Attorney Guide to Hyperlinking in the Federal Courts
(for Microsoft Word users)

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Overview of Hyperlinking in Federal Court

In the internet research world, hyperlinks are a standard way of "drilling down" for more detail or specific information. Just as all web pages contain links to other pages, cases downloaded from legal research services such as Westlaw or Lexis contain links to the cases, statutes, articles, or other sources cited within the opinion. The links allow immediate access by the reader to these referenced materials.

Attorneys can include links to cited law and Case Management/Electronic Case Filing (CM/ECF) filings in their documents filed in CM/ECF, adding another level of persuasion to their writing. Hyperlinks in briefs and other court filings provide quick, easy, and pinpoint access to particular sections of a case, or to specific filings in the court's record. The attorney can thereby highlight the precise issue presented, and the specific evidence and controlling or persuasive law the court should consider.

Hyperlinks in court filings are very beneficial for court chambers. Court submissions which include links to relevant case law and case filings are easy for chambers staff to review. The attorneys' arguments can be immediately verified in the context of the relevant law. The judge or judicial clerk is able to read the text of the cited case law on one screen while reading the attorney's brief on the other. And if a brief contains links to referenced exhibits, and even to specific pages within those exhibits, the judge or judicial clerk can access the relevant evidence without having to navigate through the CM/ECF record. Particularly when dealing with large and complex cases, links save chambers considerable time and effort. Links make it easy for the court to verify – and adopt – the positions taken by an advocate.

Types of Permissible Hyperlinks

Subject to the court's local rules, the following types of hyperlinks are typically allowed in court documents.

Internal Links	For example, the Table of Contents located at the beginning of this Guide.
Links to documents previously filed on CM/ECF	The defendants' discovery abuses have been thoroughly discussed in the court's prior orders, (Filing Nos. 263, 329, and 364), and the factual findings within those orders are incorporated herein by reference. As more specifically described in the prior orders: https://ecf.ned.uscourts.gov/doc1/11312528703
Links to attachments and exhibits being filed with your brief	03/16/2012 | 4 | BRIEF in support of defendant's motion to stay and to compel arbitration, 3 , by Attorney Carolyn Gunkel on behalf of Defendant Pioneer Hi-Bred International, Inc. (Attachments: evidence in support # 1 Affidavit of Allan Brax, # 2 Exhibit Pioneer terms and conditions sheet, # 3 Exhibit Plaintiff's 2011 income invoice, # 4 Exhibit Arbitration Provision)(Zwart, Cheryl) (Entered: 06/22/2012) **Note**: Evidence ***must*** be filed of record. A hyperlink to a public website where evidence can be found is not a substitute for filing evidence in support of a motion.
Links to case and statute citations **Note:** Unless a cited case cannot reasonably be found from a public source, it is not necessary to attach copies of cases or statutes to your brief.	For example: **Westlaw**, by the attorney-client privilege or the work product doctrine. s, 2009 WL 4949959, 2009 U.S. Dist. LEXIS 121753 (D. Colo. : 502: http://web2.westlaw.com/find/default.wl?rs=WLW10.06&ifm=NotSet&fn=_top&sv=Split&cite=2009+WL+4949959&vr=2.0&rp=%2ffind%2fdefault.wl&mt=Westlaw when a "subject-matter waiver" occurs due to an intentional or **Lexis**, by the attorney-client privilege or the work product doctrine. s, 2009 WL 4949959, 2009 U.S. Dist. LEXIS 121753 (D. Colo. : 502: https://www.lexis.com/research/retrieve?_m=9bb0a60fca07b454655d5b593fcce60f&csvc=le&cform=byCitation&_fmtstr=FULL&docnum=1&_startdoc=1&wchp=dGLzVlz-zSkAl&_md5=dbca62caac84f829e0e4d0ec37b92e8d when a "subject-matt **or court websites**. A party has been fraudulently joined if there is no reasonable basis for predicting that the state law http://www.ca8.uscourts.gov/opndir/13/04/121892p.pdf Click to follow link based upon the facts involved. Bradley Timberlan Lumber Co., No. 12-1892 (8th Cir. April 8, 2013).
Links to Local Rules	Either to the entire document, summarily denied becaus http://www.ned.uscourts.gov/internetdocs/localrules/necivr.2012.pdf Click to follow link ly consult and discuss the issu re filing his motion. Nebraska Civil Rule 7.1(i). or to the specific page within the document where the cited rule is located. The plaintiff's motion summarily denied because consult and discuss the issue w http://www.ned.uscourts.gov/internetdocs/localrules/necivr.2012.pdf?page=10 Click to follow link filing his motion. Nebraska Civil Rule 7.1(i).

Creating a Hyperlinked Table of Contents

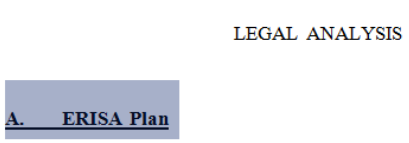
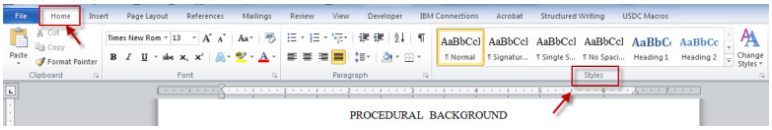
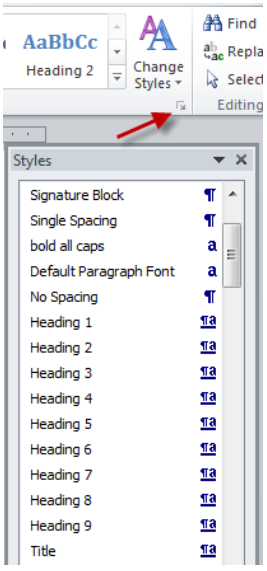
A table of contents in a Word document can include internal hyperlinks for navigating the document. When the document is converted to PDF format, these links will become bookmarks in the PDF document.

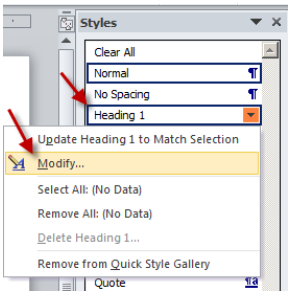
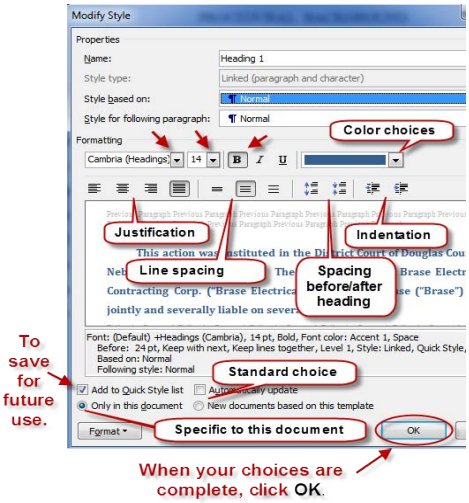
Although there are several methods for creating a table of contents in Word 2010, the one most useful to attorneys (and discussed below), is to create the document, include any headings as you write, and then:

- Mark and format the headings to be included in the table of contents;
- Generate and insert the table of contents; and
- Edit as needed.

Marking and Formatting Table of Contents Entries

To mark and format entries to be included in the table of contents:

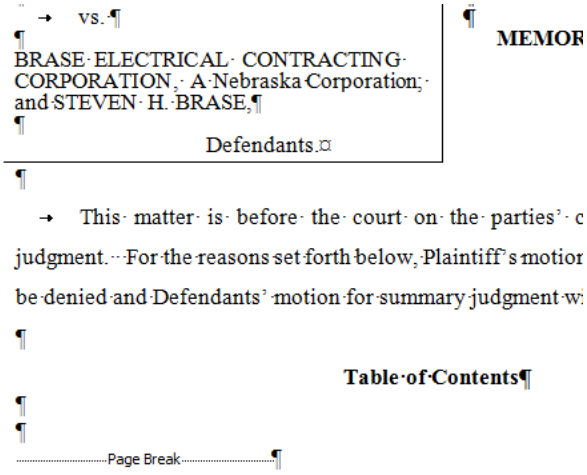
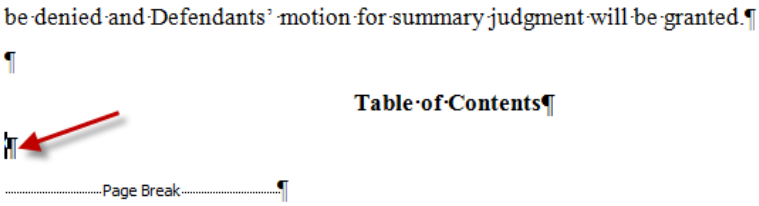
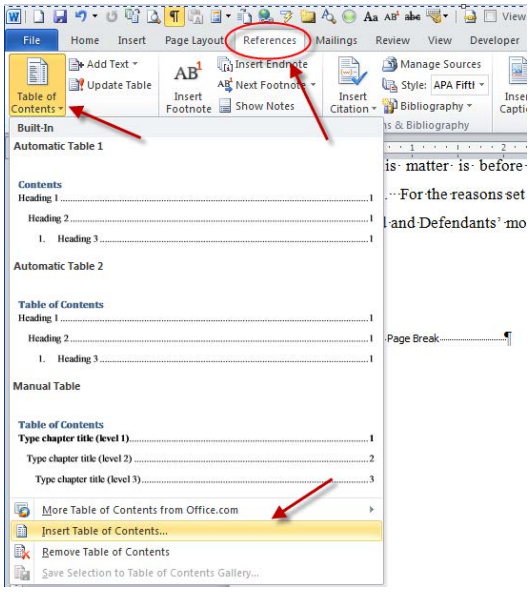
STEP	ACTION
1	Create your document, inserting all headings with the format of your choice.
2	Using your cursor, scroll over and select the heading you want to include in the table of contents. 
3	From the **Styles** section on your **Home** tab,  Click the down arrow in the right lower corner. A drop down list will appear.  **Note:** There are 9 pre-formatted Heading Styles available in MS Word, but only 2 may be visible in your styles drop-down menu. Additional heading options (3 through 9) will appear, as you make your selections. For example, when you select and apply Heading 2, the Heading 3 option will appear and be available for the next heading level, and so on.

4	If…	Then…
	You want the text of the table of contents entries to **match the headings already created** within your document (e.g. font, font color, bold, etc.):	Use your cursor to select the heading to be included in the table of contents. From the Styles list**, Right-click** the heading level you wish to apply. In the box that appears, select: **Update Heading [x] to Match Selection.** Continue until a heading style has been applied to all heading levels within your brief.
	You want to: **Set a standard format** (e.g. font, font color, bold, etc.), for all headings and table of contents entries created with your Word program, Or **Change the heading format** in the brief already created:	From the Styles list, **Right-Click** the heading level you wish to modify. In the box that appears, select **Modify** to open the Modify Style box.  Choose text: • font • font size • appearance • color • justification • line spacing  Save settings for: • **only in this document**, or • all documents created using your standard **templat** • **Add to Quick Style List.** Click **OK.**

Scroll through your document. For each heading, select the heading text with your cursor, then click the heading style to be applied.

Generating and Inserting the Table of Contents

To add the Table of Contents to your document:

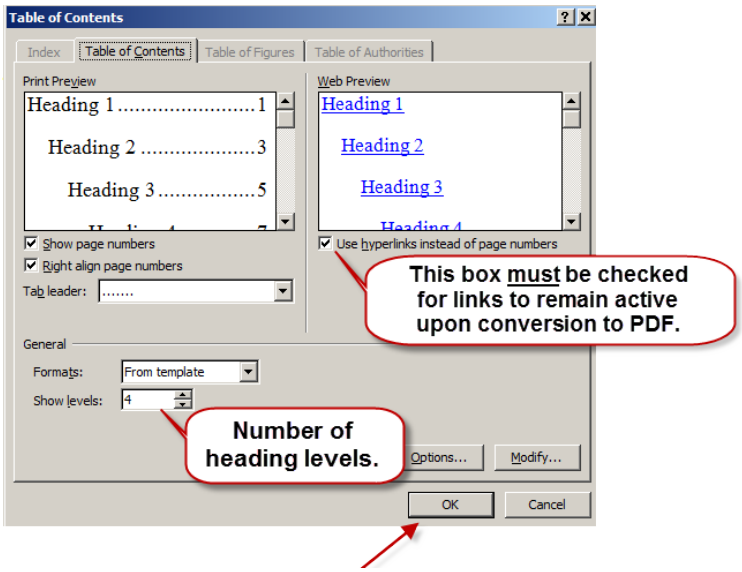
STEP	ACTION
Place your cursor in the document at the location you want to insert the table of contents. Add a title for the **Table of Contents**. Enter a few hard returns. **Control + Enter** to insert a page break.	
Place your cursor where the table of contents entries should begin.	
From the **References** tab of your Word ribbon, Select **Table of Contents**, and from the menu that appears, Select: **Insert Table of Contents**.	

Make selections for the appearance of the table of contents.

Click **OK**.

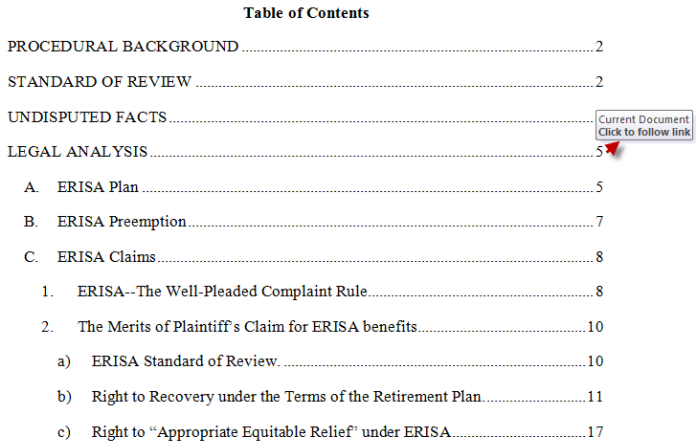
Note: If your table has more than three levels, you must set **Show levels** to the correct number.

Note: The "Use hyperlinks instead of page numbers" must be checked or the table of contents will not have active links upon conversion to PDF.



The Table of Contents, with active section links, will be inserted into your document.

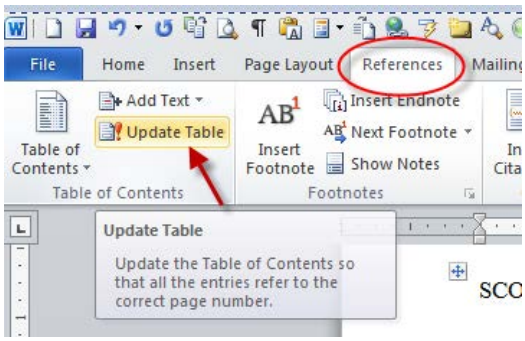
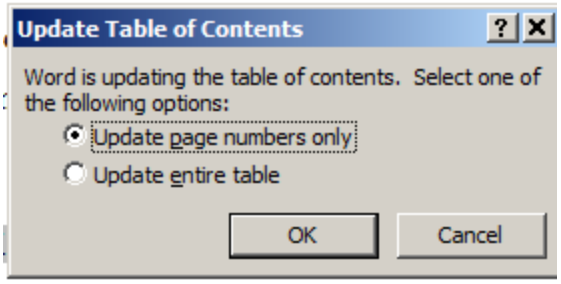
Note: You can manually modify the page numbers to appear as other links in your document, (e.g. blue and underlined).



Editing the Table of Contents (if needed)

Inserting the Table of Contents may result in page break changes. For example, hard page breaks or extra lines that were added during drafting to adjust the overall look of the document may no longer be needed, or some may now need to be added.

If the brief was modified after the table of contents was inserted:

STEP	ACTION
From the reference tab on the Word ribbon, select **Update Table**.	
Select **Update page numbers only**. Click **OK**. **Note**: If you have added or changed a heading, choose **Update entire table**.	

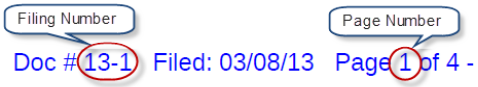
When the entire document is complete, using MS Word, **Save** the document as a PDF or **Create PDF** in accordance with the instructions in this Guide.

Note: Do *not* Print to PDF. All active links in your Word document become inactive in PDFs created using Print to PDF.

Drafting Documents to Include Links to CM/ECF

If you are creating a document which will include links to documents filed on CM/ECF, use a consistent citation format that cites the CM/ECF filing number along with the CM/ECF page number. For example:

STEP	ACTION
1	Download the filings from CM/ECF, and save them in your computer. **Reminder**: You can download a document from CM/ECF one time for free when you receive the Notice of Electronic Filing. Charges apply to each additional download of the same document.

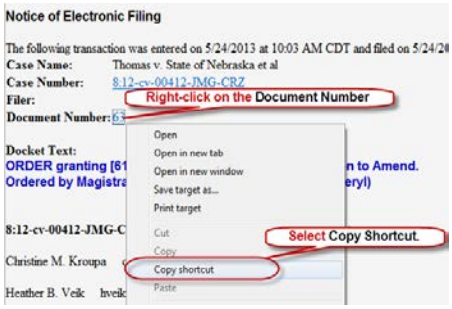
STEP	ACTION
2	Documents downloaded from CM/ECF will include a header that identifies the CM/ECF filing number and the page numbers within that filing. 
3	When drafting your brief, cite to the CM/ECF filing number and CM/ECF page number to which you are citing. For example: Assume you are citing to the following page of evidence. Doc # 13-1 Filed: 03/08/13 Page 3 of 4 - The citation within the brief could appear as follows:
	The Plan included a Trust Agreement. (Filing No. 13-1, at CM/ECF p. 3).
	Note: A consistent citation format is necessary when using CM/ECF LinkBuilder, an automated method for adding links to CM/ECF filings.

Gathering URLs for Links for Citations to the Record

Now that the filing numbers and associated page numbers are in the brief, you can manually add links to the electronic record. You may gather these links from:

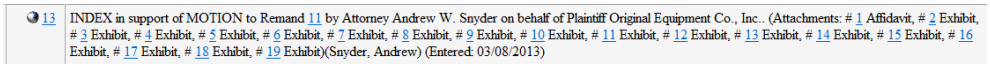
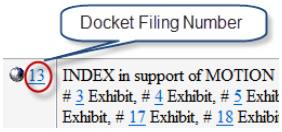
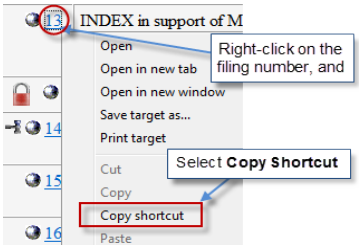
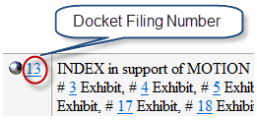
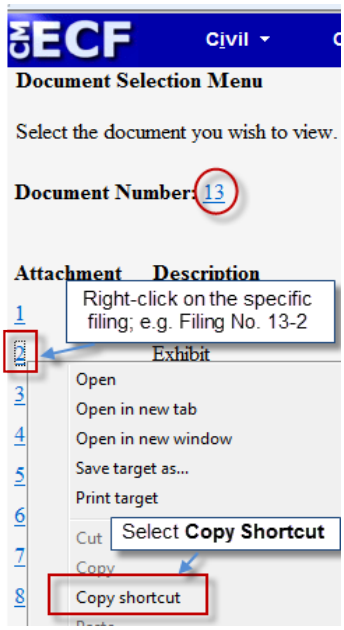
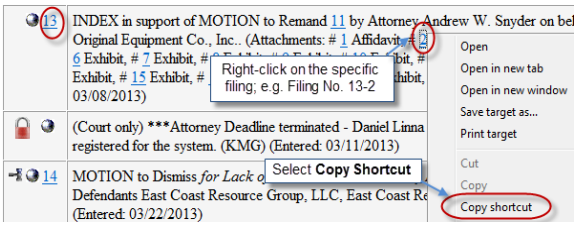
- saved Notices of Electronic Filing (no charge); or
- the docket sheet on PACER (PACER charge applies).

To obtain the url for the CM/ECF document *without* incurring a PACER charge:

STEP	ACTION
1	Collect and save on your computer the Notice of Electronic Filing (NEF) for all filings in the case.
2	When you later need the link for the document cited, --retrieve the NEF for that document, --right-click on the **Document Numbe**r, and from the drop-down menu that appears, Select **Copy Shortcut**. 

To obtain the url for the document from the PACER docket sheet (*PACER charge applies*)**:**

STEP	ACTION

STEP	ACTION
1	Open the CM/ECF docket sheet for the case and scroll to the cited docket filing. 
2	If linking to the **main** CM/ECF filing, **right-click** on the docket filing number,  and **Copy shortcut**.  If linking to a **sub-file** within a CM/ECF filing number: *Either:* Click on the docket filing number;  A window will open which lists all sub-filings for that docket filing number. Place your cursor over the link for the document you are citing, **right-click**, and from the drop-down menu that appears, and select **Copy Shortcut.**  *Or* **Right-click** on the sub-filing number in the docket text and, select **Copy Shortcut**. 

Formatting the Appearance of the Links Inserted

Before inserting links into a document, you may choose how those links will appear in the final document. For example, do you want them to appear:

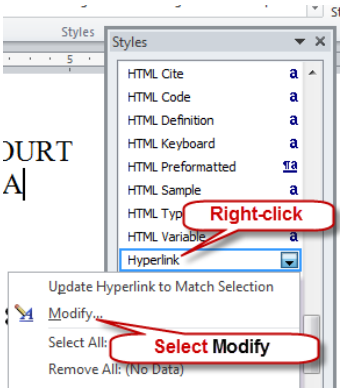
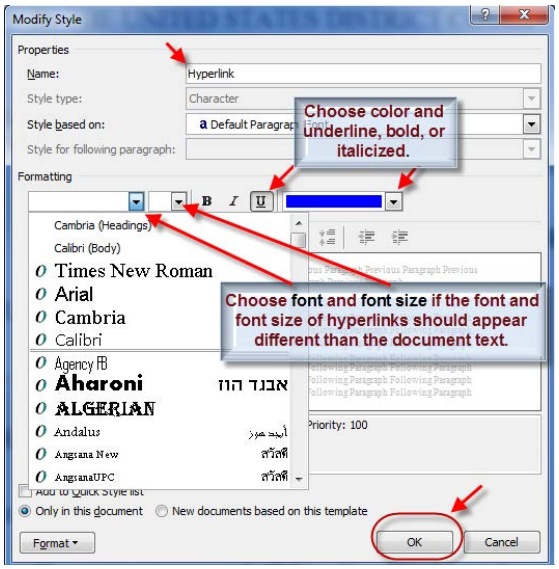
blue and underlined,

bold and black,

black and italicized, or

some other appearance?

To select the appearance of the links in your document:

STEP	ACTION
1	On the **Home** tab, click on the tiny arrow under **Changes Styles**.
2	A drop down menu will appear. Scroll down until you see **Hyperlink**. Right-click on **Hyperlink,** and from the choices that appear, select **Modify**. 
3	A **Modify Style** box will appear. Change the color, font, and underlining, etc. for hyperlinks. **Note:** Choose a specific font and font size for the linked text *only* if the linked text font and font size should appear different from that of the document text. Otherwise, leave the font and font size selections blank. Click **OK**. 

Linking to CM/ECF Documents

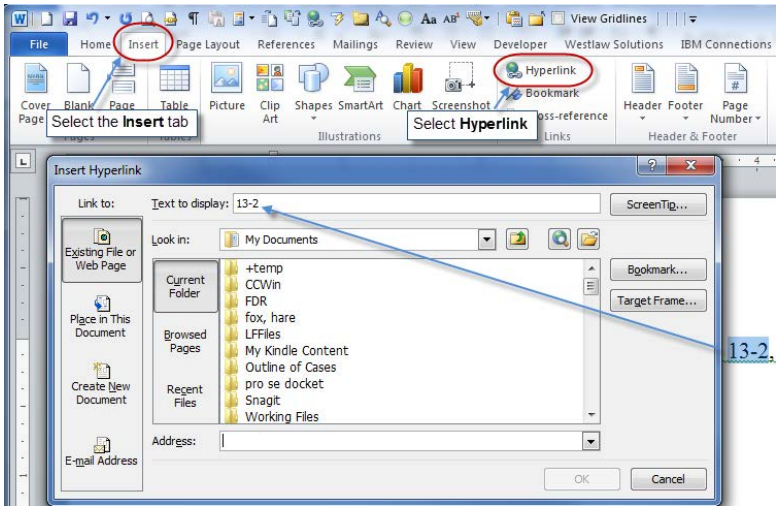
Using LinkBuilder to Insert Links to Documents Previously Filed on CM/ECF

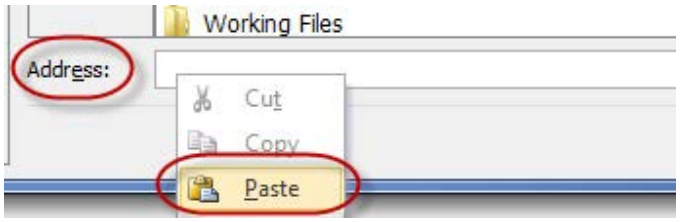
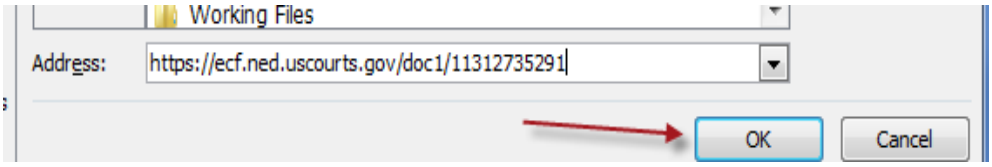
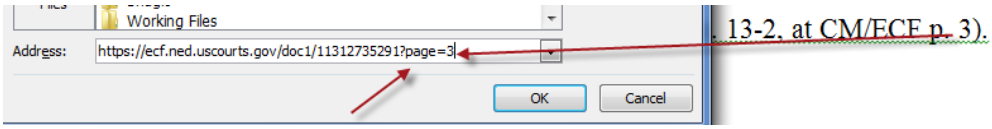
The CM/ECF LinkBuilder add-in for Word automates the creation of cross-document hyperlinks between filings in the federal court's CM/ECF system. LinkBuilder will search a Microsoft Word document for citations to CM/ECF filings and insert a hyperlink to the corresponding file in the CM/ECF system. LinkBuilder can recognize and link to attachments to the record, as well as page specific references to create pinpoint access to specific information in the case.

For more information and to download the LinkBuilder tool, visit http://www.ned.uscourts.gov/internetDocs/cmecf/LinkBuilderforMSWord.pdf

Manually Inserting Links to Documents Previously Filed on CM/ECF

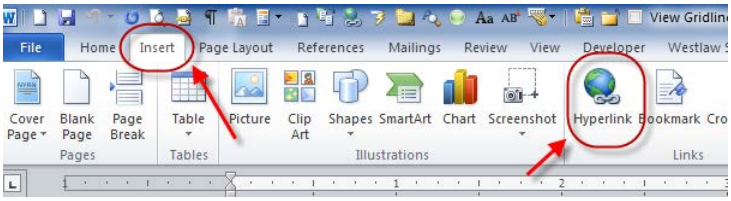
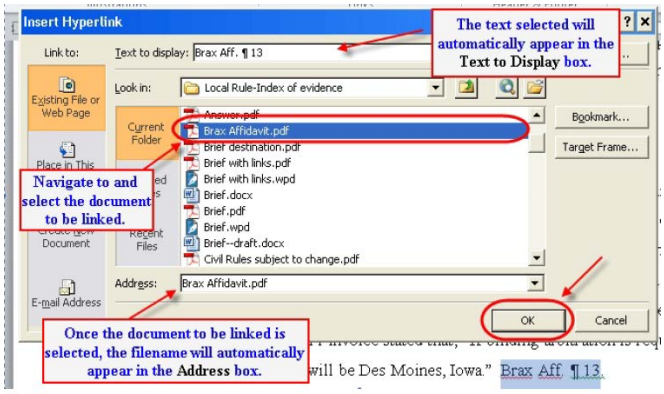
To manually add the links you have copied from the docket to the MS Word document you are drafting:

STEP	ACTION
1	In the brief, use your cursor to select the citation to which a hyperlink will be added. The defendant is a Colorado citizen. (Filing No. 13-2, at CM/ECF p. 3).
2	Select the **Insert** tab on the MS Word ribbon, then select **Hyperlink**. An **Insert Hyperlink** dialog box will appear.  **Note:** The text you selected will automatically appear in the "**Text to display**" line.

STEP	ACTION
3	Place your cursor in the **Address** box of the Insert Hyperlink dialog box. Right-click. From the drop-down that appears, select **Paste.** 
4	The link to the first page of the filing will appear. *To link to the filing only, or to only page 1 of the filing*, click **OK**. The link to the citation will be added in your brief. 
5	*To link to the specific page number of the CM/ECF filing* that you are citing, In the address box, scroll to or place your cursor at the end of the link address. Add the following text: **?page=<page number>** . For example, To link to page number 3 of a filing, add ?page=3. Click **OK** and the link to the page will be added to the citation in the brief.  **Note:** Use the page numbers assigned by CM/ECF when linking to pages in documents filed in CM/ECF. Do **not** use Bates numbers or other numbering assigned to the record by the parties. **Note:** While the document remains in an MS Word format, the link will go only to the first page of the document. But upon conversion to PDF (see instructions below), the PDF link will go to the specific page you cited.
6	Convert the brief to a PDF following the instructions below.
7	File the PDF version of the document in CM/ECF. **Note:** It is **not** necessary to re-file or re-attach the documents to which you are linking if they have been previously filed in CM/ECF.

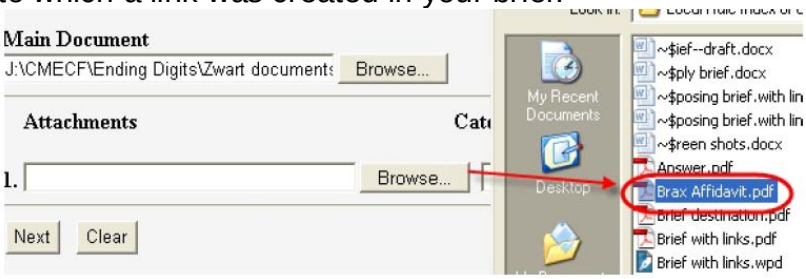
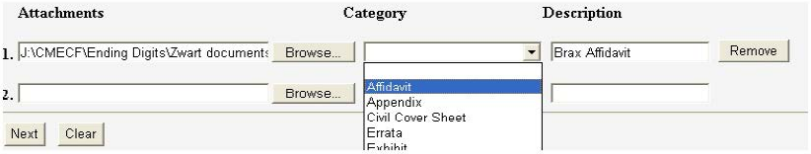
Adding Links to Attachments to the Document being Filed

If a document cited in your brief has not previously been filed on CM/ECF, you may link to the document within your brief only if the document is filed as an attachment to your brief. Follow the steps below to add active hyperlinks to documents you will be filing as brief attachments in CM/ECF.

STEP	ACTION
1	Save all the attachment documents you will cite in your brief into a single folder in your computer. The documents must be in PDF format. Be sure the names of the files do not contain special characters, such as apostrophes or ampersands, as these will break the hyperlinking process.
2	While drafting your brief, include the citations to the documents saved in your computer.
3	Using your cursor, select the text to which a link will be added. for any seed disputes, the 2011 invoice stated that, "If binding arbitration is required (see bag), the place of arbitration will be Des Moines, Iowa." Brax Aff. ¶ 13.
4	On the **Insert** ribbon, select **Hyperlink**. 
5	In the **Insert Hyperlink** dialog box: • Navigate to cited file saved on your computer; • **Select** the file; and • Click **OK**. 

STEP	ACTION
6	A link to the file will be added to the text. If you hover over the link with your cursor, you will see the link address. and conditions sheet, and again putting Plaintiffs on notice that ar ... red for any seed disputes, the 2011 invoice stated that, "If binding ar ... see bag), the place of arbitration will be Des Moines, Iowa." Brax Aff. ¶ 13 (emphasis added). file:///\\winfsl1.ned.circ8.dcn\data\cmecf\ending digits\zwart documents\it materials\local rule-index of evidence\brax affidavit.pdf Click to follow link Add links to all the citations in your brief accordingly. **Note:** Specific page links can be added by following the directions in the previous section. Use the **PDF** page number, not a Bates number or footer page number, for the citation.
7	Save the brief as a PDF as described in these instructions.

STEP	ACTION
8	File the brief and evidence as follows:

a	Following the normal procedure for filing briefs on CM/ECF, browse to and select your brief with links as the main document**.**
b	Browse to and select as an **Attachment** each PDF file to which a link was created in your brief. 
c	Using the drop-down list, select the type of document attached, and provide a written description of the document. (**Note**: The written description will become the name assigned as a PDF bookmark when the file is downloaded by the court. However, a unique description is needed if similarly labeled documents are cited.)  Repeat the foregoing steps until all cited evidence is filed as an attachment to your brief.
d	When all evidence attachments have been added to the brief, click **Next** and complete the remaining steps for filing the brief on CM/ECF. Once filed, the links in the brief will link directly to the evidence filed of record as attachments to the brief.

Automated Links to Legal Citations

Links to legal citations can be added manually or, assuming the software is compatible with your computer and word processing software, by using automated linking software available through Westlaw or Lexis.

Access to Linking Software

Linking software from Westlaw and Lexis is available from both companies with a subscription to the service.

Tool	URL
Westlaw InsertLinks	http://legalsolutions.thomsonreuters.com/law-products/solutions/brief-tools?searchterms=brief+tool
Lexis for Microsoft Office	http://www.lexisnexis.com/en-us/products/lexis-for-microsoft-office.page

Linking Software—Compatibility Information

The following graph outlines the compatibility of West Drafting Assistant and Lexis Links for Microsoft Office for inserting links into MS Word and WordPerfect documents.

	Lexis for Microsoft Office	West Drafting Assistant
MS Word 2016	X	X
MS Word 2013	X	X
MS Word 2010	X	X
MS Word 2007	X	X
WordPerfect X7		X
WordPerfect X6****		X
WordPerfect X4 – X5		
WordPerfect X3		
WordPerfect 10 – 12		

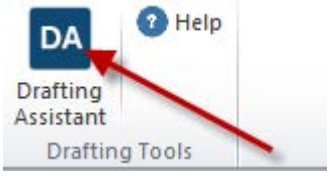
* The West and Lexis linking software programs cannot be used on Apple computers.

Westlaw Drafting Assistant

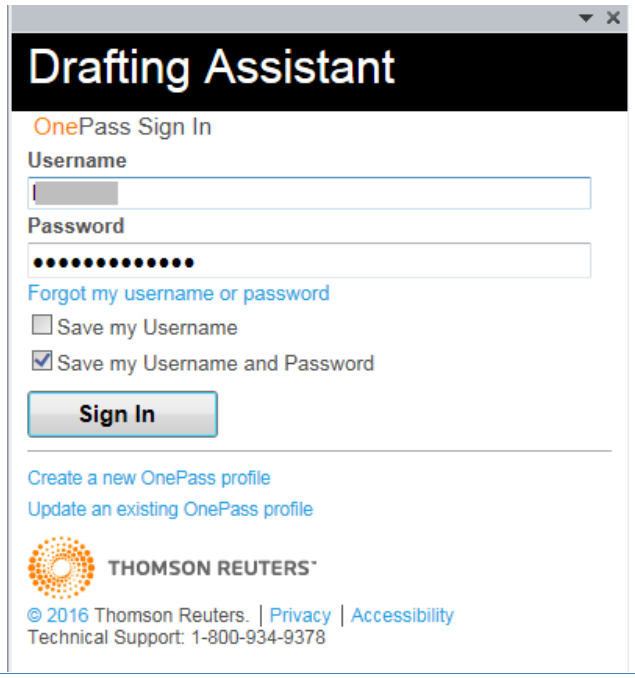
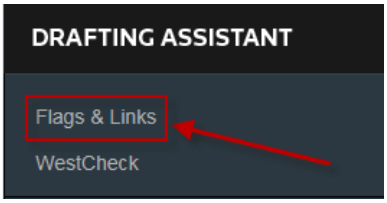
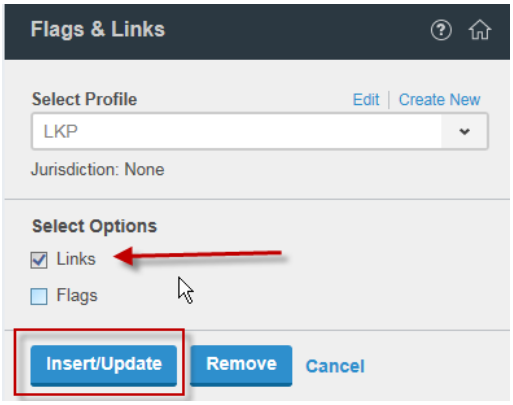
Drafting Assistant is a Westlaw computer software program which scans Microsoft Word or Corel WordPerfect[1] documents to locate legal citations, and then automatically inserts hyperlinks to the Westlaw internet address (url) for those citations into the word processing document. Drafting Assistant requires a license or subscription from Thomson Reuters.

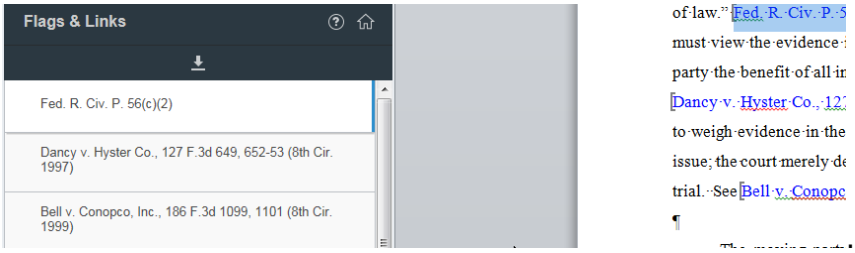
Using West Drafting Assistant

Once the Drafting Assistant software is installed, Westlaw links can be installed automatically in Microsoft Word documents using the following steps:

STEP	ACTION
1	With the Microsoft Word document to which you are adding links open on your screen: Select the **Drafting Assistant** tab on the Word ribbon.
2	The Drafting Assistant options will open.  Select **Drafting Assistant**.

[1] Currently, InsertLinks is not compatible with, and cannot be used for, automatically inserting links into WordPerfect X6 documents. It does, however, work with prior versions of WordPerfect.

STEP	ACTION
3	The Drafting Assistant panel will open on the left side of the screen. Enter your Westlaw credentials and click **Sign In**. 
4	Click on **Flags & Links**. 
5	Choose the option to insert **Links**, and then click **Insert/Update**. 

STEP	ACTION
3	The Drafting Assistant software will begin searching the document for citations and inserting the appropriate links. When it's a complete, a listing of all citations will appear on the left and the document will display the links. 

Manually Inserting Hyperlinks

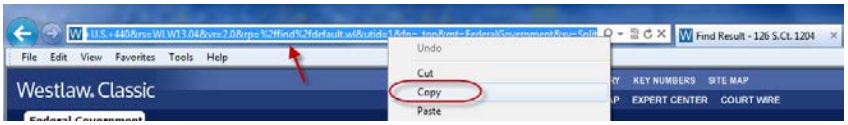
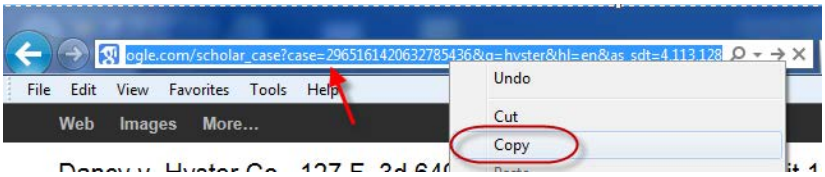
As previously described, hyperlinks to documents filed on CM/ECF can be manually added to a document about to be filed. It is also possible to manually create links to documents available through commercial legal websites (e.g., Lexis or Westlaw), and those posted on the court's website (Local Rules).

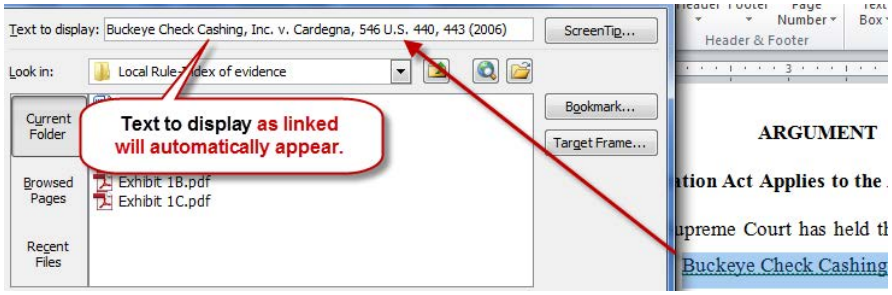
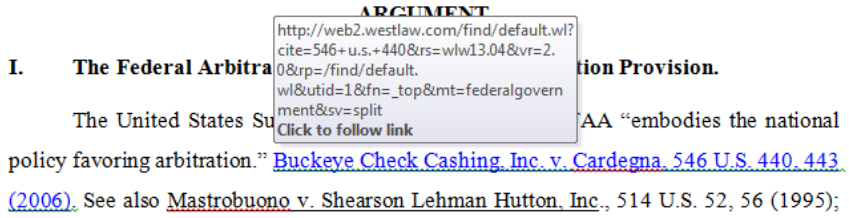
Manually adding links can be labor intensive if the document is long, but the process is not difficult. And even if you are primarily using software to add links to a document, understanding the underlying mechanics of hyperlinking within WordPerfect and Word documents is helpful and may be necessary if, for example, you need to make corrections to the automatically created links.

Manually Creating Links to Online Research Resources

The process for manually adding links to Westlaw, Lexis, Google Scholar, or any other online research resource (LoisLaw, FastCase, etc.,) is the same.

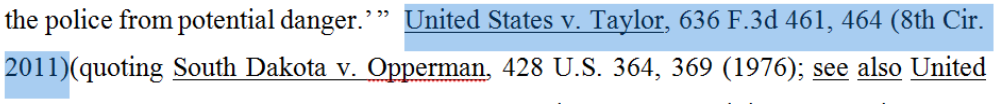
STEP	ACTION
1	In the brief, use your cursor to select the citation to which you are adding a link. The United States Supreme Court has held that the FAA "embodies the national policy favoring arbitration." Buckeye Check Cashing, Inc. v. Cardegna, 546 U.S. 440, 443 (2006). See also Mastrobuono v. Shearson Lehman Hutton, Inc., 514 U.S. 52, 56 (1995);

STEP	ACTION
2	Sign into the legal research website and open the cited document. Select the url address for the document. Right-click, and **Copy** the address. See e.g.,  **OR** **OR**  **Note**: Check your local rules for any authority or limitations on the legal research websites to which links are permitted. **Note:** Some attorneys have reported difficulty using this method to insert links to Lexis research. An alternative option is described in Appendix A.

STEP		ACTION
3	a	Select the **Insert** ribbon, then select **Hyperlink**. An **Insert Hyperlink** dialog box will appear.  **Note:** The text you selected will automatically appear in the "**Text to display**" line.
	b	Place your cursor in the **Address** box of the Insert Hyperlink dialog box. Right-click. From the drop-down that appears, select **Paste.** Click **OK**.
	c	The link to the citation will be added in your brief. 

Manual Links to Court Websites

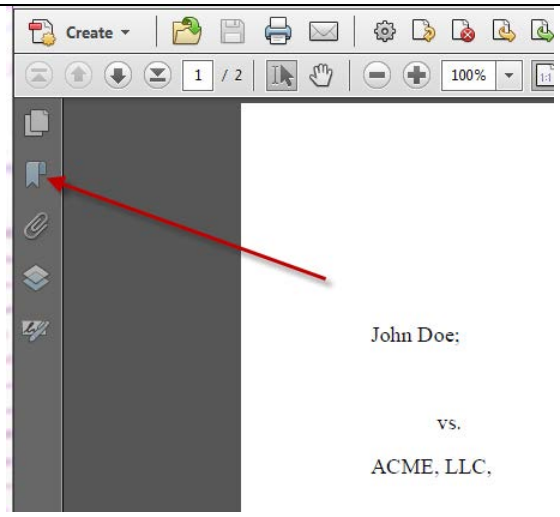
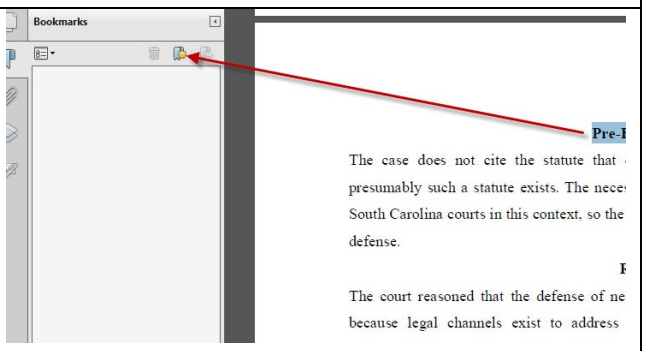
You may wish to cite to published opinions on a court's website, or to the court's local rules. To do so:

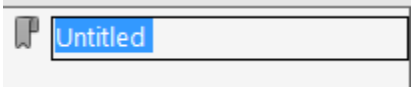
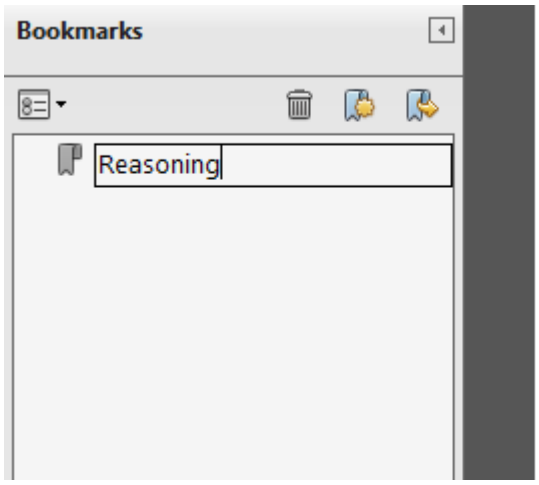
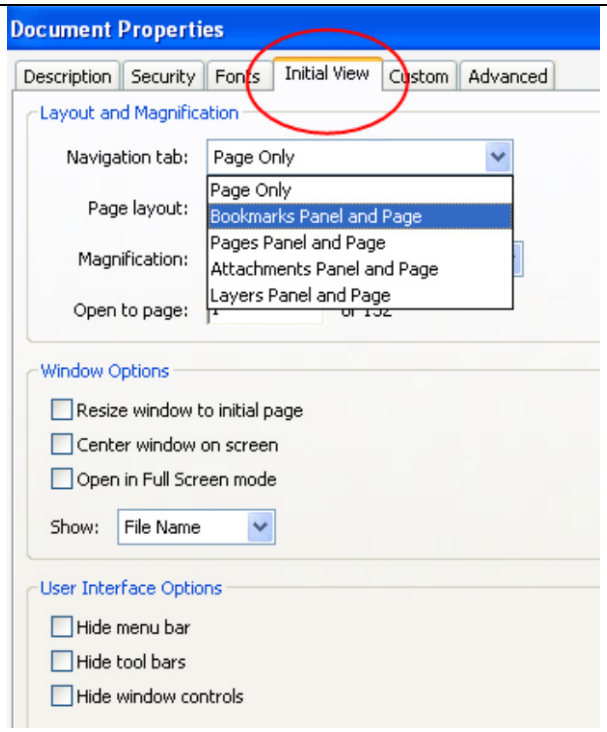
STEP	ACTION
1	In your brief, select the text to be linked.  the police from potential danger.'" United States v. Taylor, 636 F.3d 461, 464 (8th Cir. 2011)(quoting South Dakota v. Opperman, 428 U.S. 364, 369 (1976); see also United

STEP	ACTION
2	Locate and copy the url address for the citation. See e.g., **OR**
3	Referring to the previous section, "**Manually Creating Links to Online Research Resources**," complete Step 3.

Create Bookmarks in a PDF

A bookmark is a type of link within Acrobat PDF documents. Each bookmark goes to a different view or page in the document. They can mark places in a document for easy access later. Follow the steps in the table below to add bookmarks to your PDF files.

Step	Screen
1. Click the **Bookmark** tab on the left side of the Adobe Acrobat window to open the bookmarks panel.	
2. Navigate to the page where you want the bookmark. In the Bookmarks pane, click the **New Bookmark** icon.	

3. A new bookmark will appear as  Type a name for the bookmark. Note: If you highlight text on the page before clicking the New Bookmark button, the selected text will automatically become the name of the bookmark.	
4. Repeat steps 2-3 until all bookmarks are placed.	
To ensure that the bookmarks are displayed when the document is opened, we need to set the view property. 5. From the **File** menu, choose **Properties**. 6. Click on the **Initial View** tab. 7. From the **Navigation tab** list, choose Bookmarks Panel and Page or Attachments Panel and Page depending on your situation.	

Final Editing

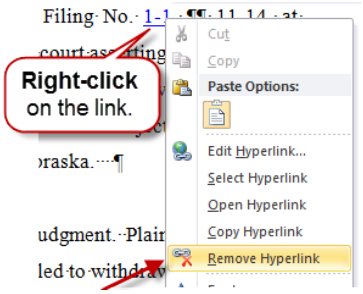
Removing Links

To remove ***a specific link*** in a Word document:

Place your cursor over the link,

Right-click, and from the drop-down that appears,

click **Remove Hyperlink**.



To remove ***all*** links in a Word document:

Press **Ctrl + A** to select the entire document, then

Ctrl + Shift + F9.

Editing Linked Text

To make additions to or change hyperlinked text in a Word document:

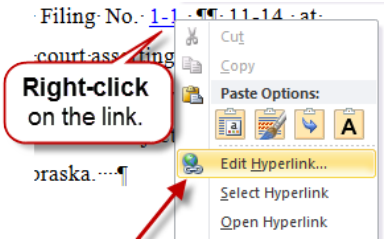
1. Place your cursor at the end of the linked text.
2. Use the back arrow on your keyboard to move your cursor in the linked text to the position where the text must be added or changed, and
3. Type in your changes.

Or

Place your cursor over the link,

Right-click, and from the drop-down that appears, and

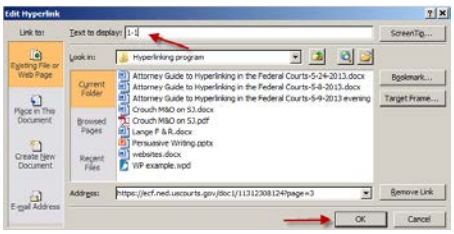
click **Edit Hyperlink.**



In the Edit Hyperlink box that opens,

Type any changes in **Text to display**.

Click **OK.**



Publish to PDF—Retaining the Hyperlinks

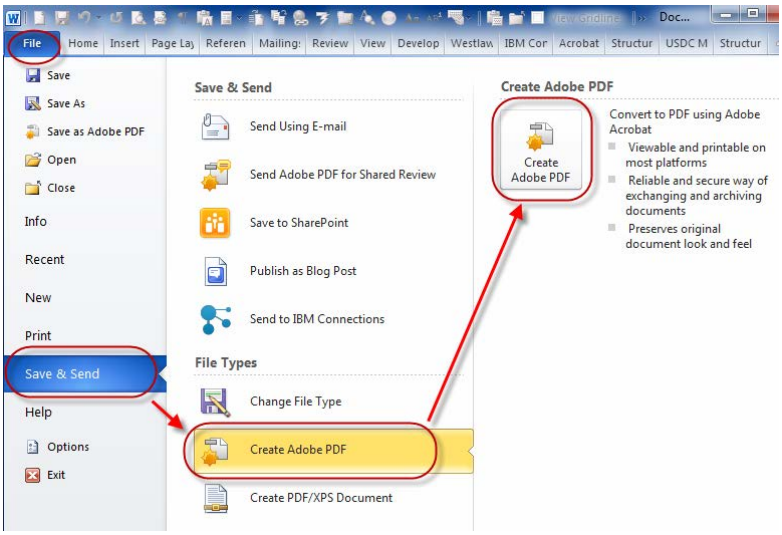
All documents filed in CM/ECF are in PDF format, so all documents created for filing must be converted to a PDF document. To include hyperlinks in your filed documents, place all the links into the document using your word processing system before converting the document to a PDF format.

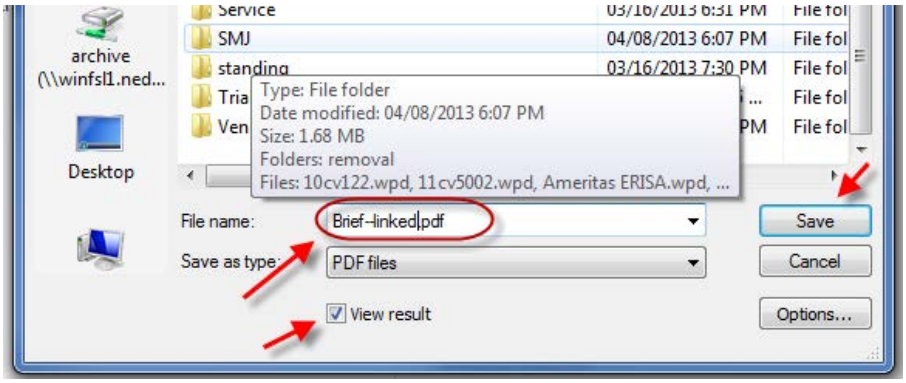
Once all links are in the word processing version of your document, use your word processing software to save or convert your briefs, or other documents you have created for filing, in a PDF format.

Note: Do **NOT** use the Print menu to convert a brief with hyperlinks–the hyperlinks will be lost. Do **NOT** print the document and scan it to PDF format. Using Word's built-in "Create PDF/XPS Document" or saving as a PDF file type can break links that include specific page number references. Only the Adobe Acrobat **Create Adobe PDF** or **Save as Adobe PDF** methods shown below correctly converts the links.

Conversion to PDF

MS Word has several methods for saving ("publishing") a document in PDF format. It is recommended that you have Adobe Acrobat Standard or Professional installed on the computer you will use to convert and follow the steps below.

STEP	ACTION
1	Select the **File** tab on the MS Word ribbon; from the drop-down menu, select **Save and Send;** and from the choices now available,  choose **Create Adobe PDF** from the **File Types** list, then

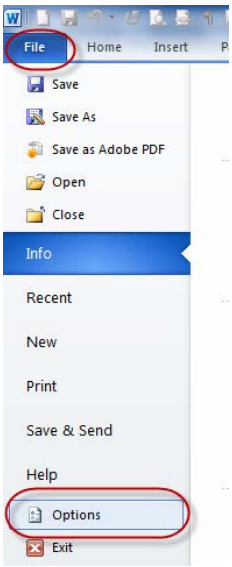
STEP	ACTION
2	Navigate to the location where you want to save the document. Name the document and click **Save.**  Check **View Result** if you want the PDF document created to open upon conversion.
3	After the document is published to PDF, you may upload it to CM/ECF using typical filing processes. With the exception of filing a document with links to its own attachments (discussed previously), no special steps are needed for filing a hyperlinked document on CM/ECF.

Note: If you have Adobe Acrobat Standard or Pro loaded on your computer, you may also add the Adobe Acrobat tab and ribbon to your MS Word ribbons and use the Acrobat ribbon to convert documents to PDF.

To do so:

Select the **File** tab on the MS Word ribbon.

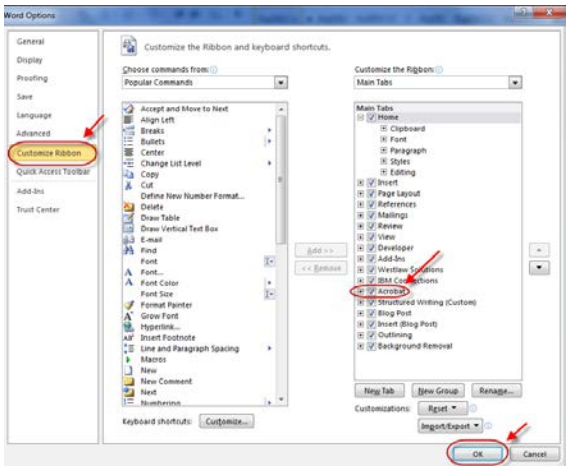
Choose **Options**.



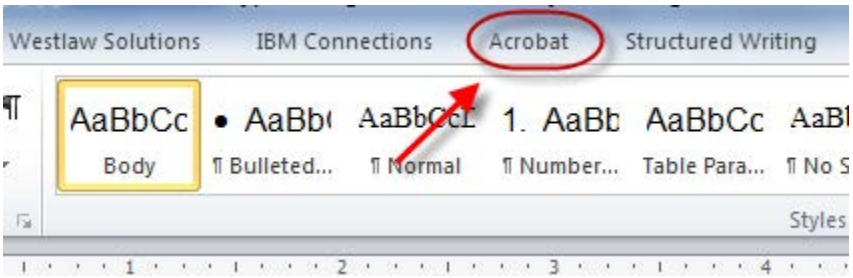
Select **Customize Ribbon**.

Add the **Acrobat** tab.

Click **OK**



An **Acrobat** tab will now appear on the MS Word ribbon, and will continue to do so hereafter.



After the **Acrobat** tab is added, save a document as a PDF by selecting the **Acrobat** tab, and then **Create PDF**.

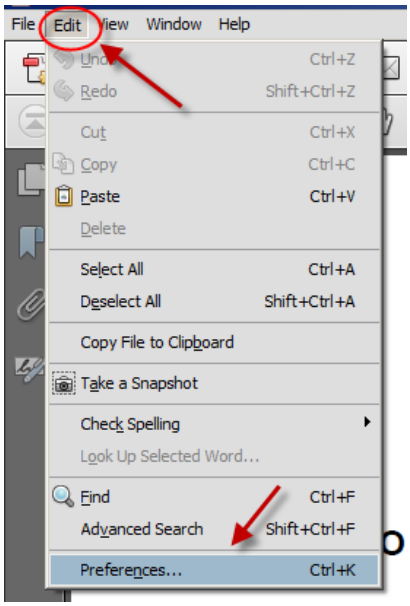
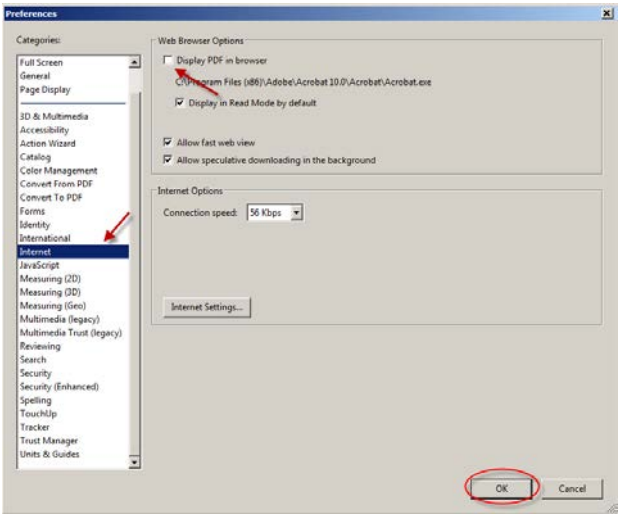
After the document is published to PDF, you may upload it to CM/ECF using typical filing processes. With the exception of filing a document with links to its own attachments (discussed previously), no special steps are needed for filing a hyperlinked document on CM/ECF.

Additional Tips

Viewing a Website Location Opened from a Link in a CM/ECF Filing:

When opening a PDF document filed on CM/ECF, make sure you are opening PDFs in your PDF software and not within the Web browser itself. Opening the CM/ECF documents in the web browser will result in unnecessary toggling between the document opened on CM/ECF and any website locations opened from links within that CM/ECF document, and will make it difficult or impossible to display the CM/ECF document on one screen and the website location on another.

For those who use Adobe Acrobat, this setting adjustment is made as follows:

With an Adobe Acrobat document open, Click **Edit,** then **Preferences**.	
From the Categories, scroll and select **Internet**. Make sure **Display PDF in browser** is ***not*** selected. Click **OK.**	

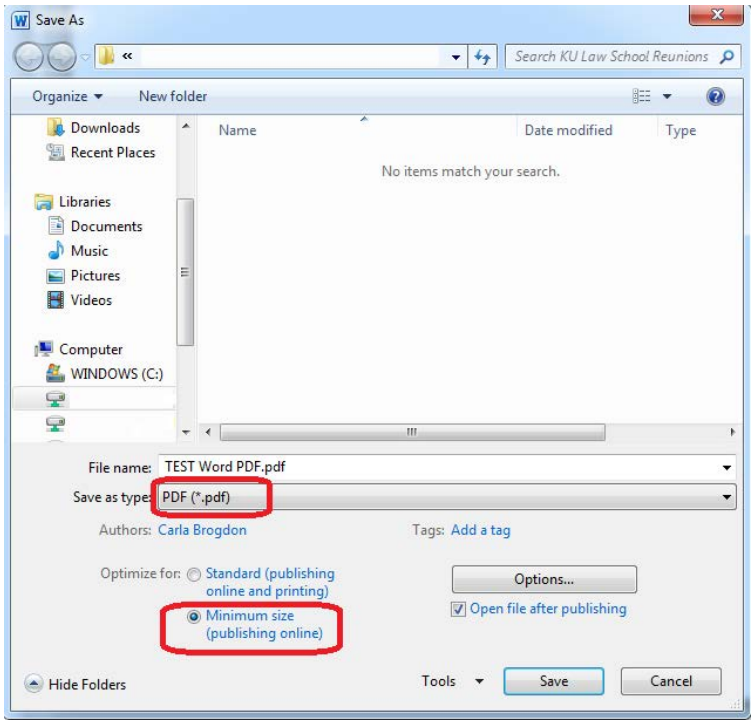
After you change this setting, you will need to close and reopen your Web browser before opening CM/ECF filings.

PDF/A documents

Depending on how a PDF/A document is produced, masked hyperlinks may not be preserved. If the document will contain masked hyperlinks, the user should create the document in Word 2007 or 2010 and use the "Save As" (2007 and 2010), "Save as Adobe PDF" (2010), or "Adobe PDF" (2007) methods to produce the PDF/A file.

Optimized PDFs to reduce file size

Large documents or documents containing forms, photos or graphics should be saved as an optimized PDF to reduce file storage size. Select **File** and Click **Save As**. From the **Save as type** dropdown menu, select **PDF**. From the Op**timize for** radio buttons, Select **Minimum size (publishing online)**. Click Save.



This Guide was produced through the collaborative efforts of judges, IT and Clerk's office personnel, educators, and library staff. Please share your comments, questions, corrections, and experiences with hyperlinking or using this Guide by contacting:

Cheryl Zwart, United States Magistrate Judge—Nebraska
cheryl_zwart@ned.uscourts.gov
(402) 437-1670