



Title ECF slide

Slide notes: This will be a demonstration of steps you can perform on your computer that will allow you to add hyperlinks (via Word) between documents filed in the Same Event.

The reason for this technique is that the new version of CM/ECF permits CM/ECF users to file documents that include hyperlinks between documents filed in the same event. This functionality is available if the court is running the appropriate version of CM/ECF that includes the hyperlink function: District (Release 3.1); Bankruptcy (Release 3.2) and/or Appellate (available as of July 2006).

This hyperlink functionality has been Tested in 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 document is converted to PDF format.

Hyperlinks Filed in the Same Event via Word

 Please turn your speakers on

You may use the **playback controls** at the **bottom** of each screen. You may move fast forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls also include a button that will pause the lesson. Click it again to resume play.

There is a menu on each page in the upper left corner. If you move your mouse over the word MENU, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the X in the upper right corner of the lesson window or click the X in the **playback controls** at the **bottom** of each screen.

This lesson module also has a Closed Captioning feature. Click the **CC** button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Click the **START** button when you are ready to begin.



Navigation Instructions

Slide notes: Please review these navigation instructions. Click the Start button when you are ready to begin.

Objectives:

When you complete this lesson, you will be able to:

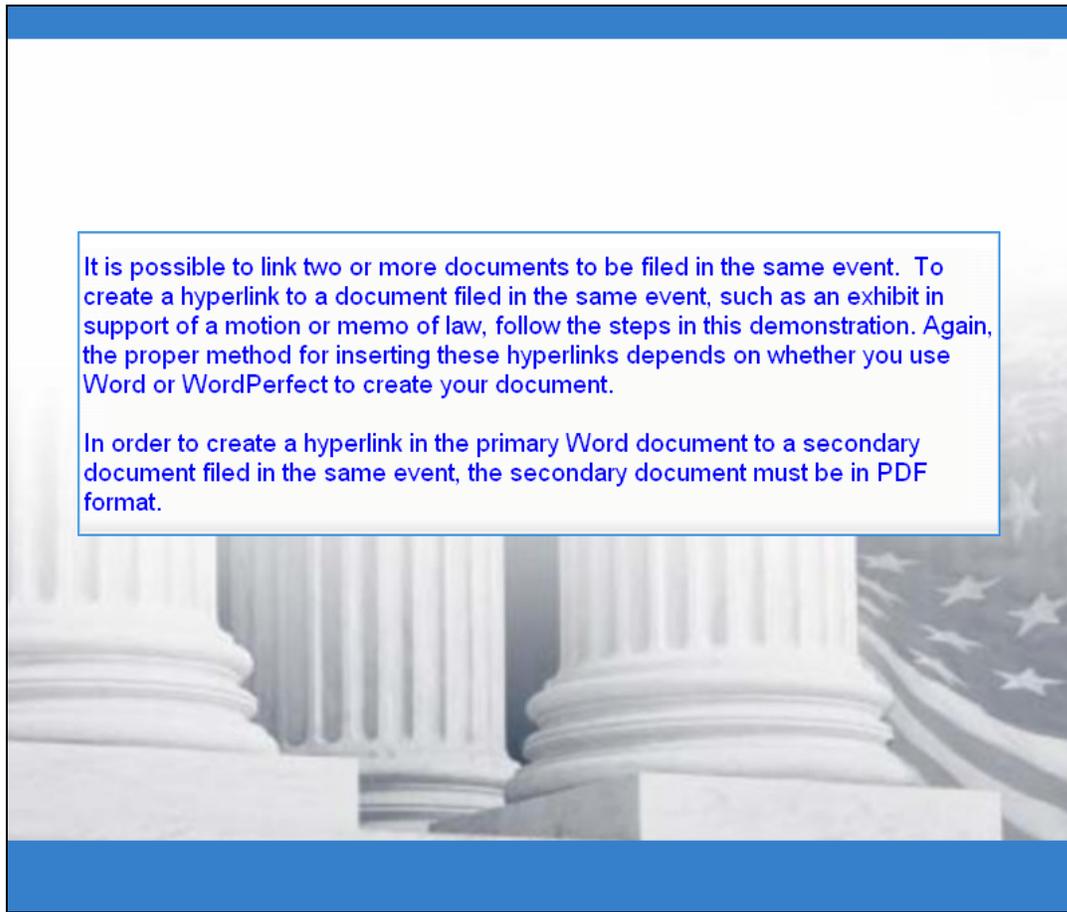
- create hyperlinks (via Word) between documents filed in the same event

Click the **Continue** button.

[CONTINUE](#)

Objectives

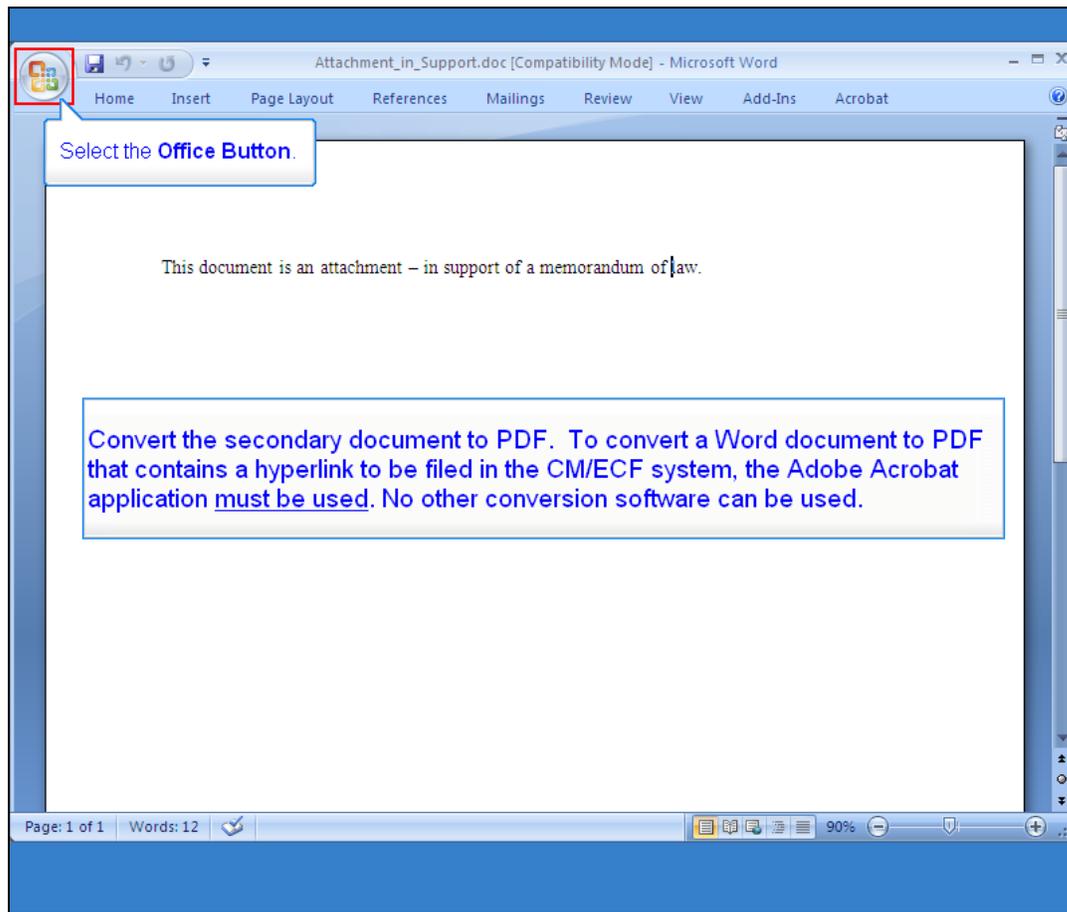
Slide notes: When you complete this lesson, you will be able to: create hyperlinks (via Word) between documents filed in the same event. Click the Continue button.



Slide 4

Slide notes: It is now possible to link two or more documents to be filed in the same event. To create a hyperlink to a document filed in the same event, such as an exhibit in support of a motion or memo of law, follow the steps in this demonstration. Again, the proper method for inserting these hyperlinks depends on whether you use Word or WordPerfect to create your document and this demonstration is designed for users of Word.

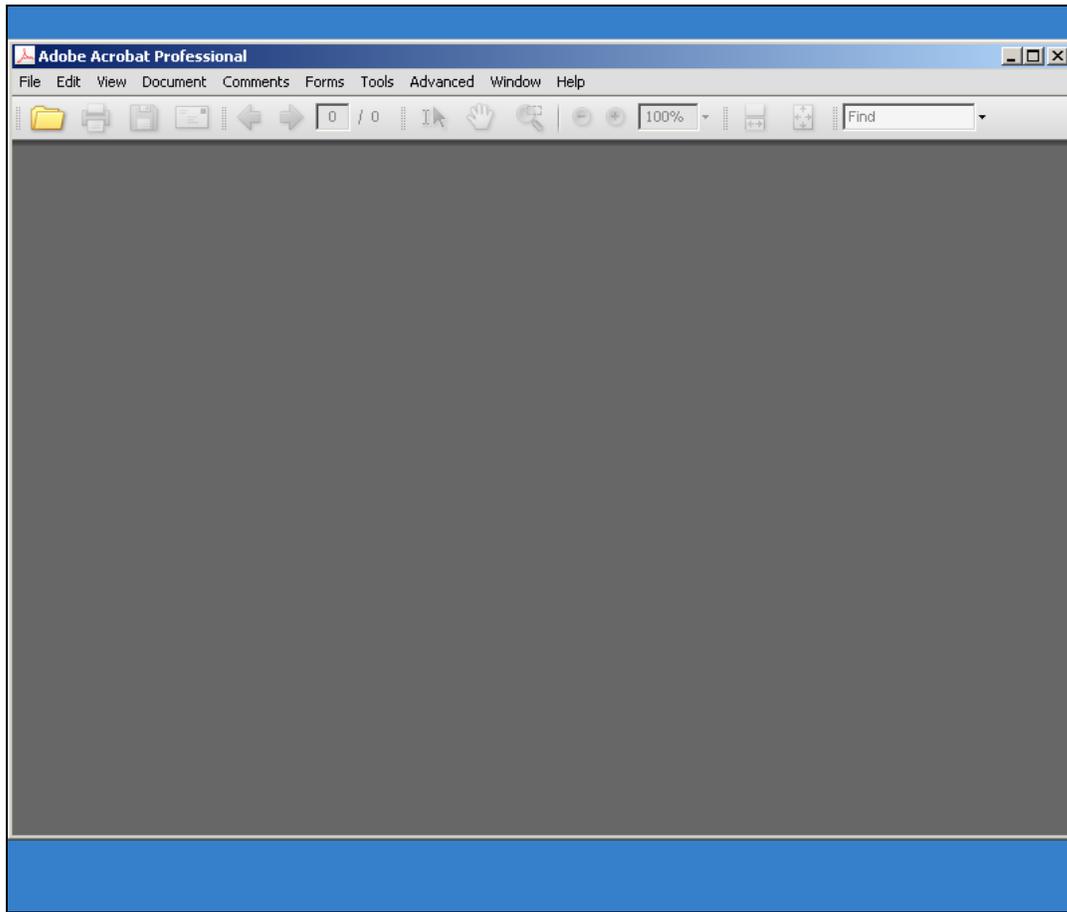
In order to create a hyperlink in the primary Word document to a secondary document filed in the same event, the secondary document must be in PDF format.



Secondary document

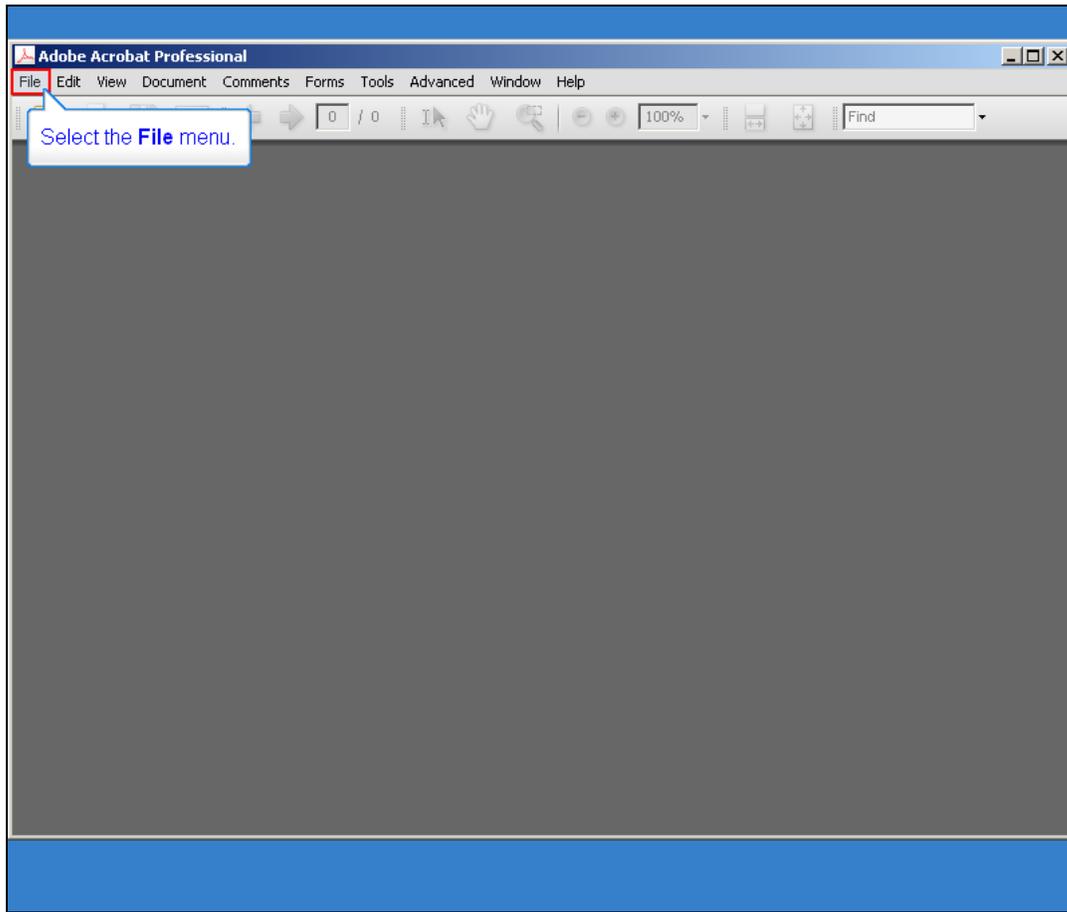
Slide notes: The first step is to convert the secondary Word document, or exhibit in our example here, to PDF format using the Adobe Acrobat application. Converting to PDF using other methods will not retain the hyperlink.

Click the Office Button to Save the Word file and close the primary Word document. (Word files must be closed to convert to PDF. If the document is open when the next step is executed, an error message is returned.)



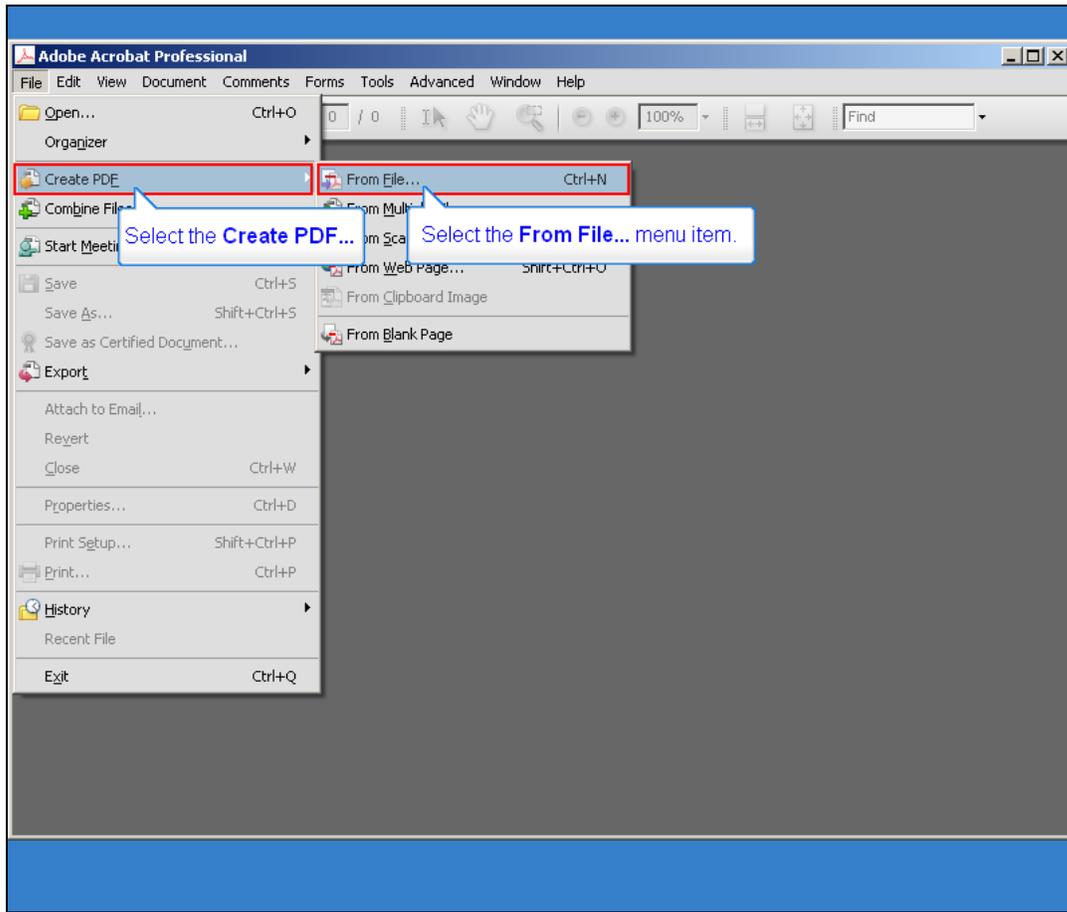
Slide 6

Slide notes: With the Adobe Acrobat application open...



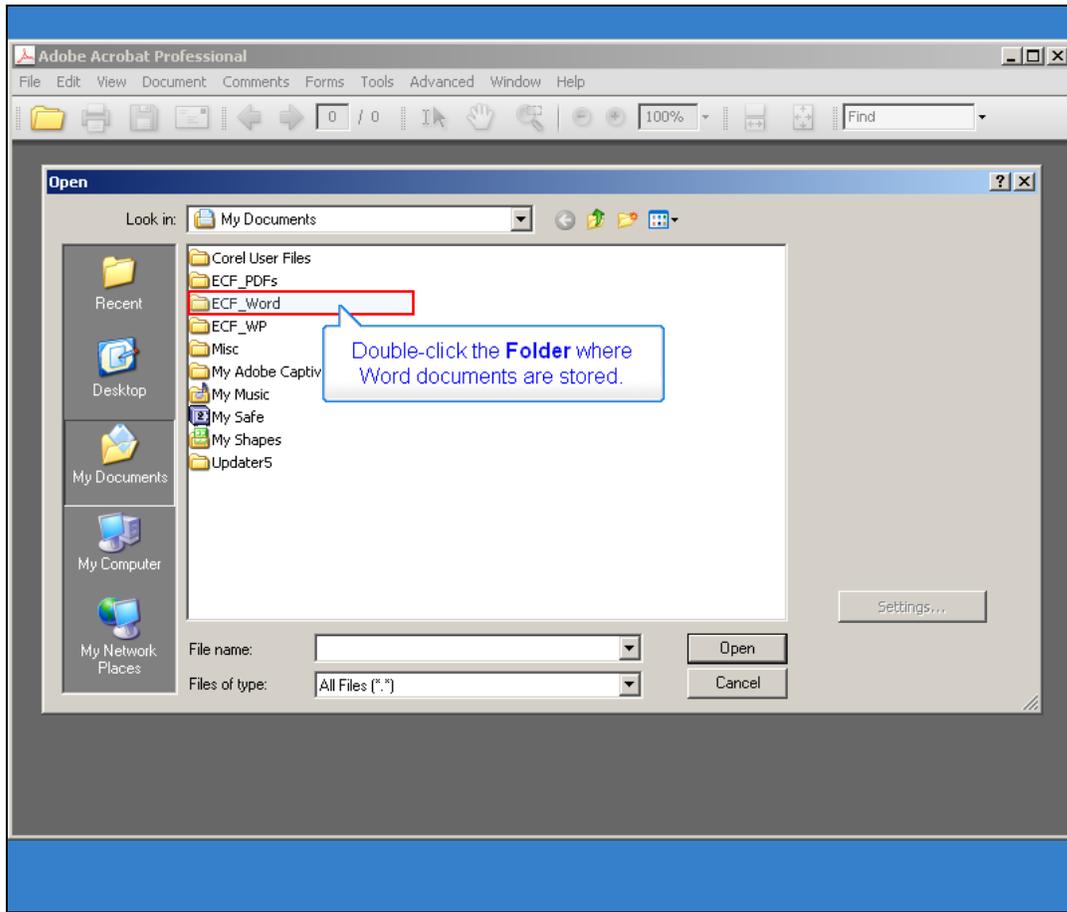
Slide 7

Slide notes: ... click File on the menu toolbar.



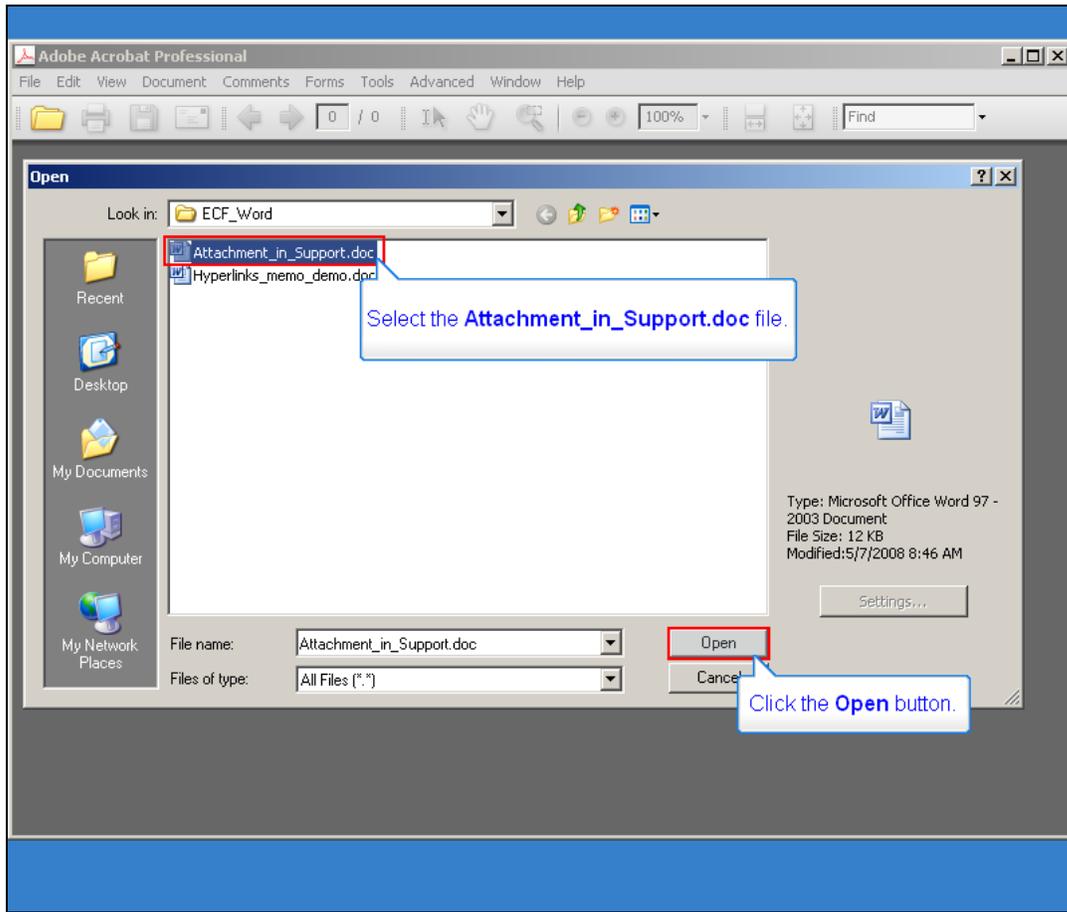
Slide 8

Slide notes: Select Create PDF and then choose From File.



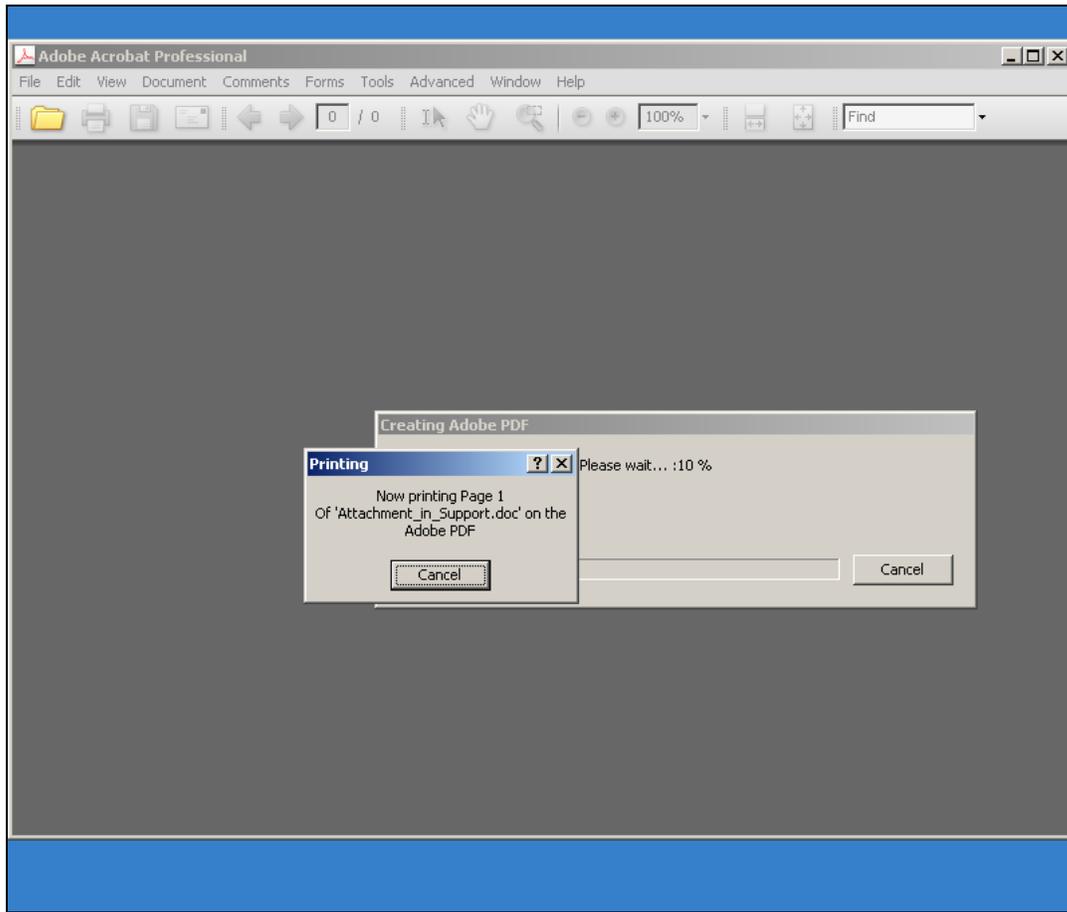
Slide 9

Slide notes: Navigate to the appropriate directory or folder where the Word document is stored.



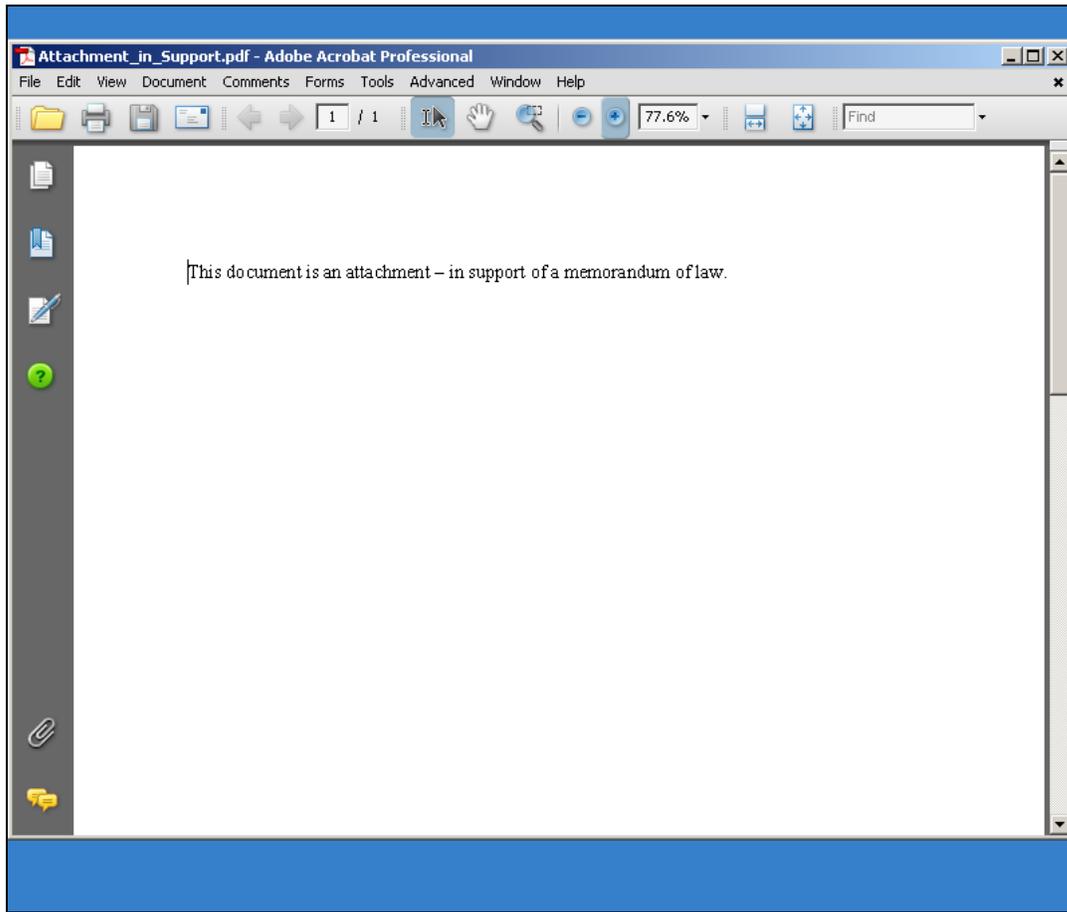
Slide 10

Slide notes: Select the document. Click the Open button.



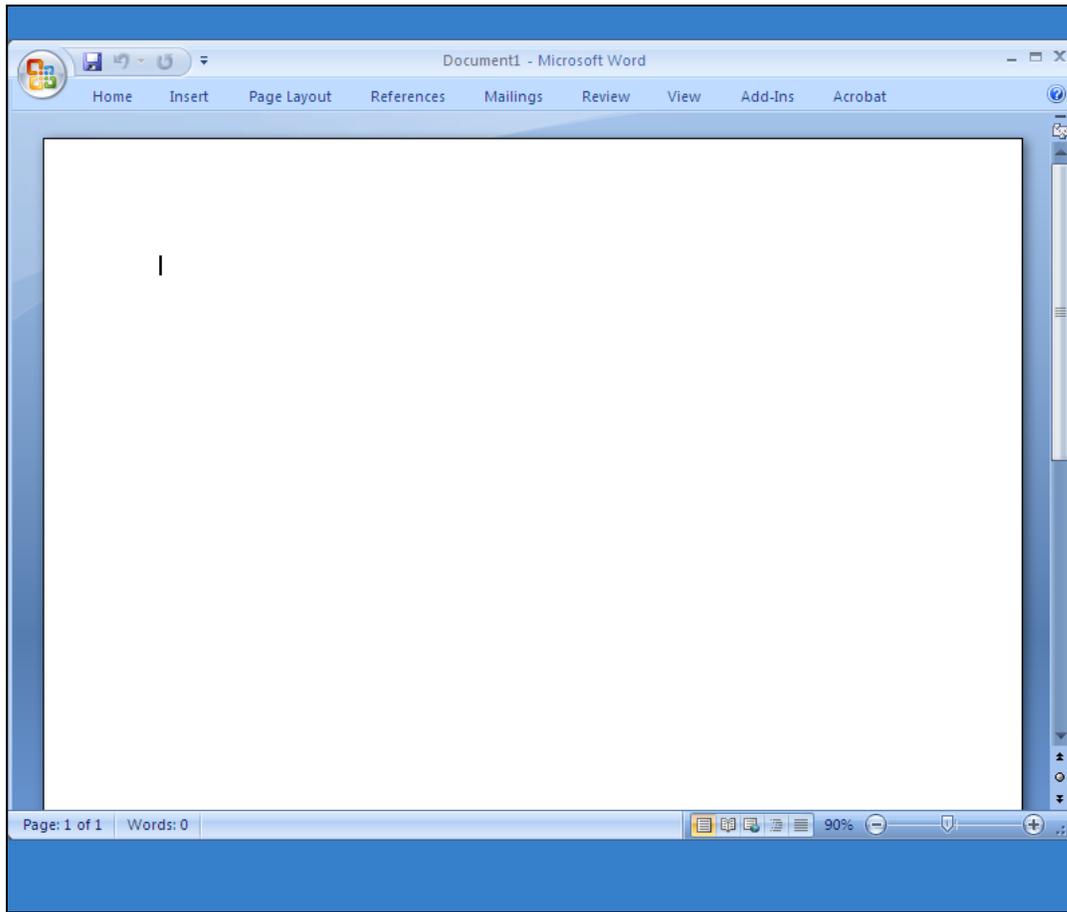
Slide 11

Slide notes: A series of windows will open as the document is converted to PDF format.



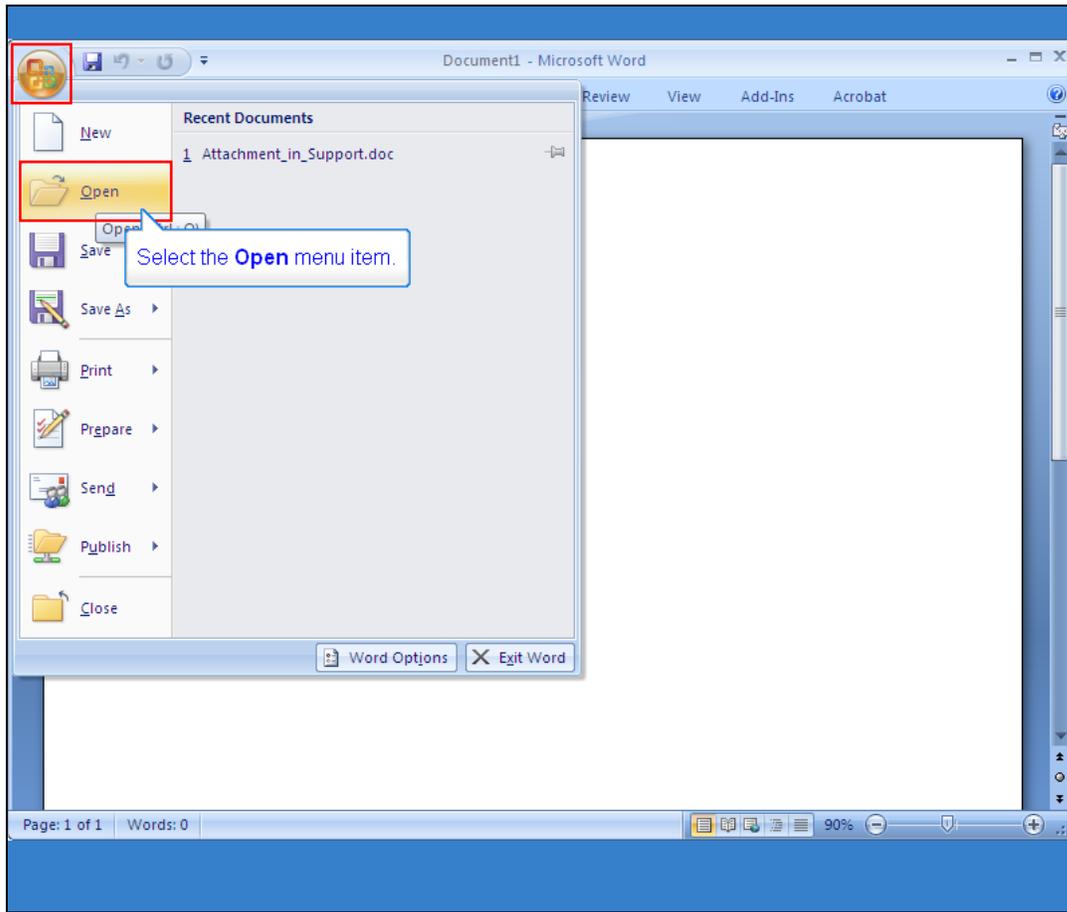
Slide 12

Slide notes: When the conversion is completed, the document is displayed in the Adobe Acrobat window. Save and close the Acrobat file.



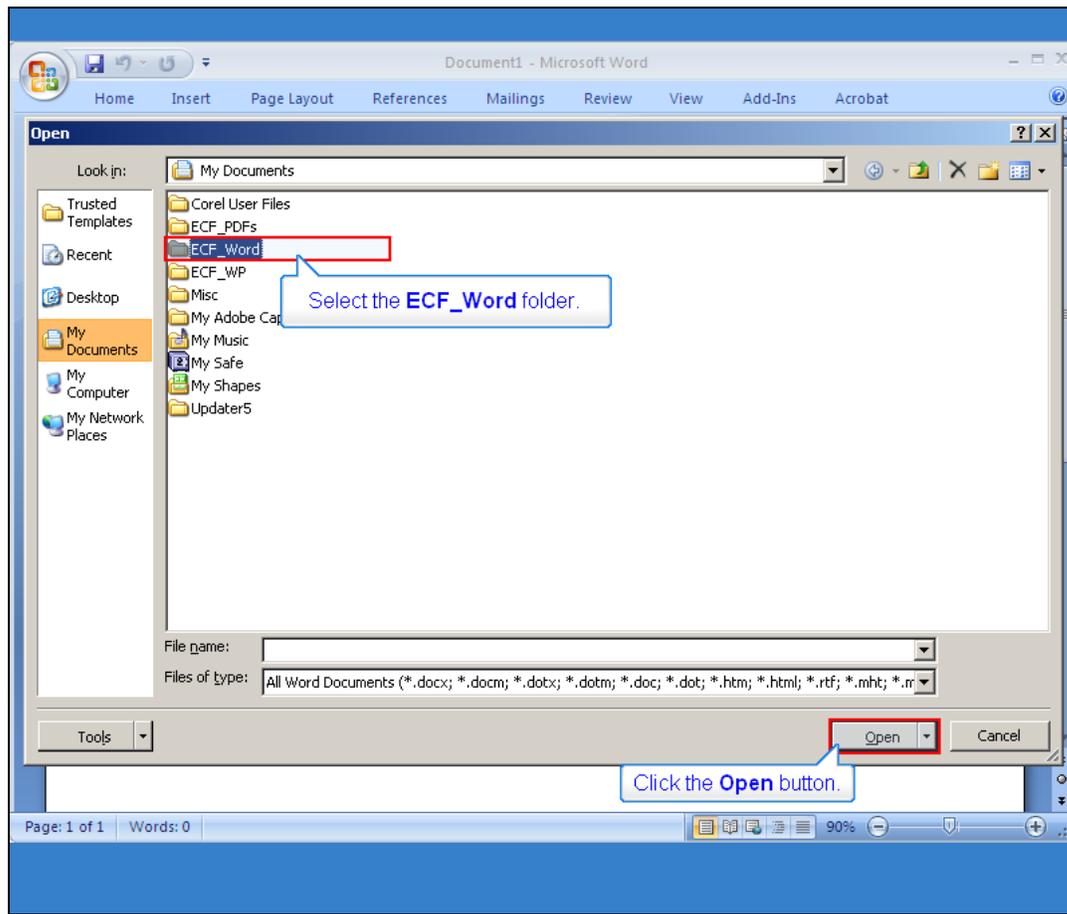
Primary Document

Slide notes: Now we are going to Open the primary Word document that will contain the hyperlink to the secondary document.



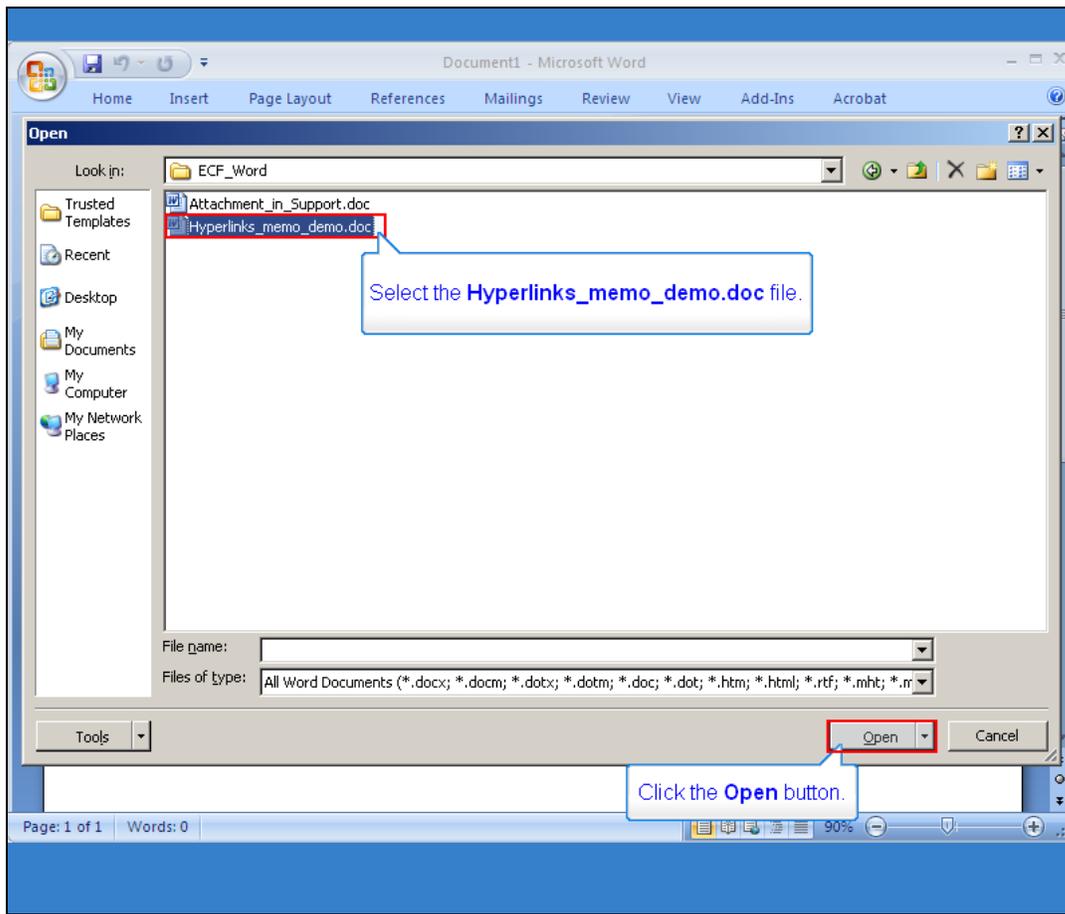
Slide 14

Slide notes: Click the Office button and then Open the main document in Word.



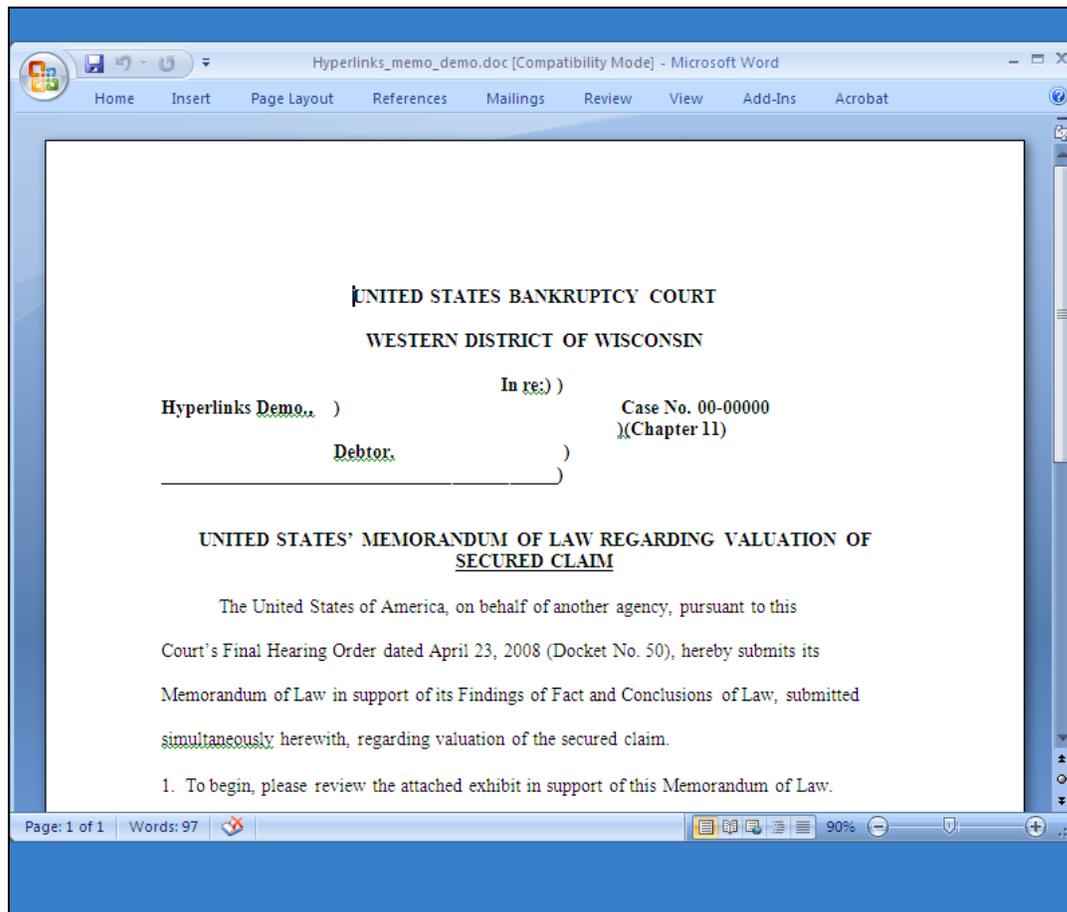
Slide 15

Slide notes: Navigate to the appropriate directory or folder where the Word document is stored. Click the Open button to open the folder.



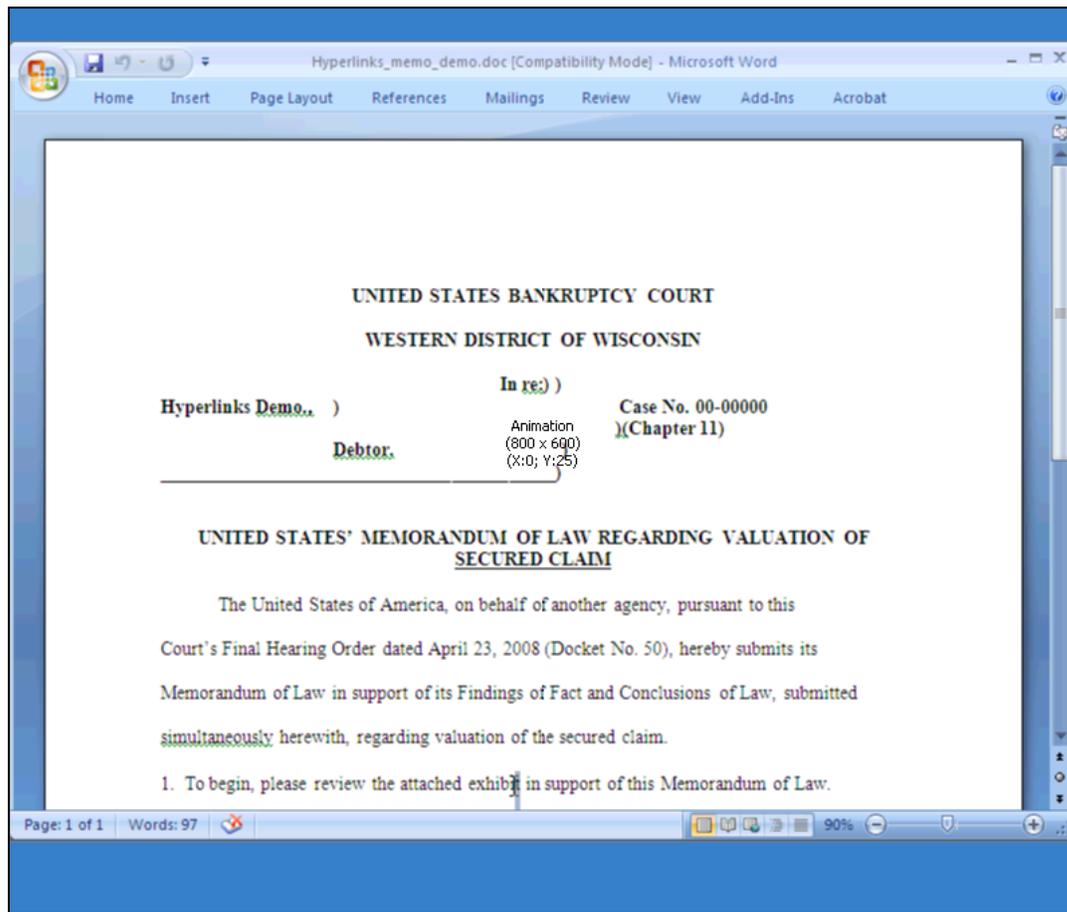
Slide 16

Slide notes: Select the word document and click the Open button.

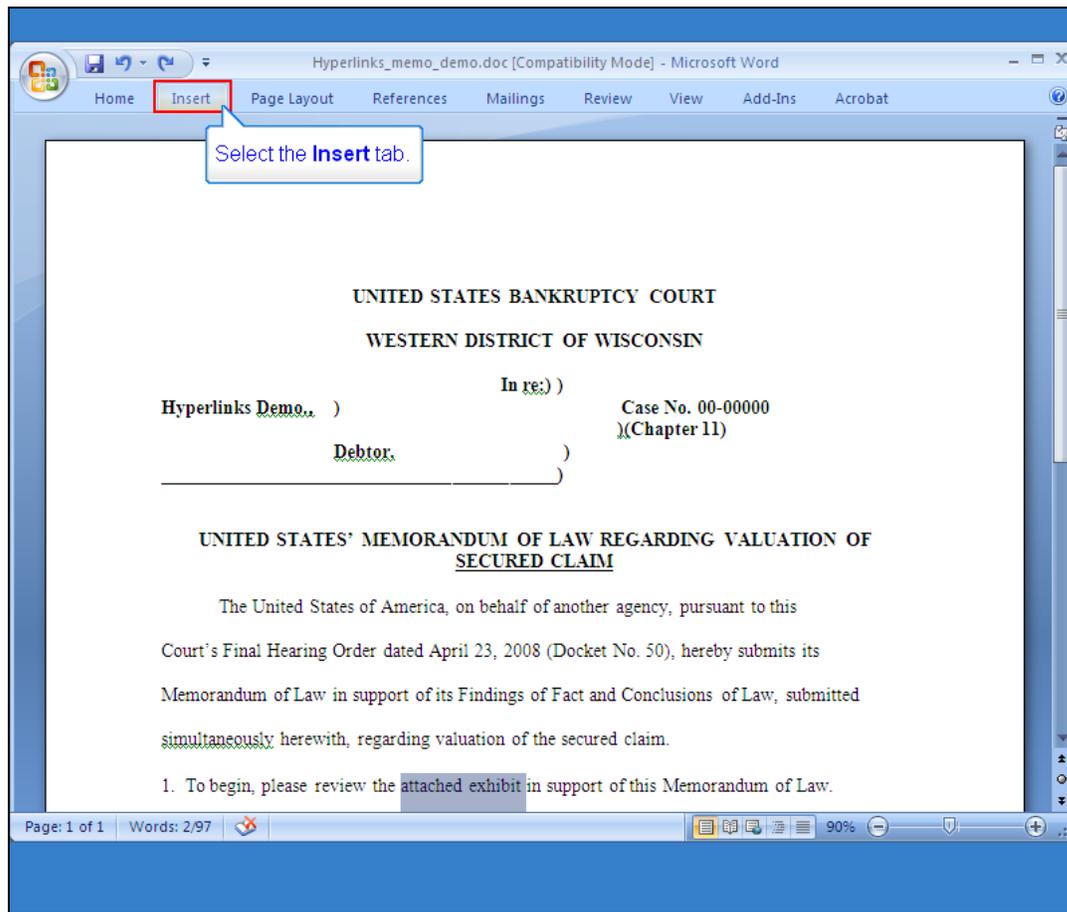


Hyperlink

Slide notes: With this main file/document open...

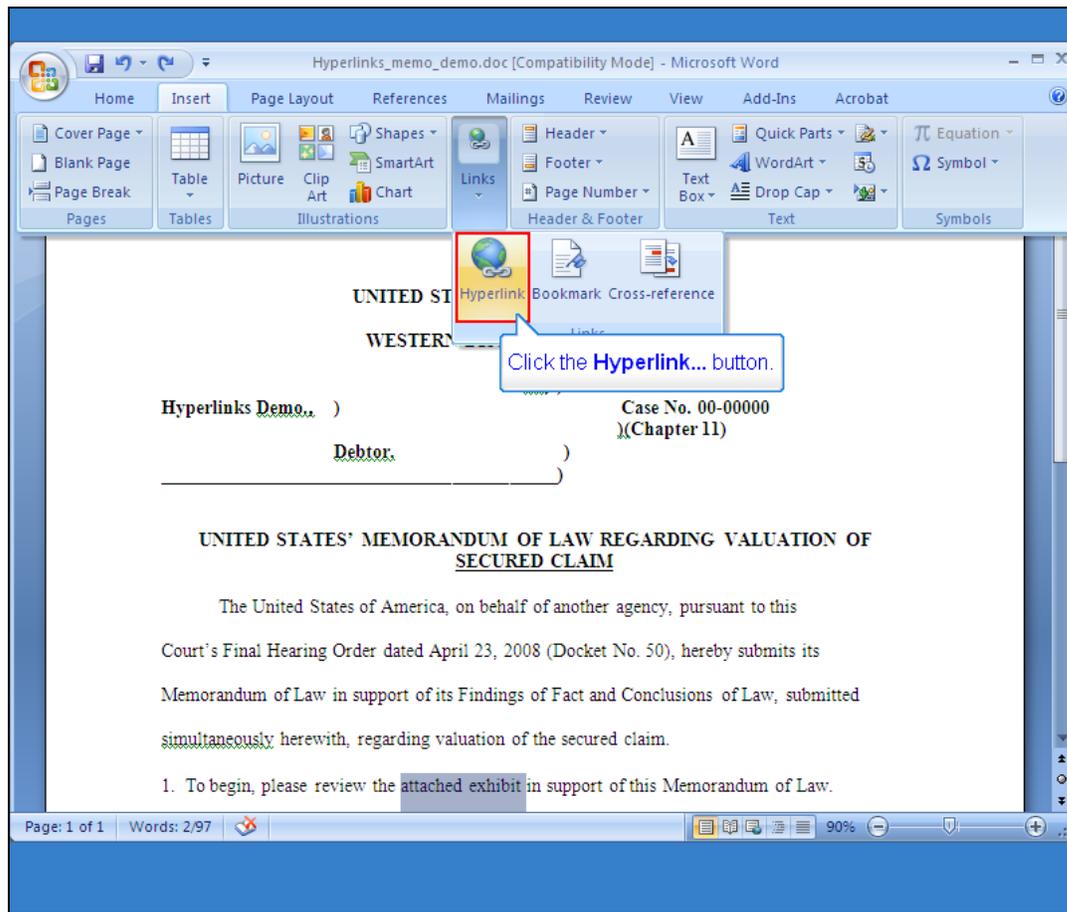


Slide 18
Slide notes: ... Select and highlight the appropriate text in the primary document that will be displayed as the hyperlink to the secondary document.



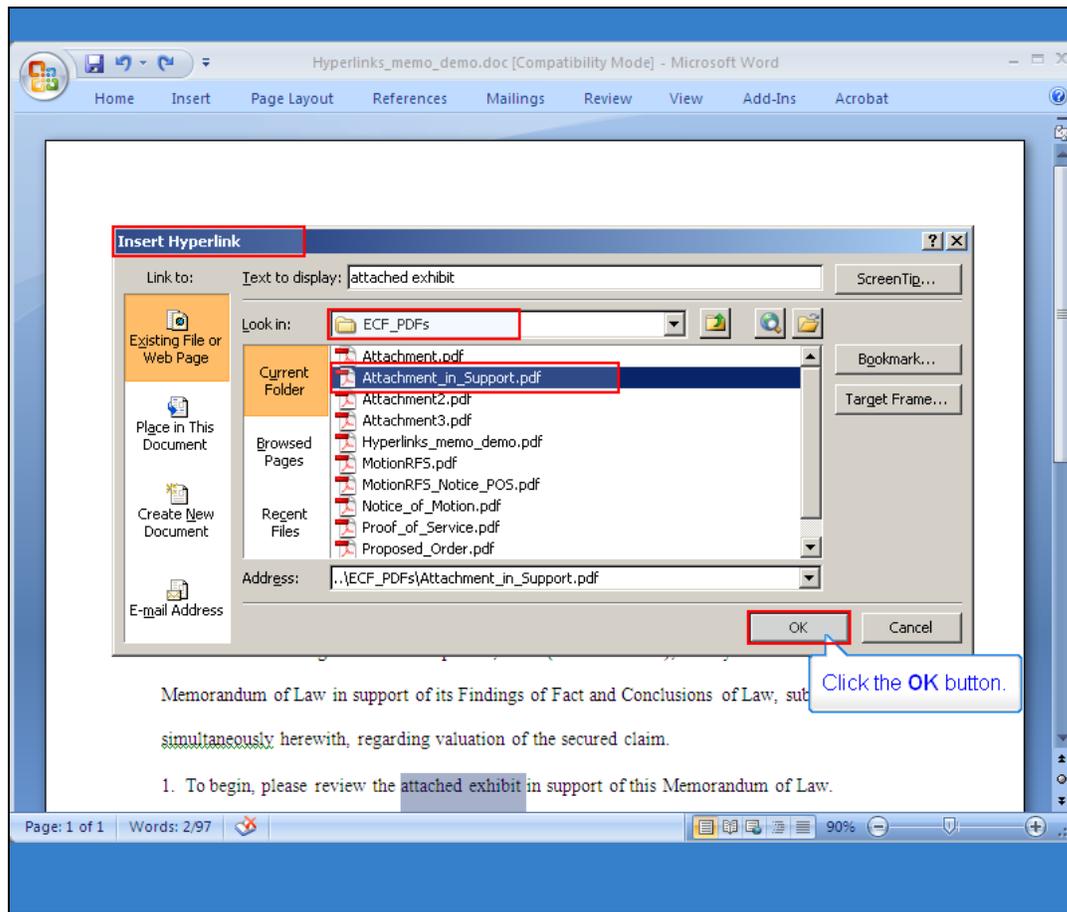
Slide 19

Slide notes: Click Insert on the menu toolbar.



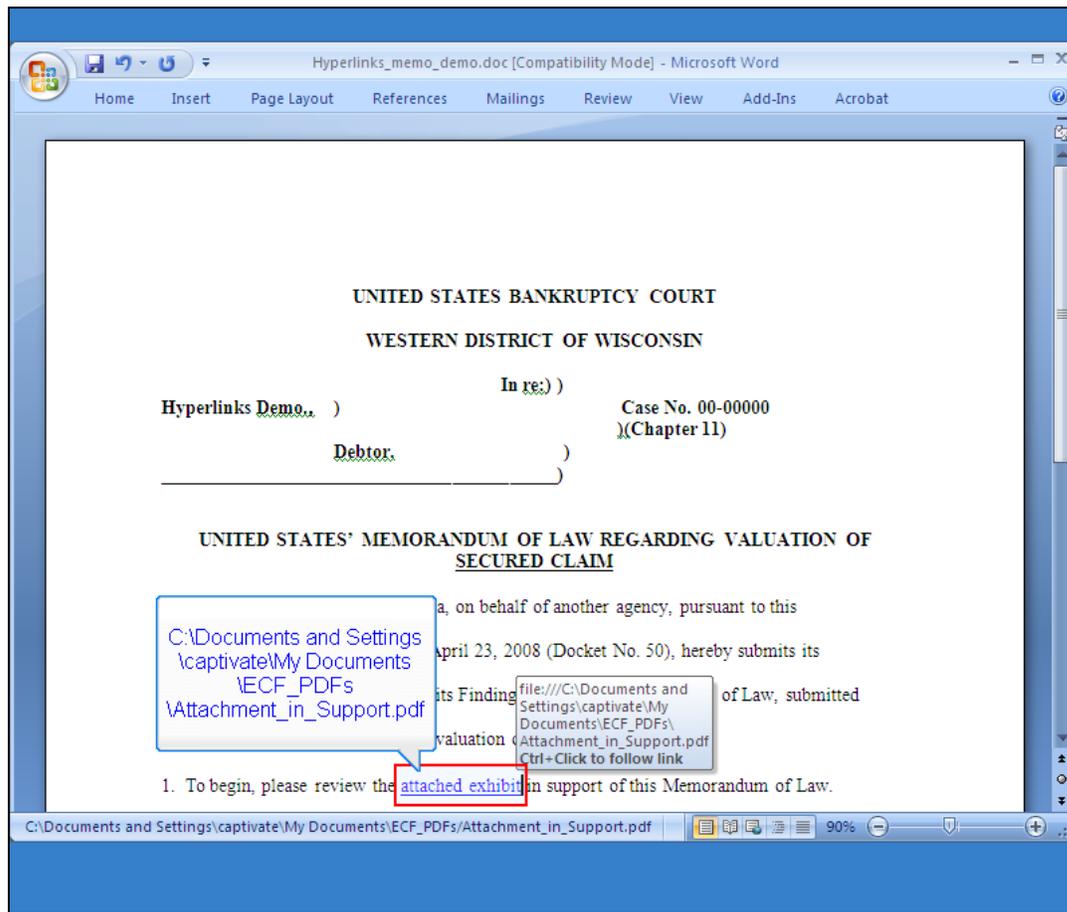
Slide 20

Slide notes: Select Hyperlink from the drop-down list.



Slide 21

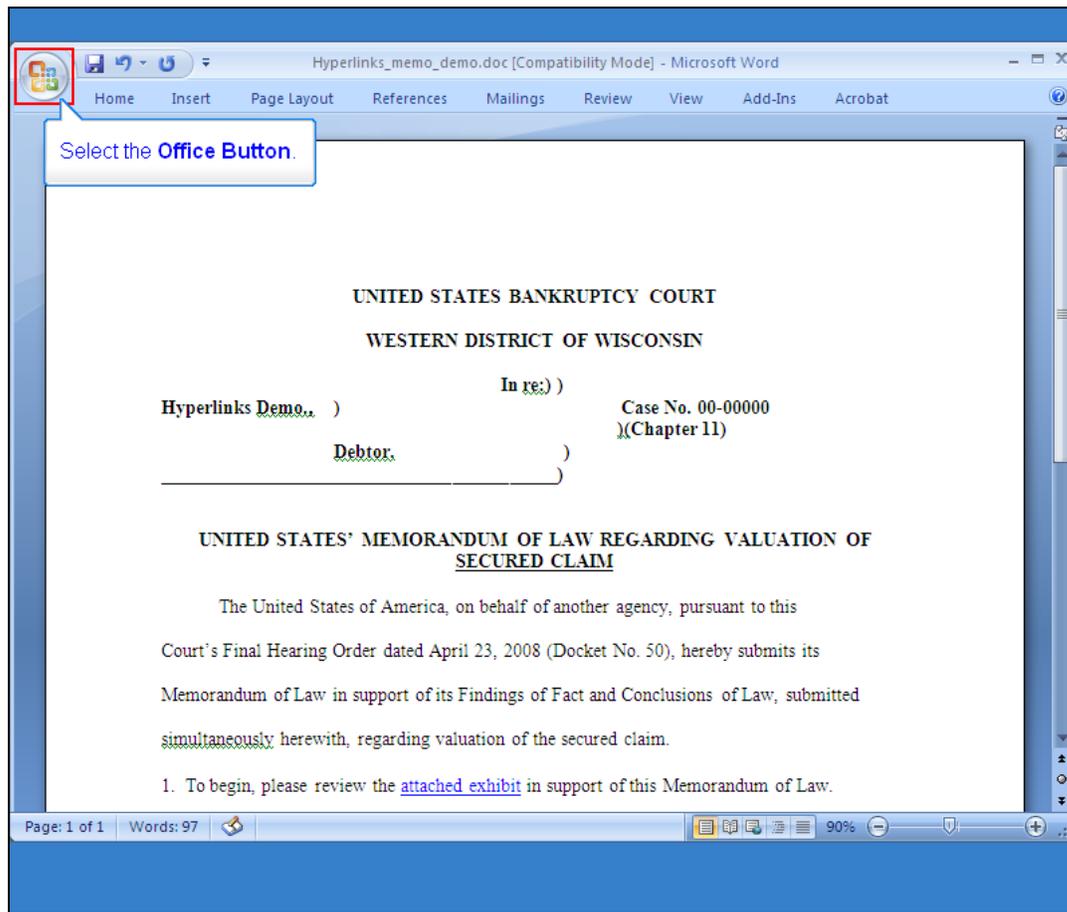
Slide notes: The Hyperlink Properties dialog box appears. Navigate to the directory or folder in which the secondary document you wish to link is located as this is the point where we select the PDF document that will be linked to. Single click the PDF document to highlight the PDF document (remember, the document must be in PDF format). Click OK to continue.



Slide 22

Slide notes: Notice, the hyperlinked text is underlined and the link is to the document on your drive (but later we will see this is translated to a valid hyperlink URL in CM/ECF).

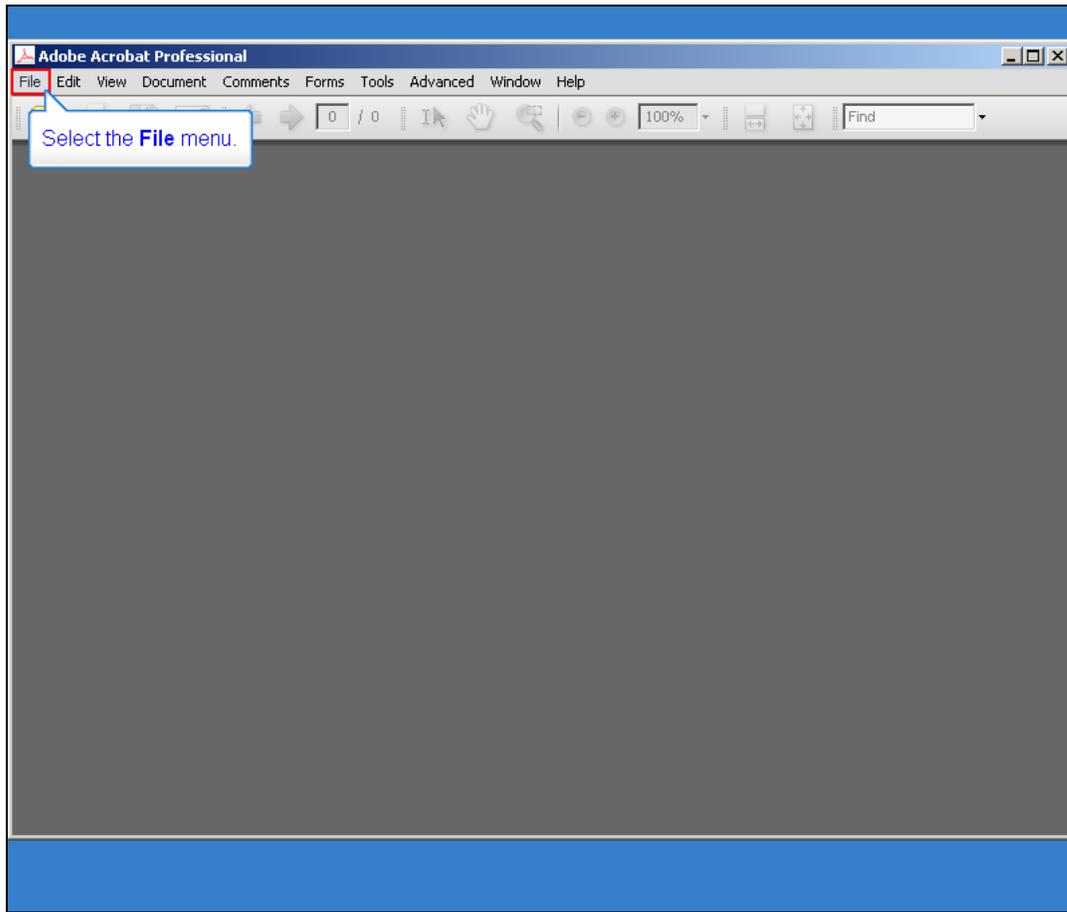
After you have created all of your document hyperlinks, using these techniques, save this primary Word document.



Slide 23

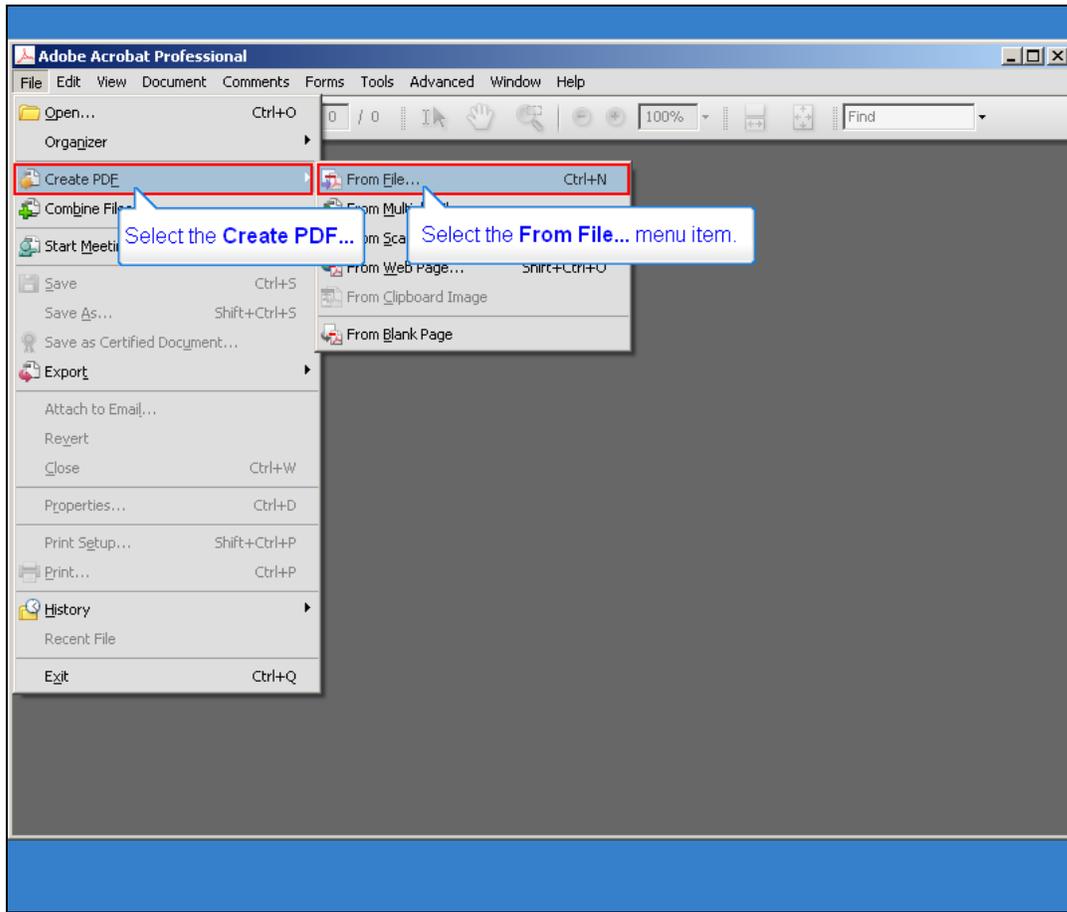
Slide notes: Click the Office button to save the word file and close the primary Word document.

The next step is to convert the Word document to PDF format using Adobe Acrobat. (Word files must be closed to convert to PDF. If the document is open when the next step is executed, an error message is returned.)



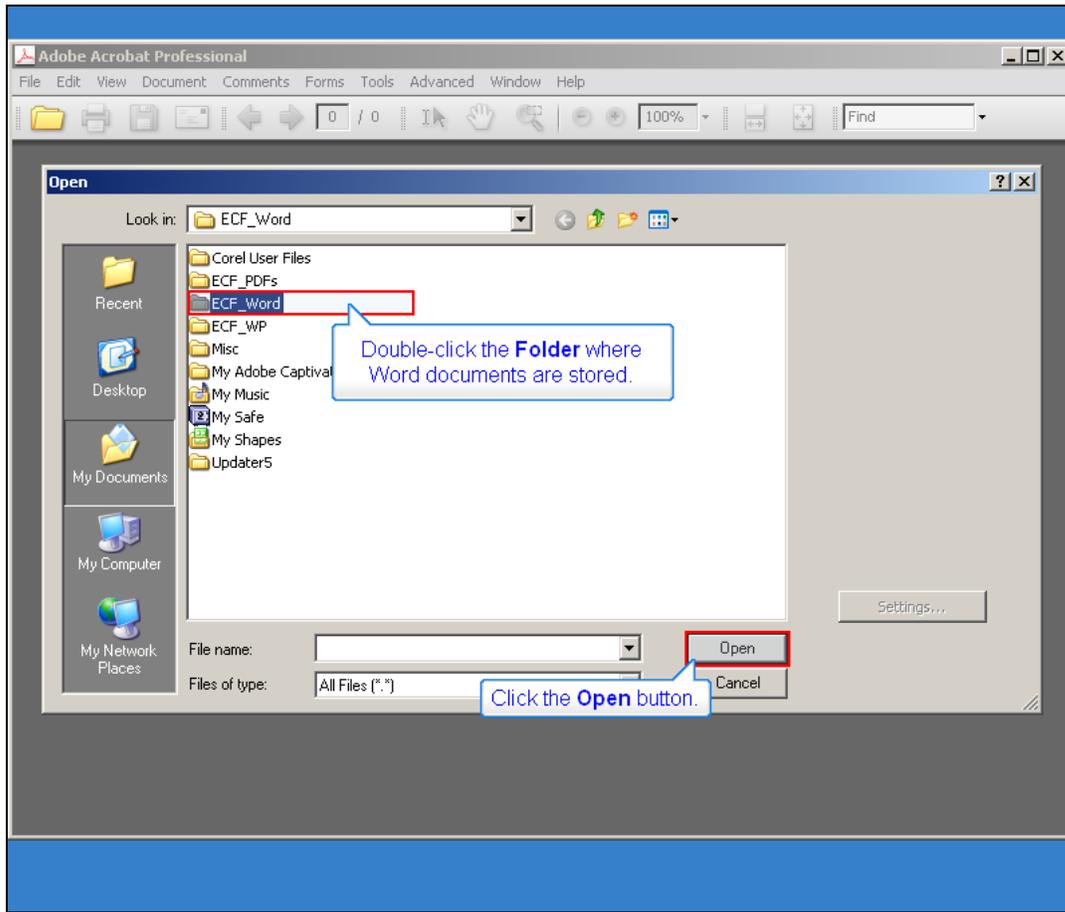
Slide 24

Slide notes: With the Adobe Acrobat application open ... Click File on the menu toolbar.



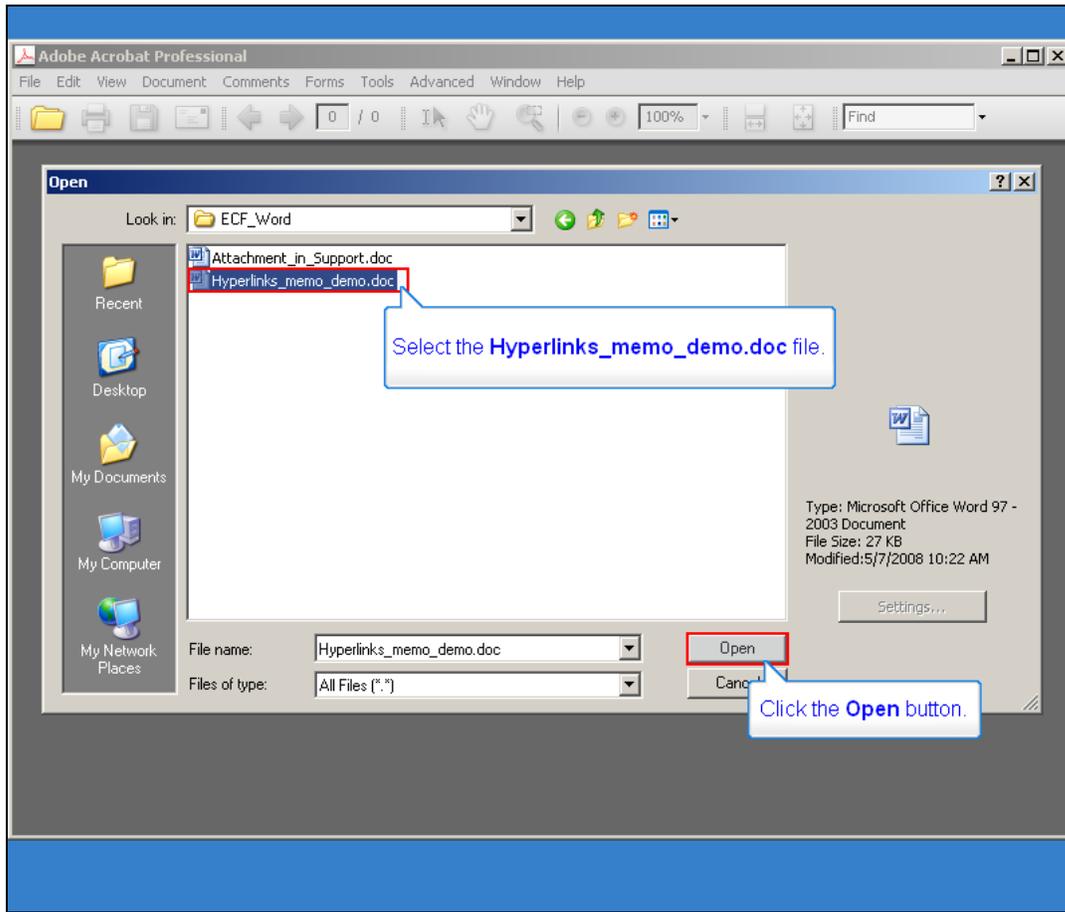
Slide 25

Slide notes: Select Create PDF and then choose From File.



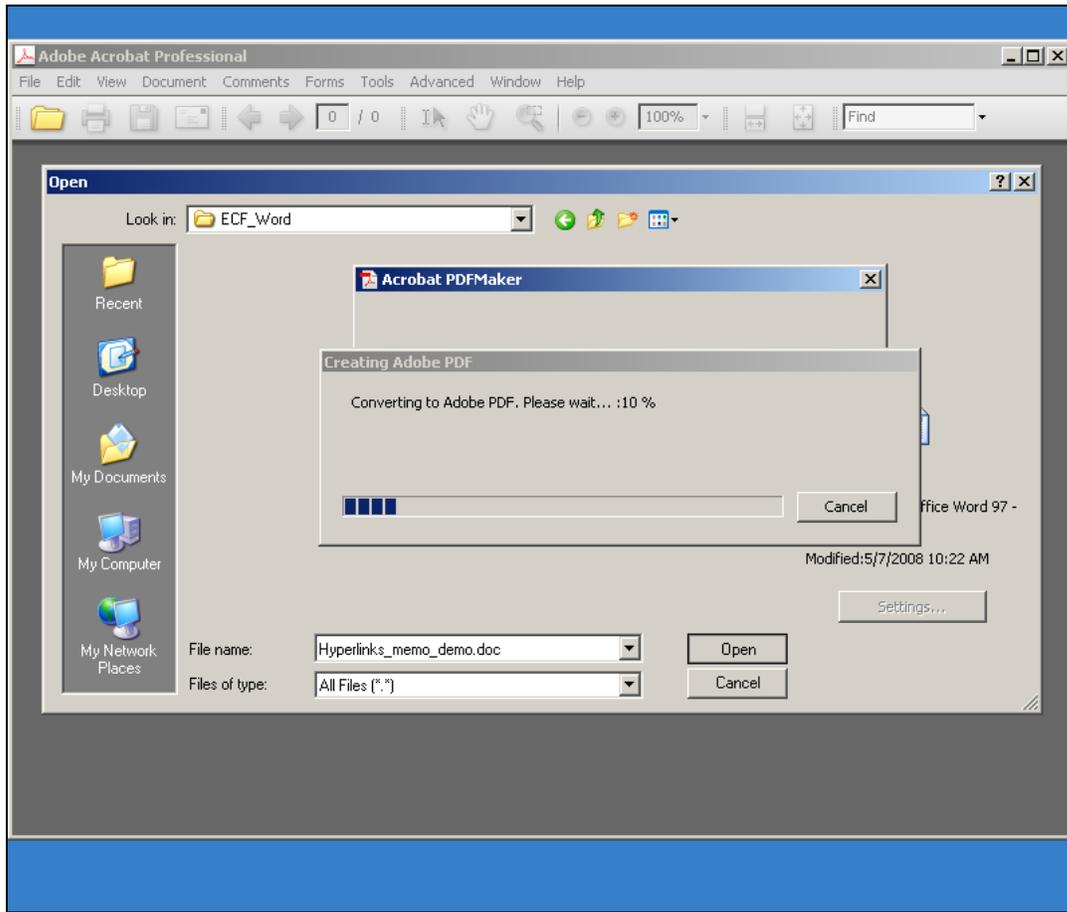
Slide 26

Slide notes: Navigate to the appropriate directory or folder where the Word document is stored. Click the Open button to open the folder.



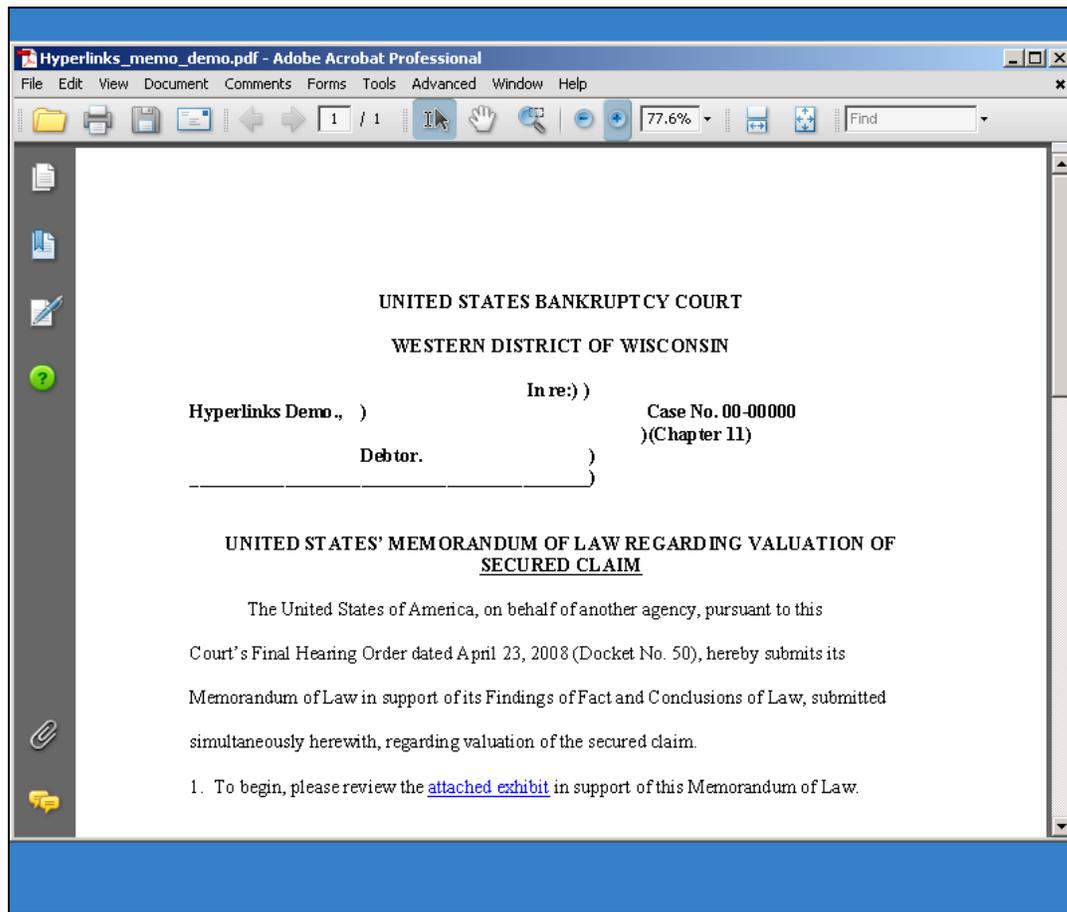
Slide 27

Slide notes: Select the word document and then click the Open button.



Slide 28

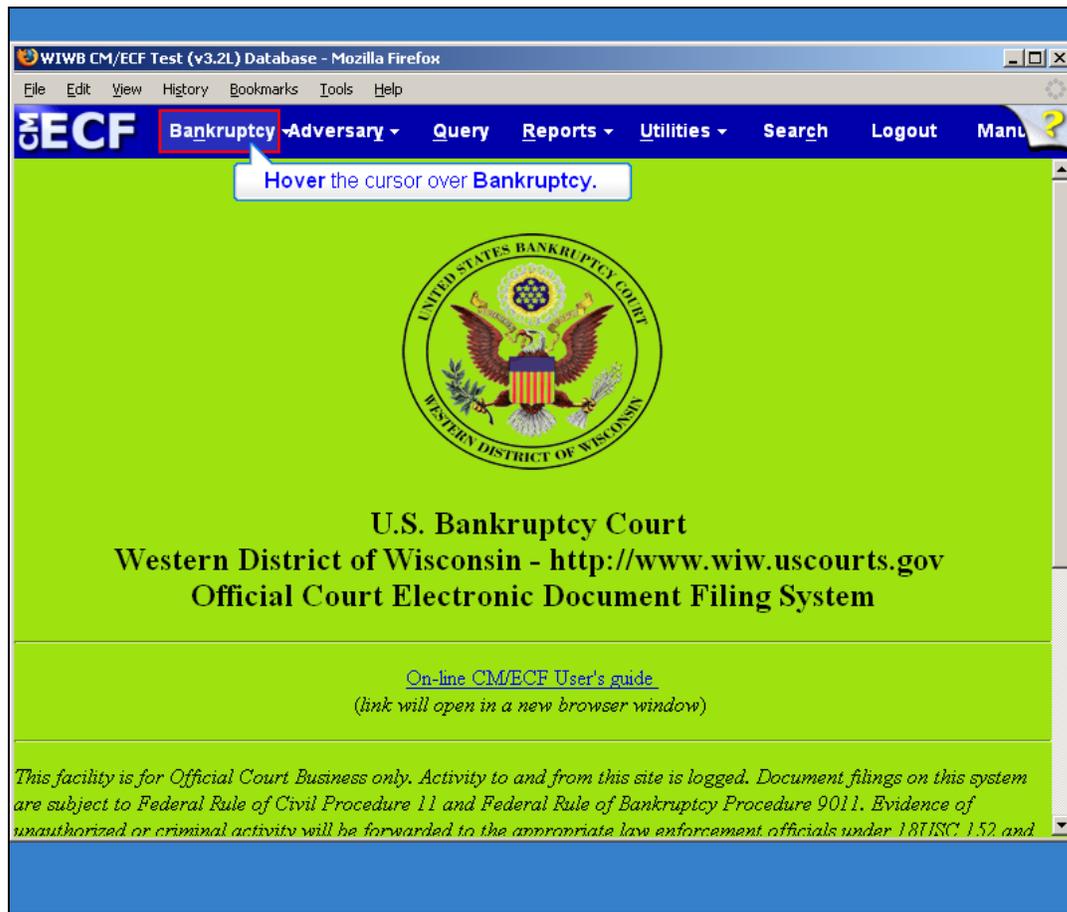
Slide notes: A series of windows will open as the document is converted.



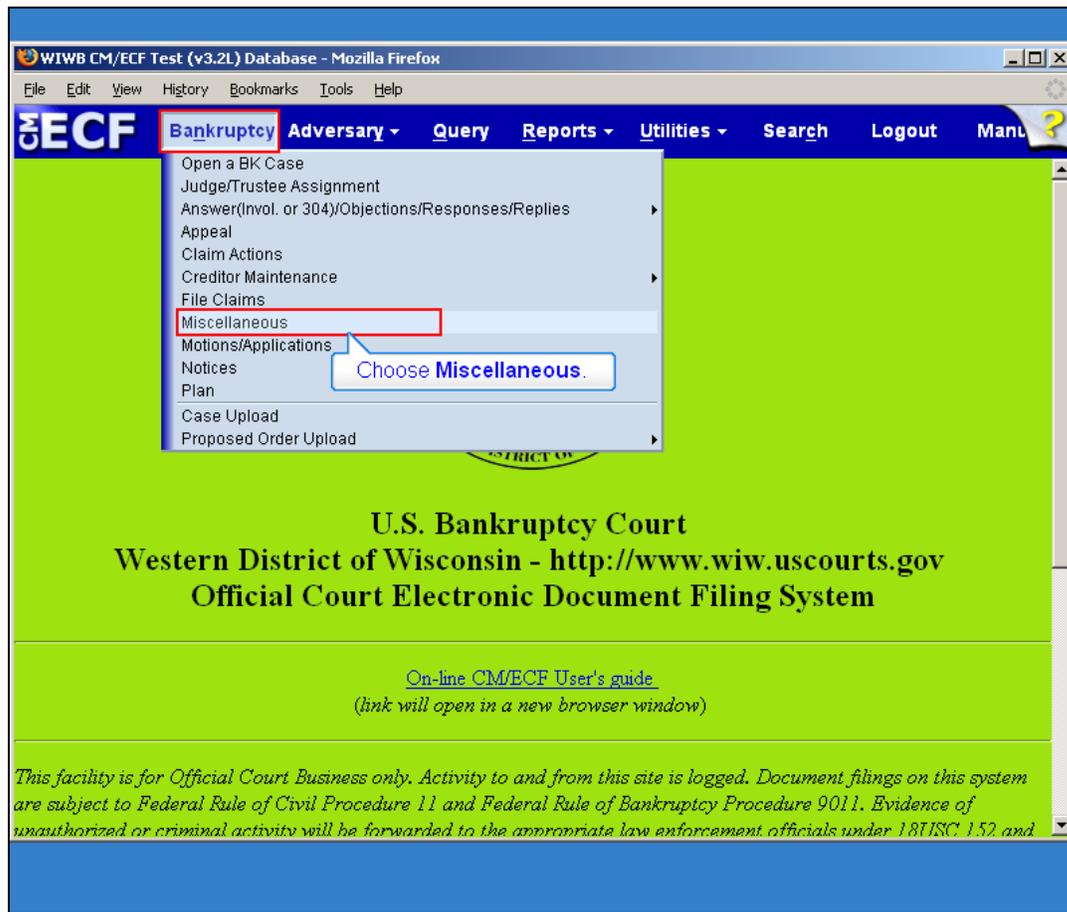
Slide 29

Slide notes: When the conversion is complete, the document is displayed in the Adobe Acrobat window. Save and close the Acrobat file.

This essentially concludes the demonstration. Your newly created document/PDF should now be ready to upload into a CM/ECF system and when the main event is docketed along with the attachments -- CM/ECF will translate the PDF with the local hyperlinks in it to the appropriate URL in CM/ECF of your attachment(s) ... just be certain that when you docket the appropriate main CM/ECF event, remember to include your attachment(s), as usual. The combination of docketing the attachments at the same time as docketing the main event allows for certain "magic" within CM/ECF -- to convert those local links created in the main PDF, to actual URL's when utilizing this "hyperlinks between documents filed in same event" technique in CM/ECF.

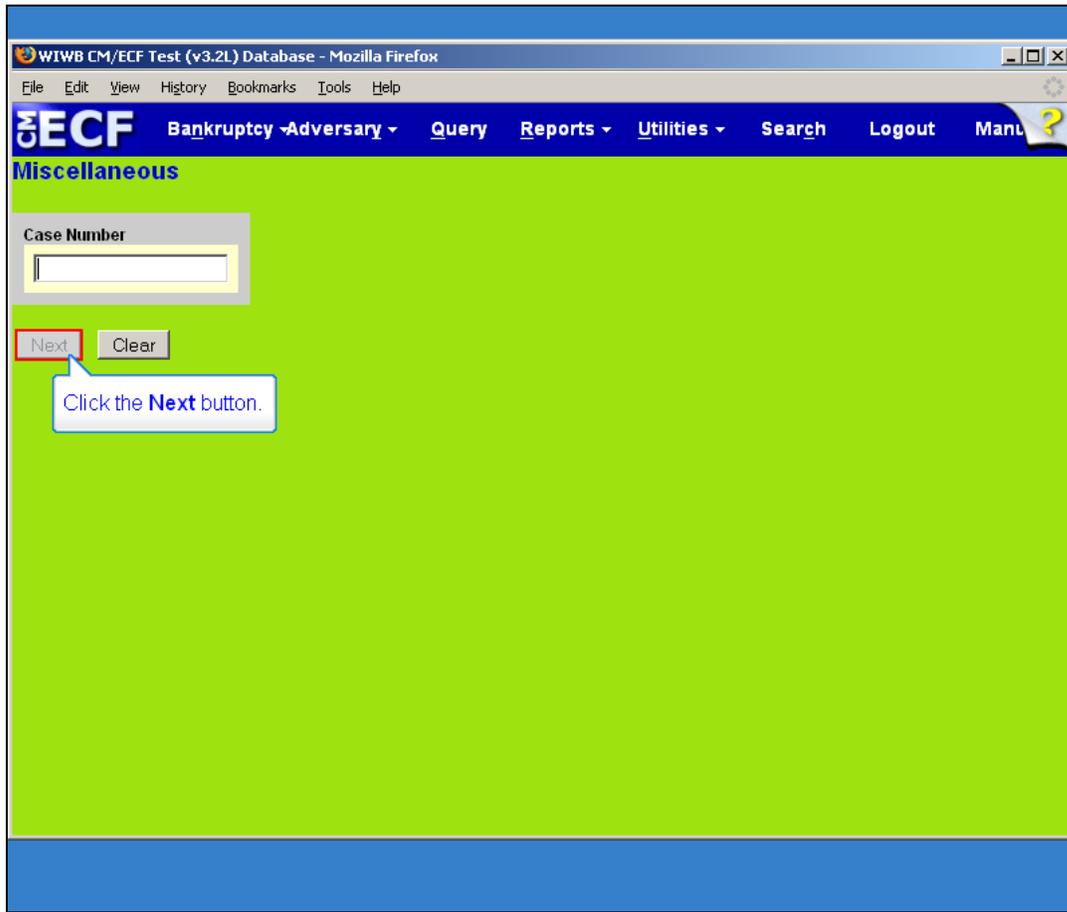


ECF
Slide notes: To illustrate the filing of the PDF and attachment(s), we will first log into CM/ECF. Hover the cursor over Bankruptcy.



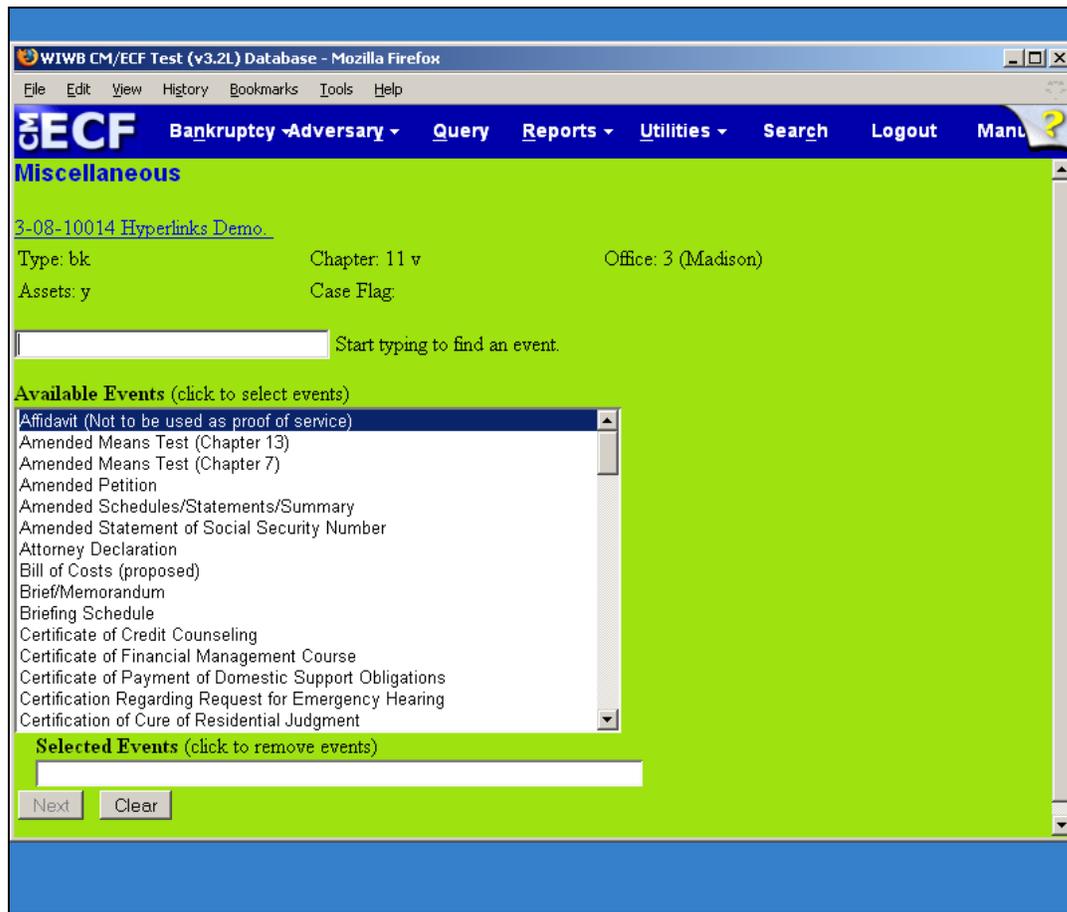
Slide 31

Slide notes: For this example, to file the Memorandum of Law (and attachment) we will select Miscellaneous.



Slide 32

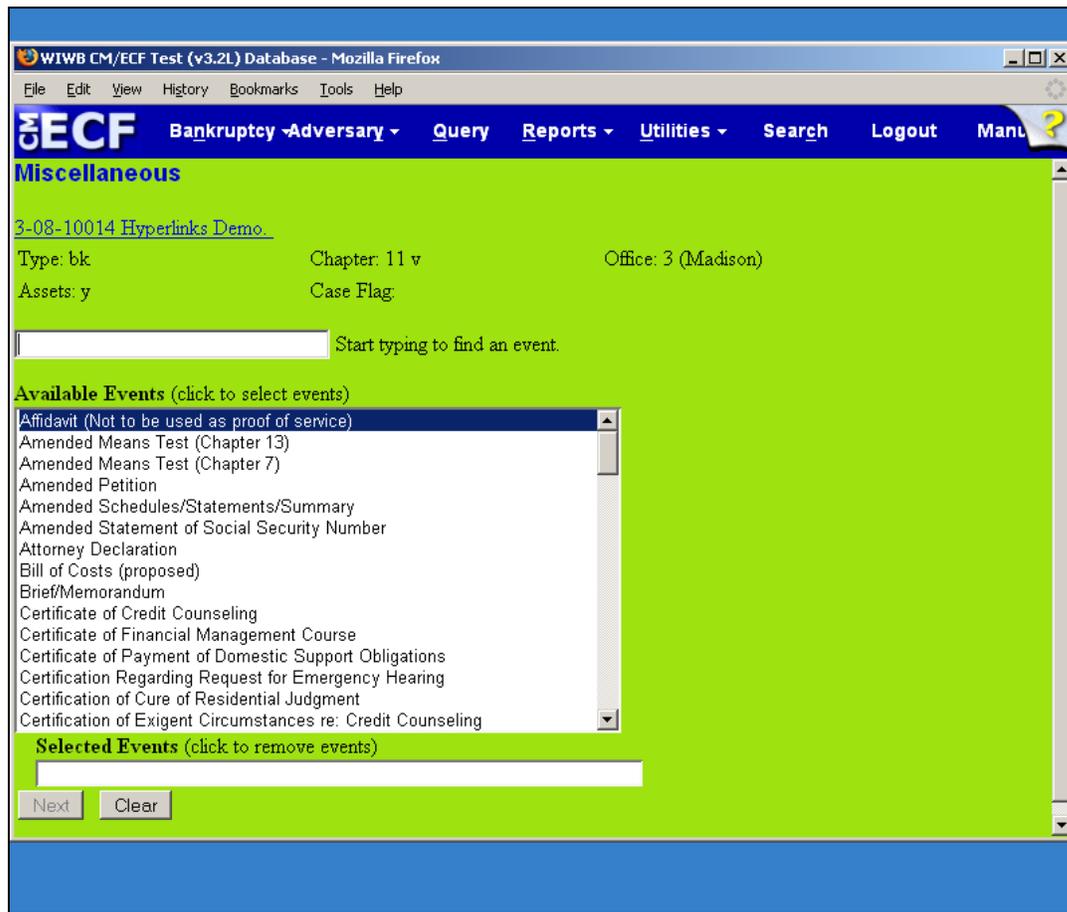
Slide notes: Enter the case number in the case number field. Click the next button to proceed.



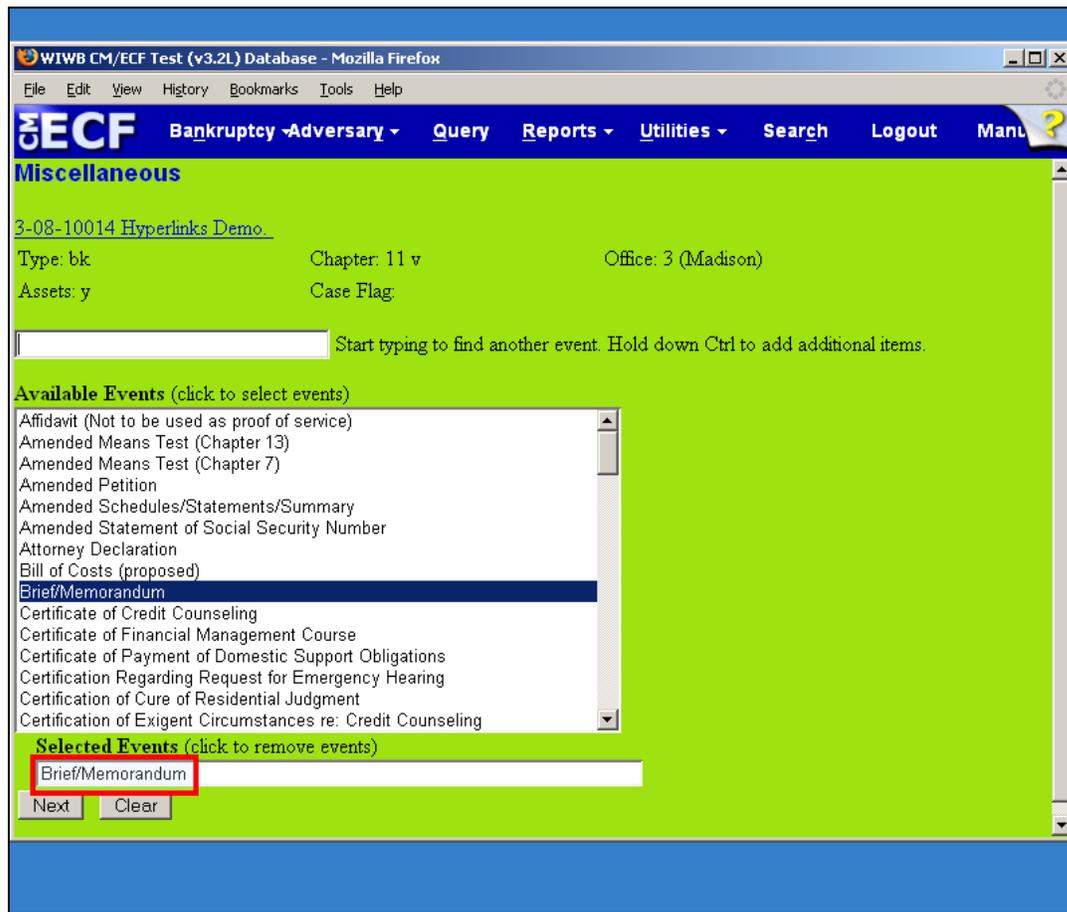
Slide 33

Slide notes: Displayed on this page are the available events. To find an event within this sub-menu category, either scroll down the list or, in the search box, type all or part of a word from the name of the event.

Note: The search will begin with the first letter typed; therefore, the search function does not accommodate the use of wildcard characters.

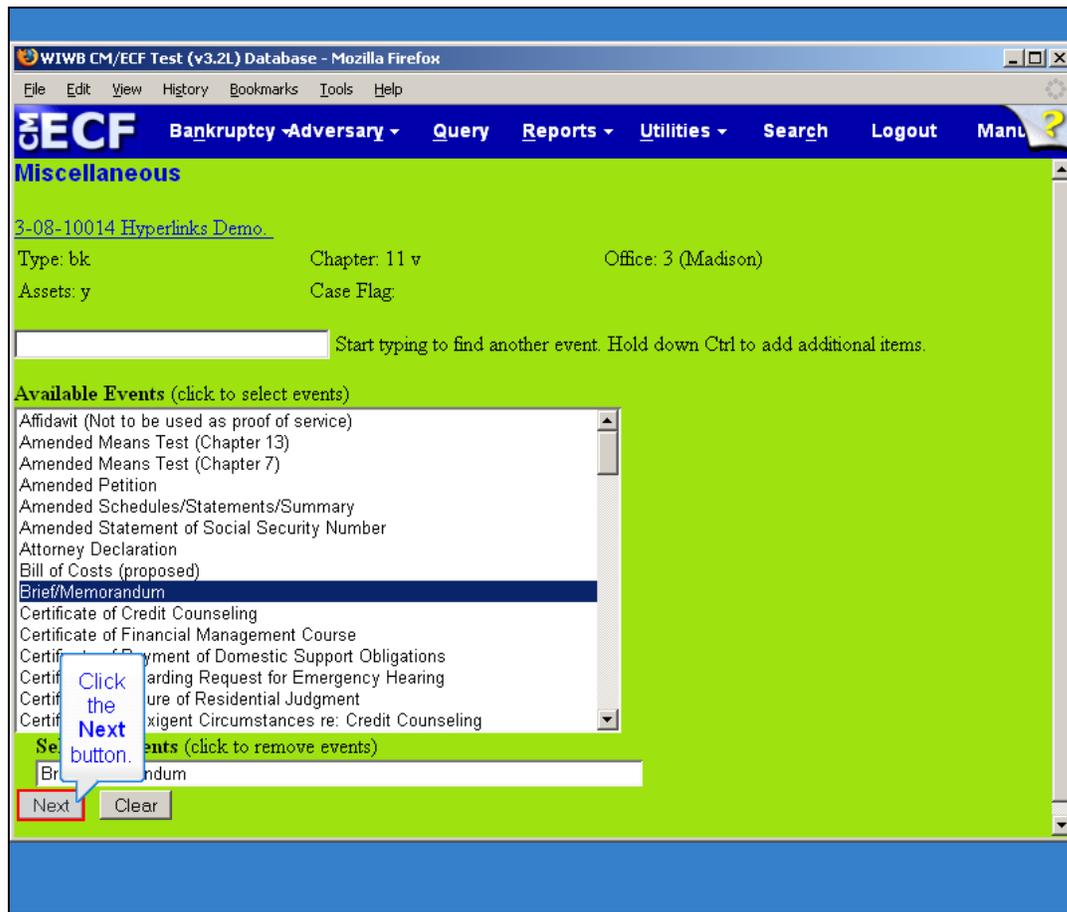


Slide 34
Slide notes: When you find the event you are seeking, click it and it will be added to the Selected Events field. To select multiple events, hold down the Control (Ctrl) key on your keyboard while clicking them.



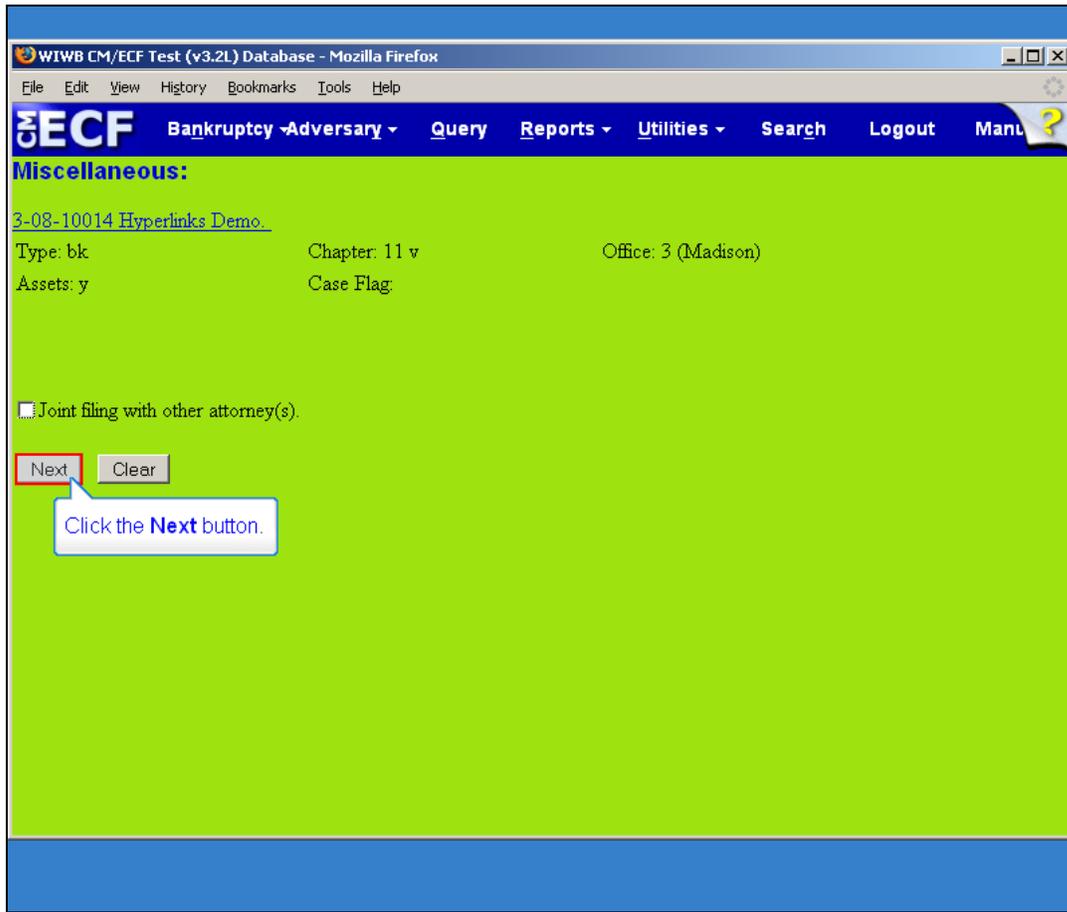
Slide 35

Slide notes: Notice that Brief/Memorandum is filled in as the event we are filing so if that is all we are filing we would be done selecting events.



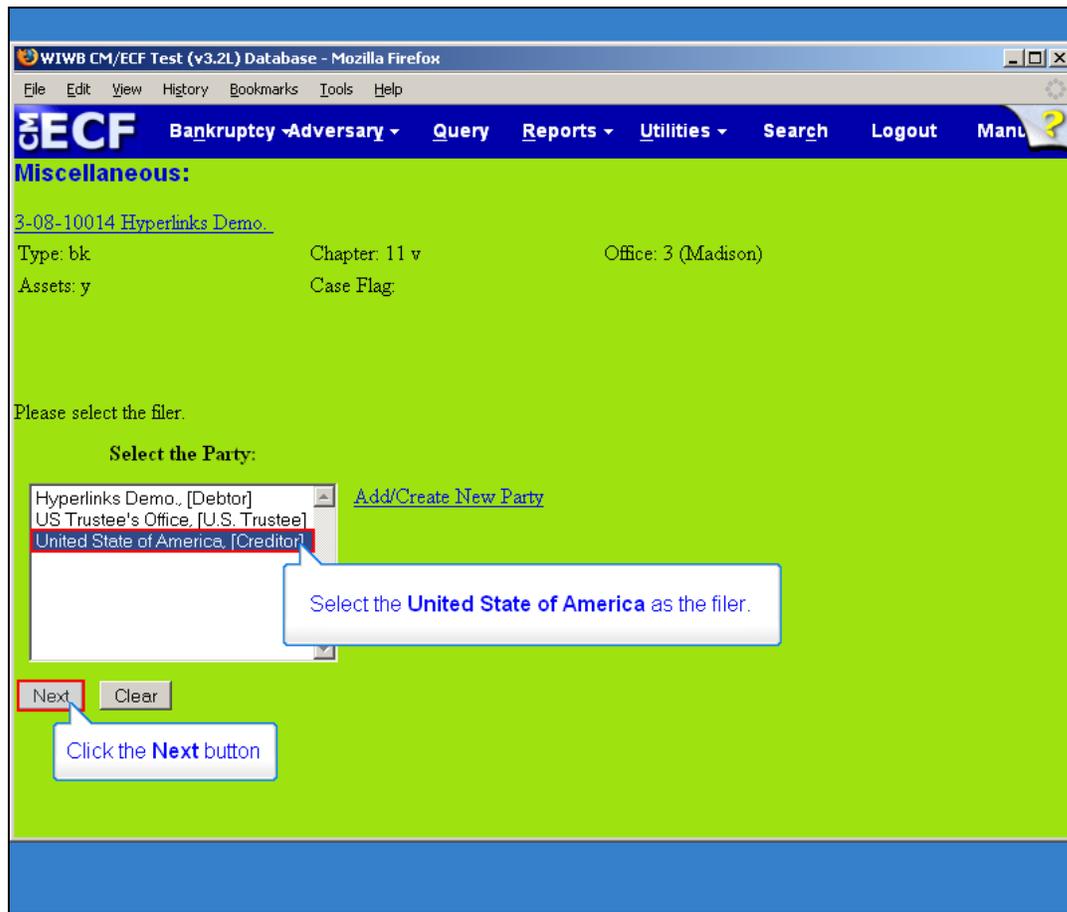
Slide 36

Slide notes: And we would Click the Next button, to continue with filing a Brief/Memorandum in this case.



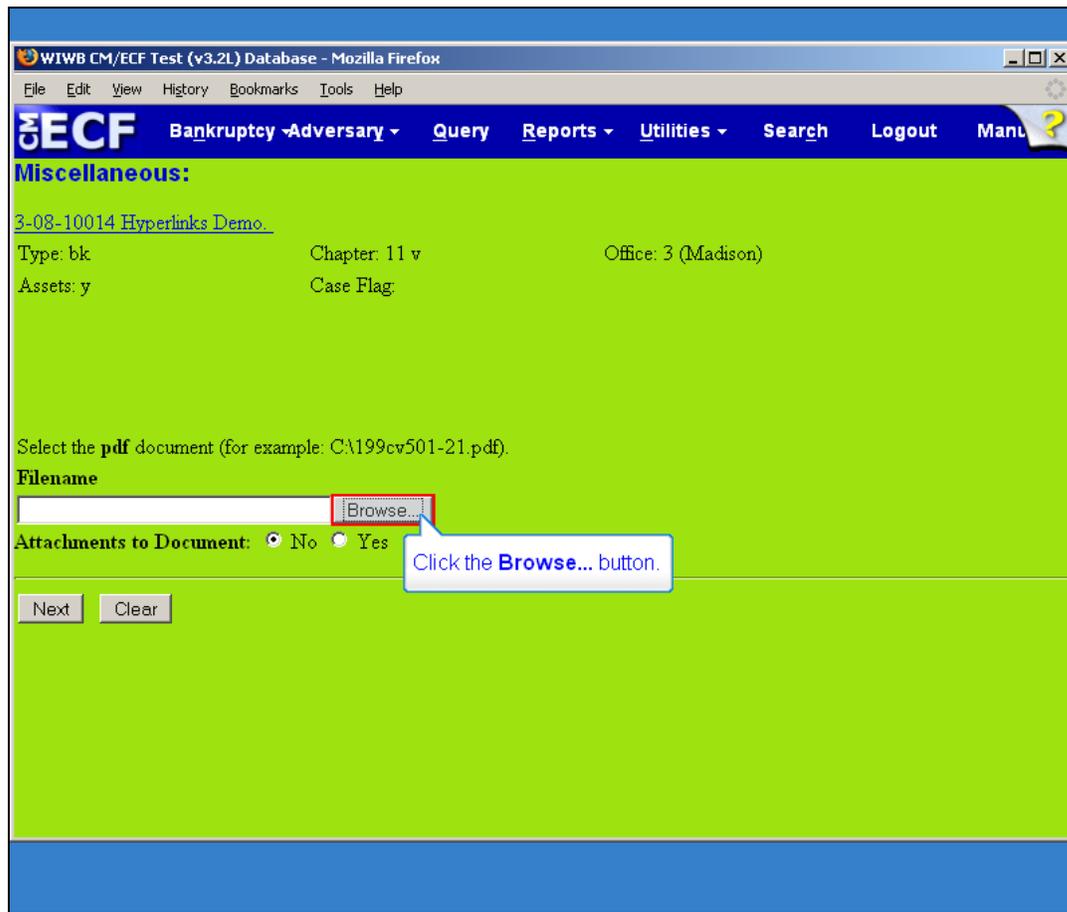
Slide 37

Slide notes: Click the Next button to continue.



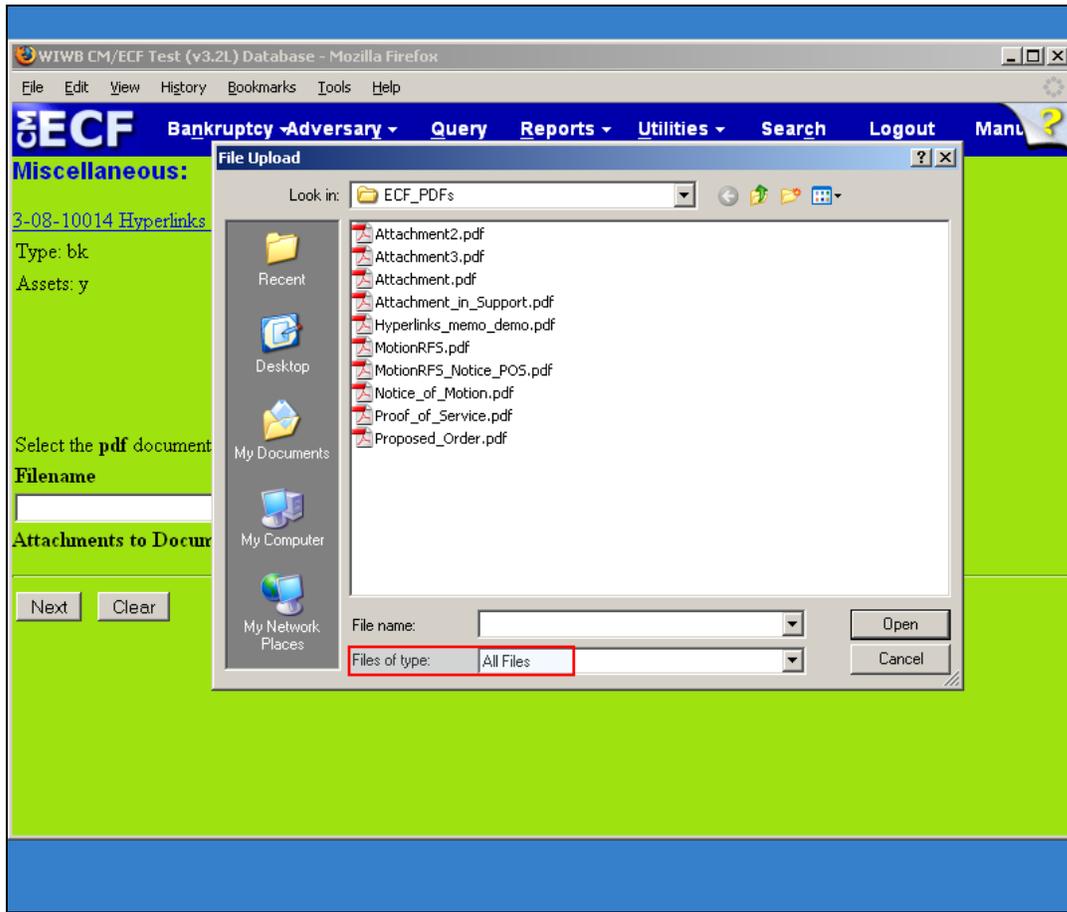
Slide 38

Slide notes: Select the Party filer, the United States of America. Click the Next button to continue.



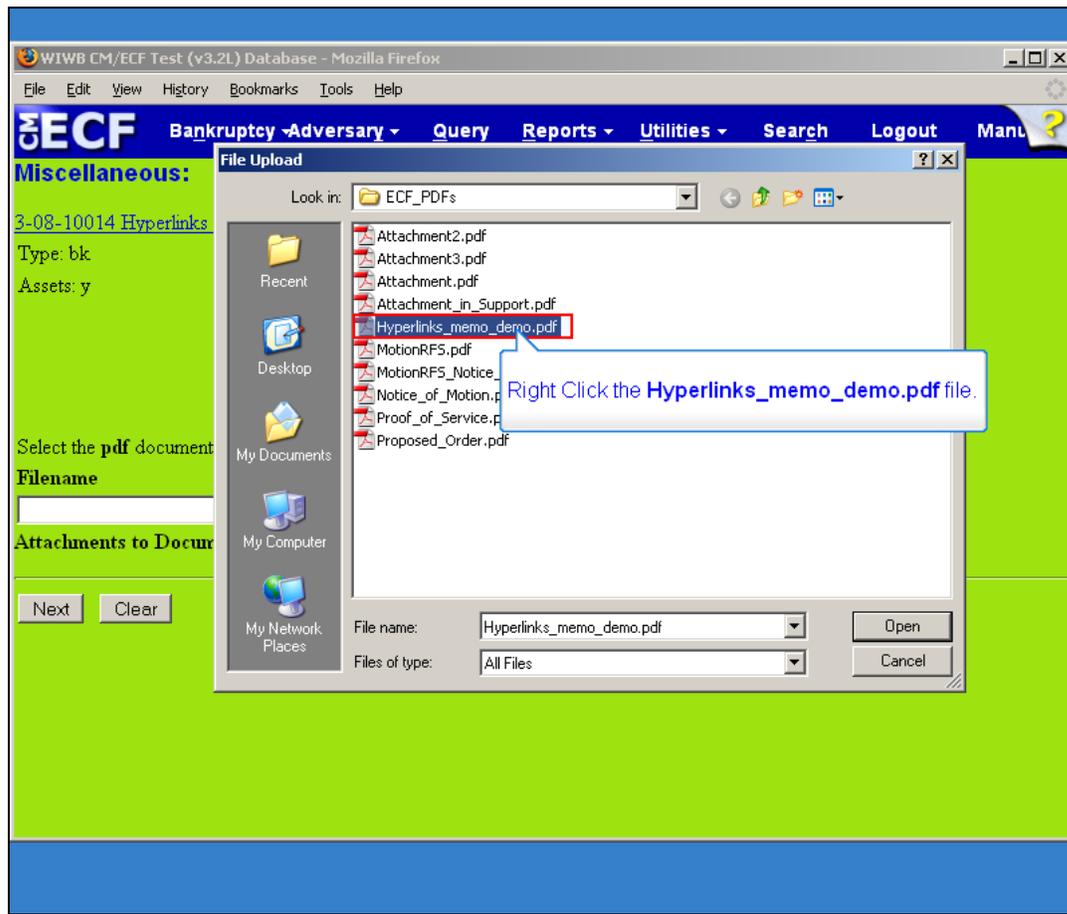
Slide 39

Slide notes: You are now at the point of needing to attach your PDF to the filing in ECF. Click on the Browse button to search your network and select from those files.



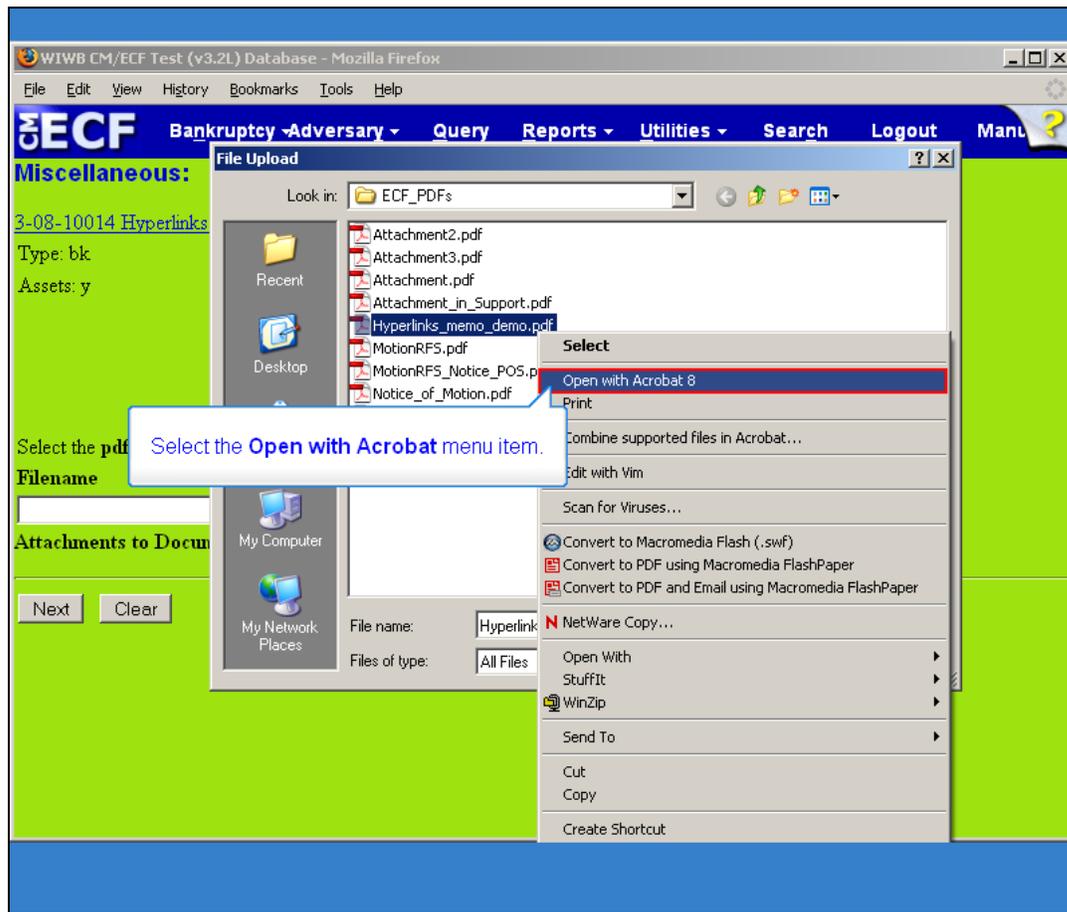
Slide 40

Slide notes: Note: Remember to change the file type to Acrobat (*.pdf) if you browsed to a directory, but do not see your PDF files.



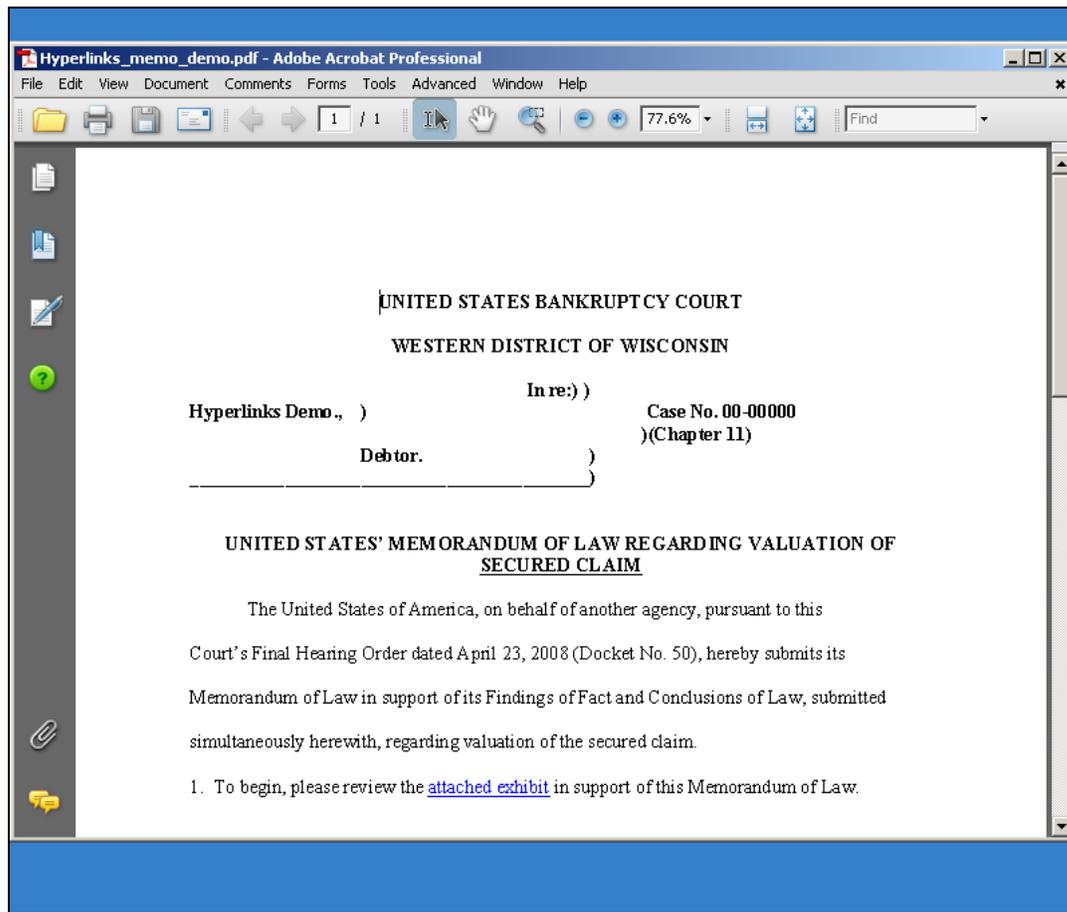
Slide 41

Slide notes: To make certain that you are about to associate the correct PDF file for this entry, right-click on the file name with the mouse.



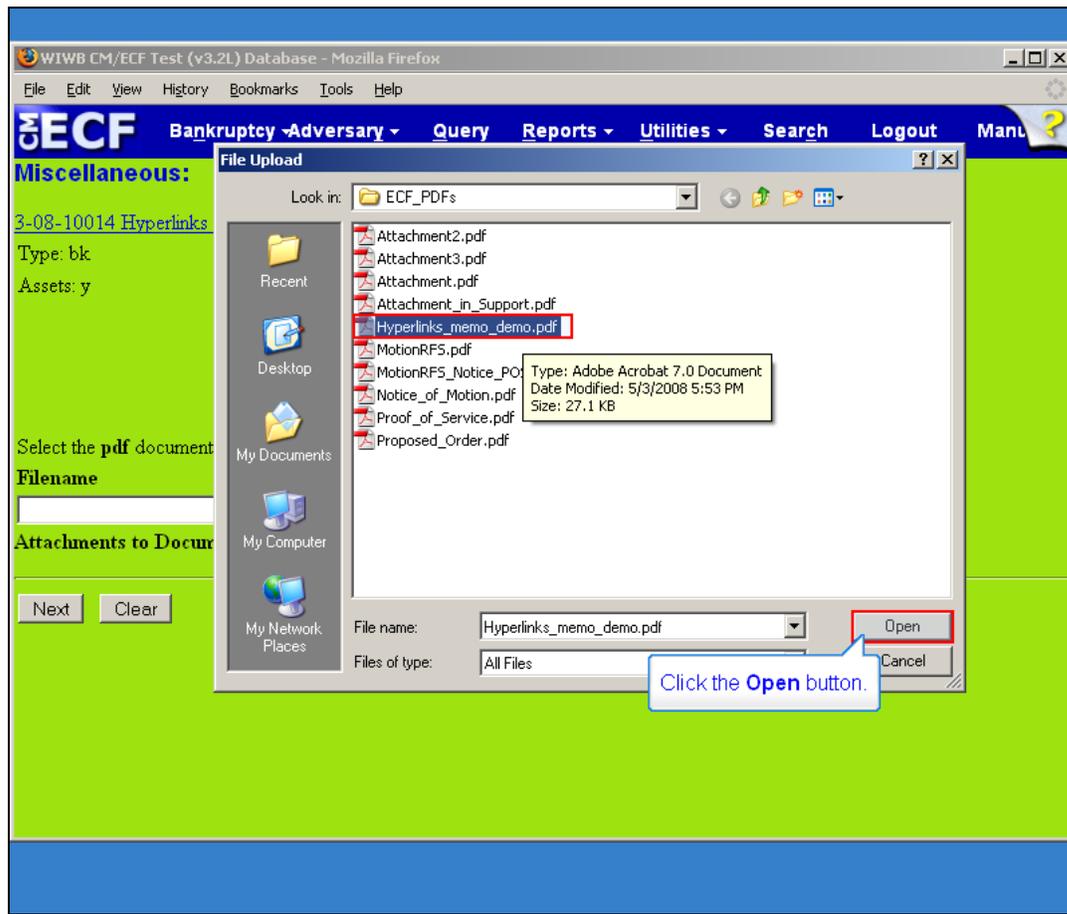
Slide 42

Slide notes: Select Open with Acrobat. This will launch Adobe Acrobat to display the contents of the PDF document.



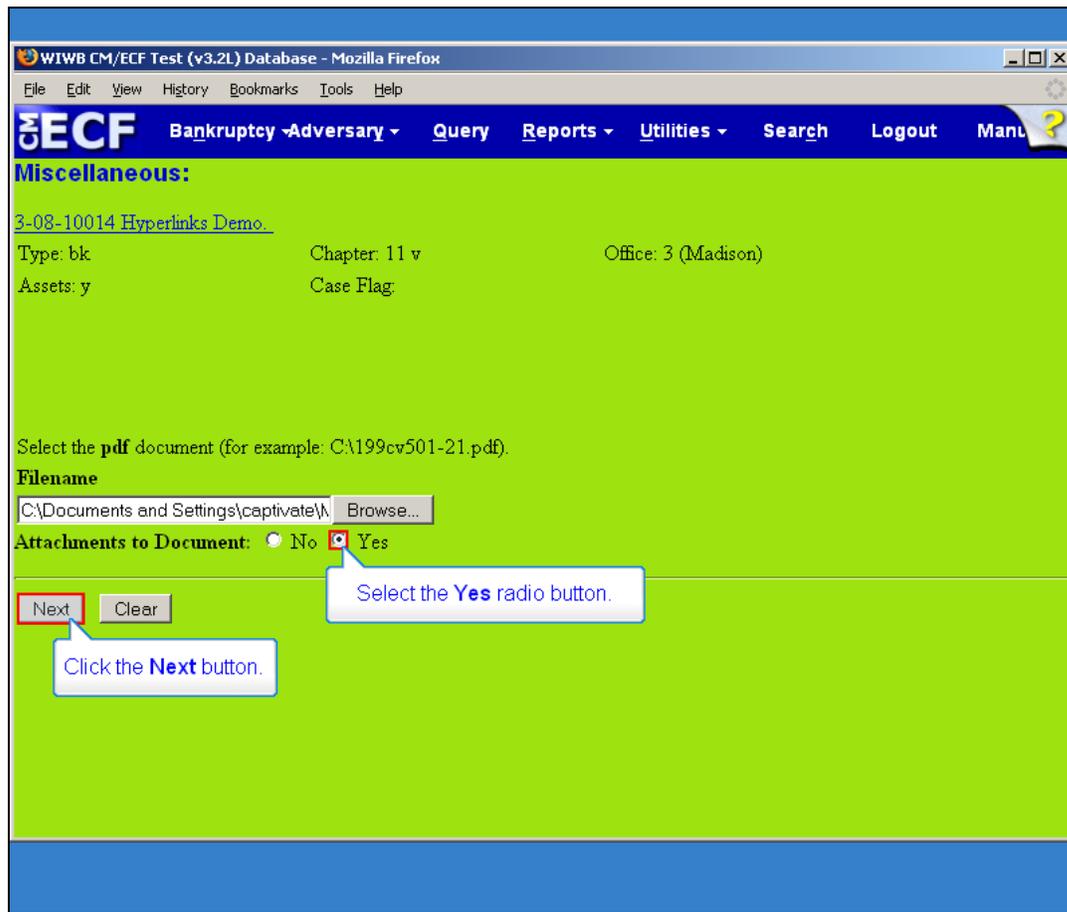
Slide 43

Slide notes: Preview and verify that the document is correct. Close or minimize the Acrobat application.



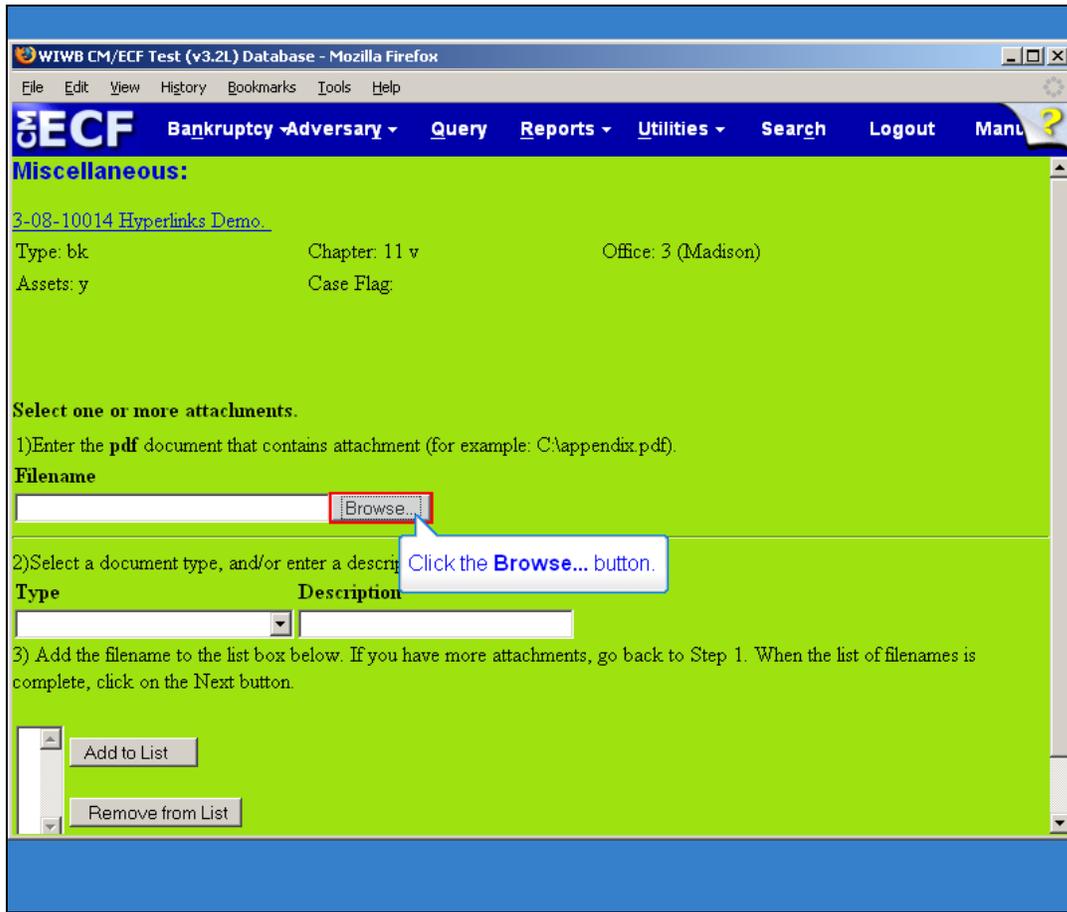
Slide 44

Slide notes: Since you have now previewed and verified this is the correct PDF file, click Open.



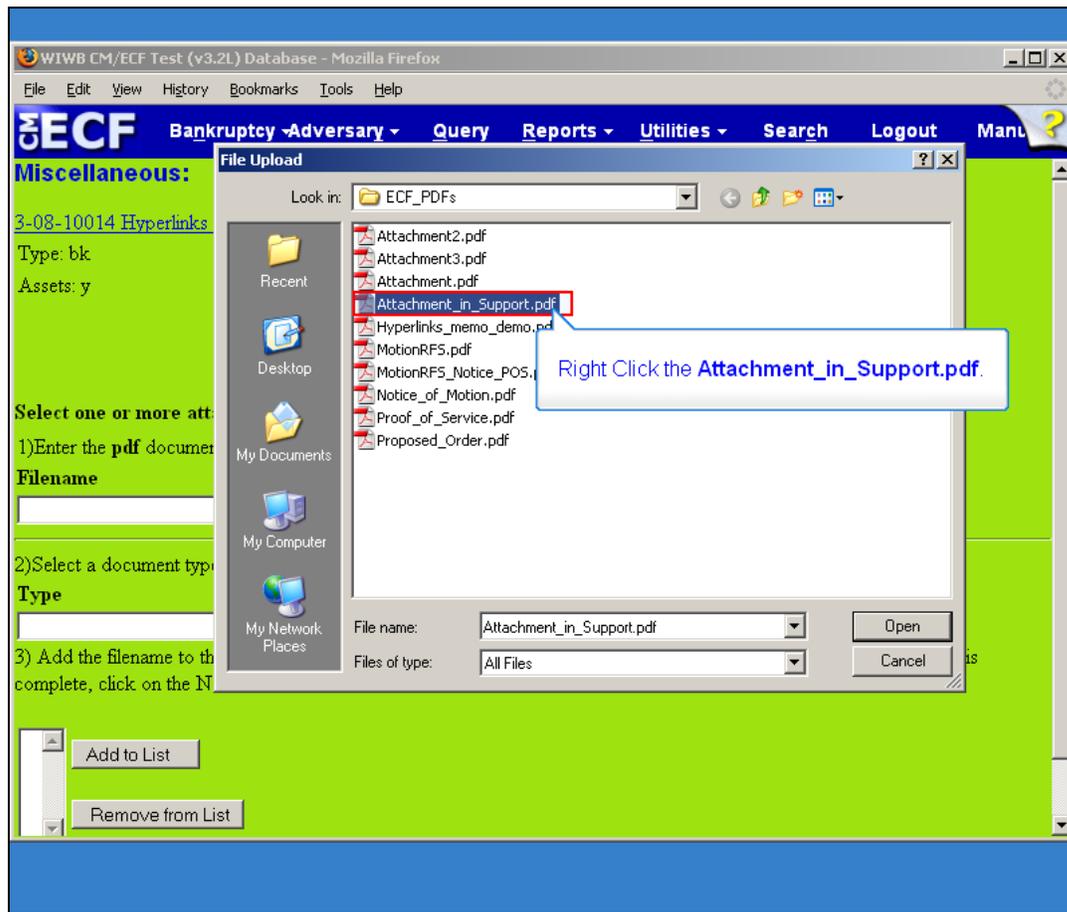
ECF Attachment

Slide notes: Because we have an attachment in this example -- mark the Yes radio button and click the Next button.

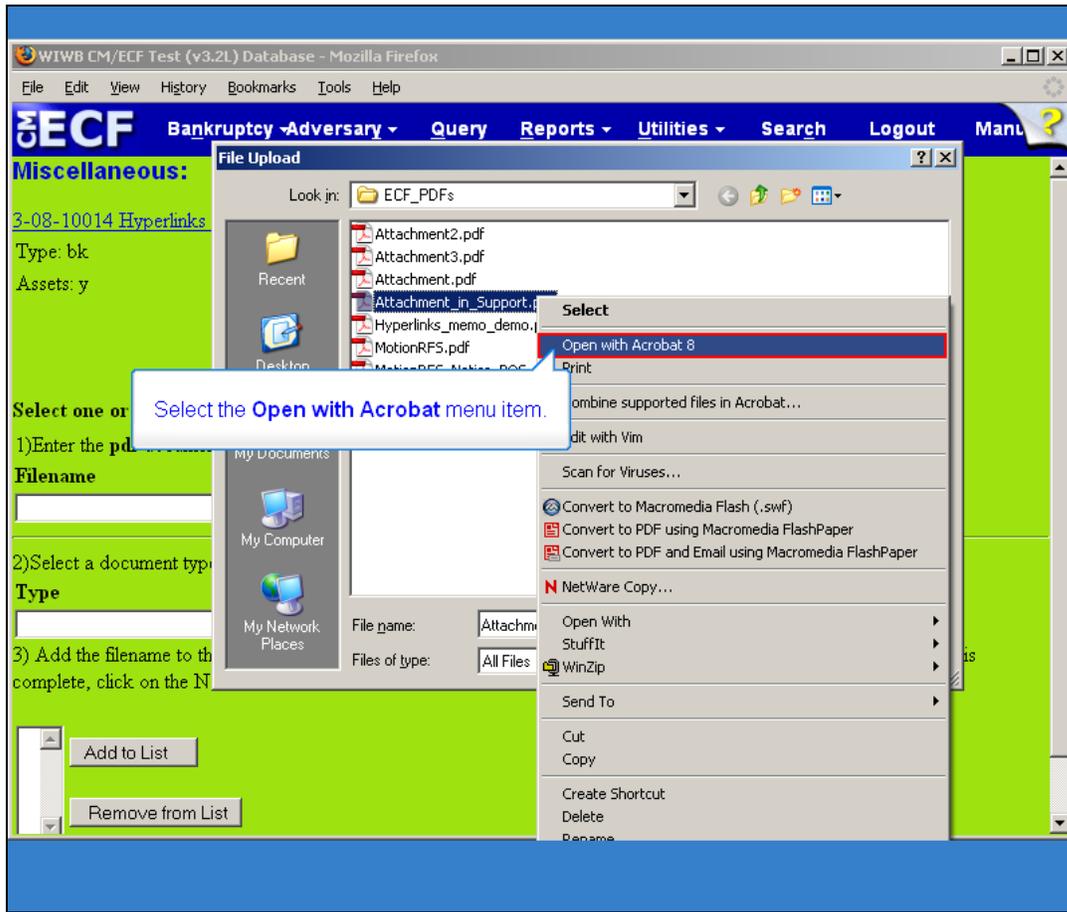


Slide 46

Slide notes: The attachment 3 step process is displayed. Click on the Browse button to search your network and select from those files.

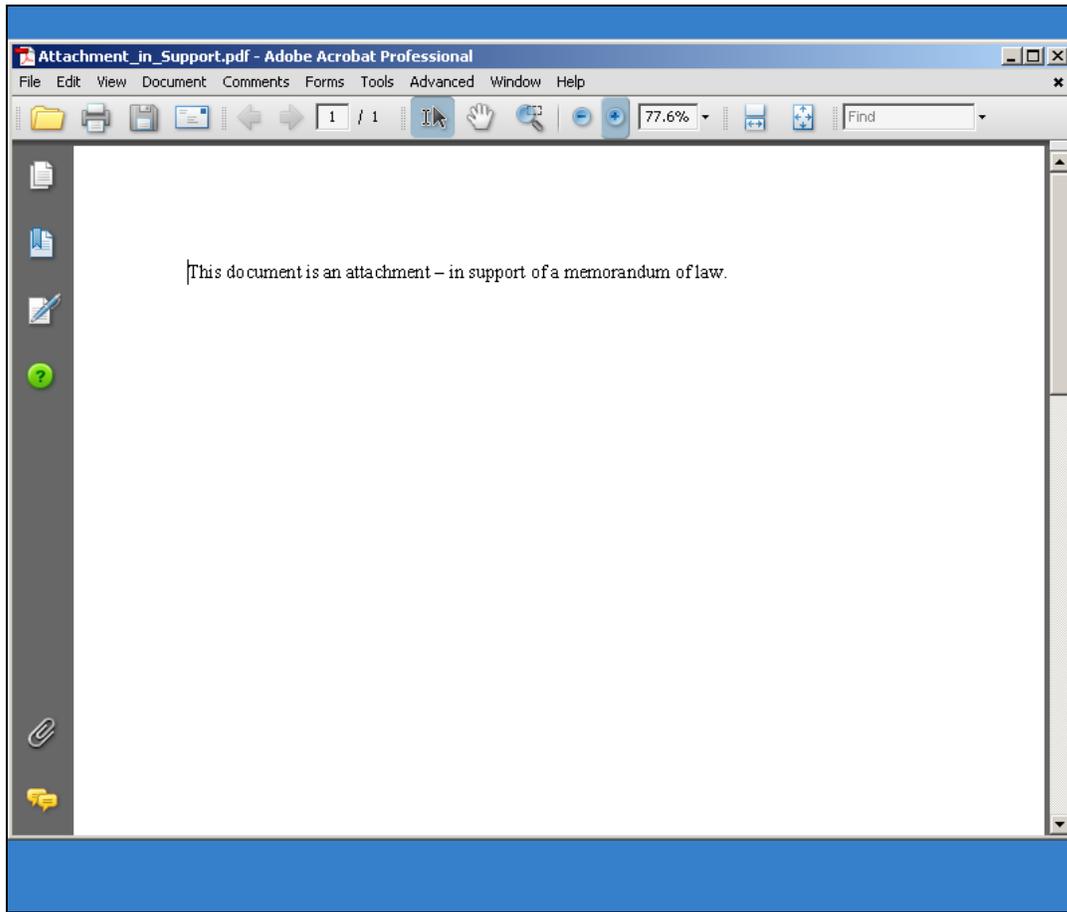


Slide 47
Slide notes: Again, to make certain that you are about to associate the correct PDF file for this attachment, right-click on the file name with the mouse.



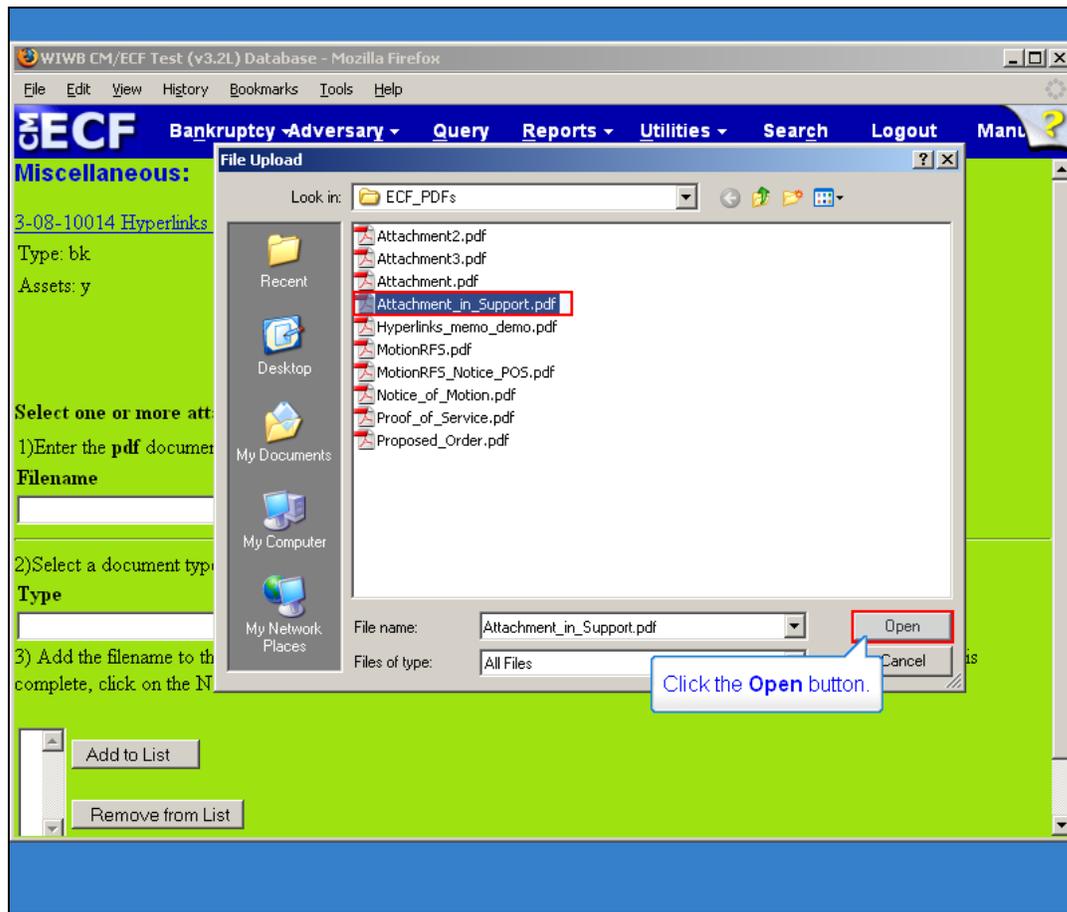
Slide 48

Slide notes: Select Open with Acrobat. This will launch Adobe Acrobat to display the contents of the PDF document.



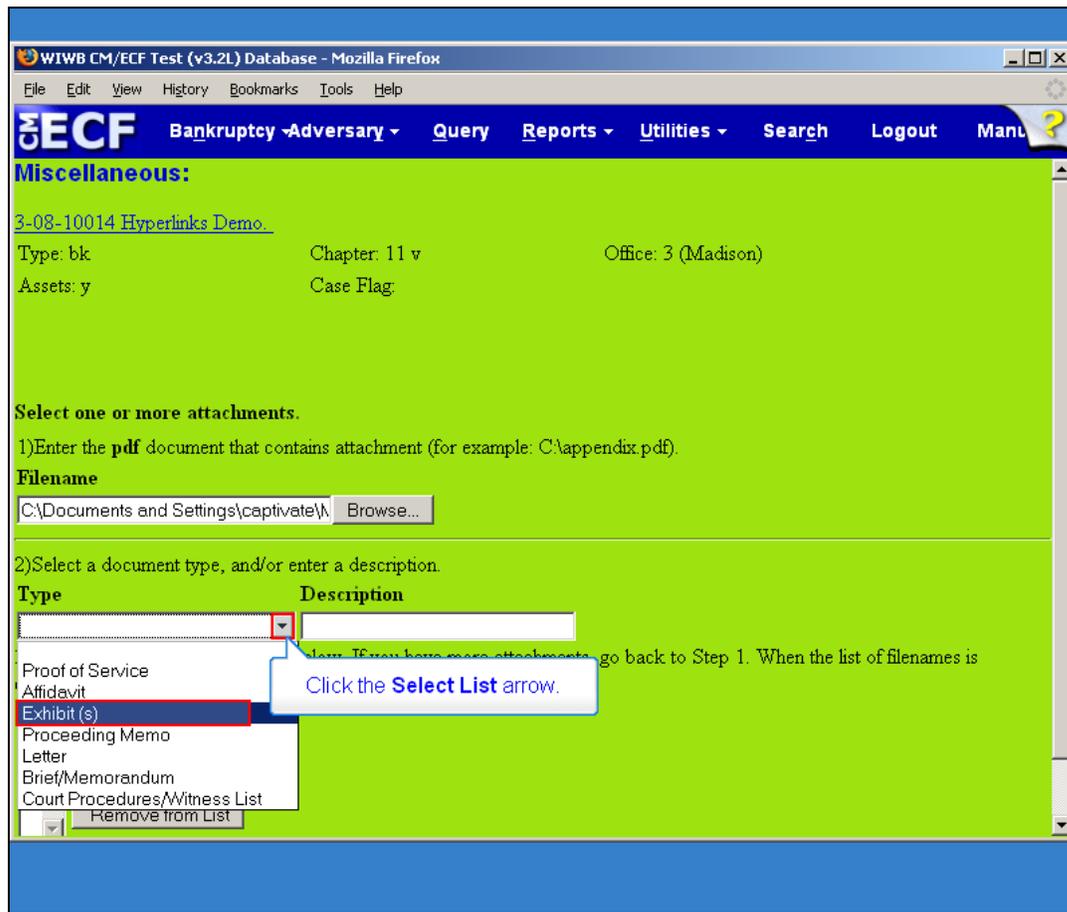
Slide 49

Slide notes: The PDF document/attachment opens in Acrobat. Preview and verify that the document is correct. Close or minimize the Acrobat application.



Slide 50

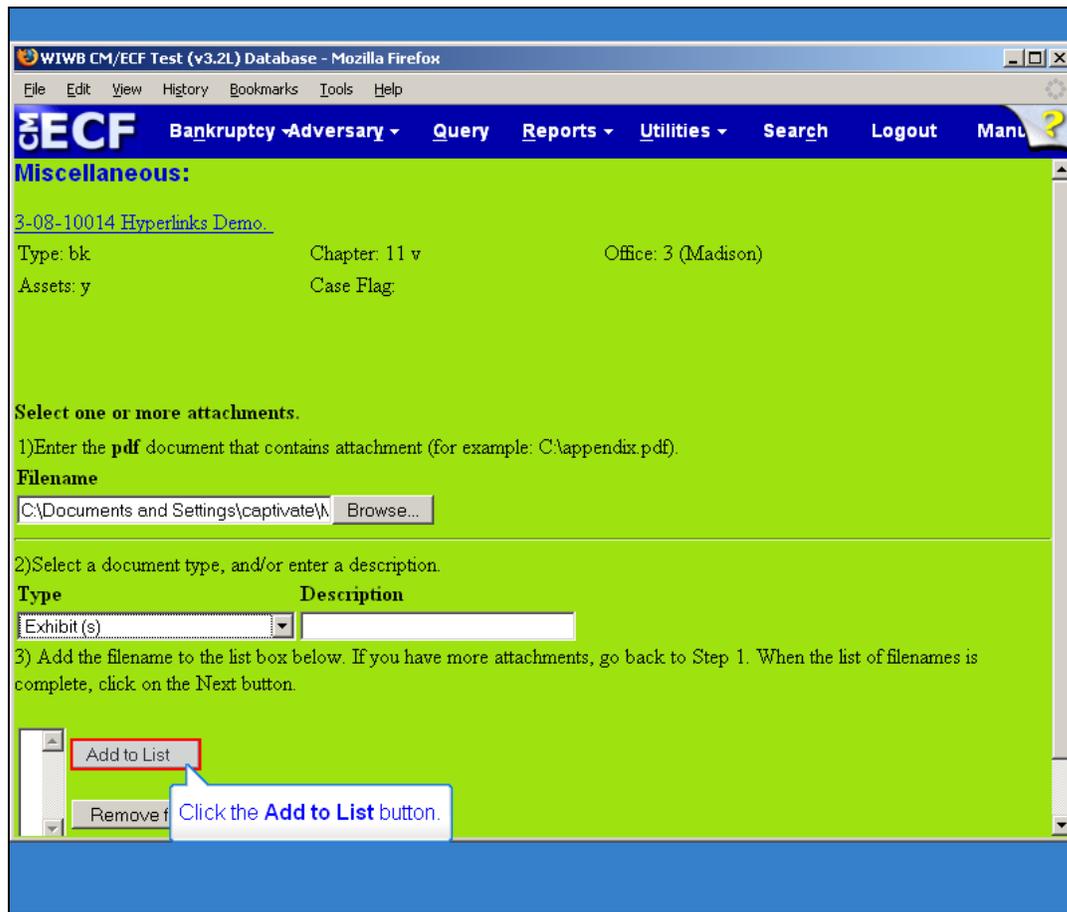
Slide notes: Since you previewed and verified this is the correct PDF file, click Open.



Slide 51

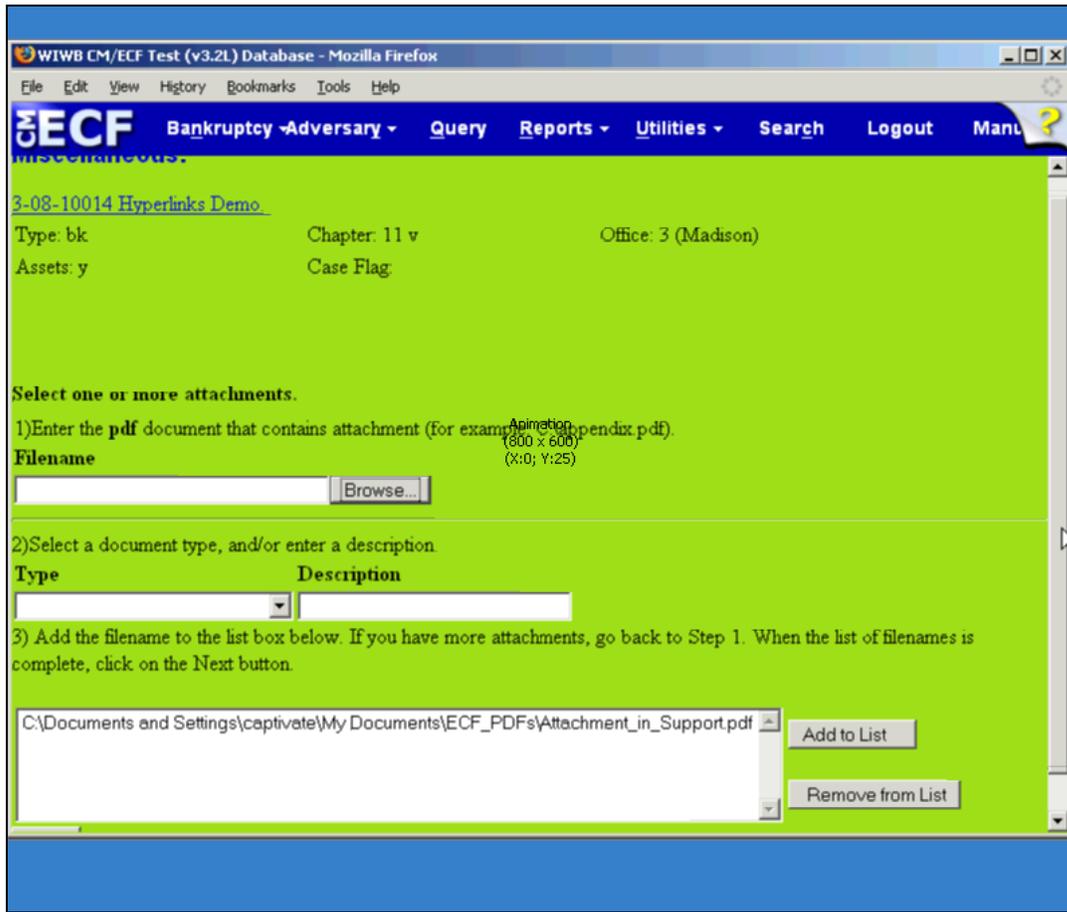
Slide notes: At your option, select a document type or enter a description.

If you press the down arrow to the right of the Type box, you see a list of available attachment types. Select the one you want by highlighting it. In this example, choose Exhibit.

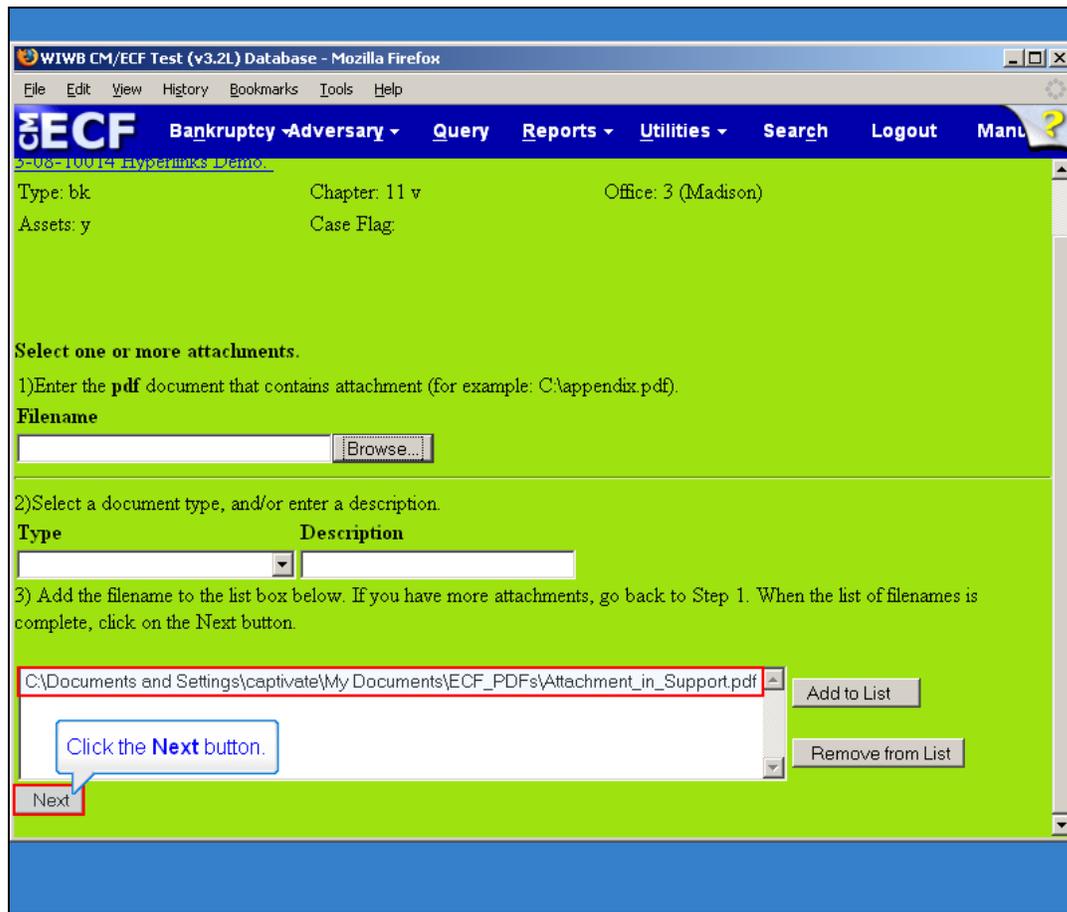


Slide 52

Slide notes: Now click, the Add to List button.

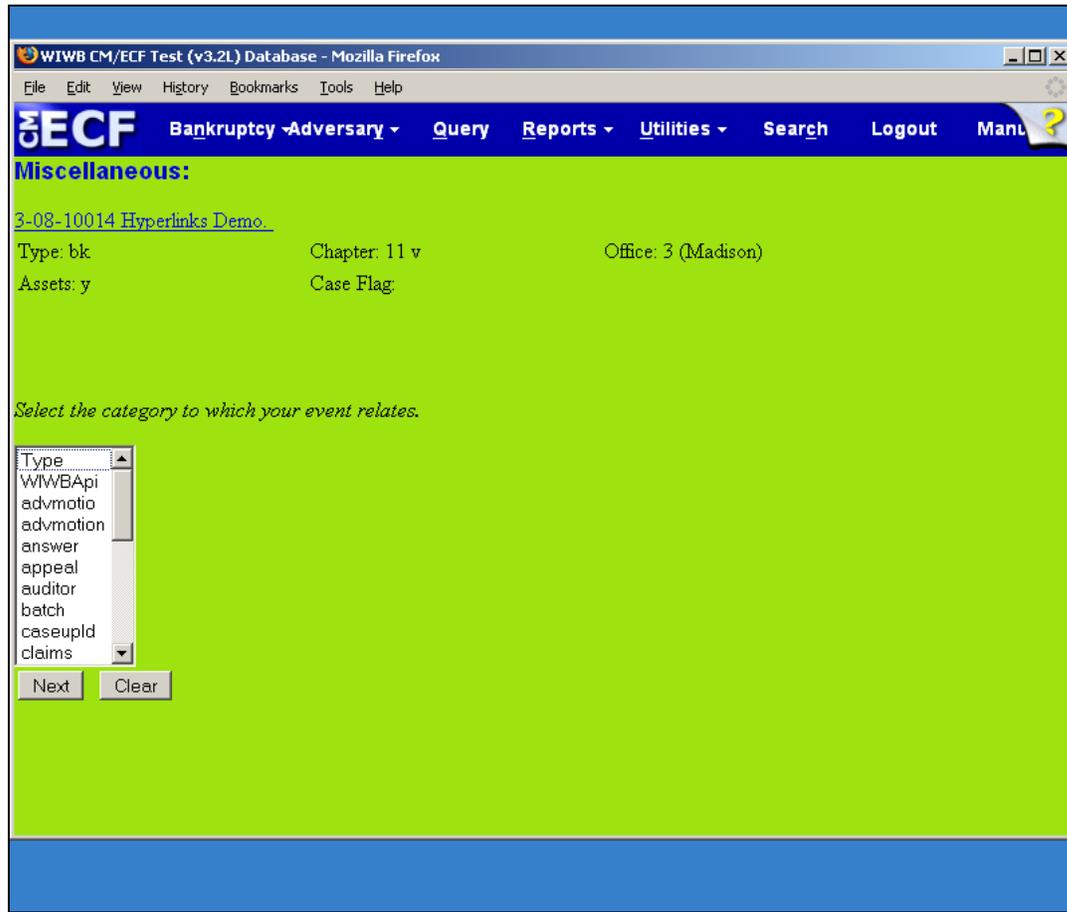


Slide 53
Slide notes: After scrolling down--



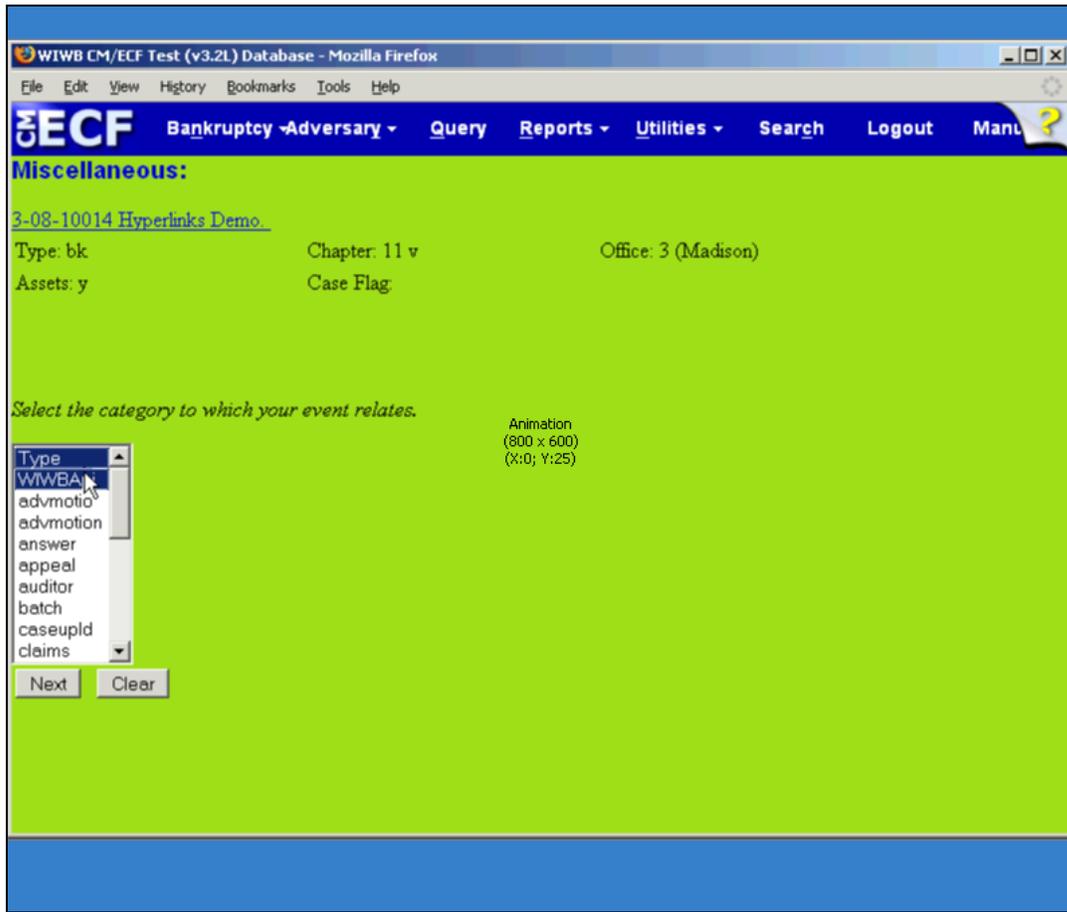
Slide 54

Slide notes: Notice that the attachment is ready to be included in your submission. If you have additional attachments, go through this 3 step process until you have all of your attachments displaying in the list. Once they are all there, click the Next button to continue.

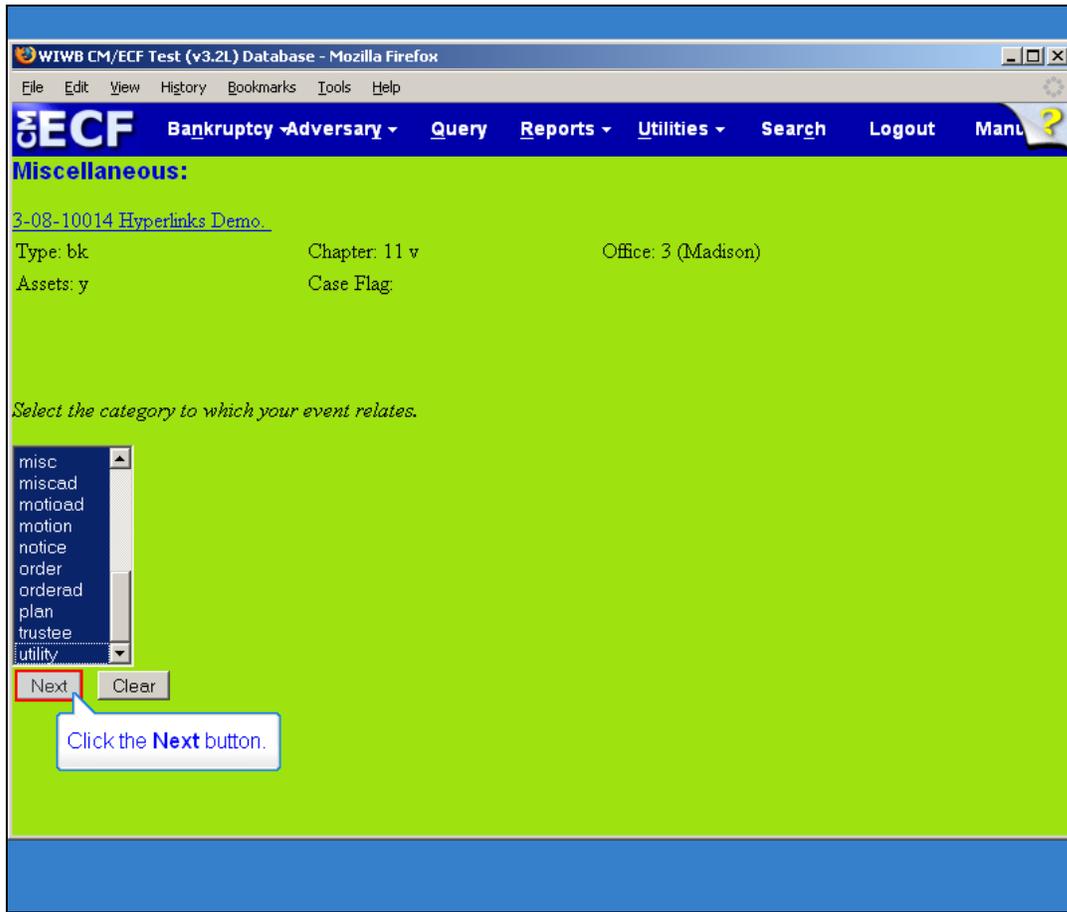


Slide 55

Slide notes: This screen is asking us if we want to relate the memorandum to a previous event. Yes, we want to relate it back to the motion.



Slide 56
Slide notes: Because we do not want to try to figure out which category the motion event was in, click the first item in the list and drag to the bottom as this will select and highlight all of the categories.



Slide 57

Slide notes: Click the Next button to continue.



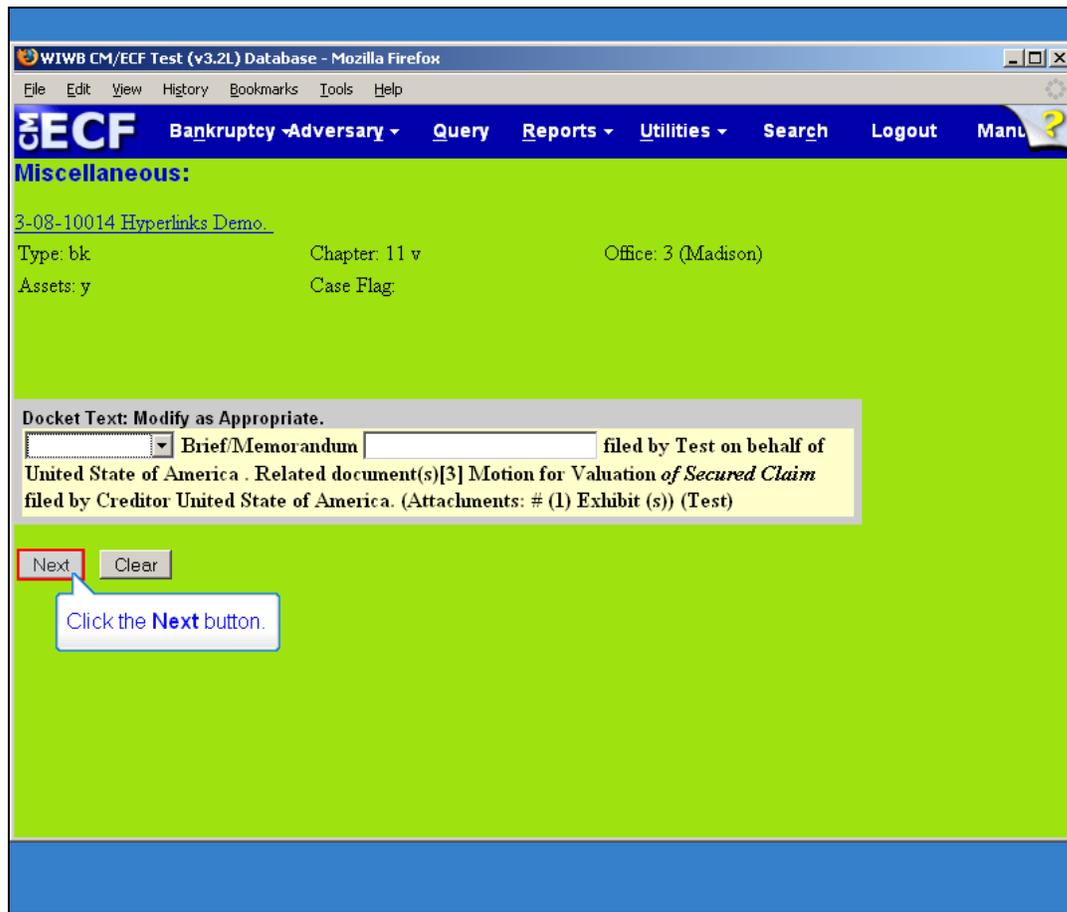
Slide 58

Slide notes: Scroll to the bottom.



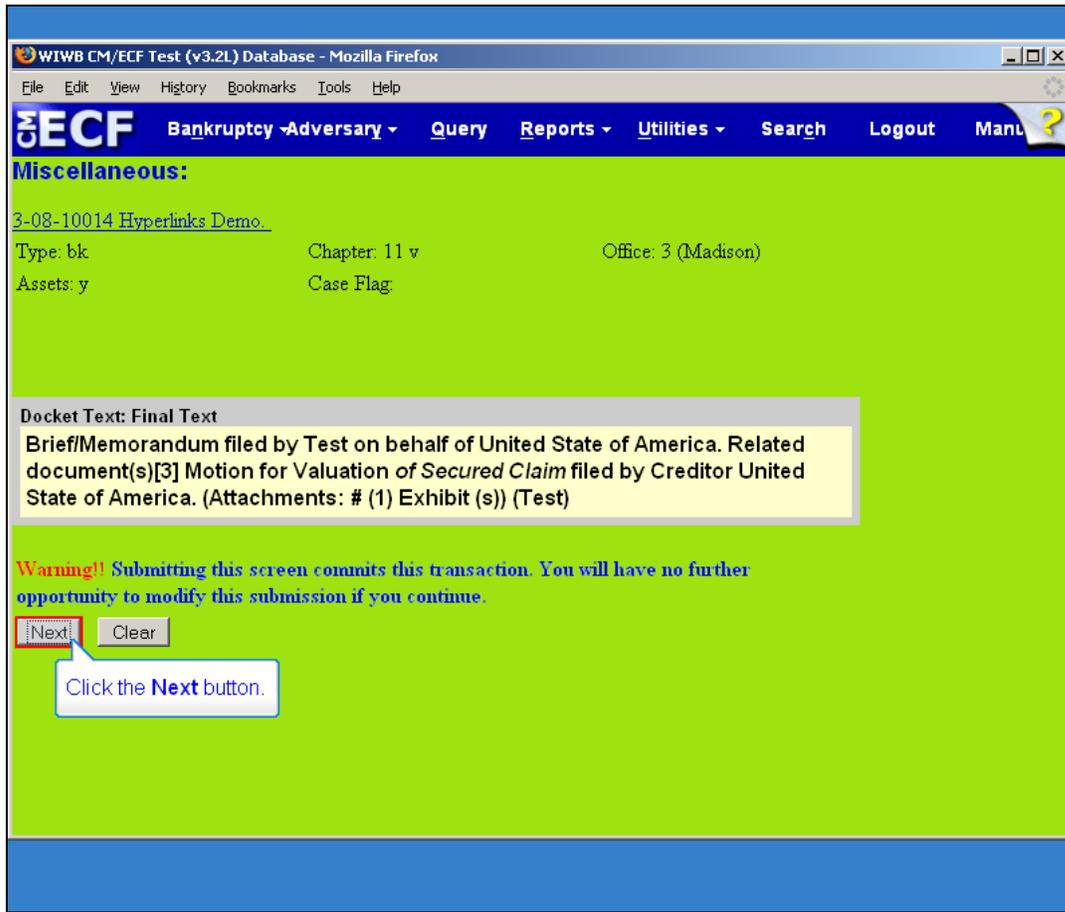
Slide 59

Slide notes: Because we want to link to the Motion for Valuation, place a checkmark in the check box adjacent to that item. Click Next to continue.



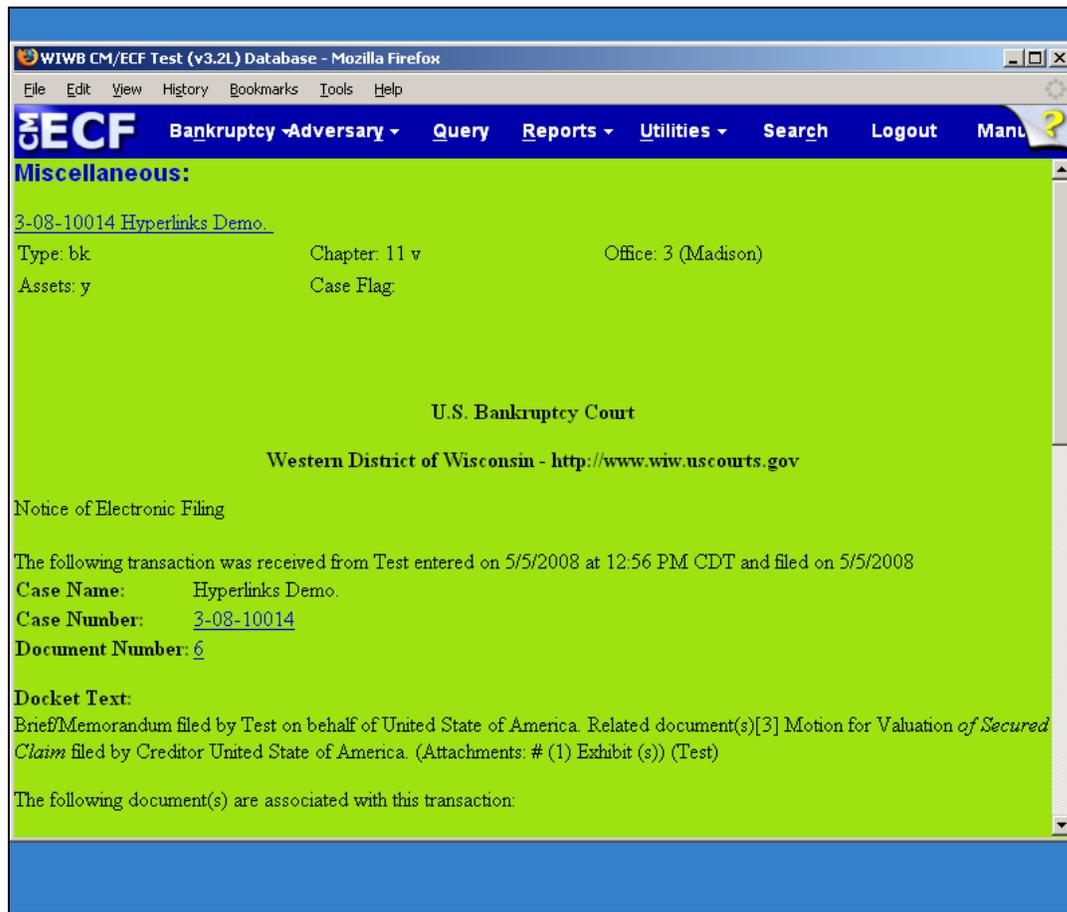
Slide 60

Slide notes: Modify the text as appropriate, if necessary. Click the Next button.



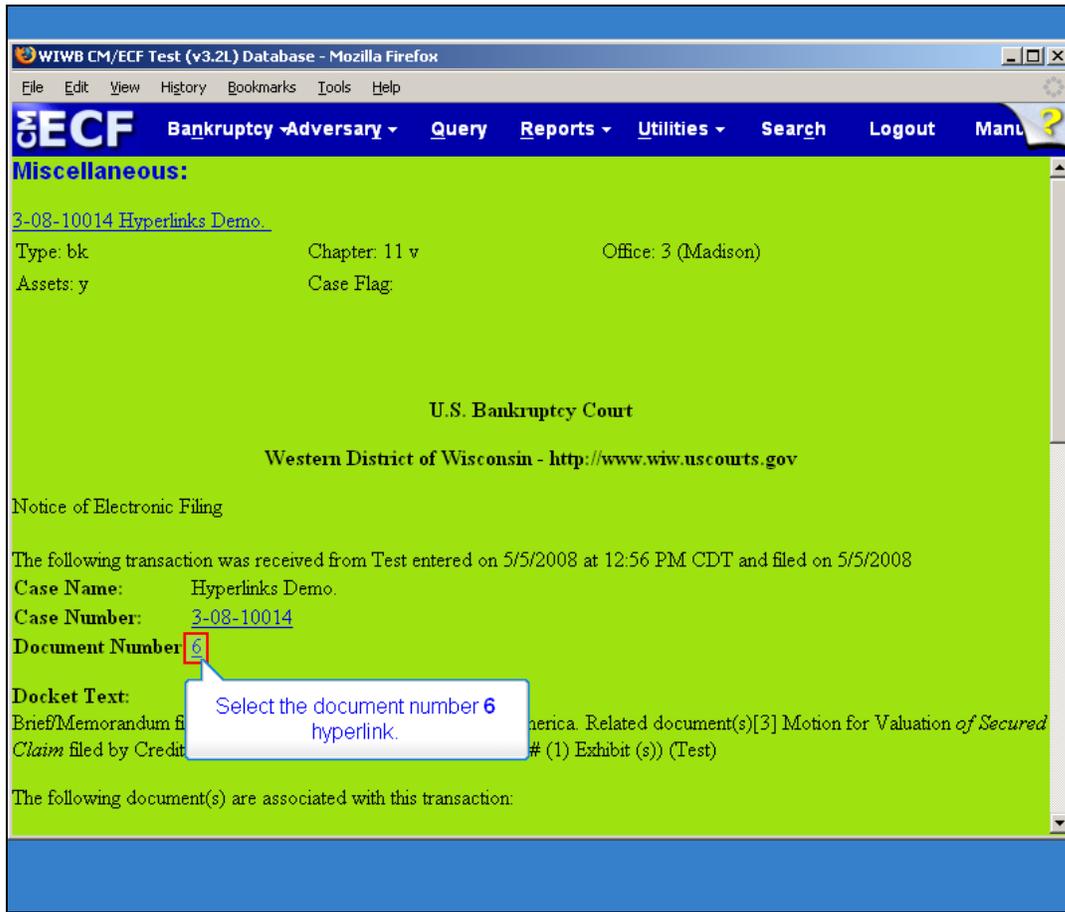
Slide 61

Slide notes: Assuming the text on this screen looks good, click Next to continue and file the event.



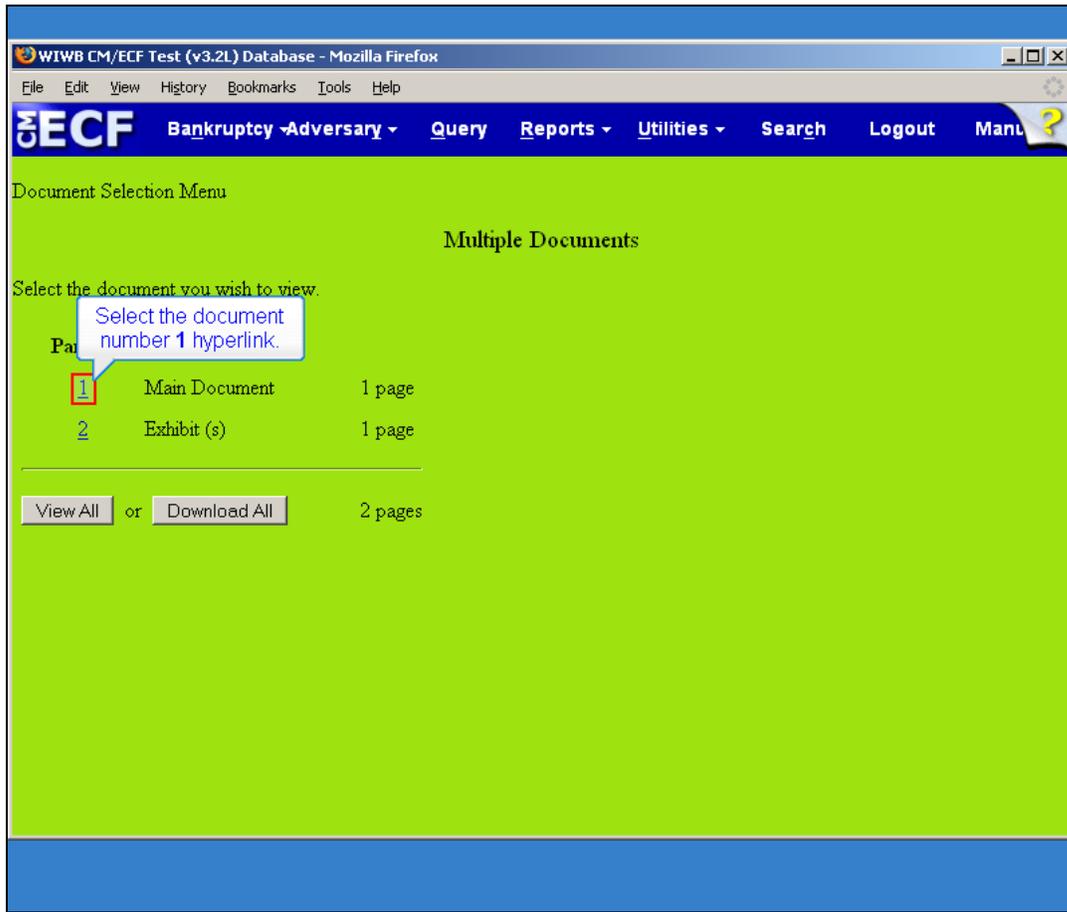
Slide 62

Slide notes: You are now presented with the ECF filing receipt.



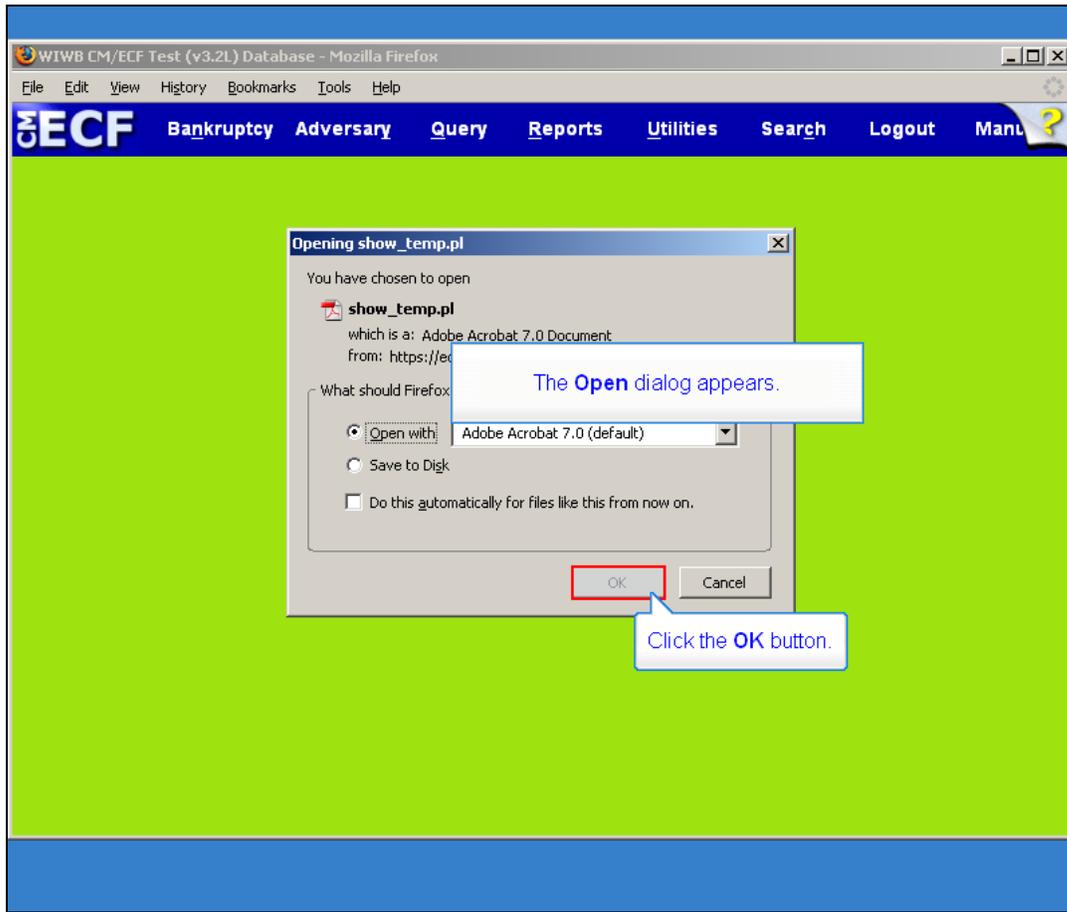
Slide 63

Slide notes: Lets look at the Document Number 6 PDF that we filed. Click the 6 hyperlink.



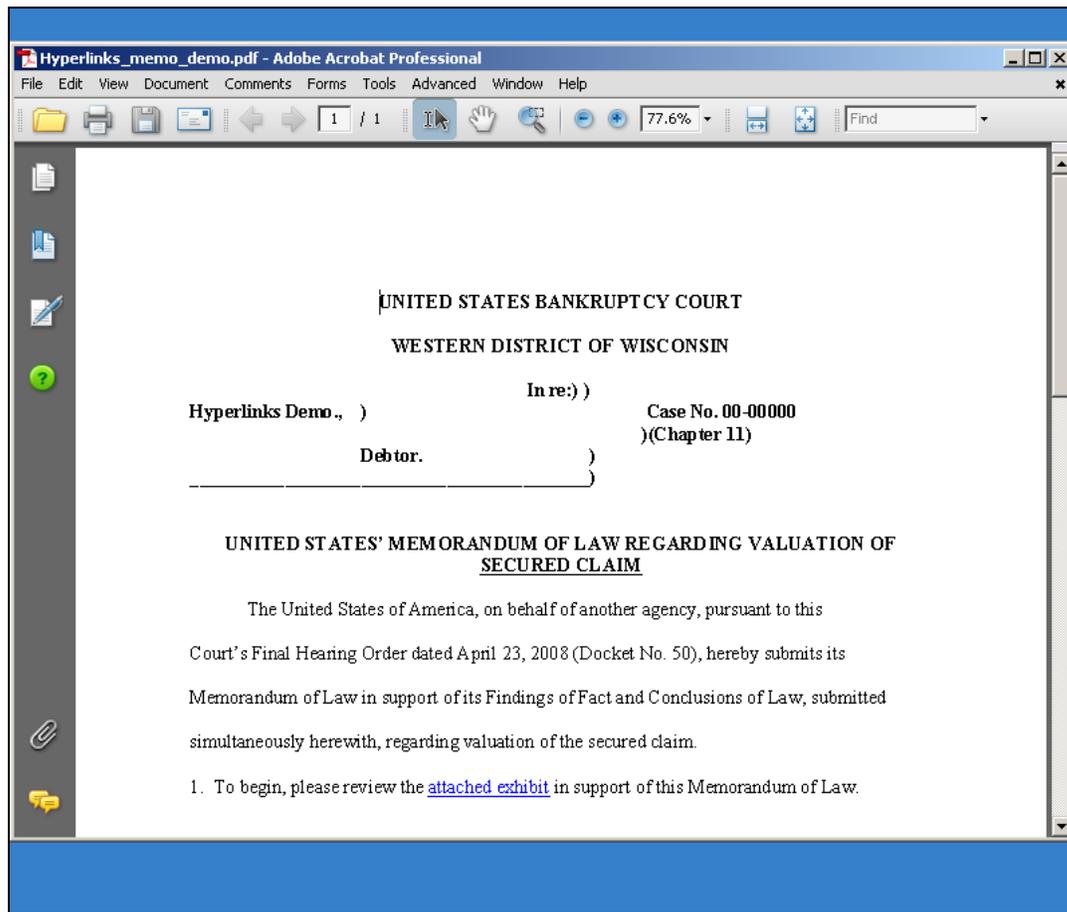
Slide 64

Slide notes: Now, lets look at the main item we docketed here.



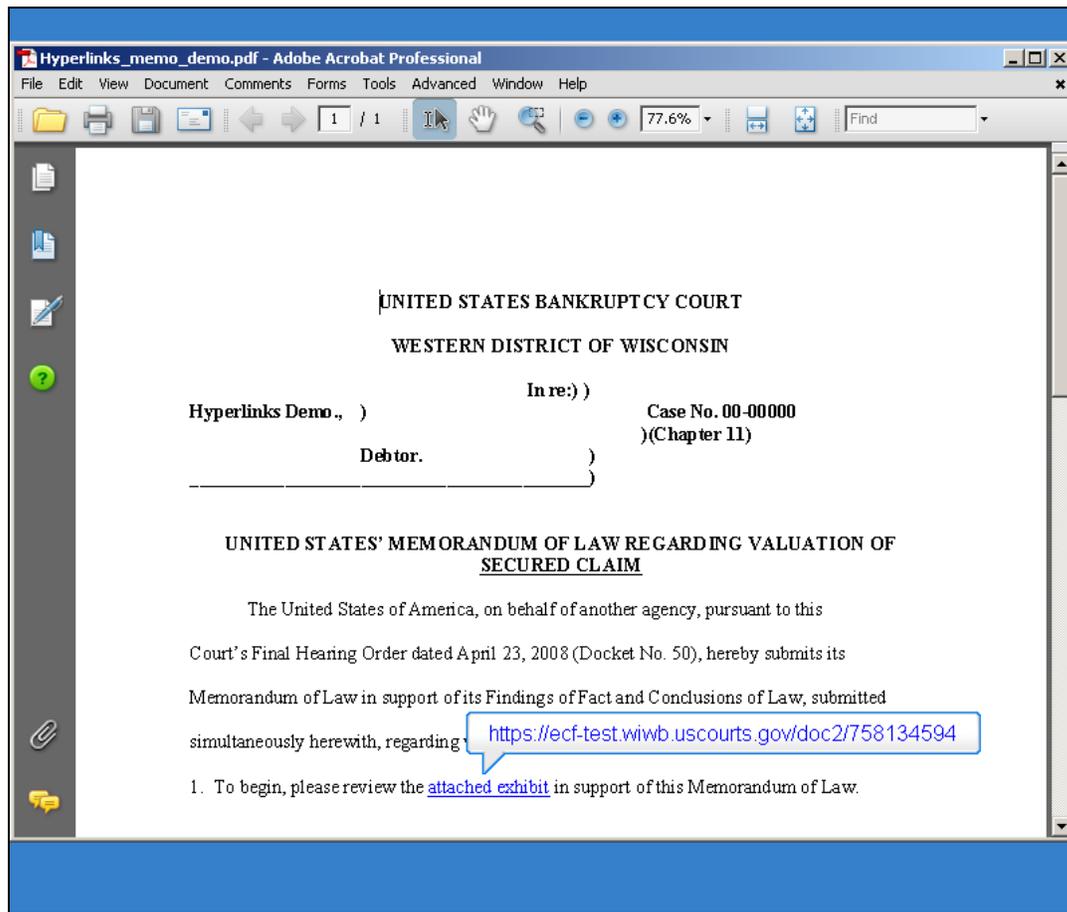
Slide 65

Slide notes: The Open dialog window appears. Click the Ok button.



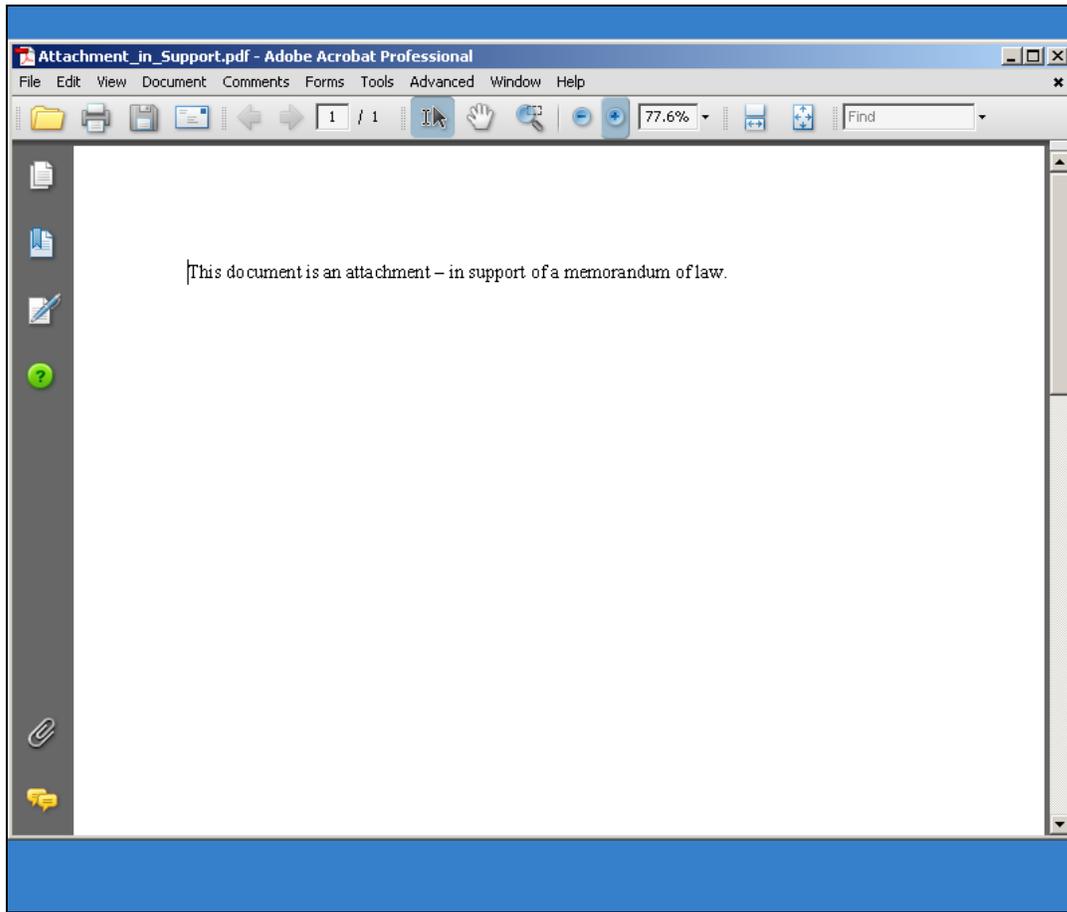
Slide 66

Slide notes: Displayed is the memorandum filed as a PDF in CM/ECF.



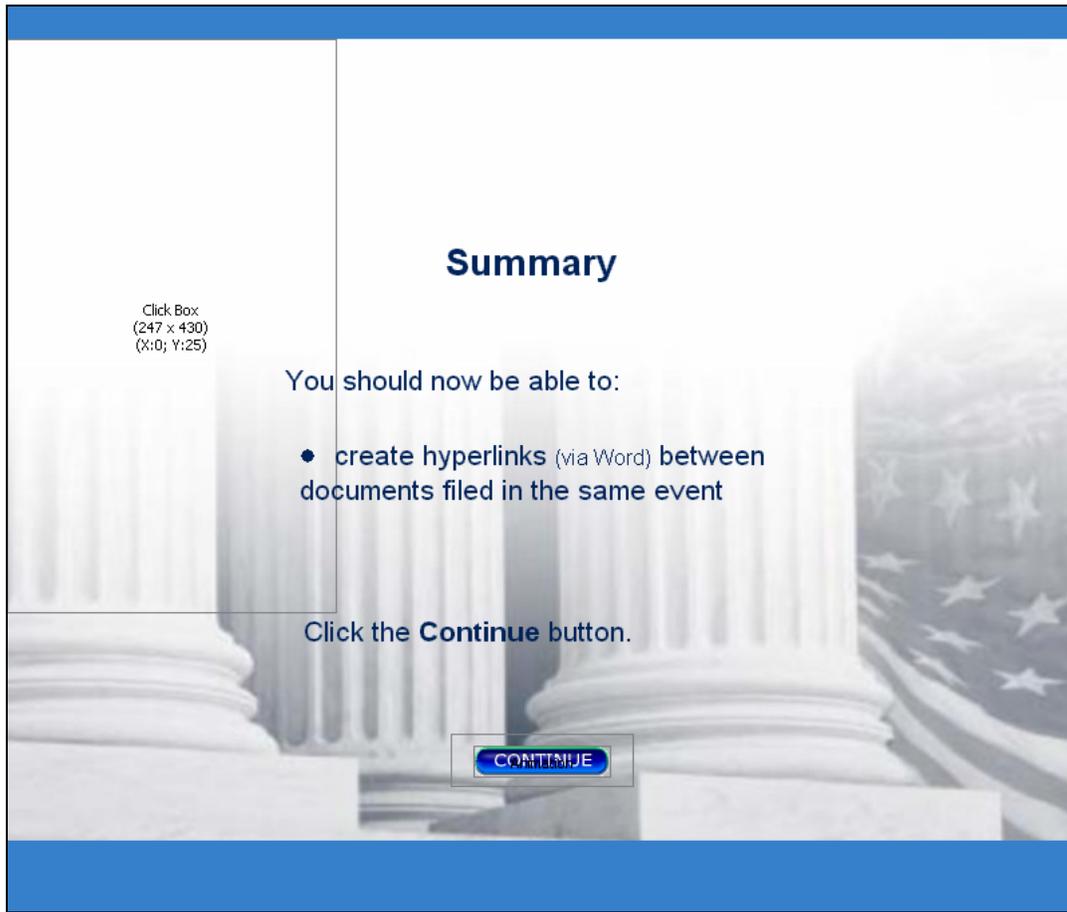
Slide 67

Slide notes: Notice, when hovering the cursor over the link, a valid ECF URL appears. When I click the link in the PDF, it will open our attachment from the CM/ECF system.



Slide 68

Slide notes: This is the attachment PDF displayed from CM/ECF. This concludes the demonstration.



Summary

Slide notes: You should now be able to: create hyperlinks (via Word) between documents filed in the same event. Click the Continue button.

Email ECF Helpdesk

Do you have further questions you would like to ask the ECF Helpdesk via email?

A) Yes

B) No, I am done.

Submit

Email ECF helpdesk question

Slide notes: If you have further questions and would like to email the helpdesk, please mark the Yes radio button and click submit. Your default email client should open and begin a new email automatically addressed to the helpdesk, with a pre-filled subject line. Please let us know your question(s).

**Western Wisconsin
ECF Technical Help Desk**

(800) 373-8708 Toll Free
(608) 264-5630 Madison (715) 839-2993 Eau Claire

helpdesk@wiwb.uscourts.gov

You can **close** this module by **clicking the X** in the upper right corner of the window or by pressing the **Enter** key.

ECF helpdesk contact information

Slide notes: Again, if you need additional assistance, please contact us. Thank you.