United States District Court
Eastern District of Texas

VERSION 3.1
CROSS-DOCUMENT HYPERLINK
QUICK REFERENCE GUIDE

Cross-Document Hyperlinks

CM/ECF users can now file a document that includes a hyperlink to a previously filed document(s) in the same case, or another case that resides on the CM/ECF system where the filing is being entered, or on any other court's CM/ECF system.

Details about the new functionality:

- The hyperlink, as set by the filer, may link to the start of the document or to a specific page in the document.
- A filer can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (e.g., a Memorandum in Support of Summary Judgment may have hyperlinks to the attached documents that are part of the same docketing transaction).
- Immediately after a document is filed in CM/ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
- A user cannot access a hyperlink to a restricted document unless the user has appropriate permissions.

Instructions for creating cross-document hyperlinks using WordPerfect 11 or higher and Microsoft Word 2002 or higher are provided on pages 8 -16 of this reference guide.

Using WordPerfect 11 or Higher

1. Run the Docket Report for the case that contains the document to be linked. (Other CM/ECF reports containing document links may also be used.)

2. Locate the document.

3. Copy the URL of the document. To do this:

    - Place the mouse cursor over the **document link** (*not NEF receipt link*) and right-click.
    - Select **Copy Shortcut** (*Internet Explorer/Netscape*) OR **Copy Link Location** (*Mozilla)*
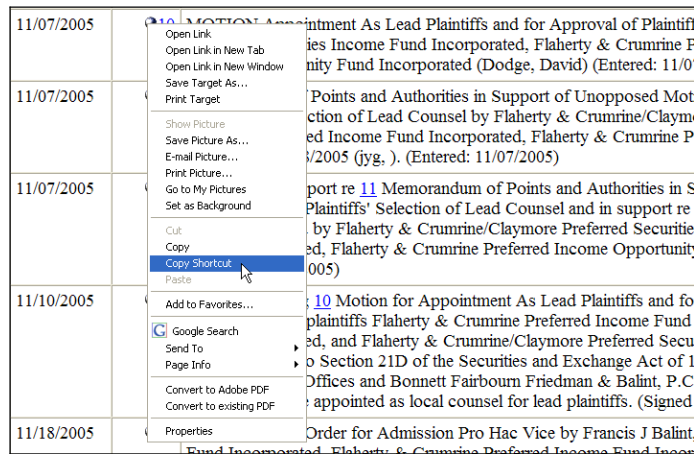
IMPORTANT NOTE: Users should **NOT** copy hyperlinks from Notices of Electronic Filing. NEFs contain special information associated with the "free look" to qualified recipients and should not be used for Cross-Document Hyperlinks.

4. Open WordPerfect and locate the document to which the hyperlink should be added. With the document open:

    - Select and **highlight the appropriate text** to be hyperlinked, such as "Memorandum of Law."
    - Click **Tools** on the menu toolbar.
    - Select **Hyperlink** from the drop-down list.

5. Next, the **Hyperlink Properties** dialog box appears as shown below.
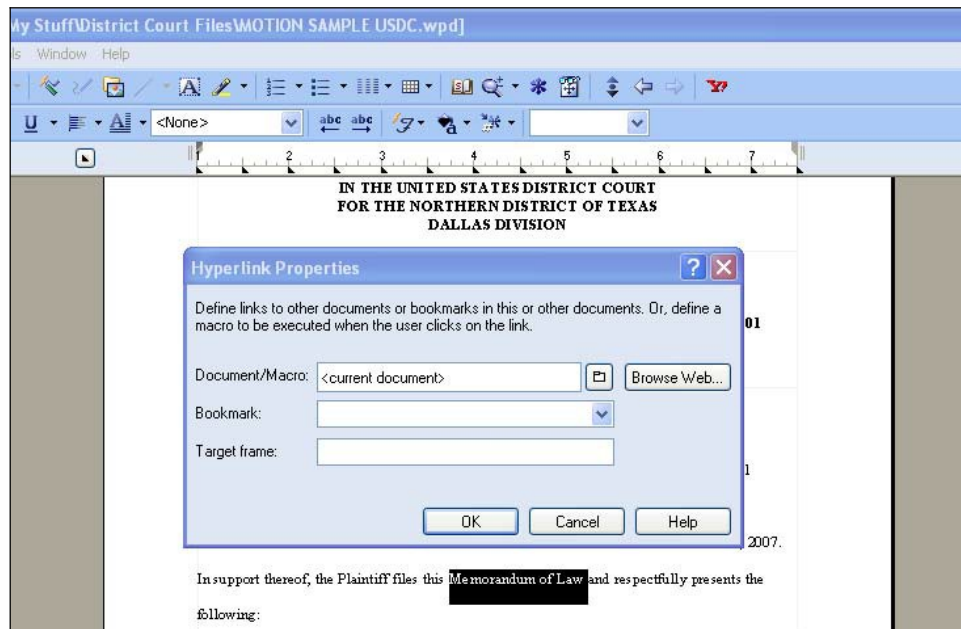
- Paste the URL of the document copied in step 3 into the Document/Macro field.
- Click the **OK** button.

TIP: Users may append to the URL a specific page number within the document by adding *?page=<pagenumber>* at the end of the URL.

---

6. The next step is to convert the WordPerfect document to PDF format. To do this:

- Click **File** on the menu toolbar.
- Select **Publish to**... then **PDF**.

7. Save the document.

NOTES:
- Do not print a WordPerfect document to Adobe PDF Writer for Cross-Document Hyperlinks functionality.
- Publish to PDF must be used if a document contains a hyperlink.

---

8. Docket the appropriate CM/ECF event and associate the PDF document as usual.

Using Microsoft Word 2002 or Higher

1. Run the Docket Report for the case that contains the document to be linked. (Other CM/ECF reports containing document links may also be used.)

2. Locate the document.

3. Copy the URL of the document. To do this:

   - Place the mouse cursor over the **document link** (*not NEF receipt link*) and right-click.
   - Select **Copy Shortcut** (*Internet Explorer/Netscape*) OR **Copy Link Location** (*Mozilla)*
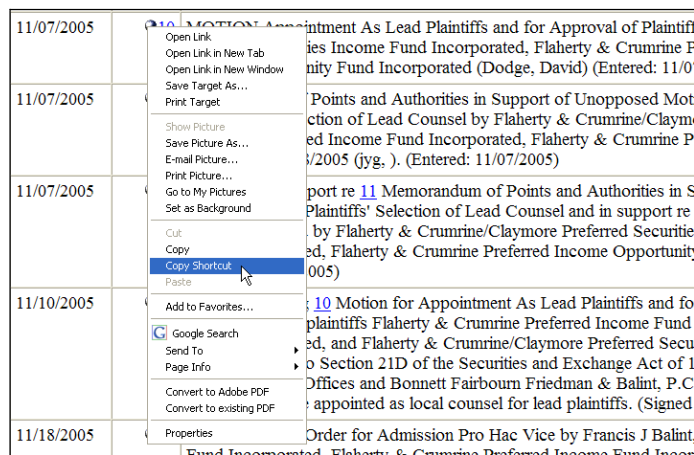
IMPORTANT NOTE: Users should **NOT** copy hyperlinks from Notices of Electronic Filing. NEFs contain special information associated with the "free look" to qualified recipients and should not be used for Cross-Document Hyperlinks.

---

4. Open Microsoft Word and locate the document to which the hyperlink should be added.   To do this:

   - Select and **highlight the appropriate text** to be hyperlinked, such as "Memorandum of Law".
   - Click **Insert** on the menu toolbar.
   - Select **Hyperlink** from the drop-down list.

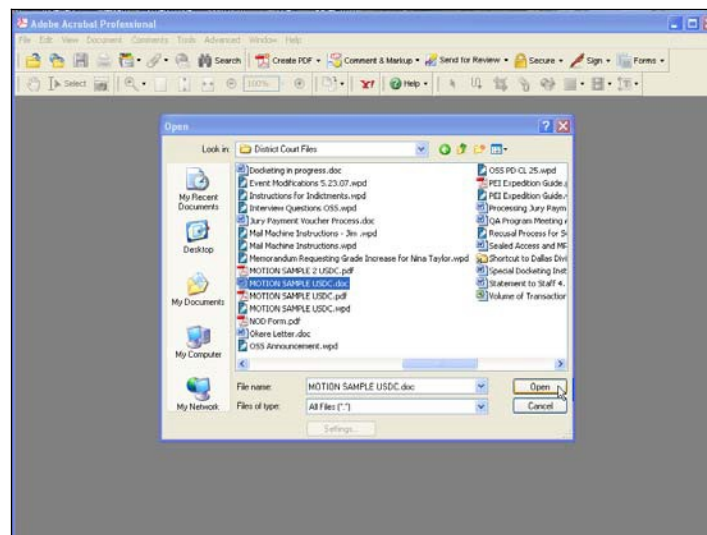5. Next, the **Insert Hyperlink** dialog box appears as shown below.
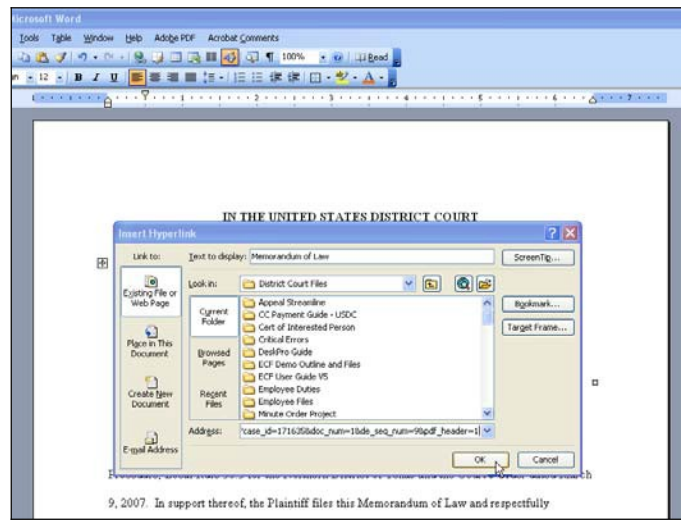
- Paste the URL of the document copied in Step 1 into the **Address** field.
- Click the **OK** button.

TIP: Users may append to the URL a specific page number within the document by adding *?page=<pagenumber>* at the end of the URL.

---

6. The next step is to convert the Word document to PDF format. To do this:

- Save your changes to the document and close Microsoft Word.
- Open Adobe Acrobat
- Select **File**…**Create PDF**…**From File**
- Select the Microsoft Word document you wish to convert to PDF
- Select **Open**

NOTE: Once you click Open, a series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. The hyperlink is converted automatically.

7. Once the file has been successfully converted to PDF, save the document.

NOTES:
- Do not print a Microsoft Word document to Adobe PDF Writer for Cross-Document Hyperlinks functionality.
- You must use Adobe Acrobat to create a PDF file from a Microsoft Word document if it contains hyperlinks.

8. Docket the appropriate CM/ECF event and associate the PDF document as usual.

Using WordPerfect 11 or Higher

1. Using WordPerfect, create the attachment document (secondary document) to which the main document will be linked.

2. Save the attachment document.

3. The next step is to convert the document to PDF format. To do this:

   - Click **File** on the menu toolbar.
   - Select **Publish to**... then **PDF**.

4. Create and save the main WordPerfect document. (The document that will have the hyperlink to the attachment document.)

5. With the main WordPerfect document open:

   - **Select the text** to be displayed as a hyperlink.
   - Click **Tools** on the menu toolbar.
   - Select **Hyperlink** from the drop-down selection.

6. Displayed next is the **Hyperlink Properties** dialog box. Click the **Folder icon** located to the right of the Document/Macro field.
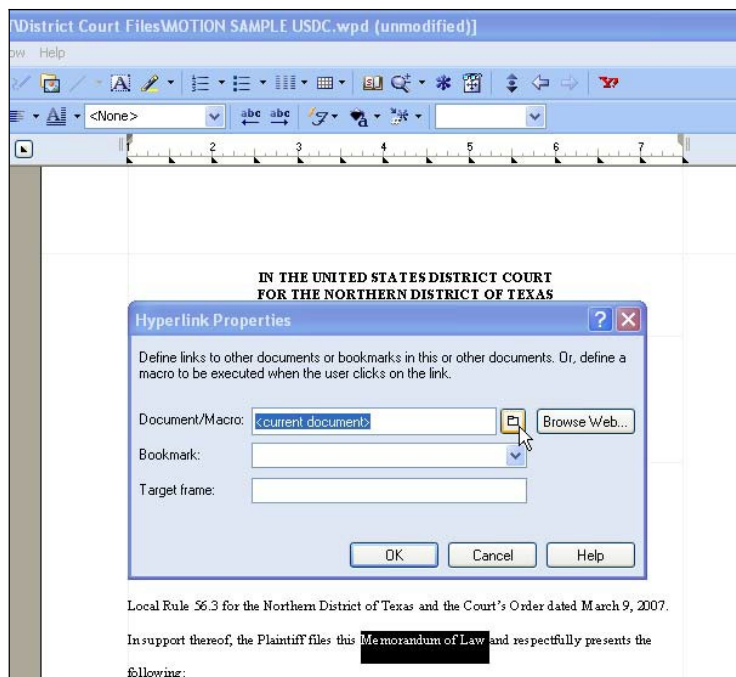
7. Navigate to the folder that contains the secondary document (attachment document) to be linked.

- **Highlight** the **file name**.
- Click the **Select** button.
- Click **OK** on the **Hyperlink Properties** dialog box.

> **NOTE:** The file selected to be linked must be in .pdf format.

8. **Save** the main WordPerfect document.

9. The next step is to convert the document to PDF format. To do this:

- Click **File** on the menu toolbar.
- Select **Publish to**... then **PDF**.

10. Docket the appropriate CM/ECF event and associate the main document and attachment document as usual.

Using Microsoft Word 2002 or Higher

1. Using Microsoft Word, create the attachment document (secondary document) to which the main document will be linked.
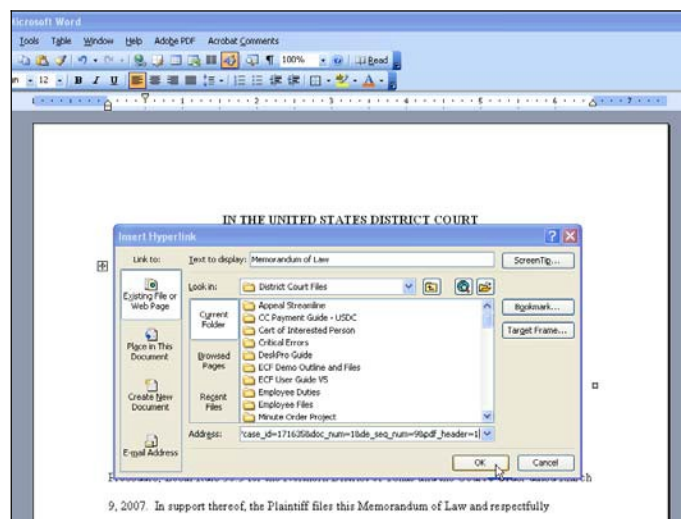
2. Save the secondary document.

3. The next step is to convert the Word document to PDF format. To do this:

- Save your changes to the document and close Microsoft Word.
- Open Adobe Acrobat
- Select **File**…**Create PDF**…**From File**
- Select the Microsoft Word document you wish to convert to PDF
- Select **Open**
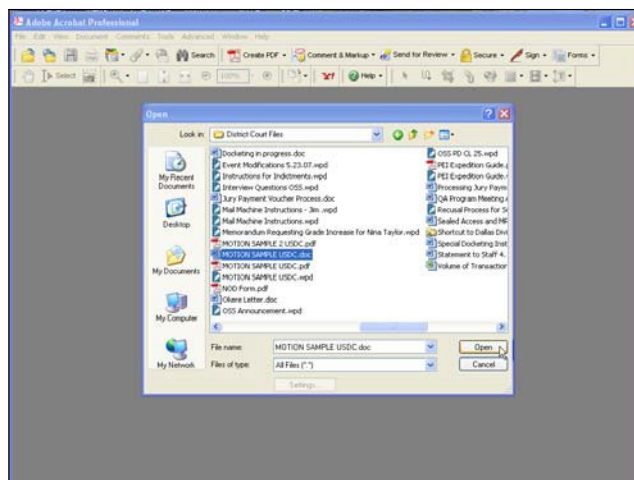
> **NOTE**: Once you click Open, a series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. The hyperlink is converted automatically.)

4. Once the file has been successfully converted to PDF, save the document.

5. Create and save the main Microsoft Word document. (The document that will have the hyperlink to the attachment document.)

6. With the main Microsoft Word document open:

   - **Select the text** to be displayed as a hyperlink.
   - Click **Insert** on the menu toolbar.
   - Select **Hyperlink** from the drop-down selection.

7. Displayed next is the **Insert Hyperlink** dialog box. Click the **Folder icon** located to the right of the **Address** field.

8. Navigate to the folder that contains the secondary document (attachment document) to be linked.

   - **Highlight** the **file name**.
   - Click the **Select** button.
   - Click **OK** on the **Insert Hyperlink** dialog box.

> **NOTE:** The file selected to be linked must be in .pdf format.

9. **Save** the main Microsoft Word document.

10. The next step is to convert the main document to PDF. (Repeat steps 3 and 4 above for the main document.)

11. Docket the appropriate CM/ECF event and associate the main document and attachment document as usual.

THINGS TO REMEMBER ABOUT CROSS-DOCUMENT HYPERLINKS

- This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the documents are converted to PDF format.
- Do not print a WordPerfect or Word document to Adobe PDF Writer for Cross-Document Hyperlinks functionality.
- A WordPerfect document containing hyperlinks must be converted to PDF using the Publish to PDF feature in WordPerfect.
- A Microsoft Word document containing hyperlinks must be converted to PDF using the Adobe Acrobat application.
- The CM/ECF application will not verify the validity of URLs included as hyperlinks within documents filed in CM/ECF.
- Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- The changes for Release 3.1 only pertain to hyperlinks to CM/ECF documents; the ability to file documents with hyperlinks to any external URL (e.g., Westlaw, Lexis) are not affected by the new cross-document hyperlink functionality.