

# Judge's Guide to Hyperlinking in the Federal Courts (for Corel WordPerfect users)

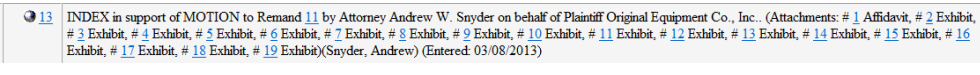
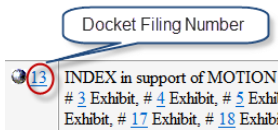
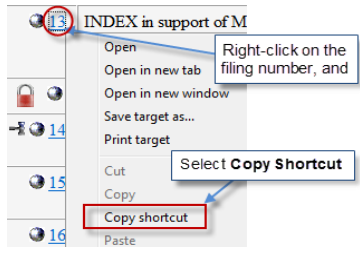
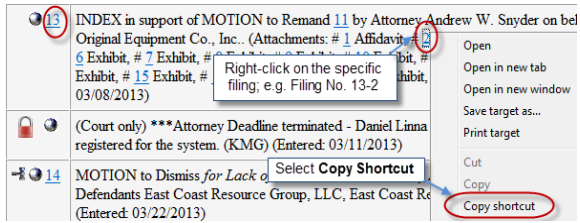
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## Drafting Documents to Include Links to CM/ECF

### Gathering URLs for Links for Citations to the Record

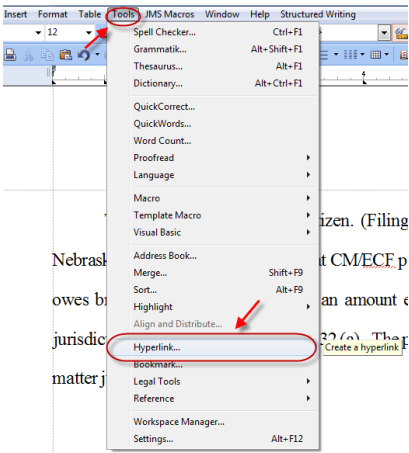
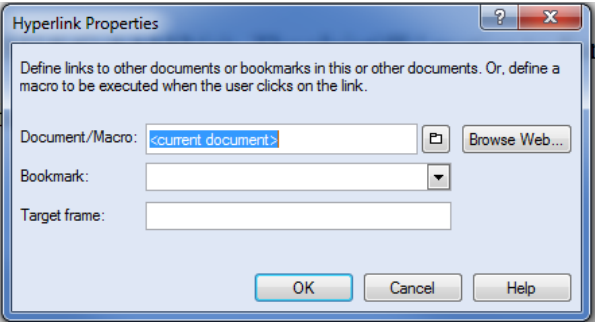
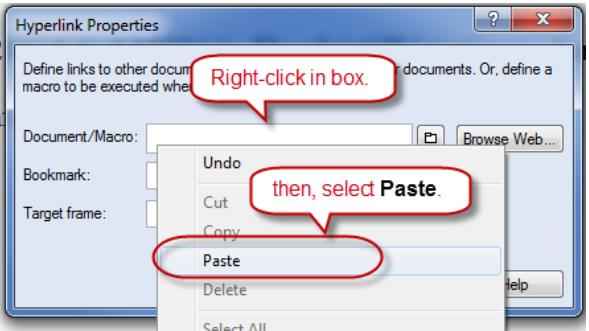
To obtain the url for the document from the CM/ECF docket sheet:

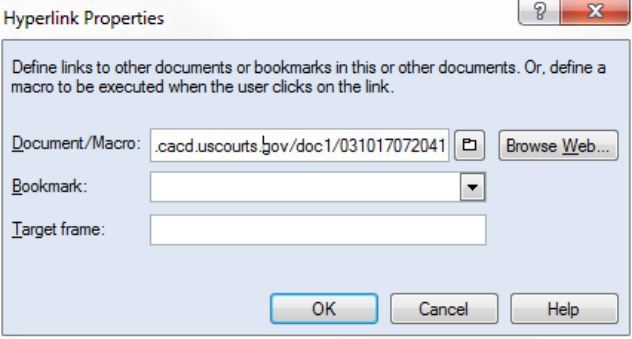
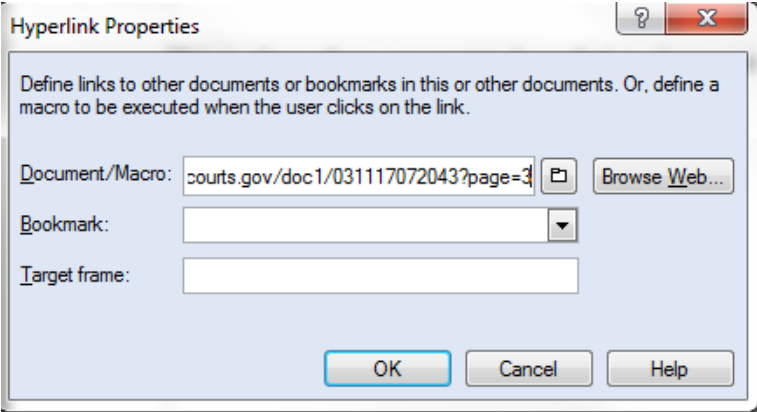
STEP	ACTION
1	<p>Open the CM/ECF docket sheet and scroll to the cited docket filing.</p> 
2	<p>If linking to the <b>main</b> CM/ECF filing, <b>right-click</b> on the docket filing number, Copy shortcut</p> 
3	<p>Copy shortcut</p> 
4	<p>If linking to a <b>sub-file</b> within a CM/ECF filing number:</p>
5	<p><b>Right-click</b> on the sub-filing number in the docket text and, <b>Copy Shortcut.</b></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 WordPerfect document you are drafting:

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

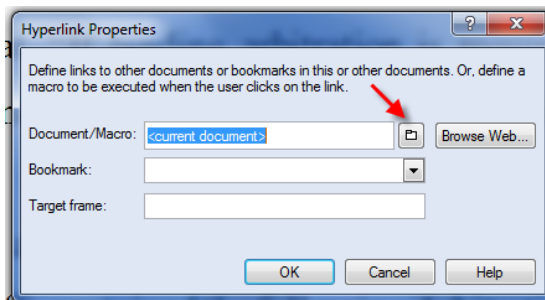
STEP	ACTION
5	<p>The link to the first page of the filing will appear.</p> <p><i>To link to the filing only, or to only page 1 of the filing, click <b>OK</b>.</i></p> <p>The link to the citation will be added in your order.</p> 
6	<p><i>To link to the specific page number of a CM/ECF filing to which you are citing,</i></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: <b>?page=&lt;page number&gt;</b> . For example,</p>  <p>To link to page number 3 of a filing, add ?page=3. Click <b>OK</b> and the link to the page will be added to the citation in the order.</p> <p><b>Note:</b> 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 order to a PDF following the instructions below.
8	<p>File the PDF version of the document in CM/ECF.</p> <p><b>Note:</b> It is <b>not</b> necessary to re-file or re-attach the documents to which you are linking if they have been previously filed in CM/ECF.</p>

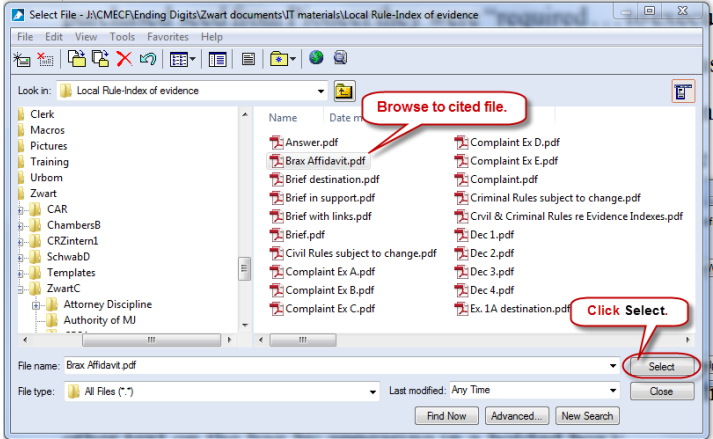
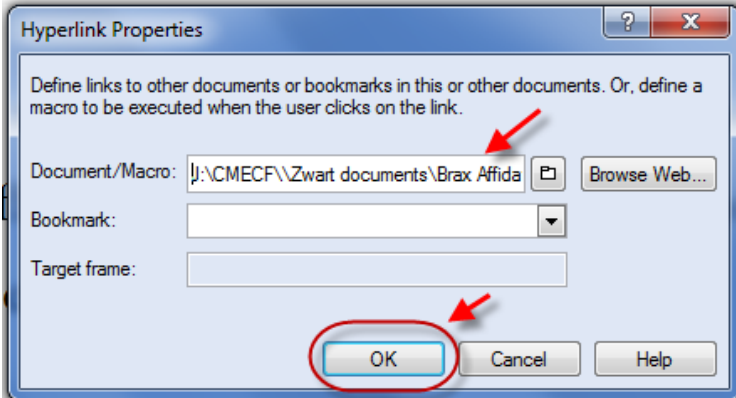
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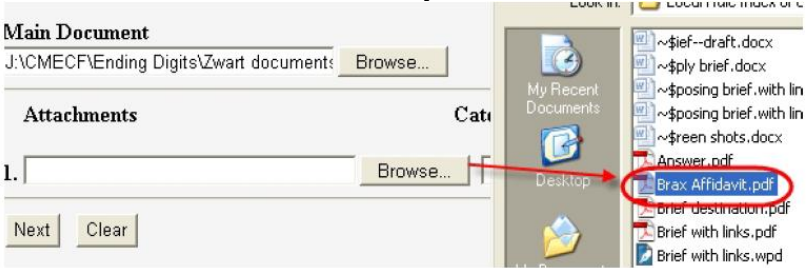
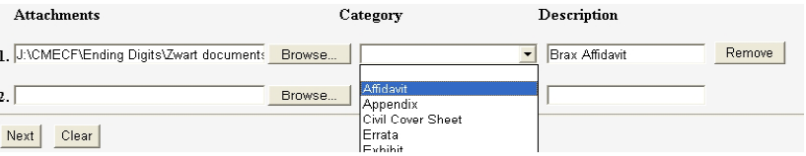
## Adding Links to Attachments to the Document Being Filed

If a document cited in your order has not previously been filed on CM/ECF, you may link to the document within your order only if the document is filed as an attachment to your order. Follow the steps below to add active hyperlinks to documents you will be filing as 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 order, include the citations to the documents saved in your computer.
3	In WordPerfect, select the text to which a link will be added.  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.” <b>Brax Aff. ¶ 13</b> (emphasis added).
4	From the <b>Tools</b> menu, select <b>Hyperlink</b> .
5	A <b>Hyperlinks Properties</b> dialog box will appear. Click the folder button.



STEP	ACTION
6	<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 <b>Select</b>.</p> <p>(<b>Note:</b> The file selected as the link must be in PDF format.)</p>
7	<p>The path to the file will appear in the <b>Document/Macro</b> field.</p> 
8	<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.” <a href="file://\winfs11.med.circ8.dcn\data\cmecf\ending%20digits\zwart%20documents\itmaterials\local%20rule-index%20of%20evidence\brax%20affidavit.pdf">Brax Aff. ¶ 13</a> (emphasis added).  Click to follow link</p> <p>Add links to all the citations in your order accordingly.</p> <p><b>Note:</b> 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>

STEP	ACTION
8	<p>File the order and evidence as follows:</p> <p>a Following the normal procedure for filing orders on CM/ECF, browse to and select your order with links as the main document.</p>  <p>b Browse to and select as an <b>Attachment</b> each PDF file to which a link was created in your order.</p>  <p>c Using the drop-down list, select the type of document attached, and provide a written description of the document. (<b>Note:</b> 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. However, a unique description is needed if similarly labeled documents are cited.)</p>  <p>Repeat the foregoing steps until all cited evidence is filed as an attachment to your order.</p> <p>d When all evidence attachments have been added to the order, click <b>Next</b> and complete the remaining steps for filing the order on CM/ECF. Once filed, the links in the order will link directly to the evidence filed of record with the order.</p>

## 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	Cost	URL
Westlaw InsertLinks	Must purchase a West BriefTools subscription. Estimated cost: \$100/month for small firms; \$300 to 500/month for larger firms (10 licenses)	<a href="http://legalsolutions.thomsonreuters.com/law-products/solutions/brief-tools?searchterms=brief+tool">http://legalsolutions.thomsonreuters.com/law-products/solutions/brief-tools?searchterms=brief+tool</a>
Shepard's Links 2008	Lexis is currently not selling a software subscription which will insert links to documents that will remain active upon conversion to PDF. The last version of such software was created in 2008 and can be downloaded from the Lexis/Nexis website for free.	<a href="http://support.lexisnexis.com/InDownload/record.asp?ArticleID=6056">http://support.lexisnexis.com/InDownload/record.asp?ArticleID=6056</a>  <b>Note:</b> The Shepard's BriefSuite dictionary is getting old and may not recognize some of the newer reporters. Its accuracy as a linking tool is inconsistent.
Lexis for Microsoft Office	This Lexis software product will add links for research and drafting purposes, but those links are lost upon conversion to PDF. Lexis is investigating the issue.	<a href="http://www.lexisnexis.com/en-us/products/lexis-for-microsoft-office.page">http://www.lexisnexis.com/en-us/products/lexis-for-microsoft-office.page</a>

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## Linking Software—Compatibility Information

The following graph outlines the compatibility of Shepard's Links 2008, West InsertLinks, and Lexis Links for Microsoft Office for inserting links into MS Word and WordPerfect documents with a Windows XP (SP3) 2GB Memory, Windows Vista (SP2) 4GB Memory, or Windows 7 – 4GB Memory computer.\*

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	Shepard's Links 2008	Lexis for Microsoft Office	West InsertLinks
<b>MS Word 2010</b>		X**	X***
<b>MS Word 2007</b>		X**	X***
<b>MS Word 2003</b>	X		X***
<b>MS Word 2000</b>	X		
<b>WordPerfect X6****</b>			
<b>WordPerfect X4 – X5</b>			X
<b>WordPerfect X3</b>	X		X
<b>WordPerfect 10 – 12</b>	X		

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\* The West and Lexis linking software programs cannot be used on Apple computers. Moreover, although Shepard's Links was not designed to operate on Windows Vista and Windows 7 (as reflected in the Lexis literature), it is working on these computer systems.

\*\* Lexis for Microsoft Office is being developed and tested. However, in its current stage of development, any links added by Lexis for Microsoft Office are being stripped out upon conversion to PDF. Lexis is investigating this issue.

\*\*\* Westlaw product information states InsertLinks is compatible with both 32- and 64-bit Microsoft Word. However, while it works well with 32-bit Word, InsertLinks is not fully compatible or useful with 64-bit Word.

\*\*\*\* West currently has no linking software compatible with WordPerfect X6. West indicates it may develop and release this product during the summer of 2013.

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## Westlaw InsertLinks

InsertLinks is a Westlaw computer software program which scans Microsoft Word or Corel WordPerfect<sup>1</sup> documents to locate legal citations, and then automatically inserts hyperlinks to the Westlaw internet address (url) for those citations into the word processing document.

See attached InsertLink example.

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## Installing West InsertLinks

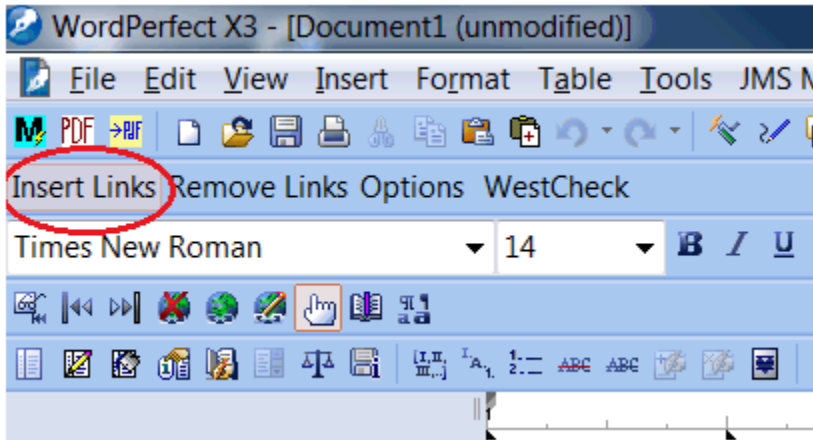
InsertLinks is part of the West BriefTools suite, and a BriefTools subscription is required in order to use this software.

- The current West BriefTools product is Version 2.7.2039, which was updated on December 10, 2012.
- The attached BriefTools Software Download instructions outline the system requirements and provides instructions on how to install West BriefTools.

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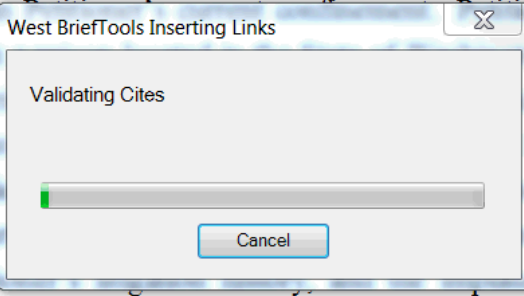
## Using West InsertLinks

Once InsertLinks 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 <b>Insert Links</b> from the menu bar.</p>

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<sup>1</sup> 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
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>
3	<p>The <b>Inserting Links</b> 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 <a href="#">28 U.S.C. § 1915(g)</a>. The PACER records reveal that Demos has filed at least 130 other habeas petitions.” <a href="#">Demos v. United States Secretary of Defense, C.A. No. 12-12398-PBS, 2013 WL 80167 (D. Mass. Jan. 3, 2013)</a>.</p>

## Shepard’s Links 2008

Shepard’s Links is a Lexis computer software program which scans Microsoft Word or Corel WordPerfect<sup>2</sup> documents to locate legal citations, and then automatically inserts hyperlinks to the Lexis internet address (url) for those citations into the word processing document.

**Reminder:** Although free, Shepard’s links has not been updated since 2008 and provides inconsistent auto-linking results.

## Installing Shepard’s Links

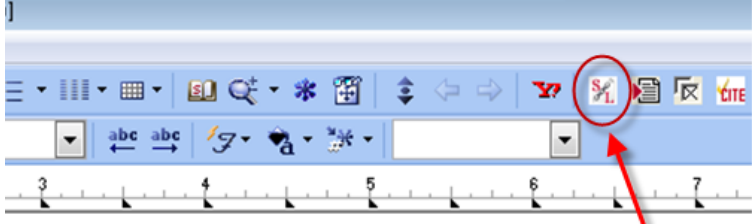
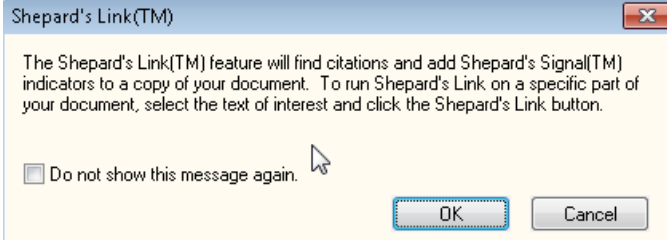
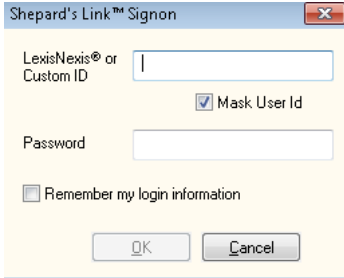
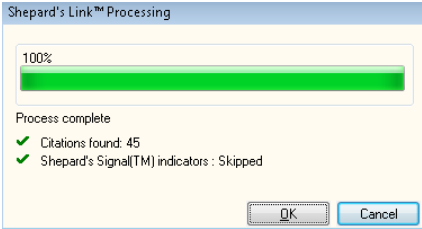
Shepards Links is part of the Shepard’s BriefSuite.

- Shepard’s BriefSuite has not been updated since 2008.
- The attached BriefSuite software download instructions provide a step-by-step description on how to install Shepard’s BriefSuite.

<sup>2</sup> See compatibility graph above.

## Using Shepard's Links

Once Shepard's Links software is installed, Lexis links can be installed automatically in WordPerfect documents using the following steps:

STEP	ACTION
1	<p>Click on the Shepard's Link button, circled in the screenshot below</p>  A screenshot of the WordPerfect software toolbar. The Shepard's Link button, which features a red 'S/L' icon, is circled in red. A red arrow points to this button from the bottom right. The toolbar also includes other icons for search, print, and other document functions.
2	<p>Click the checkbox (optional) and click <b>OK</b>.</p>  A dialog box titled "Shepard's Link(TM)" with a close button (X) in the top right corner. The text inside reads: "The Shepard's Link(TM) feature will find citations and add Shepard's Signal(TM) indicators to a copy of your document. To run Shepard's Link on a specific part of your document, select the text of interest and click the Shepard's Link button." Below the text is a checkbox labeled "Do not show this message again." with a mouse cursor hovering over it. At the bottom right are "OK" and "Cancel" buttons.
3	<p>Click <b>Cancel</b>. Logging in is optional.</p>  A dialog box titled "Shepard's Link™ Signon" with a close button (X) in the top right corner. It contains a text field for "LexisNexis® or Custom ID", a checked checkbox for "Mask User Id", a text field for "Password", and an unchecked checkbox for "Remember my login information". At the bottom are "OK" and "Cancel" buttons.
4	<p>Click <b>OK</b>.</p>  A dialog box titled "Shepard's Link™ Processing" with a close button (X) in the top right corner. It features a progress bar that is filled to 100%. Below the progress bar, it says "Process complete" and lists two items: "Citations found: 45" with a green checkmark, and "Shepard's Signal(TM) indicators : Skipped" with a green checkmark. At the bottom are "OK" and "Cancel" buttons.
5	<p>The new document with the hyperlinks opens in a new tab. Save the document as a PDF as described in these instructions.</p>

## Manually Inserting Hyperlinks

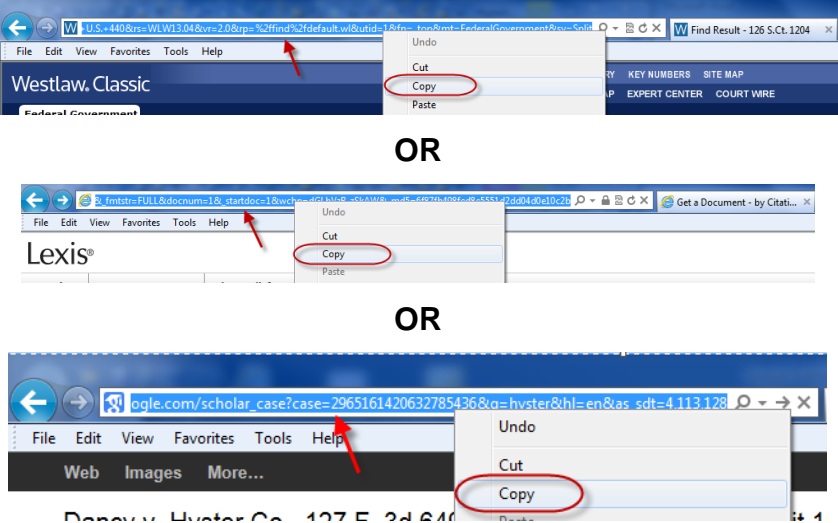
As previously described, hyperlinks to documents filed on CM/ECF can be manually added to a document about to be filed. It is also possible to manually create links to documents available through commercial legal websites (e.g., Lexis or Westlaw), and those posted on the court's website (Local Rules).

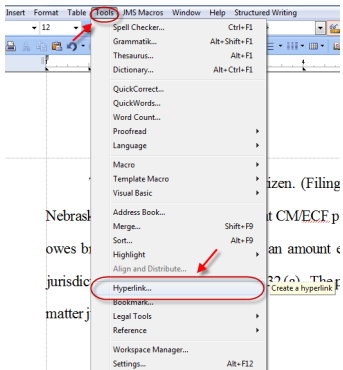
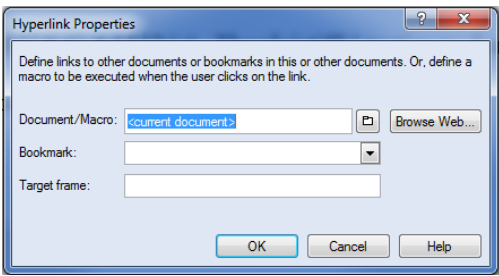
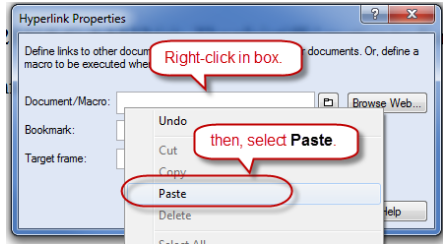
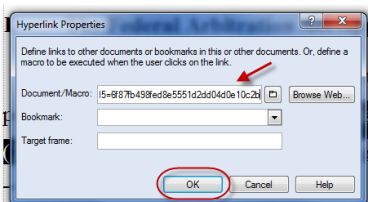
Manually adding links can be labor intensive if the document is long, but the process is not difficult. And even if you are primarily using software to add links to a document, understanding the underlying mechanics of hyperlinking within WordPerfect and Word documents is helpful and may be necessary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

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### 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 order, use your cursor to select the citation to which you are adding a link.</p> <p>The United States Supreme Court has held that the FAA “embodies the national policy favoring arbitration.” <a href="#">Buckeye Check Cashing, Inc. v. Cardegna, 546 U.S. 440, 443 (2006)</a>. See also <a href="#">Mastrobuono v. Shearson Lehman Hutton, Inc.</a>, 514 U.S. 52, 56 (1995);</p>
2	<p>Sign into the legal research website and open the cited document. Select the url address for the document. Right-click, and <b>Copy</b> the address. See e.g.,</p>  <p><b>Note:</b> Check your local rules for any authority or limitations on the legal research websites to which links are permitted.</p>

STEP	ACTION
3	<p>a From <b>Tools</b> on the menu bar, select <b>Hyperlink</b>.</p> 
	<p>b A <b>Hyperlinks Properties</b> dialog box will appear.</p> <p>Use the <b>Delete</b> key from the computer keyboard to remove <code>&lt;current document&gt;</code></p> 
	<p>c Right-click in the <b>Document/Macro</b> box.</p> <p>Select <b>Paste</b>.</p> 
	<p>d Click <b>OK</b>.</p> 
	<p>e The link to the citation will be added in your order.</p> <p>The United States Supreme Court has held that “policy favoring arbitration.” <a href="https://www.lexis.com/research/retrieve?_m=64693d9bb2d448b400049179777118cb&amp;csvc=le&amp;form=by:Citation&amp;fmtstr=FULL&amp;docnum=1&amp;startdoc=1&amp;wchp=dGLbVzB-z5KAW&amp;_md5=6f877b498fed8e5551d2dd04d0e10c2b">Buckeye Check Cashing, Inc. v. The Ohio State Credit Union</a> (2006). See also <i>Mastrobuono v. Shearson Lehman Hutton, Inc.</i>, 514 U.S. 52, 56 (1995);</p>

## Manual Links to Court Websites

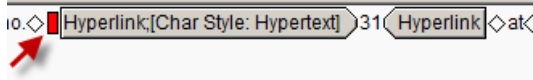
You may wish to cite to published opinions on a court’s website, or to the court’s local rules. To do so:

STEP	ACTION
1	<p>In your order, select the text to be linked.</p> <p>the police from potential danger.’” <a href="#">United States v. Taylor</a>, 636 F.3d 461, 464 (8th Cir. 2011)(quoting <a href="#">South Dakota v. Opperman</a>, 428 U.S. 364, 369 (1976); see also <a href="#">United</a></p>
2	<p>Locate and copy the url address for the citation. See e.g.,</p> <div style="text-align: center;">  <p>OR</p>  </div>
3	<p>Referring to the previous section, “<b>Manually Creating Links to Online Research Resources</b>,” complete Step 3.</p>

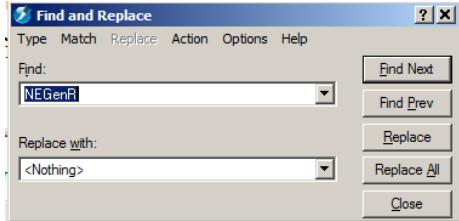
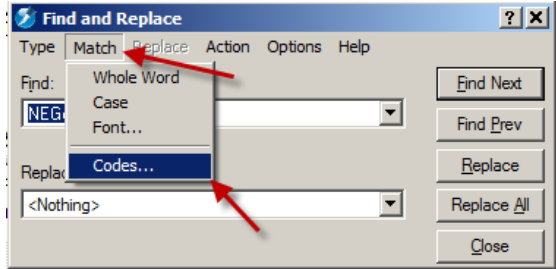
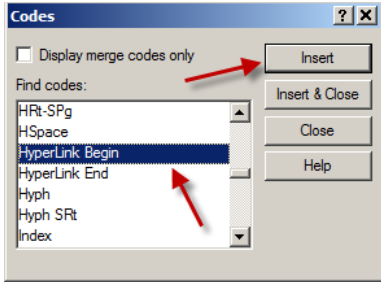
## Final Editing

### Removing Links

To remove **a specific hyperlink** in a WordPerfect document:

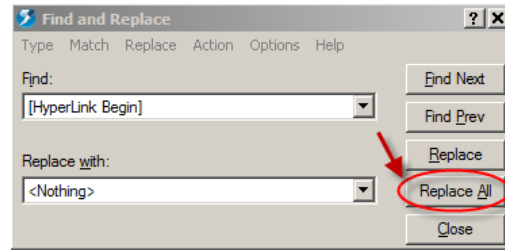
Press <b>Alt + 3</b> to open Reveal Codes.	
Place your cursor in front of the Hyperlink coding for the link to be removed.	<p>at ¶ 43; filing no. <a href="#">31</a> at ¶ 42.</p> 
Press the <b>Delete</b> key.	

To remove **all** hyperlinks in a WordPerfect document:

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

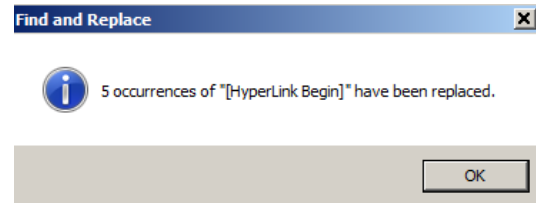
**[HyperLink Begin]** will appear in the **Find:** box.

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

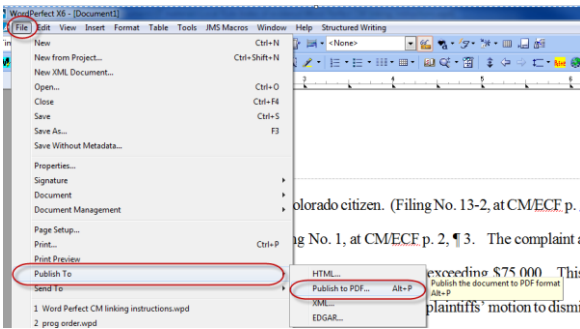
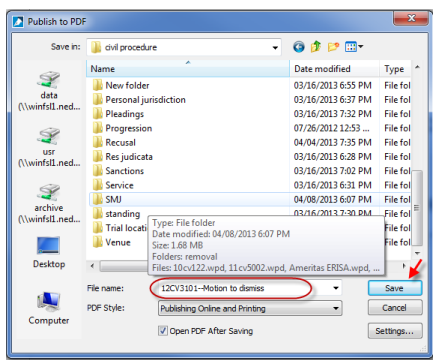
All documents filed in CM/ECF are in PDF format, so all documents created for filing must be converted to a PDF document. To include hyperlinks in your filed documents, place all the links into the document using your word processing system before converting the document to a PDF format.

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

**Notes:** Do **NOT** use **Print to PDF** to create a PDF of an order 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 <b>File</b> → <b>Publish To</b> → <b>Publish to PDF</b>.</p> <p>Or</p> <p>Type <b>Alt + P</b>.</p> 
2	<p>The <b>Publish to PDF</b> dialog box will open.</p> <p><b>Browse</b> to the file location for saving the file.</p> <p>Name the file.</p> <p>Click <b>Save</b>.</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>

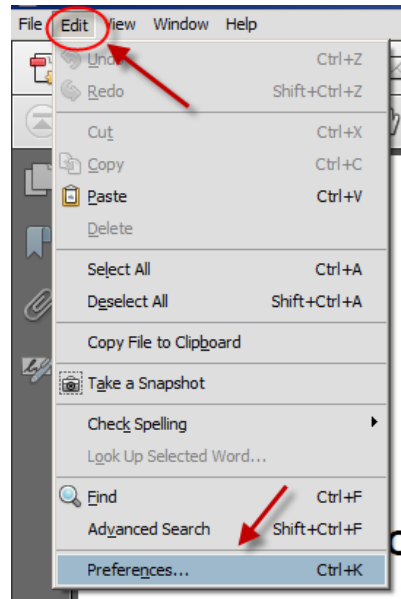
## Additional Tips

### 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:

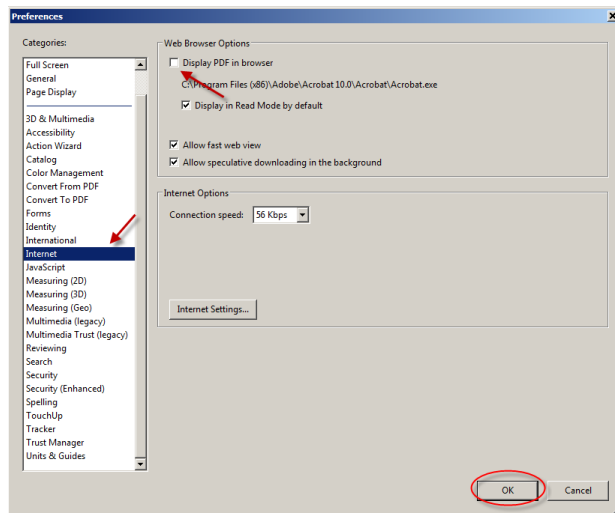
With an Adobe Acrobat document open,  
Click **Edit**,  
then **Preferences**.



From the Categories,  
scroll and select **Internet**.

Make sure **Display PDF in browser** is not selected.

Click **OK**.

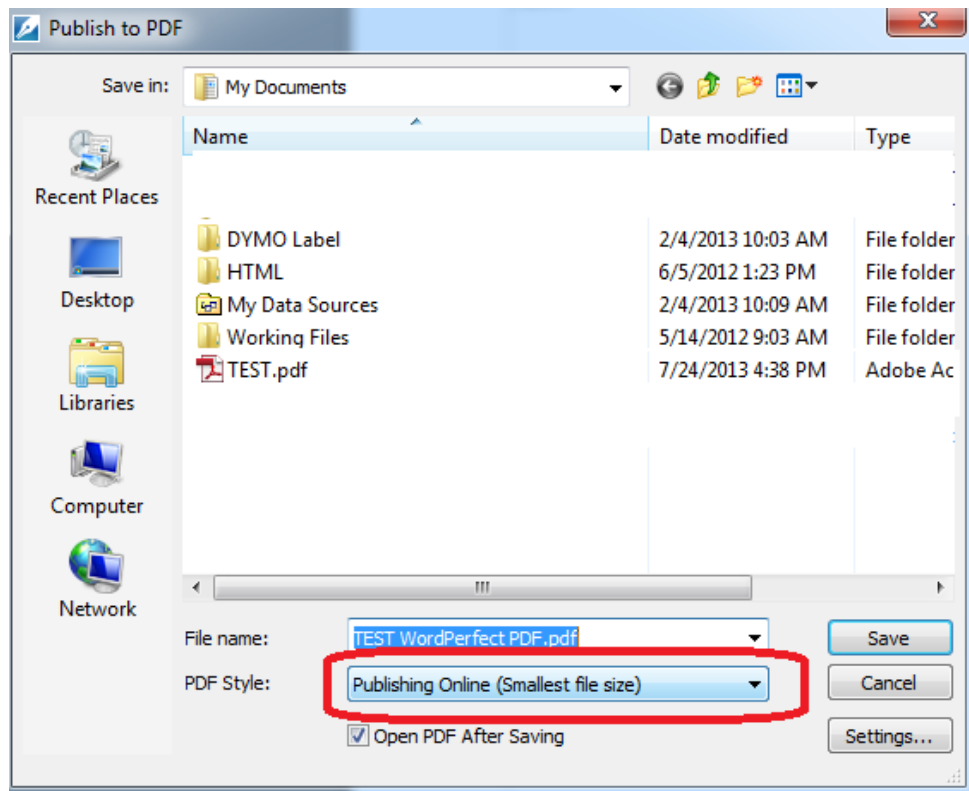


After you change this setting, you will need to close and reopen your Web browser before opening CM/ECF filings.

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## 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 **Publish to PDF**. From the **PDF Style** dropdown menu, Select **Publishing Online (Smallest file size)**.



## 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:

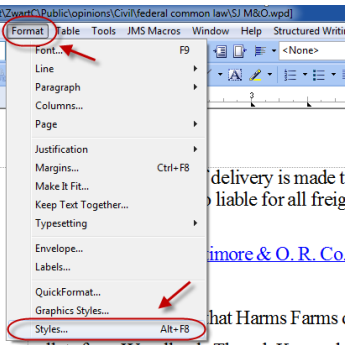
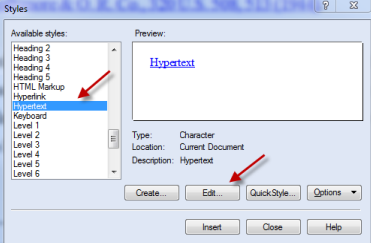
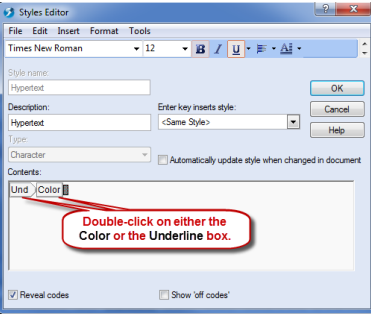
[blue and underlined](#),

**bold and black**,

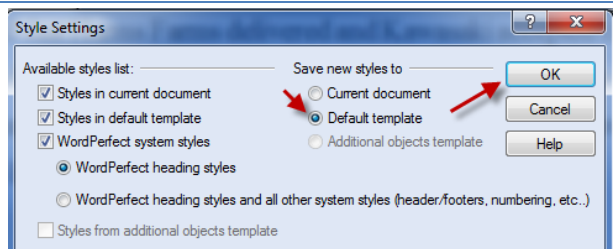
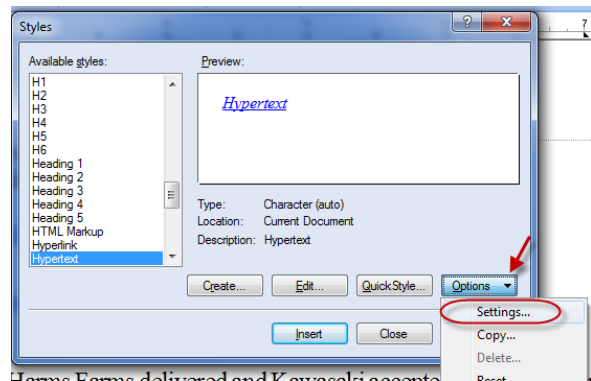
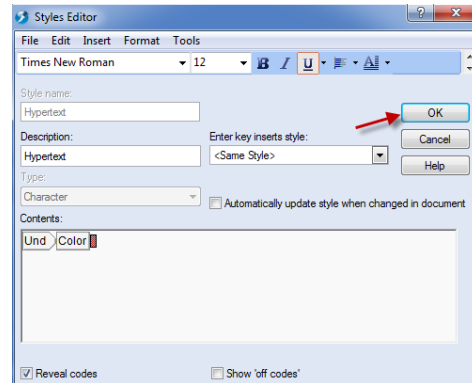
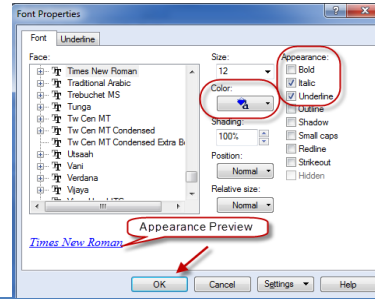
*black and italicized*, or

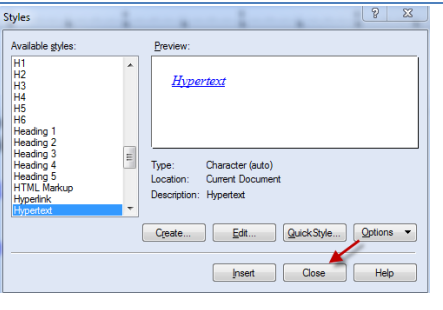
some other appearance?

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 <b>Format</b> on the menu bar, Select <b>Styles</b>.</p> 
2	<p>In the <b>Styles</b> box, scroll to and select <b>Hypertext</b>. Click <b>Edit</b>.</p> 
3	<p>The <b>Styles Editor</b> box will open.</p> <p>Double-click on a Reveal Codes command in the Contents box; e.g. on <b>Und</b> or <b>Color</b>.</p> 

STEP	ACTION
4	<p>The <b>Font Properties</b> box will open.</p> <p>Select the desired <b>Color</b>.</p> <p>Select the desired <b>Appearance</b>.</p> <p>Click <b>OK</b>.</p>
5	<p>The <b>Styles Editor</b> box will open again.</p> <p>Click <b>OK</b>.</p>
6	<p>The <b>Styles</b> box will open again.</p> <p>If you want to set your changes as the hyperlink text format for every document,</p> <p>Click on <b>Options</b>, and from the drop-down that appears, Select <b>Settings</b>.</p>
7	<p>In the <b>Style Settings</b> box, Select <b>Default Template</b>.</p> <p>Click <b>OK</b>.</p>



STEP	ACTION
8	<p>The <b>Styles</b> box will open again.</p> <p>Click <b>Close</b>.</p> 

This manual was based on the instructional guide produced by Magistrate Judge Cheryl Zwart of the District Court of Nebraska. Please share your comments, questions, corrections, and experiences with hyperlinking or using this Guide by contacting:

IT Department  
 US District Court for the Central District of California  
 (213) 894-6133