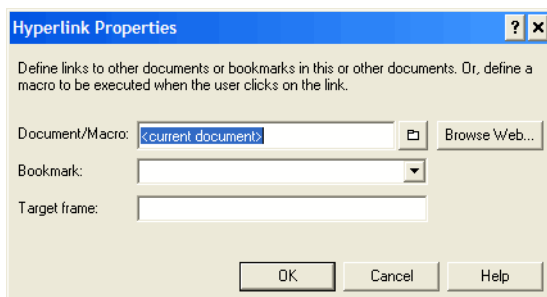
If you are using Word, go to: “[To create the hyperlink and produce a PDF in Word](#)” on page 4.

### ***To create the hyperlink and produce a PDF in WordPerfect***

1. From the **Tools** menu, choose **Hyperlink**.

The Hyperlink Properties dialog box opens. An example is shown in [Figure 3](#).

**Figure 3.** Hyperlink Properties Dialog Box



2. Press **Ctrl-V** to paste the URL into the **Document/Macro** field.

3. If the citation is to a specific page in the document, append a string to the URL to identify the page: ?page=x

For example:

`https://ecf.ca1.uscourts.gov/docs1/001010708409?page=23`

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

4. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

5. Save the word processing document.

6. Produce the PDF file.

**CAUTION:** Do not use the Print option in the word processing program.

If you are using a version of WordPerfect that has a **Publish to PDF** or **Publish to** option on the **File** menu, choose **Publish to PDF** or choose **Publish to**, then choose **PDF**.

**NOTE:** If you are using an earlier version of WordPerfect that does not have one of these **Publish** options, you must upgrade to Version 11 or higher.

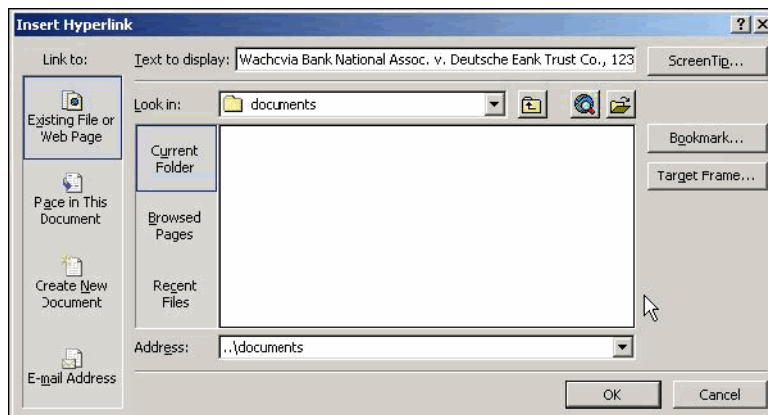
You are now ready to file your document and upload the PDF with hyperlinks.

### ***To create the hyperlink and produce a PDF in Word***

1. From the **Insert** menu, choose **Hyperlink**.

The Insert Hyperlink dialog box opens. An example is shown in [Figure 4](#).

**Figure 4.** Insert Hyperlink Dialog Box



2. Press **Ctrl-V** to paste the URL into the **Address** field.
3. If the citation is to a specific page in the document, append a string to the URL to identify the page: `?page=x`

For example:

`https://ecf.cal.uscourts.gov/docs1/001010708409?page=23`

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

4. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

5. Save the word processing document.
6. Produce the PDF file by following the steps below.

**CAUTION:** Do not use the **Print** option in the word processing program.

If you are using a version of Word that has an **Adobe PDF** menu, choose the **Convert to Adobe PDF** option.

If you are using Word but do not have an **Adobe PDF** menu, close the Word file and follow the steps below.

- a. Open Adobe Acrobat.
- b. From the **File** menu, choose **Create PDF > From File**.

A navigation dialog box opens.

- c. In the navigation dialog box, find and select the document that you want to convert to PDF, then click the **Open** button.

A series of dialog boxes open while the document is converted to PDF. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with active hyperlinks (the ones you defined in the Word document).

- d. Save the PDF file in a directory of your choice.

You are now ready to file your document and upload the PDF with hyperlinks.

## Creating Hyperlinks Between Documents in the Same Filing

Instead of linking to a previously-filed document, you can link a document to another document that you will be filing at the same time. For example, you could create a hyperlink from your main document to an attachment.

When you create the link, it points to the referenced document where it exists on your local system or network and when the documents are filed in CM/ECF, the link is converted to an “*address*” in CM/ECF.

1. Create PDF versions of any secondary documents, such as attachments or exhibits, that will be referenced by the main document.
2. Open the main document in the word processing program.

The main document is the document that will have hyperlinks to the secondary documents.

3. In the main document, highlight the text for which you want to create the hyperlink to the secondary document.
4. If you are using WordPerfect, go to: “[To create the hyperlink to an attachment and produce a PDF in WordPerfect](#)” below.

-or-

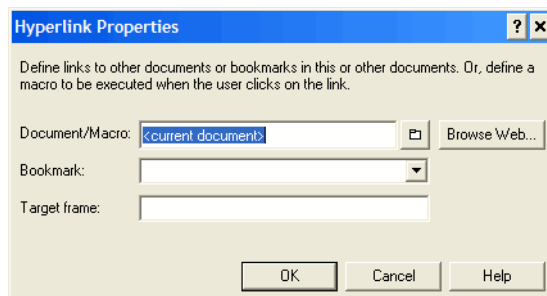
If you are using Word, go to: “[To create the hyperlink to an attachment and produce a PDF in Word](#)” on page 8.

### ***To create the hyperlink to an attachment and produce a PDF in WordPerfect***

1. From the **Tools** menu, choose **Hyperlink**.

The Hyperlink Properties dialog box opens. An example is shown in [Figure 5](#).

**Figure 5.** Hyperlink Properties Dialog Box



2. Click the folder icon to the right of the **Document/Macro** field.

The Select File window opens.

3. Navigate to and select the PDF file that you want to link to and click the **Select** button.

The **Document/Macro** field in the Hyperlink Properties dialog box now shows the file you selected.

4. Click the **OK** button.

5. If the citation is to a specific page in the document, append a string to the value in the field to identify the page: ?page=x

For example:

C:\MyFiles\Exhibit-A.pdf?page=23

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

6. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

7. Save the word processing document.

8. Produce the PDF file.

**CAUTION:** Do not use the Print option in the word processing program.

If you are using a version of WordPerfect that has a **Publish to PDF** or **Publish to** option on the **File** menu, choose **Publish to PDF** or choose **Publish to**, then choose **PDF**.

**NOTE:** If you are using an earlier version of WordPerfect that does not have one of these *Publish* options, you must upgrade to Version 11 or higher.

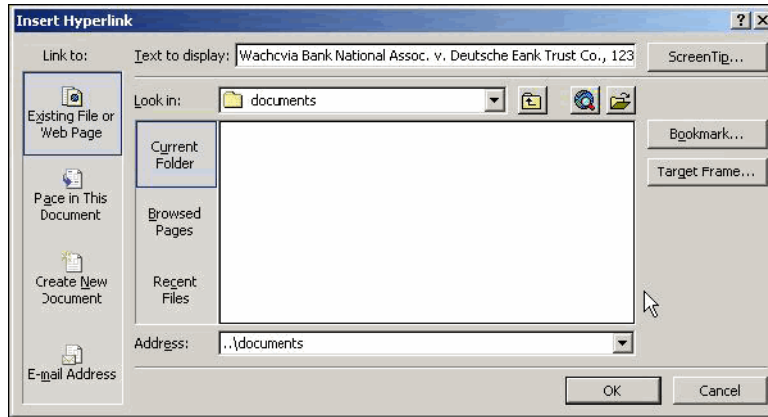
You are now ready to file your documents and upload the PDF with hyperlinks.

**To create the hyperlink to an attachment and produce a PDF in Word**

1. From the **Insert** menu, choose **Hyperlink**.

The Insert Hyperlink dialog box opens. An example is shown in Figure 6.

**Figure 6.** Insert Hyperlink Dialog Box



2. Navigate to and select the PDF file that you want to link to.
3. The **Address** field in the Insert Hyperlink dialog box now shows the file you selected.
4. If the citation is to a specific page in the document, append a string to the value in the field to identify the page: ?page=x

For example:

C:\MyFiles\Exhibit-A.pdf?page=23

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

5. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

6. Save the word processing document.



7. Produce the PDF file by following the steps below.

**CAUTION:** Do not use the Print option in the word processing program.

If you are using a version of Word that has an **Adobe PDF** menu, choose the **Convert to Adobe PDF** option.

If you are using Word but do not have an **Adobe PDF** menu, close the Word file and follow the steps below.

- a. Open Adobe Acrobat.

- b. From the **File** menu, choose **Create PDF > From File**.

A navigation dialog box opens.

- c. In the navigation dialog box, find and select the document that you want to convert to PDF, then click the **Open** button.

A series of dialog boxes open while the document is converted to PDF. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with active hyperlinks (the ones you defined in the Word document).

- d. Save the PDF file in a directory of your choice.

You are now ready to file your documents and upload the PDF with hyperlinks.

