

Attorney Guide to Hyperlinking in the Federal Courts (for Corel WordPerfect 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 CM/ECF filings in their briefs 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	<p>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:</p> <p>https://ecf.ned.uscourts.gov/doc1/11312528703</p>
Links to attachments and exhibits being filed with your brief	<p>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)</p>
Links to case and statute citations	<p>For example:</p> <p>Westlaw,</p> <p>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&fm=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</p> <p>Lexis,</p> <p>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=9bb0a60fca07b454655d5b593fccc60f&cscvc=le&cform=byCitation&_fmtstr=FULL&docnum=1&_startdoc=1&vwchp=dGLzVlz-zSkAl&_md5=dbca62caac84f829e0e4d0ec37b92e8d when a "subject-matter</p> <p>or court websites.</p> <p>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 based upon the facts involved. Bradley Timberland Lumber Co., No. 12-1892 (8th Cir. April 8, 2013).</p>
Links to Local Rules.	<p>Either to the entire document,</p> <p>summarily denied because http://www.ned.uscourts.gov/internetdocs/localrules/necivr.2012.pdf y consult and discuss the issue Click to follow link re filing his motion. Nebraska Civil Rule 7.1(i).</p> <p>or to the specific page within the document where the cited rule is located.</p> <p>The plaintiff's motion http://www.ned.uscourts.gov/internetdocs/localrules/necivr.2012.pdf?_page=10 ba summarily denied because Click to follow link consult and discuss the issue w filing his motion. Nebraska Civil Rule 7.1(i).</p>

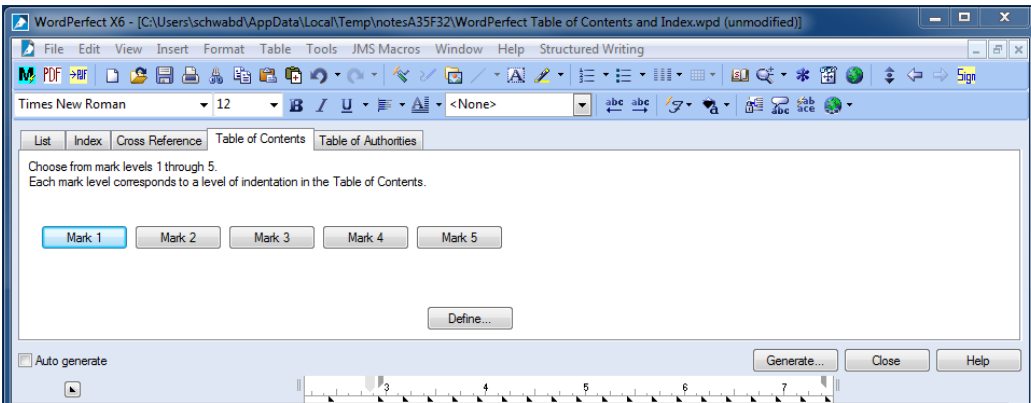
Creating a Hyperlinked Table of Contents

A table of contents in a WordPerfect document can include internal hyperlinks for navigating the document. The following steps are used to create a Table of Contents in a WordPerfect document.

- Step 1: Mark all of the items that belong in the list.
- Step 2: Insert a page break before the list and add a title or page header.
- Step 3: Define the format and position for the list.
- Step 4: Generate the list and cross-references.
- Step 5: Edit the generated list.

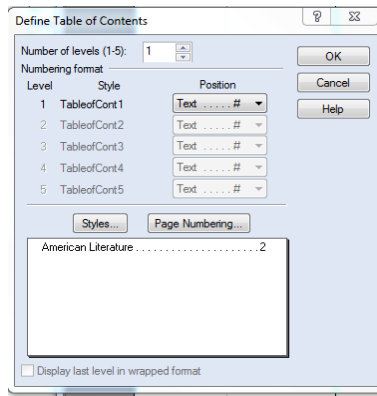
Marking Table of Contents Entries

Follow the steps below to mark entries for a table of contents (TOC).

STEP	ACTION
1	<p>On the Tools menu, point to Reference and then Table of Contents.</p> <p><u>Note:</u> The Table of Contents Feature Bar appears.</p> 
2	<p>Select the block of text to include in the table of contents.</p> <p><u>Note:</u> This is best done using Reveal Codes, being careful with any formatting codes.</p>
3	<p>Click the Mark button on the Feature Bar to choose the indentation level you want for the selected text. There are 5 Mark buttons which correspond to five levels of indentation. The leftmost position in the table of contents is level 1.</p> <p><u>Note:</u> WordPerfect will mark the selected text with [Mrk Txt ToC] codes which you can see in Reveal Codes.</p>

Defining a Table of Contents

Follow the steps below to define the position and format for a table of contents.

STEP	ACTION								
1	Turn on the Table of Contents Feature Bar (Tools→Reference→Table of Contents)								
2	<p>Move the cursor to the point where the table of contents should appear.</p> <p><u>Note:</u> To start the table on a new page, press Ctrl+Enter. Press ↑to move the cursor before the [HPg] code. Enter a title if you'd like one, such as Table of Contents, and press Enter.</p>								
3	<p>Click the Define button on the Feature Bar to open the Define Table of Contents dialog box.</p> 								
4	<p>Use the following options to customize your table.</p> <table border="1"> <tr> <td>Number of Levels</td><td>Allows you to choose how many levels to display in the table of contents, from 1 to 5.</td></tr> <tr> <td>Position</td><td>Allows you to choose where to place page numbers in each level.</td></tr> <tr> <td>Styles</td><td>Allows you to customize the appearance of the text in each level.</td></tr> <tr> <td>Page Numbering</td><td>Lets you customize the page numbering format.</td></tr> </table>	Number of Levels	Allows you to choose how many levels to display in the table of contents, from 1 to 5.	Position	Allows you to choose where to place page numbers in each level.	Styles	Allows you to customize the appearance of the text in each level.	Page Numbering	Lets you customize the page numbering format.
Number of Levels	Allows you to choose how many levels to display in the table of contents, from 1 to 5.								
Position	Allows you to choose where to place page numbers in each level.								
Styles	Allows you to customize the appearance of the text in each level.								
Page Numbering	Lets you customize the page numbering format.								
5	Click OK to return to the document window. The message << Table of Contents will generate here >> will appear at the cursor position.								
6	To ensure proper page numbering, move the cursor to the top of the first numbered page (the first page that follows the table of contents). From the Format menu, click Page , then Numbering and click the Set Value button.								
7	Click the Page tab, change Set Page Number to 1 , and click OK .								

Generating Lists

Once you've marked your lists, generating them is easy. Follow the steps in the table below to generate the table of contents.

STEP	ACTION
1	Click the Generate button on the Feature Bar. Or from the Tools menu click Reference , then Generate .
2	<p>If you want, select or clear the following options:</p> <p>Save Subdocuments: WordPerfect saves changes to subdocuments of the master document being generated.</p> <p>Build Hyperlinks: WordPerfect generate and saves hyperlinks in your document.</p>
3	<p>Click OK.</p> <p>Warning: WordPerfect does not update the lists automatically when you change the document. Be sure to regenerate the list after making changes.</p>

Editing Lists

If you decide to edit a generated list, pay special attention to the codes that define the list and its contents. You'll typically see codes like these after you generate a list.

[Def Mark][Gen Txt].....list goes here....[Gen Txt]

Each list begins at the [Def Mark] code that WordPerfect inserts when you define the list. The generated list appears between the [Gen Txt] codes. Each time you generate a list, WordPerfect will replace all of the text between the sequence of codes. You should, therefore, keep the following in mind.

- Always place list titles and page headers before the [Def Mark] code, not after it, or between the [Gen Txt] codes. (Otherwise they will disappear when you regenerate the list)
- If you edit the generated list only, your changes will be lost when you regenerate the list. Therefore it is best to edit the references within the main document and then regenerate the list.

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 intend to include CM/ECF links in a document you are creating, use a consistent citation format that cites the CM/ECF filing number along with the CM/ECF page number. For example:

- 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.

- 2 Documents downloaded from CM/ECF will include a header that identifies the CM/ECF filing number and the page numbers within that filing.

Filing Number Page Number
Doc # 13-1 Filed: 03/08/13 Page 1 of 4 -

- 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).

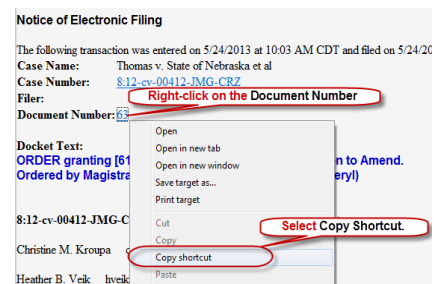
Gathering Links for Citations to the Record

Now that the filing numbers and associated page numbers are in the brief, you can manually add links to the electronic record.

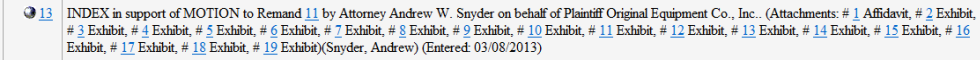
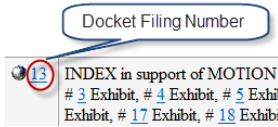
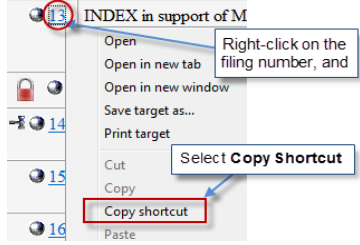
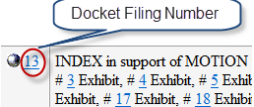
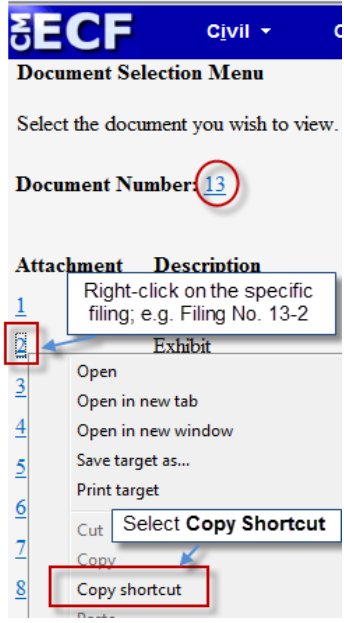
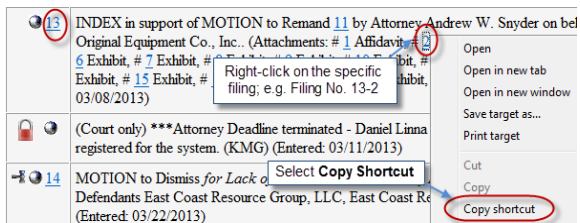
To obtain the url for the document without incurring a PACER charge:

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

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,

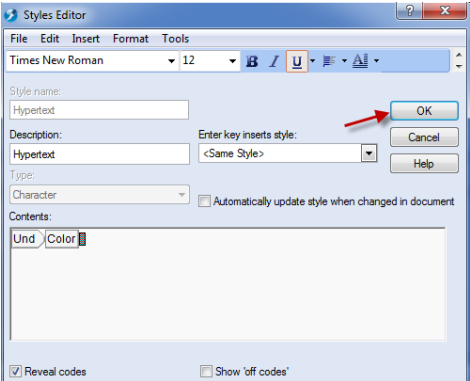
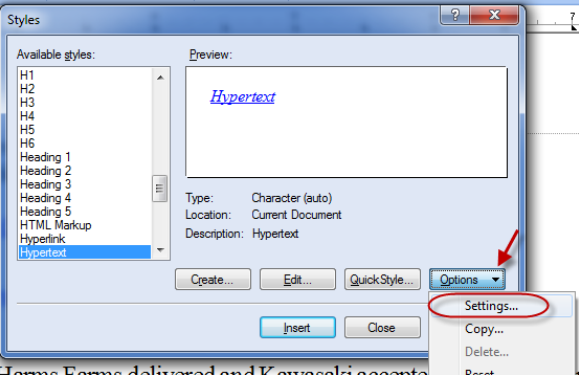
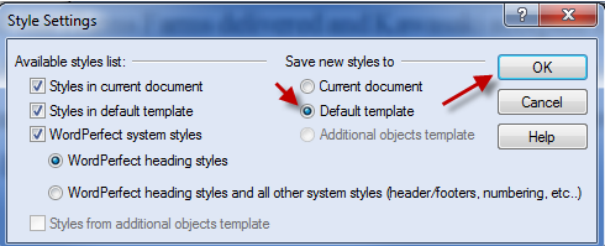
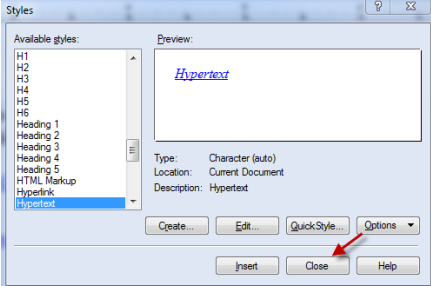
bold and black,

black and italicized, or

some other appearance?

To select the appearance of the links in your document:

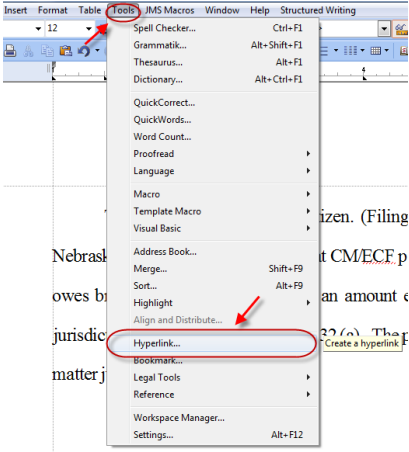
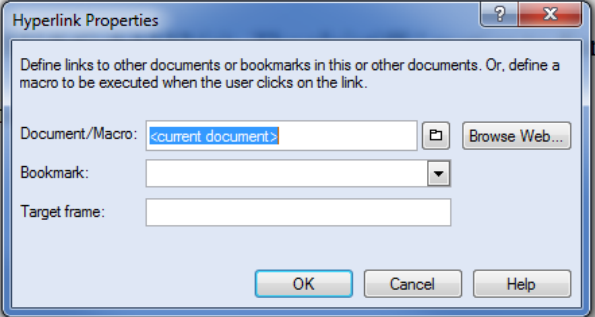
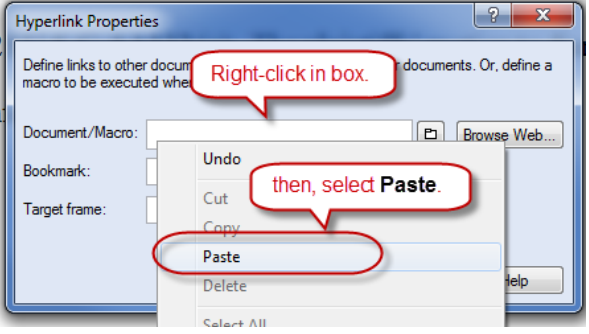
STEP	ACTION
1	<p>Open a WordPerfect document which includes hyperlinked text.</p> <p>From Format on the menu bar,</p> <p>Select Styles.</p>
2	<p>In the Styles box,</p> <p>scroll to and select Hypertext.</p> <p>Click Edit.</p>
3	<p>The Styles Editor box will open.</p> <p>Double-click on a</p> <p>Reveal Codes command in the</p> <p>Contents box; e.g. on</p> <p>Und or Color.</p>
4	<p>The Font Properties box will open.</p> <p>Select the desired Color.</p> <p>Select the desired Appearance.</p> <p>Click OK.</p>

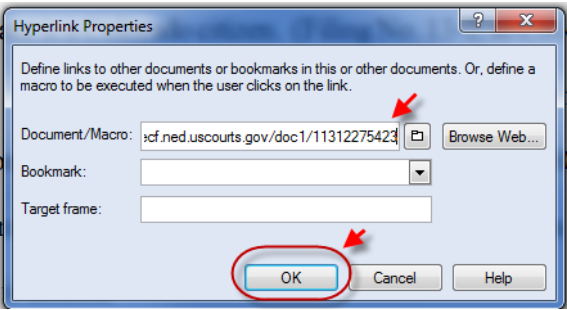
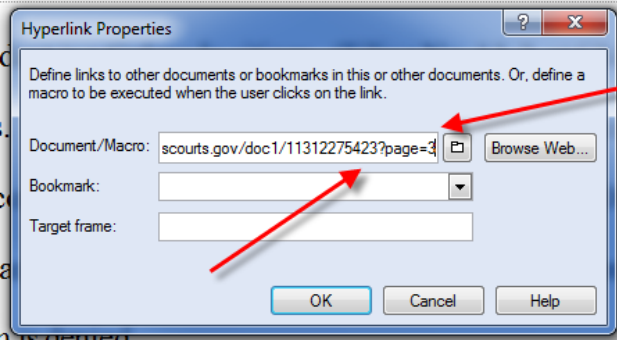
STEP	ACTION
5	<p>You will return to the Styles Editor box.</p> <p>Click OK.</p> 
6	<p>You will return to the Styles box.</p> <p>If you want to set your changes as the hyperlink text format for every document,</p> <p>Click on Options, and from the drop-down that appears, Select Settings.</p> 
7	<p>In the Style Settings box, Select Default Template.</p> <p>Click OK.</p> 
8	<p>You will return to the Styles box.</p> <p>Click Close.</p> 

Linking to CM/ECF Documents

Inserting Links to Documents Previously Filed on CM/ECF

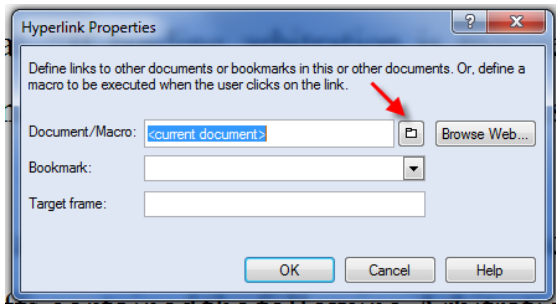
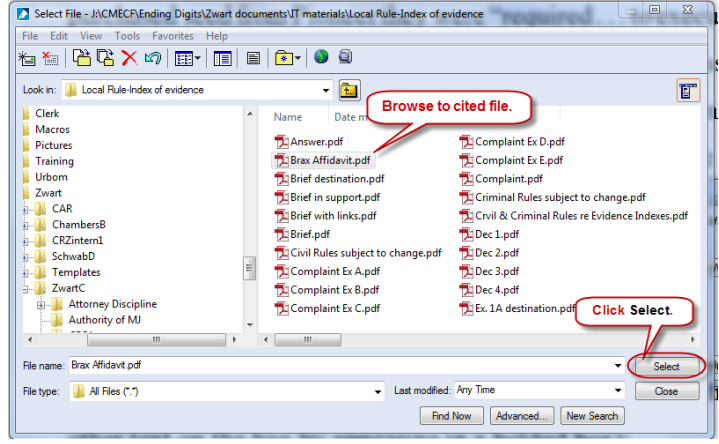
To manually add the links you have copied from the docket to the MS Word document you are drafting:

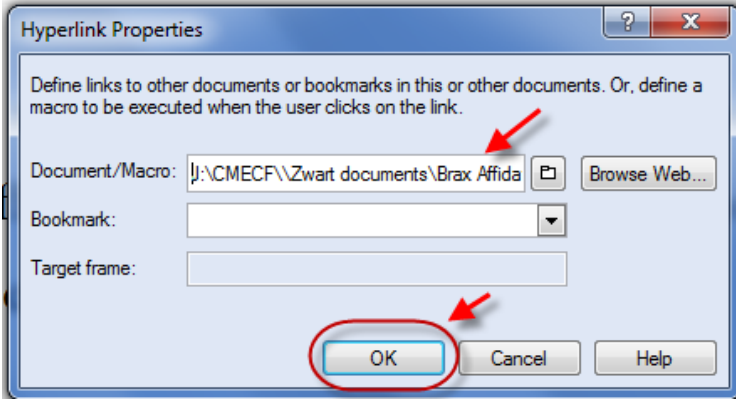
STEP	ACTION
1	In the brief, use your cursor to select the citation you want to link. The defendant is a Colorado citizen. (Filing No. 13-2, at CM/ECF p. 3).
2	From Tools on the menu bar, select Hyperlink . 
3	A Hyperlinks Properties dialog box will appear. Use the Delete key from the computer keyboard to remove <code><current document></code> . 
4	Right-click in the Document/Macro box. Select Paste . 


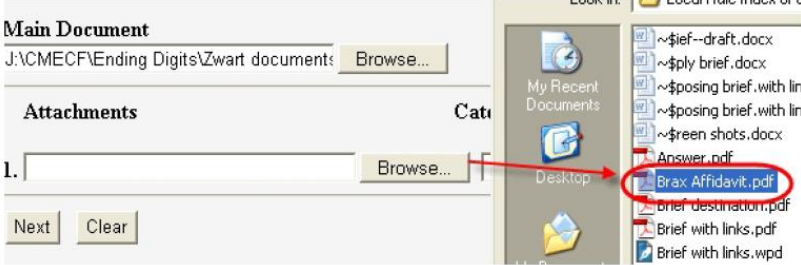
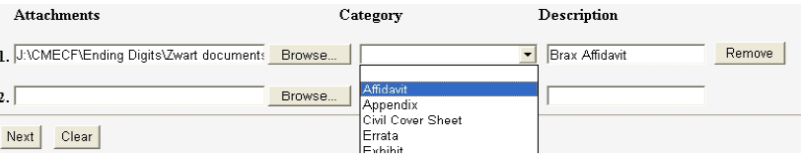
STEP	ACTION
5	<p>The link to the first page of the filing will appear.</p> <p><u>To link to the filing only, or to only page 1 of the filing, click OK.</u></p> <p>The link to the citation will be added in your brief.</p> 
6	<p><u>To link to the specific page number of a CM/ECF filing to which you are citing,</u></p> <p>In the address box, scroll to or place your cursor at the end of the link address.</p> <p>Add the following text: ?page=<page number> . For example,</p>  <p>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.</p> <p>Note: While the document remains in WordPerfect format, the link will go only to the first page of the document. But upon conversion to PDF, the PDF link will go to the specific page you cited.</p>
7	Convert the brief to a PDF following the instructions below.
8	<p>File the PDF version of the document in CM/ECF.</p> <p>Note: It is not necessary to re-file or re-attach the documents to which you are linking to if they have been previously filed in CM/ECF.</p>

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 documents you will cite to into a single folder in your computer. The documents must be in PDF format.
2	While drafting your brief, include the citations to the documents saved in your computer.
3	In WordPerfect, select the text to which a link will be added. <p>and again putting Plaintiffs on notice that arbitration may be required 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 (emphasis added).</p>
4	From the Tools menu, select Hyperlink .
5	A Hyperlinks Properties dialog box will appear. Click the folder button.
	
	<p>Browse to and select the saved file you want to link.</p>  <p>Click on the file. The name of the file will appear in the File name box. Click Select.</p> <p>(Note: The file selected as the link must be in PDF format.)</p>

STEP	ACTION
6	<p>The path to the file will appear in the Document/Macro field.</p> 
7	<p>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.</p> <p>and conditions sheet, and again putting Plaintiffs on notice that ar for any seed disputes, the 2011 invoice stated that, “If binding a bag), the place of arbitration will be Des Moines, Iowa.” Brax Aff. ¶ 13 (emphasis added). Click to follow link</p> <p>Add links accordingly to all the citations in your brief.</p> <p>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.</p> <p>Note: For outside users (PACER), the link will always go to the first page of the document, but for court staff and judges the page specific links work correctly and will go to the correct page.</p>

STEP	ACTION
8	<p data-bbox="418 226 954 262">File the brief and evidence as follows:</p> <div data-bbox="440 279 1409 1654"> <div data-bbox="440 279 1409 556"> <p data-bbox="508 300 527 327">a</p> <p data-bbox="609 300 1398 405">Following the normal procedure for filing briefs on CM/ECF, browse to and select your brief with links as the main document.</p>  </div> <div data-bbox="440 556 1409 934"> <p data-bbox="508 577 527 604">b</p> <p data-bbox="609 577 1398 646">Browse to and select as an Attachment each PDF file to which a link was created in your brief.</p>  </div> <div data-bbox="440 934 1409 1455"> <p data-bbox="508 955 527 982">c</p> <p data-bbox="609 955 1398 1171">Using the drop-down list, select the type of document attached, and provide a written description of the document. (Note: From the court's perspective, the written description you provide in CM/ECF can become, automatically, the name of a PDF bookmark in the downloaded file).</p>  <p data-bbox="609 1365 1398 1434">Repeat the foregoing steps until all cited evidence is filed as an attachment to your brief.</p> </div> <div data-bbox="440 1455 1409 1654"> <p data-bbox="508 1476 527 1503">d</p> <p data-bbox="609 1476 1398 1644">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 with the brief.</p> </div> </div>

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

Tool	URL
Westlaw Drafting Assistant	http://legalsolutions.thomsonreuters.com/law-products/solutions/drafting-assistant/litigation
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		

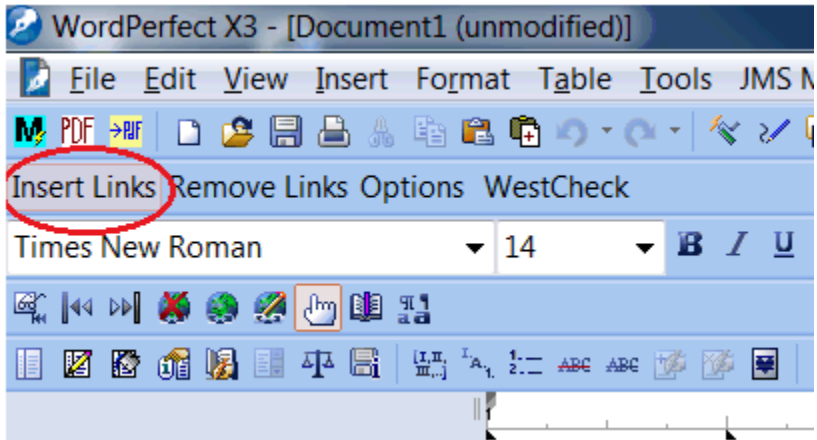
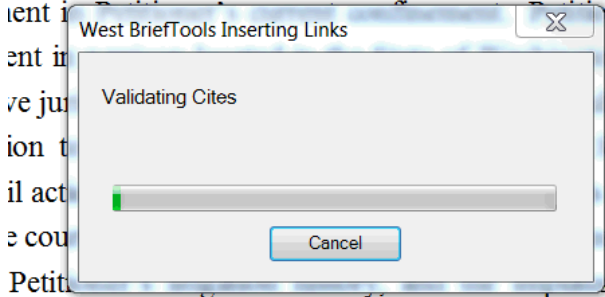
* The West and Lexis linking software programs cannot be used on Apple computers.

Westlaw Drafting Assistant

Drafting Assistant is a Westlaw computer software program which scans Microsoft Word or Corel WordPerfect¹ 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 WordPerfect documents using the following steps:

STEP	ACTION
1	<p>With the WordPerfect document to which you are adding links open on your screen:</p>  <p>Select Insert Links from the menu bar.</p>
2	<p>The InsertLinks software will begin searching the document for citations and inserting the appropriate links.</p>  <p>does not allege, nor does the record show, that the St ent i ent in ve ju ion t il act e cou Petit ot in the interest of justice to transfer the Petition. A enied and this action will be dismissed for lack of j</p>

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	<p>The Inserting Links box depicted above will disappear when the process is complete and all links are installed.</p> <p>has been deemed to be an abusive litigant. He has been enjoined in a number of courts, and is a three-strikes litigant pursuant to 28 U.S.C. § 1915(g). The PACER records reveal that Demos has filed at least 130 other habeas petitions.” Demos v. United States Secretary of Defense, C.A. No. 12-12398-PBS, 2013 WL 80167 (D. Mass. Jan. 3, 2013).</p>

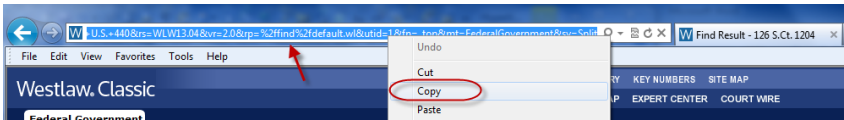
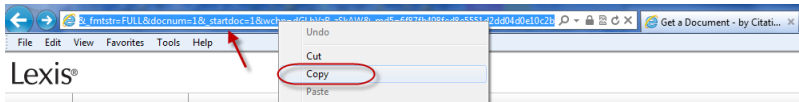
Manually Inserting Hyperlinks

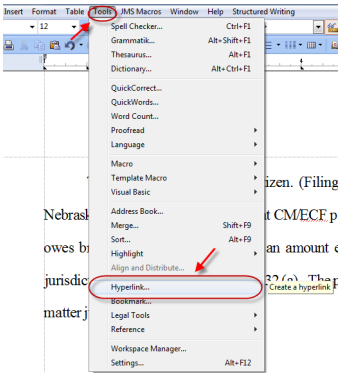
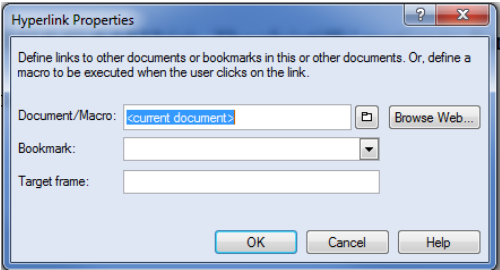
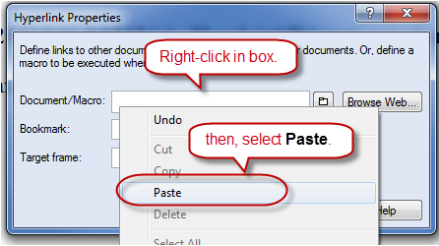
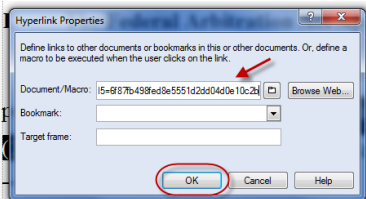
As previously described, hyperlinks to documents filed on CM/ECF can be manually added to a document. It is also possible to manually create links to documents available through commercial legal websites (e.g., Lexis or Westlaw), and those posted on the court's website (Local Rules).

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	<p>In the brief, use your cursor to select the citation from which you want to link.</p> <p>The United States Supreme Court has held that the FAA “embodies the national policy favoring arbitration.” <u>Buckeye Check Cashing, Inc. v. Cardegna</u>, 546 U.S. 440, 443 (2006). See also <u>Mastrobuono v. Shearson Lehman Hutton, Inc.</u>, 514 U.S. 52, 56 (1995);</p>
2	<p>Sign into the legal research website and open the cited document.</p> <p>Select the url address for the document.</p> <p>Right-click, and Copy the address. See e.g.,</p> <div></div> <p>OR</p> <div></div> <p>Note: Check your local rules for any authority or limitations on the legal research websites to which links are permitted.</p> <p>Note: Some attorneys have reported difficulty using this method to insert links to Lexis research. An alternative option is described in Appendix A.</p>

STEP	ACTION
3	<p>a From Tools on the menu bar, select Hyperlink.</p> 
	<p>b A Hyperlinks Properties dialog box will appear.</p> <p>Use the Delete key from the computer keyboard to remove <current document></p> 
	<p>c Right-click in the Document/Macro box.</p> <p>Select Paste.</p> 
	<p>d Click OK.</p> 
e	<p>The link to the citation will be added in your brief.</p> <p>The United States Supreme Court has held that “[a]n arbitration clause in a contract is enforceable even if the contract is a contract of adhesion.” https://www.lexis.com/research/retrieve?_m=64693a9bb2d44b8b400049179777118cb&csvc=le&cform=byCitation&fmtstr=FULL&docnum=1&_startdoc=1&wchp=dGLbVzB-z5KAW&_md5=6877b498fed8e5551d2dd04d0e10c2b Buckeye Check Cashing, Inc. (2006). See also <i>Mastrobuono v. Shearson Lehman Hutton, Inc.</i>, 514 U.S. 52, 56 (1995);</p>

Manual Links to Court Websites

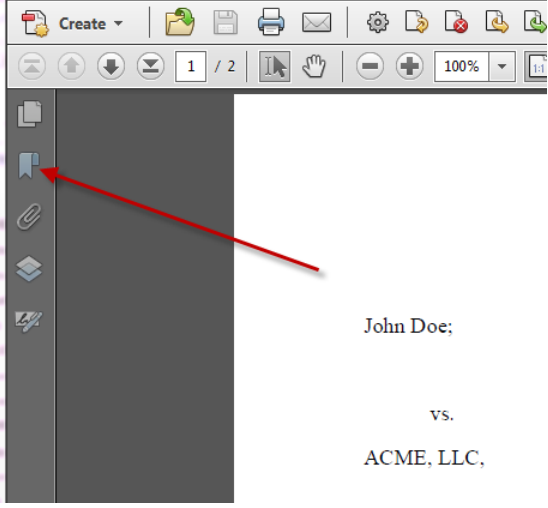
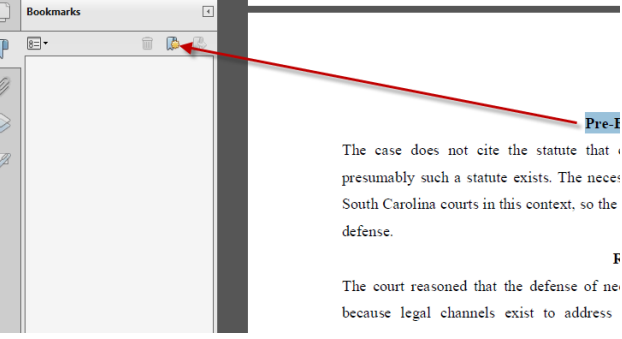
You may wish to cite to published opinions on a court's website, or to the court's local rules. To do so:

STEP	ACTION
1	<p>In your brief, select the text to be linked.</p> <p>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</p>
2	<p>Locate and copy the url address for the citation. See e.g.,</p> <div><p>for the Eighth Circuit Michael E. Gans, Clerk of Court</p><p>About the Court Document Filing(CM/ECF) Appeal Information Rules & Procedures CJA Information & Forms</p><p>Home >> All Opinions >> Today's Opinions >> Case Number >> Release Date >> Party Name >> Date</p><p>DISCLAIMER: The following unofficial case summaries are prepared by the clerk's office as a courtesy to the reader. They are not part of the opinion of the court.</p><p>christopher taylor</p><p>Right-click</p><p>Copy shortcut</p></div> <p>OR</p> <div><p>UNITED STATES DISTRICT COURT District of Nebraska Chief Judge Laurie Smith Camp</p><p>Home Public Juror Attorney Calendar</p><p>Home » Attorney</p><p>Local Rules</p><p>In Effect On and After [date], 2012 Nebraska General Rules (NGR) Nebraska Civil Rules (NCR) Nebraska Criminal Rules (NCR) Eighth Circuit Judicial Branch</p><p>Summary of 2012</p><p>In Effect On [date] Nebraska General Rules (NGR) Nebraska Civil Rules (NCR) Nebraska Criminal Rules (NCR) Eighth Circuit Judicial Branch</p><p>Summary of 2011</p><p>Right-click</p><p>Copy shortcut</p></div>
3	<p>Referring to the previous section, “Manually Creating Links to Online Research Resources,” complete Step 3.</p>

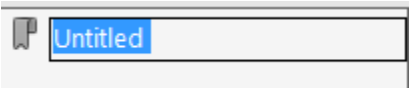
Bookmarks

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.

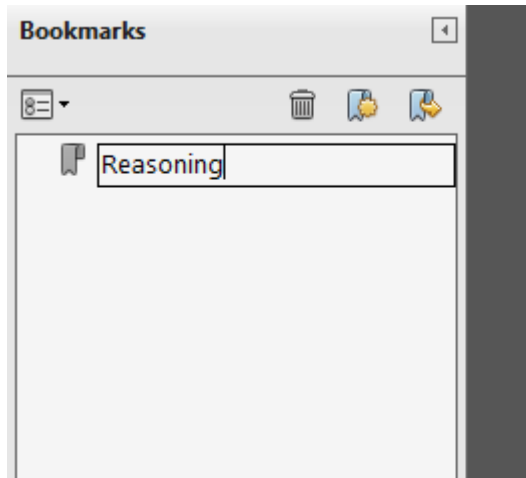
Step	Screen
<p>1. Click the Bookmark tab on the left side of the window to open the bookmarks panel.</p>	 <p>The screenshot shows the Adobe Acrobat interface. On the left sidebar, the 'Bookmark' tab is selected, indicated by a blue highlight and a red arrow. The main content area displays a legal document snippet: 'John Doe;' followed by 'vs.' and 'ACME, LLC,'.</p>
<p>2. Navigate to the page where you want the bookmark.</p> <p>In the Bookmarks pane, click the New Bookmark icon.</p>	 <p>The screenshot shows the Adobe Acrobat interface with the 'Bookmarks' pane open on the left. A red arrow points to the 'New Bookmark' icon (a document with a bookmark) in the top toolbar of the Bookmarks pane. The main content area shows a paragraph of text: 'The case does not cite the statute that... presumably such a statute exists. The neces... South Carolina courts in this context, so the defense.' followed by a line break and 'The court reasoned that the defense of ne... because legal channels exist to address'.</p>

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.



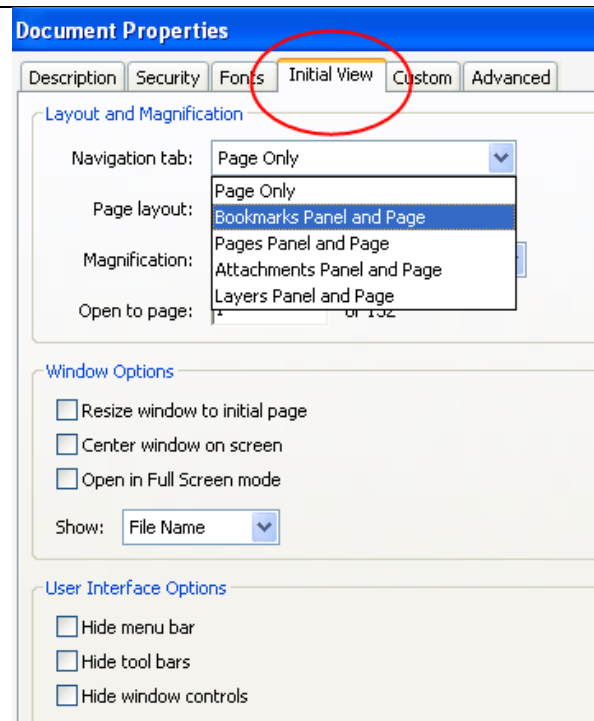
4. Repeat steps 2-3 until all bookmarks are placed.

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.

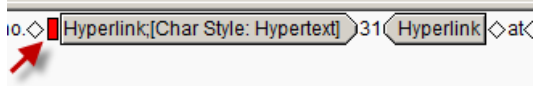
7. From the **Navigation tab** list, choose **Bookmarks Panel and Page** or **Attachments Panel and Page** depending on your situation.



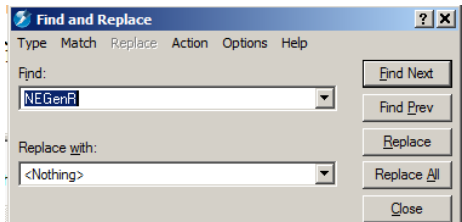
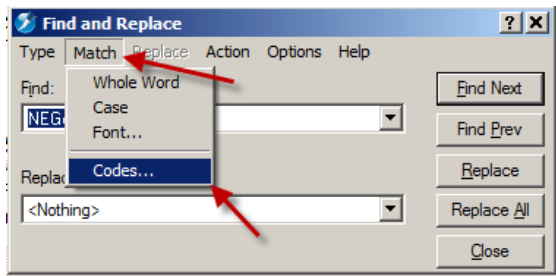
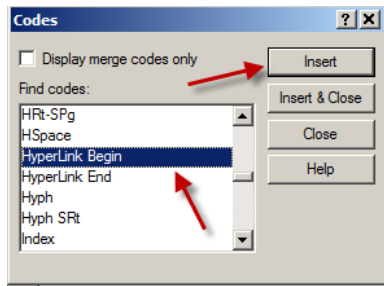
Final Editing

Removing Links

To remove a specific hyperlink in a WordPerfect document:

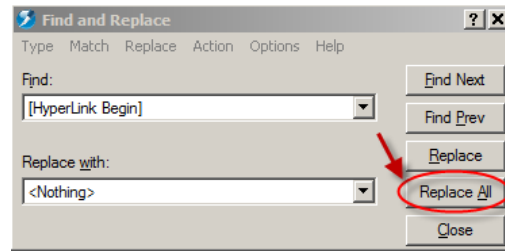
Press Alt + 3 to open Reveal Codes.	
Place your cursor in front of the Hyperlink coding for the link to be removed.	at ¶ 43; filing no. 31 at ¶ 42. 
Press the Delete key.	

To remove all hyperlinks in a WordPerfect document:

Press Alt + 3 to open Reveal Codes.	
Place your cursor at the beginning of the text in the Reveal Codes box. Type Ctrl + F . A Find and Replace dialogue box will open.	
Select Match , then Codes .	
A Codes box will appear. In Find codes , scroll and select Hyperlink Begin . Click Insert .	

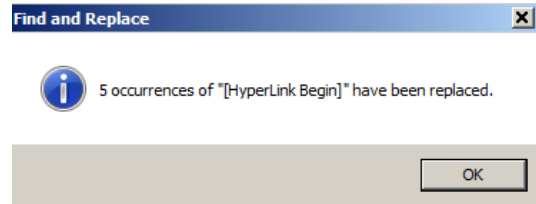
[HyperLink Begin] will appear in the **Find:** box.

Replace with **<Nothing>** and select **Replace All**.



A display will open stating how many hyperlinks were replaced with "nothing."

Click **OK**.



Editing Linked Text

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

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

Publish to PDF—Retaining the Hyperlinks

All documents filed in CM/ECF are PDFs, 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.

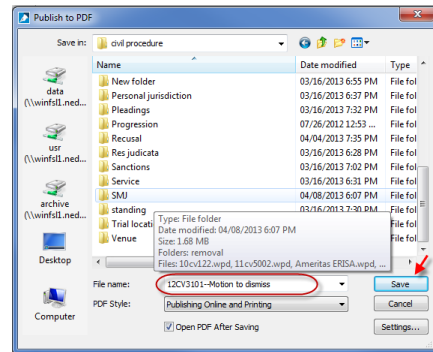
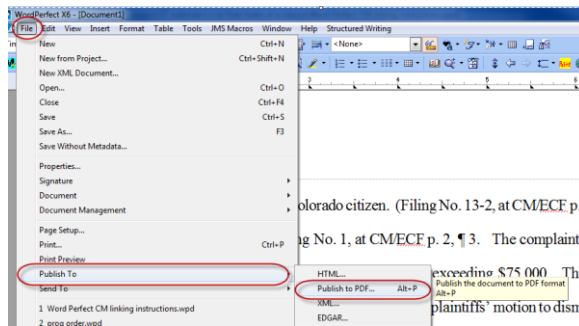
Once all links are in the document, use your word processing software to save or convert your briefs, or other documents you have created for filing, in a PDF format.

Note: Do **NOT** use **Print to PDF** to create a PDF of a brief with hyperlinks—the hyperlinks will be lost. Do **NOT** print the document and scan it to PDF format.

Conversion to PDF

To save (“publish”) a WordPerfect document in PDF format:

STEP	ACTION
1	<p>Select File → Publish To → Publish to PDF.</p> <p>Or</p> <p>Type Alt + P.</p>
2	<p>The Publish to PDF dialog box will open.</p> <p>Browse to the file location for saving the file.</p> <p>Name the file.</p> <p>Click Save.</p> <p>A PDF will be created with active links.</p>
3	<p>After the document is published to PDF, you may file it on CM/ECF using typical filing processes. With the exception of filing a document with links to its own attachment (discussed previously), no special steps are needed for filing a hyperlinked document on CM/ECF.</p>



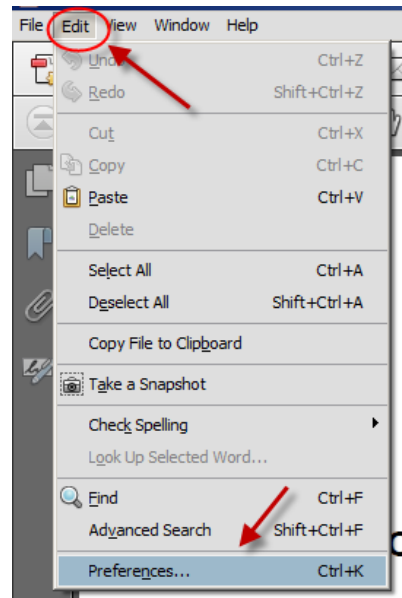
Additional Tips

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:

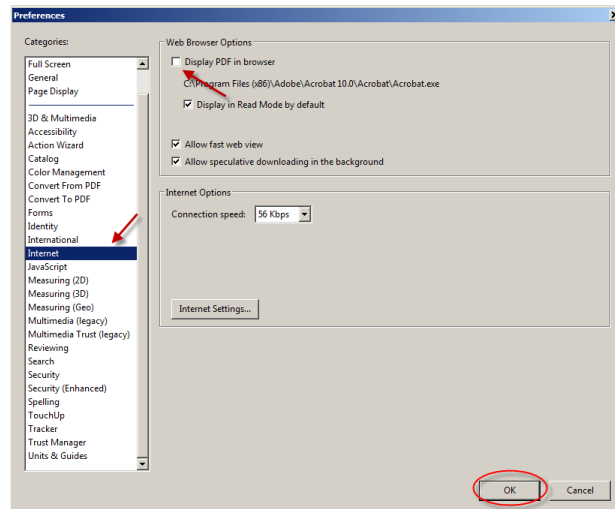
With an Adobe Acrobat document open,
Click **Edit**,
then **Preferences**.



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

Masked hyperlinks are not preserved in compliant PDF/A documents produced using WordPerfect. However, if the user has access to Adobe Acrobat X Pro, s/he could first convert the document to PDF from WordPerfect and then convert to PDF/A-1b using Adobe Acrobat X Pro. Taking these additional steps will allow for the preservation of masked hyperlinks.