




Slide notes: This will be a demonstration of steps you can perform on your computer that will allow you to add hyperlinks (via WordPerfect) 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 Perfect

 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.



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

Click Box
(247 x 430)
(X:0; Y:25)

Objectives:

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

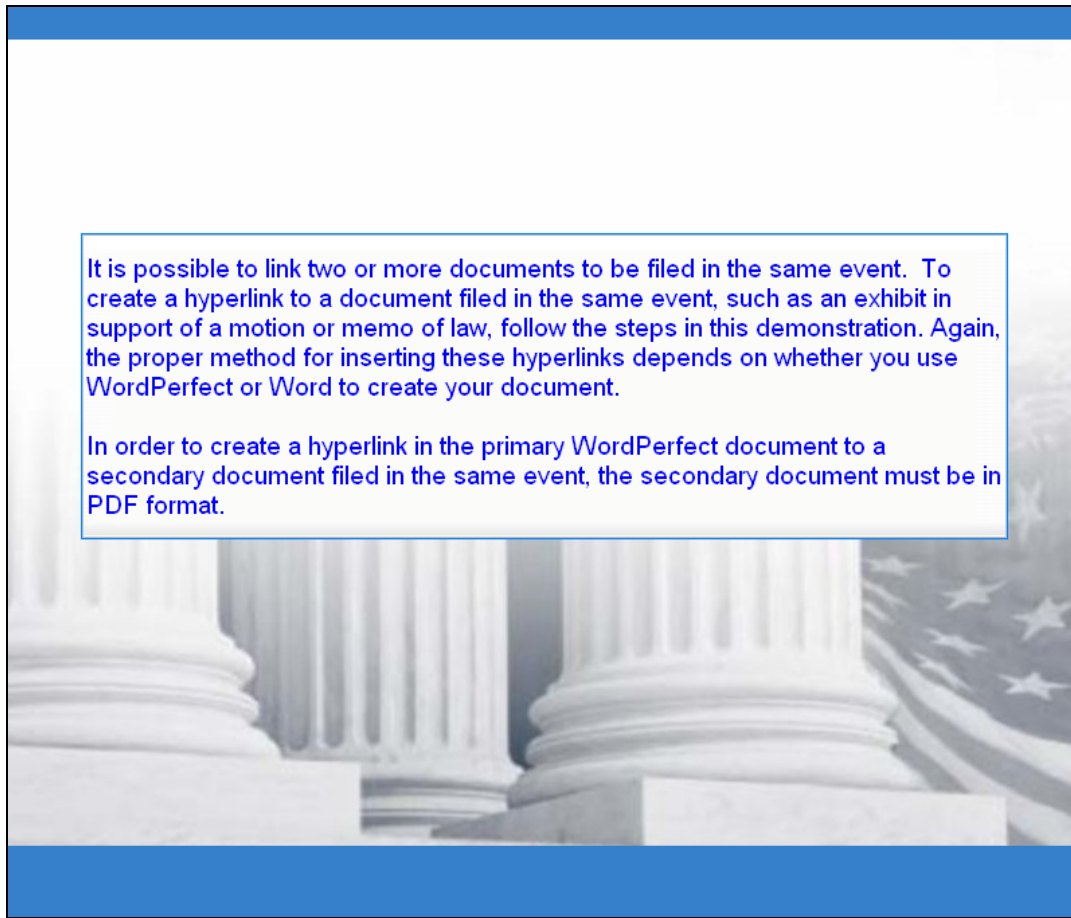
- create hyperlinks (via WordPerfect) between documents filed in the same event

Click the **Continue** button.

CONTINUE

Objectives

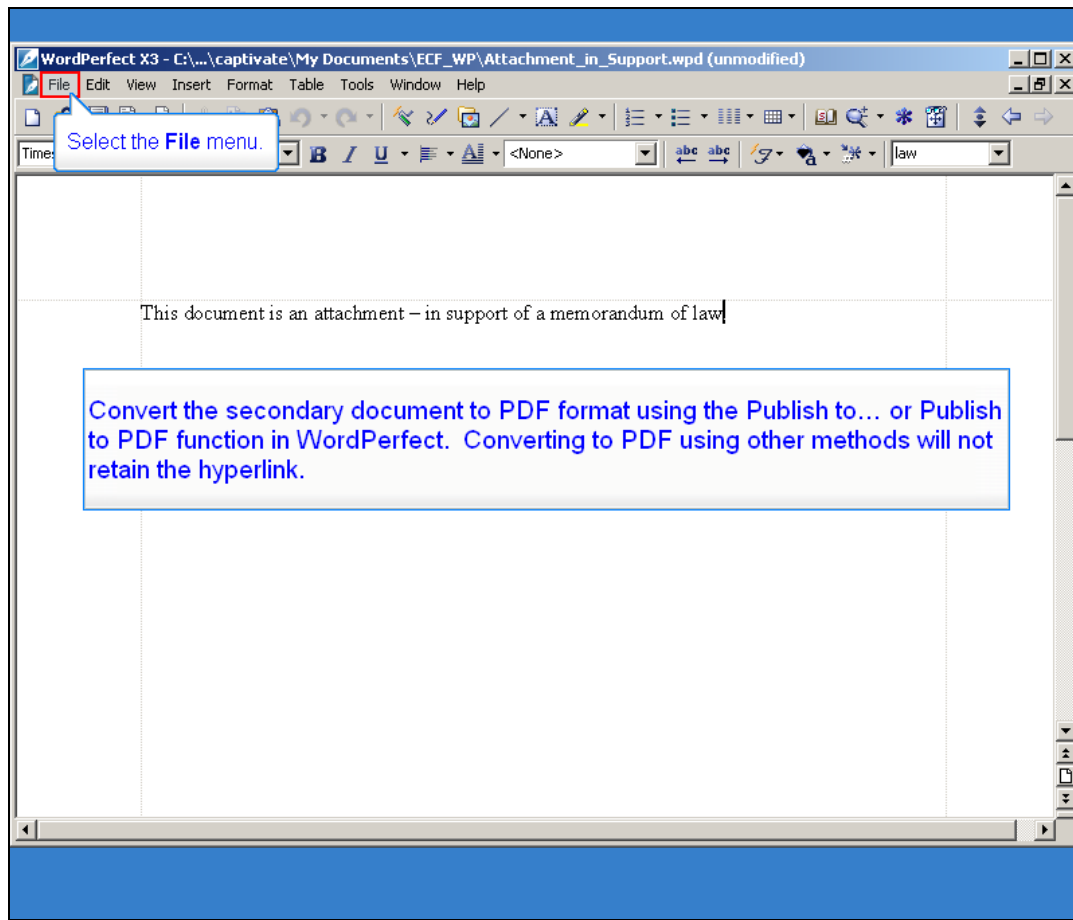
Slide notes: When you complete this lesson, you will be able to: create hyperlinks (via WordPerfect) between documents filed in the same event. Click the Continue button.



Slide 4

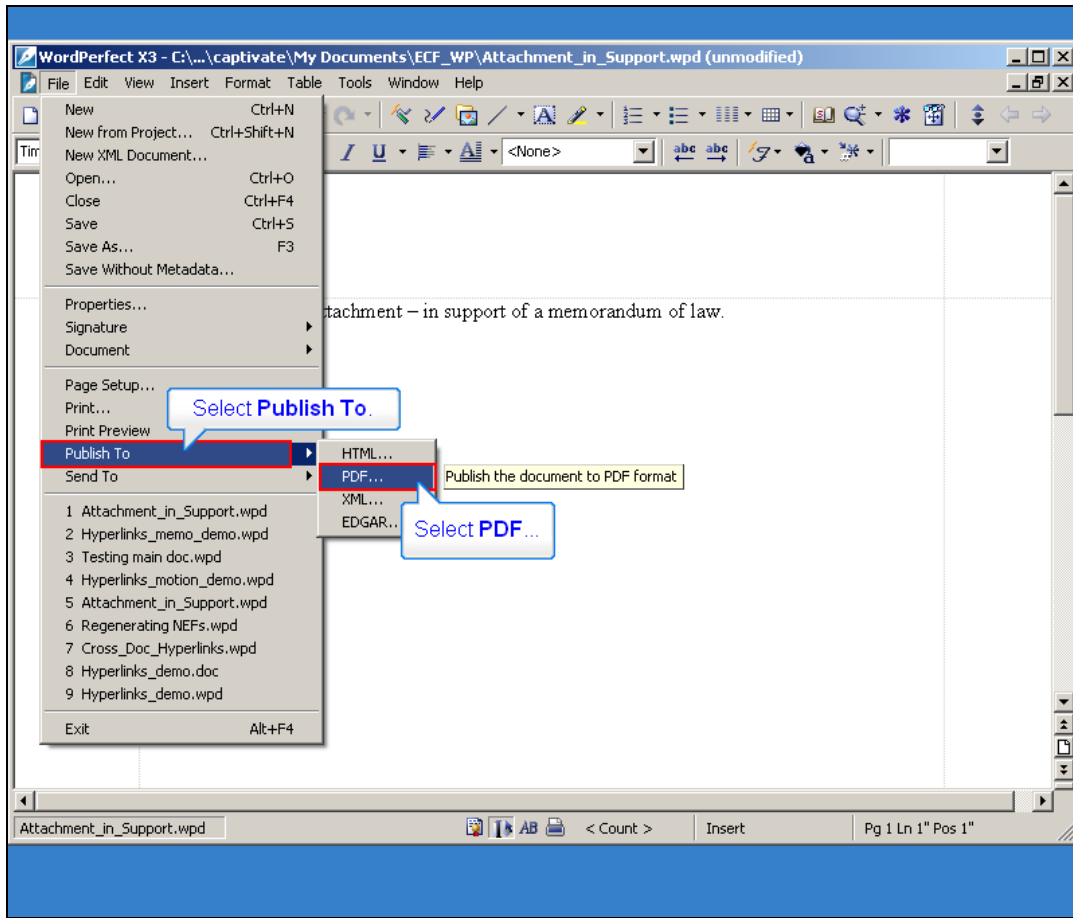
Slide notes: It is now possible to link two or more documents to be filed in the same event. To create a hyperlink to a document filed in the same event, such as an exhibit in support of a motion or memo of law, follow the steps in this demonstration. Again, the proper method for inserting these hyperlinks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

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

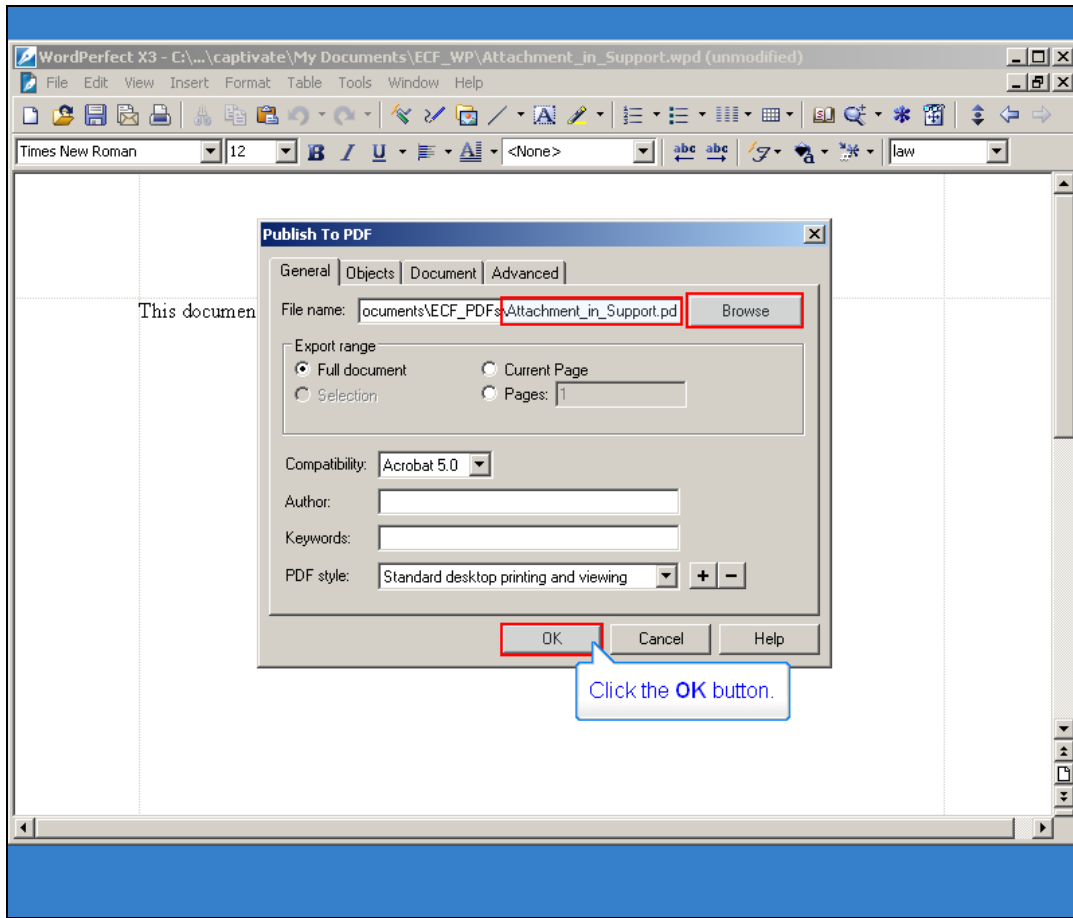


Slide notes: The first step is to convert the secondary WordPerfect document, or exhibit in our example here, to PDF format using the Publish to... or Publish to PDF function in WordPerfect. Converting to PDF using other methods will not retain the hyperlink.

With the secondary document open in WordPerfect, click File on the menu toolbar.

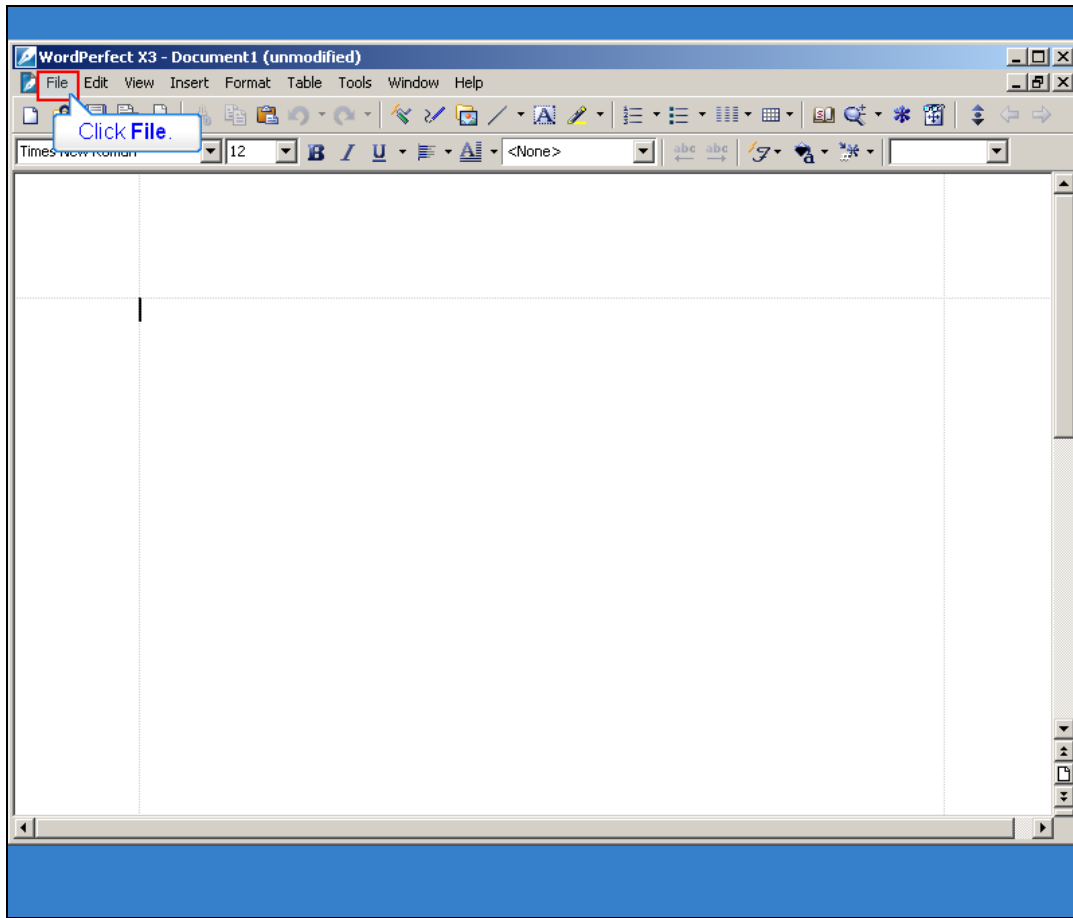


Slide notes: Select Publish to... then PDF or Publish to PDF (this selection depends on the version of WordPerfect you are using).



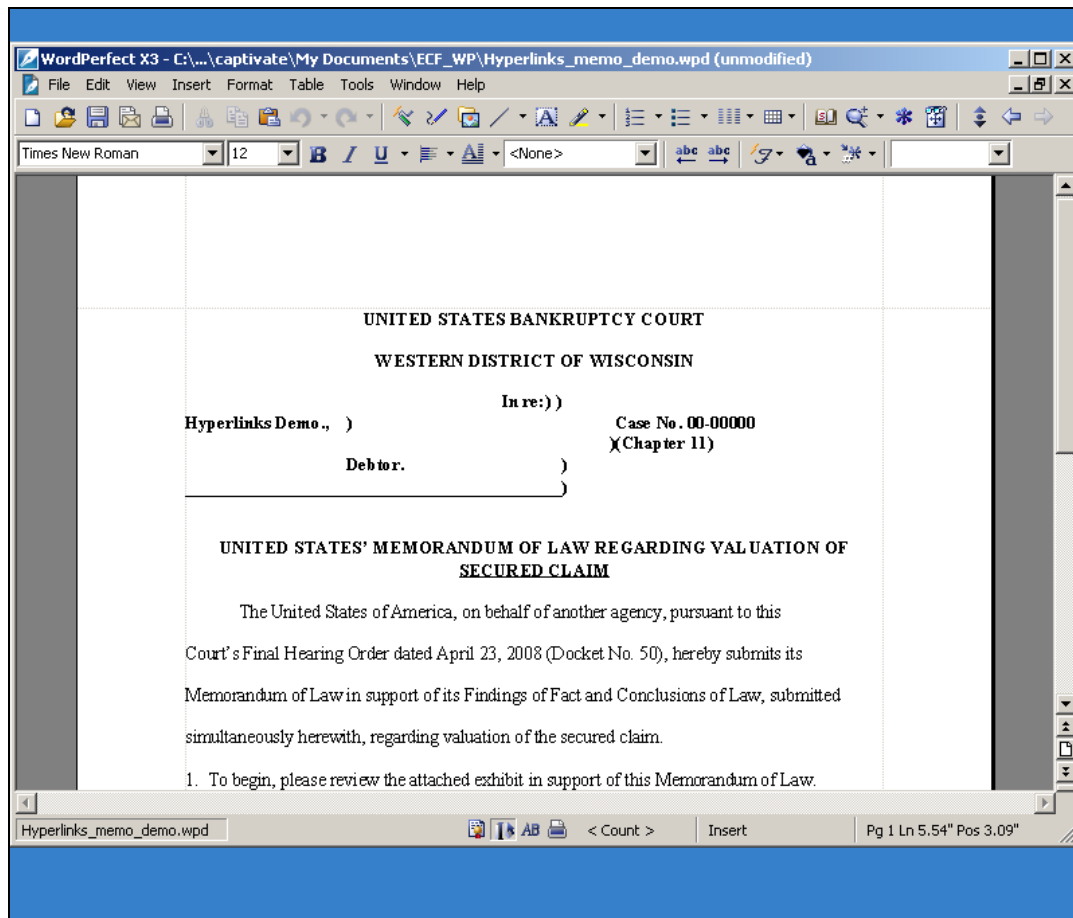
Slide 7

Slide notes: After you have browsed to the appropriate directory and assigned an appropriate file name, clicking the OK button will Save the document as a PDF and allow you to continue.



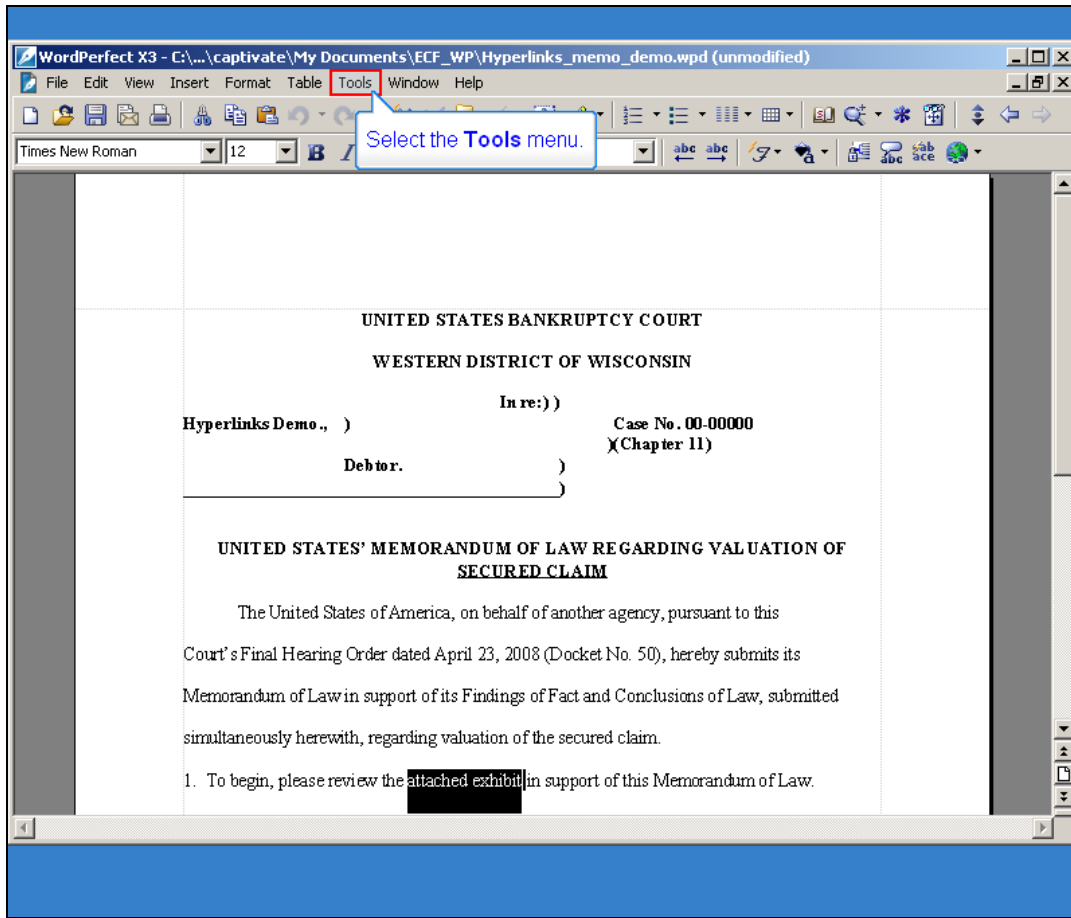
Primary Document

Slide notes: Now we are going to Open the primary WordPerfect document that will contain the hyperlink to the secondary document. Click File and then Open the main document in WordPerfect.



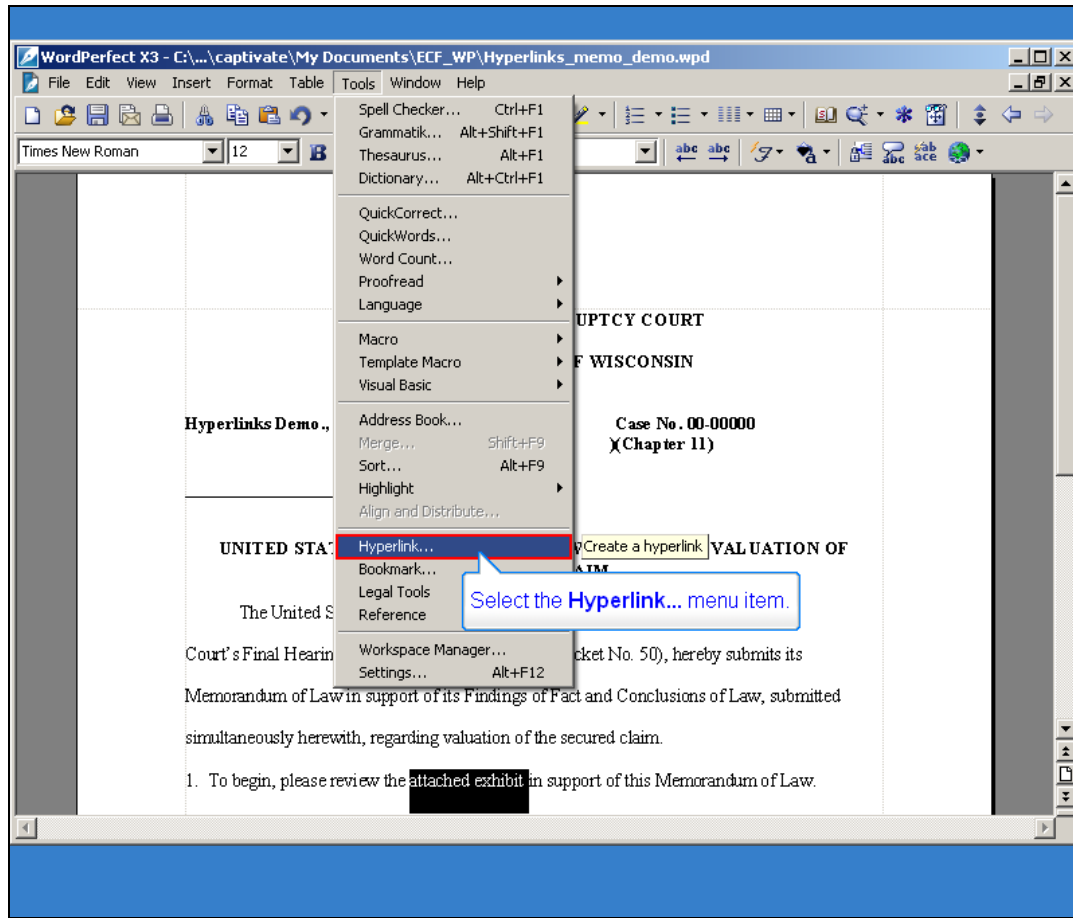
Slide 9

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



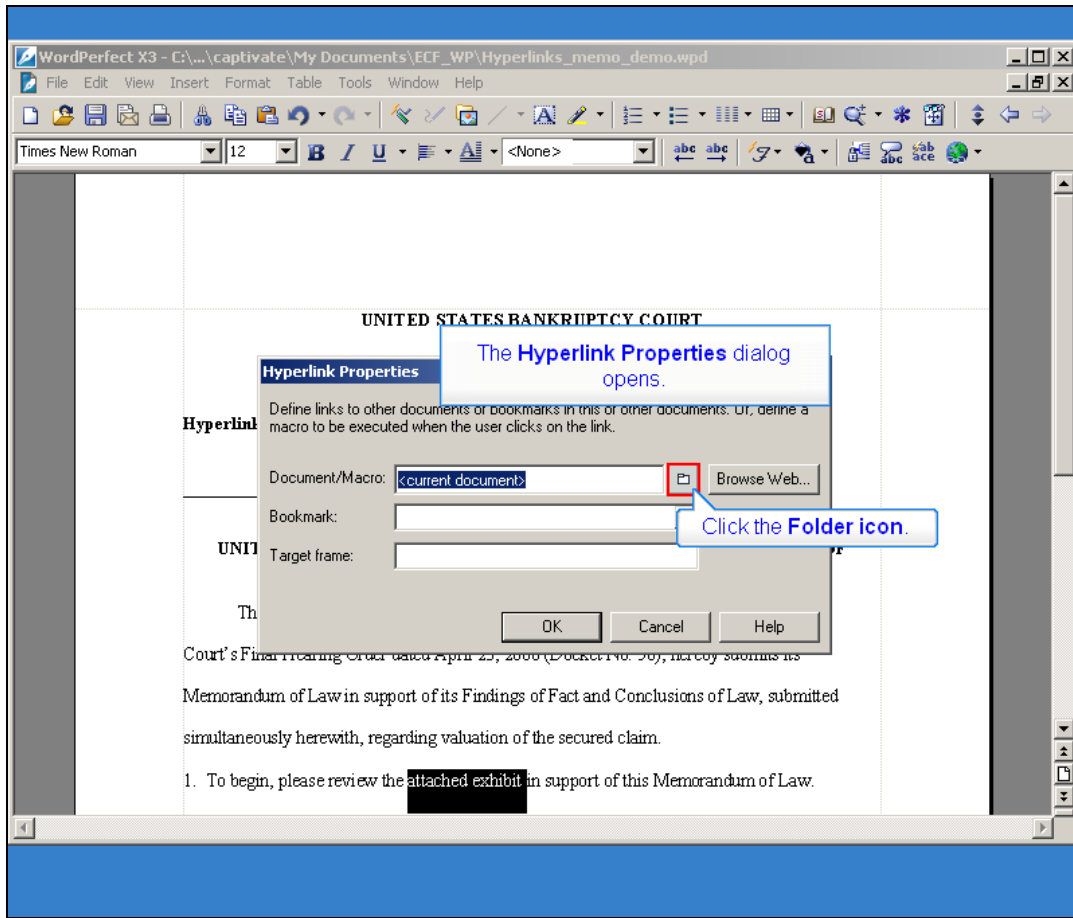
Slide 11

Slide notes: Click Tools on the menu toolbar.



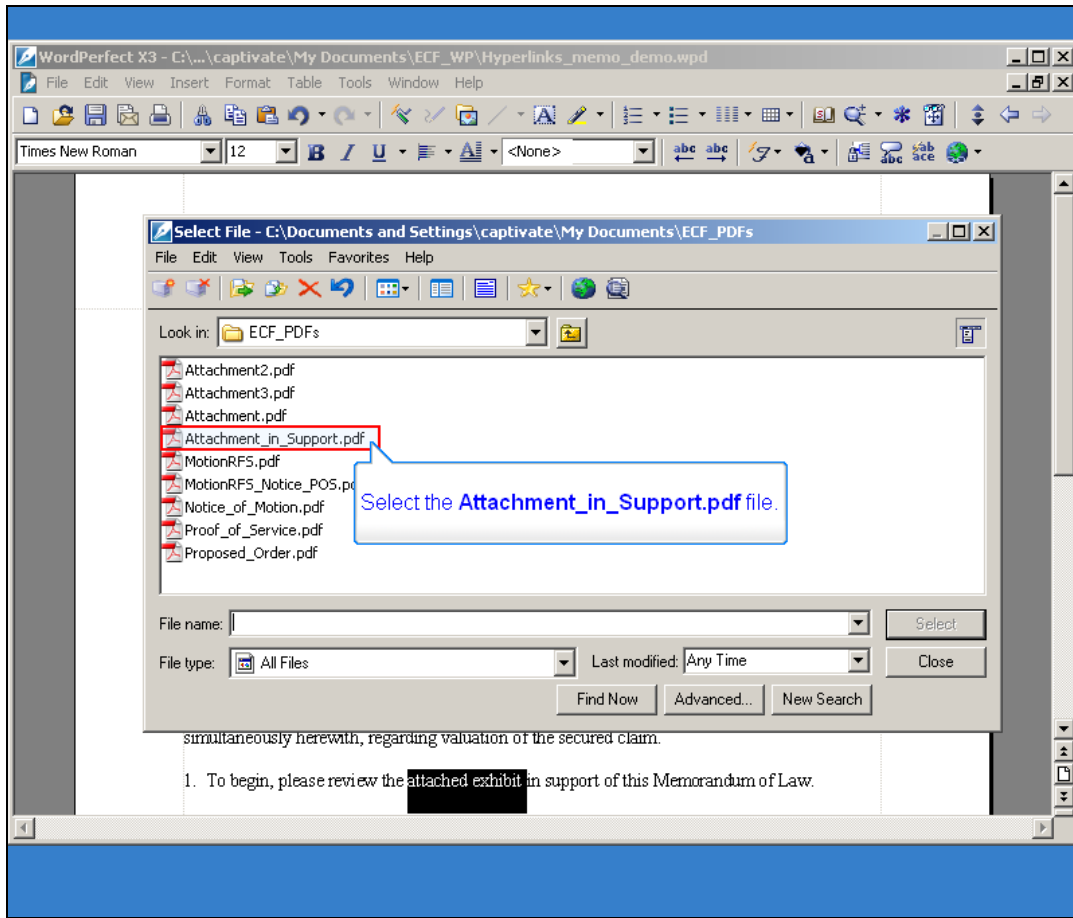
Hyperlink

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



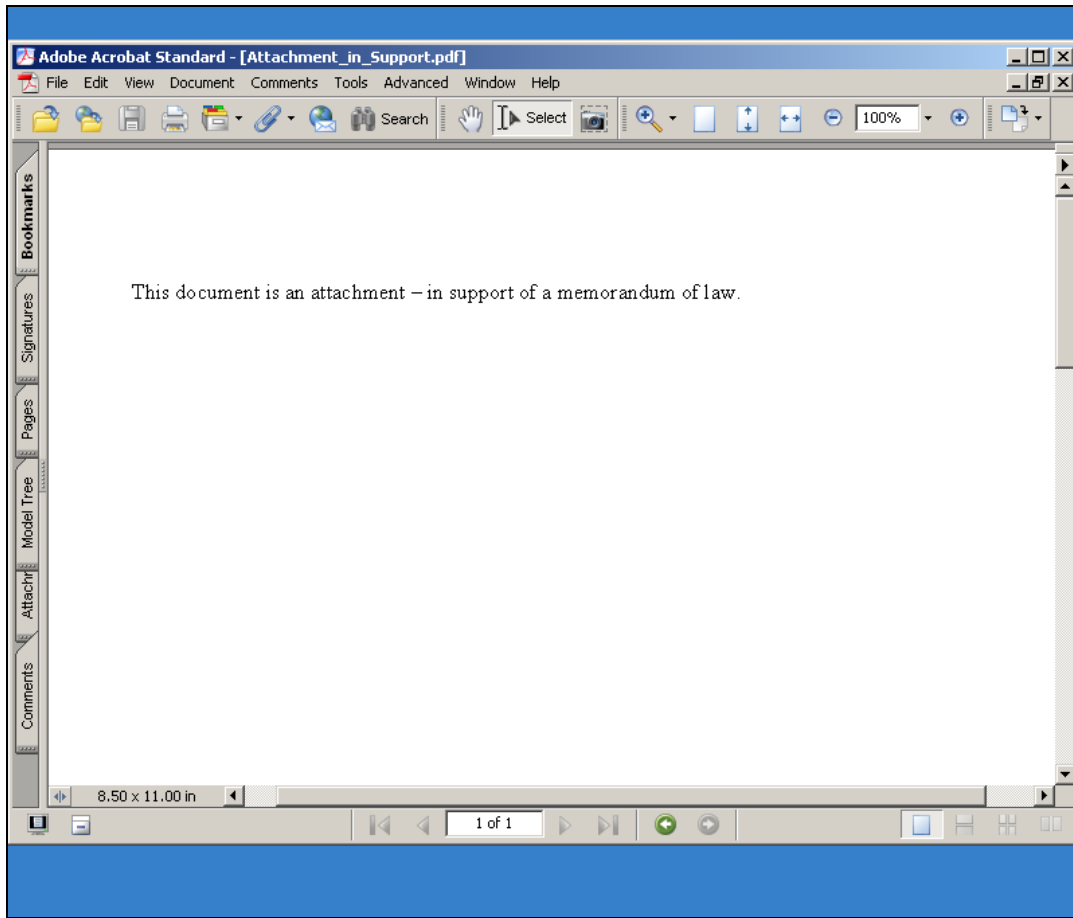
Slide 13

Slide notes: Displayed here is the Hyperlink Properties dialog box. Click the Folder icon located to the right of the Document/Macro field.



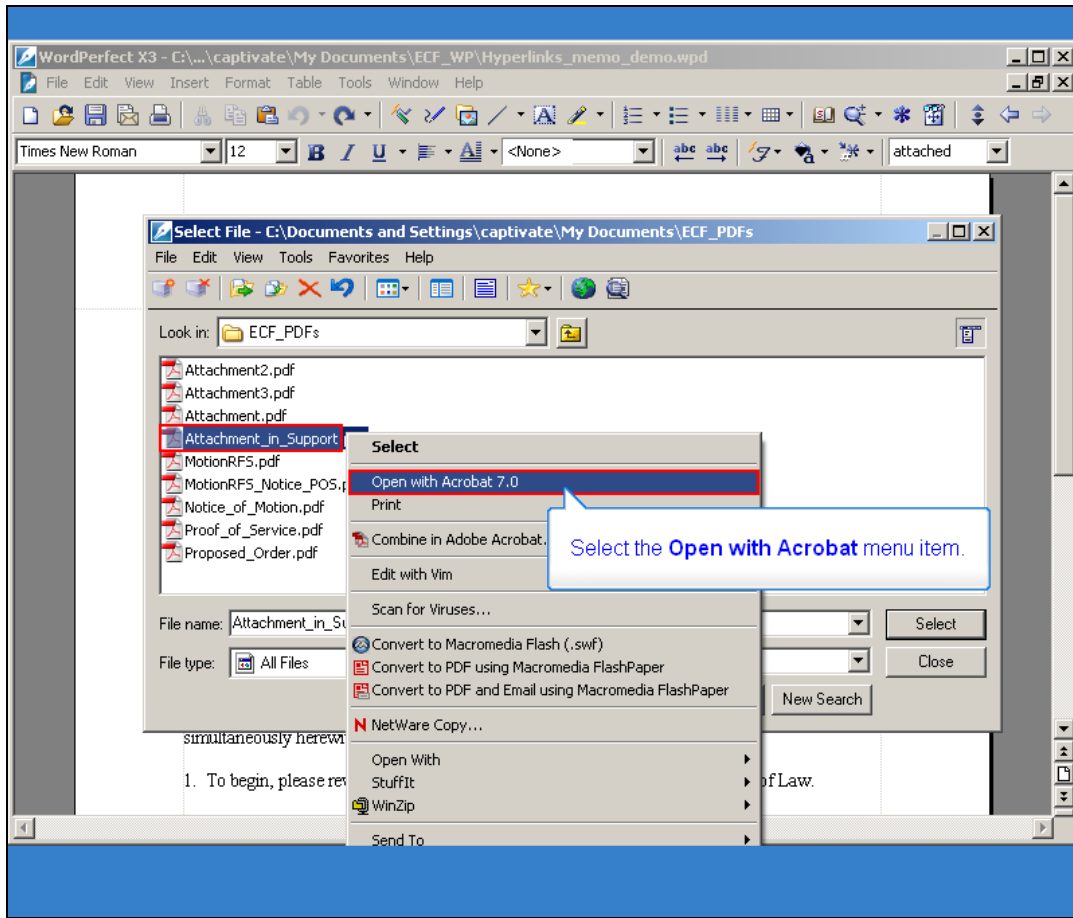
Slide 14

Slide notes: Navigate to the directory/folder in which the secondary document you wish to link is located. (Note: The document selected as the link must be in PDF format.) Single click the PDF document.



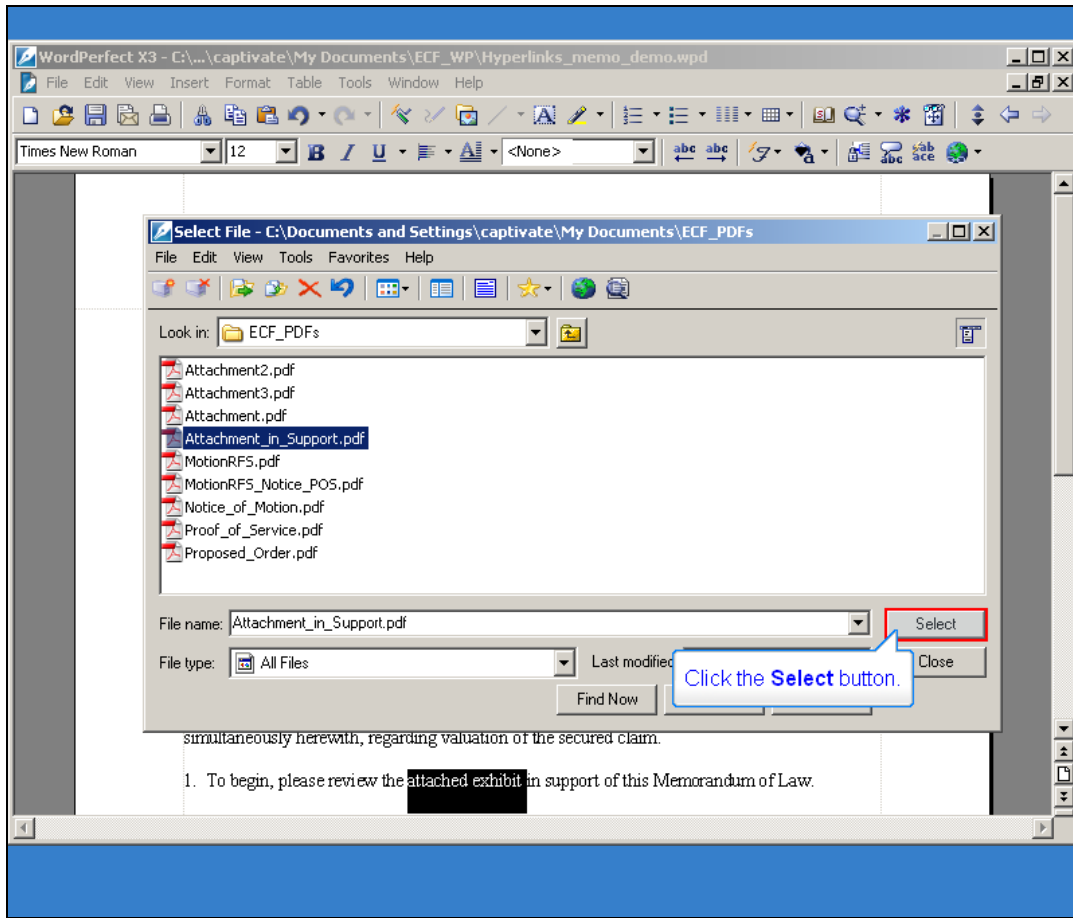
Slide 15

Slide notes: Since we have previewed the PDF and confirmed this is the correct PDF, switch back to the WordPerfect Select file window.



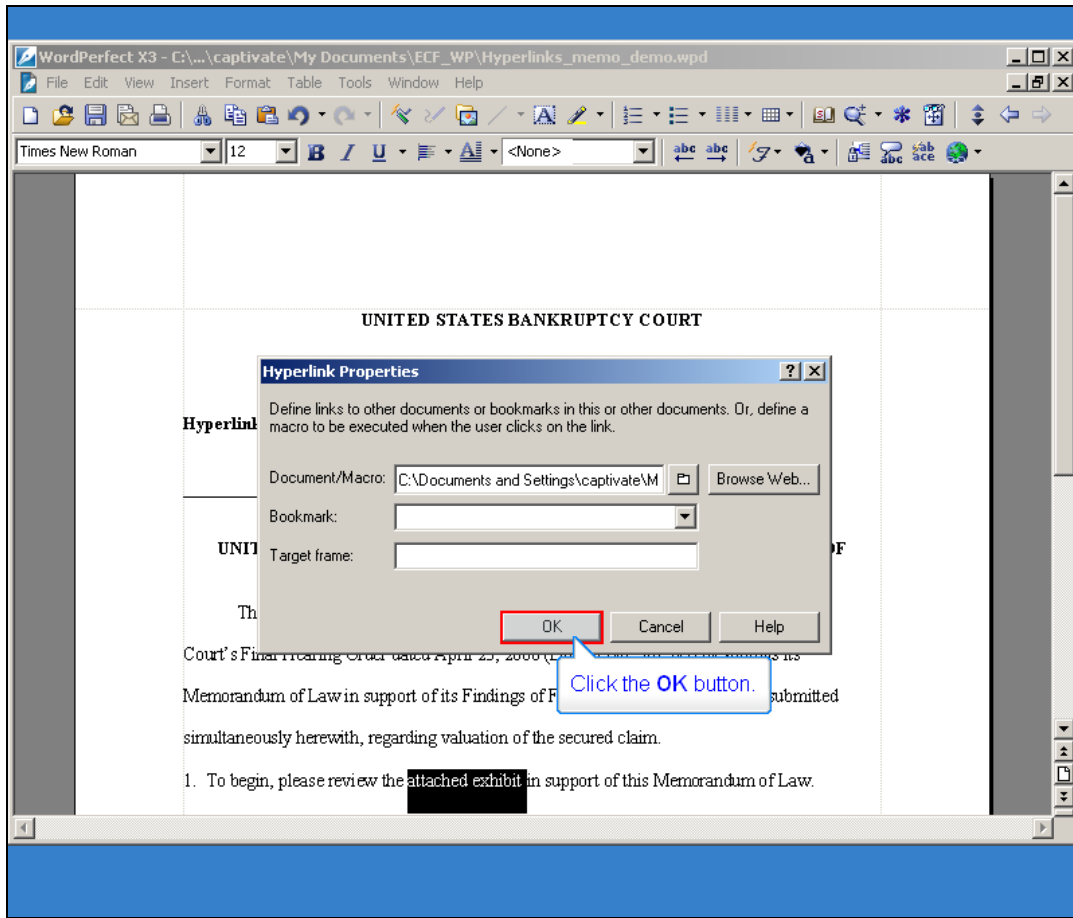
Slide 16

Slide notes: Right click the PDF and choose Open with Acrobat to confirm this is the correct PDF file.



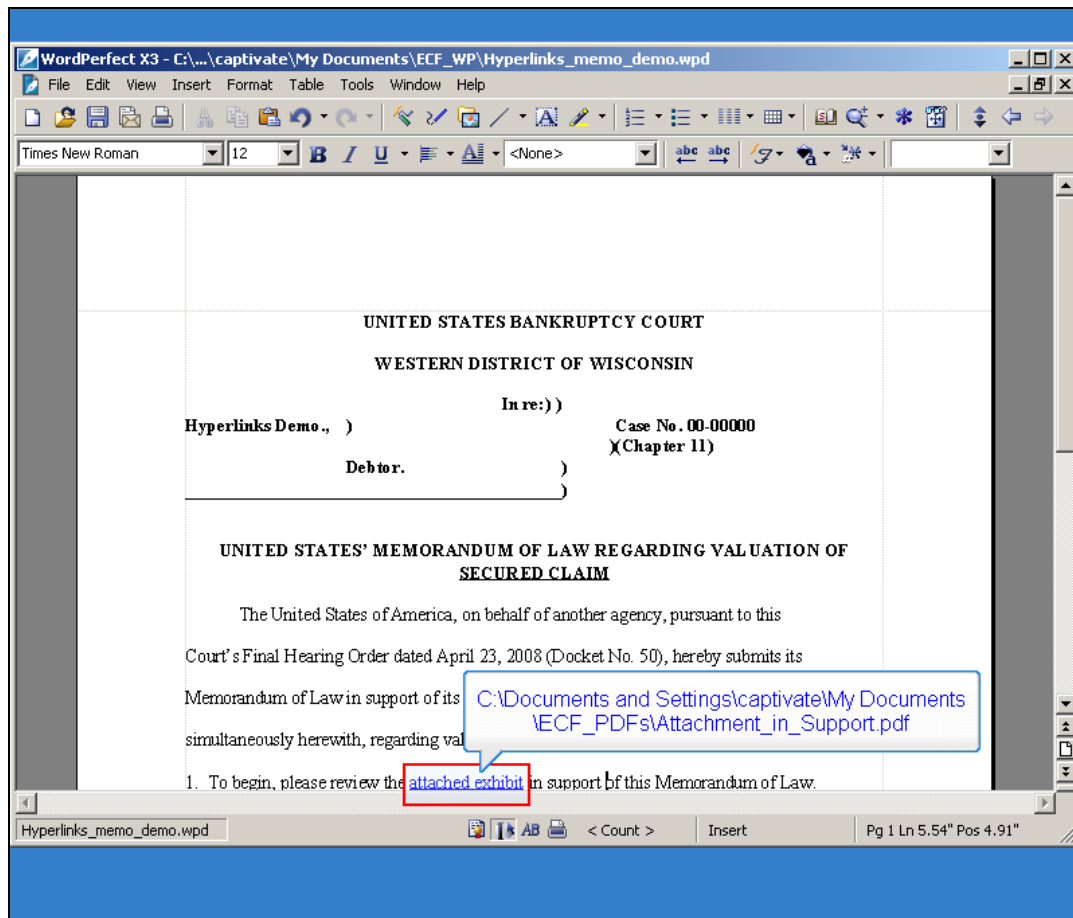
Slide 17

Slide notes: Click the Select button.



Slide 18

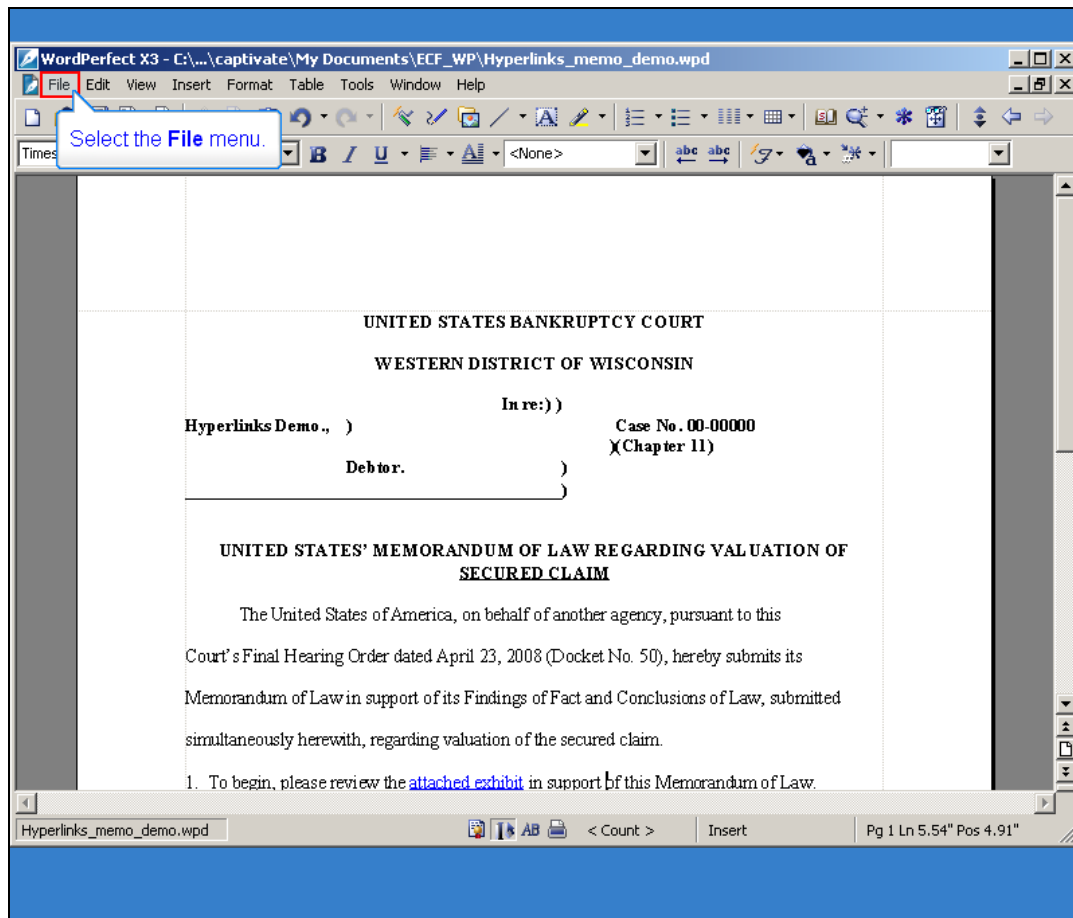
Slide notes: Click OK on the Hyperlink Properties dialog box and the hyperlinked text will be underlined.



Slide 19

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).

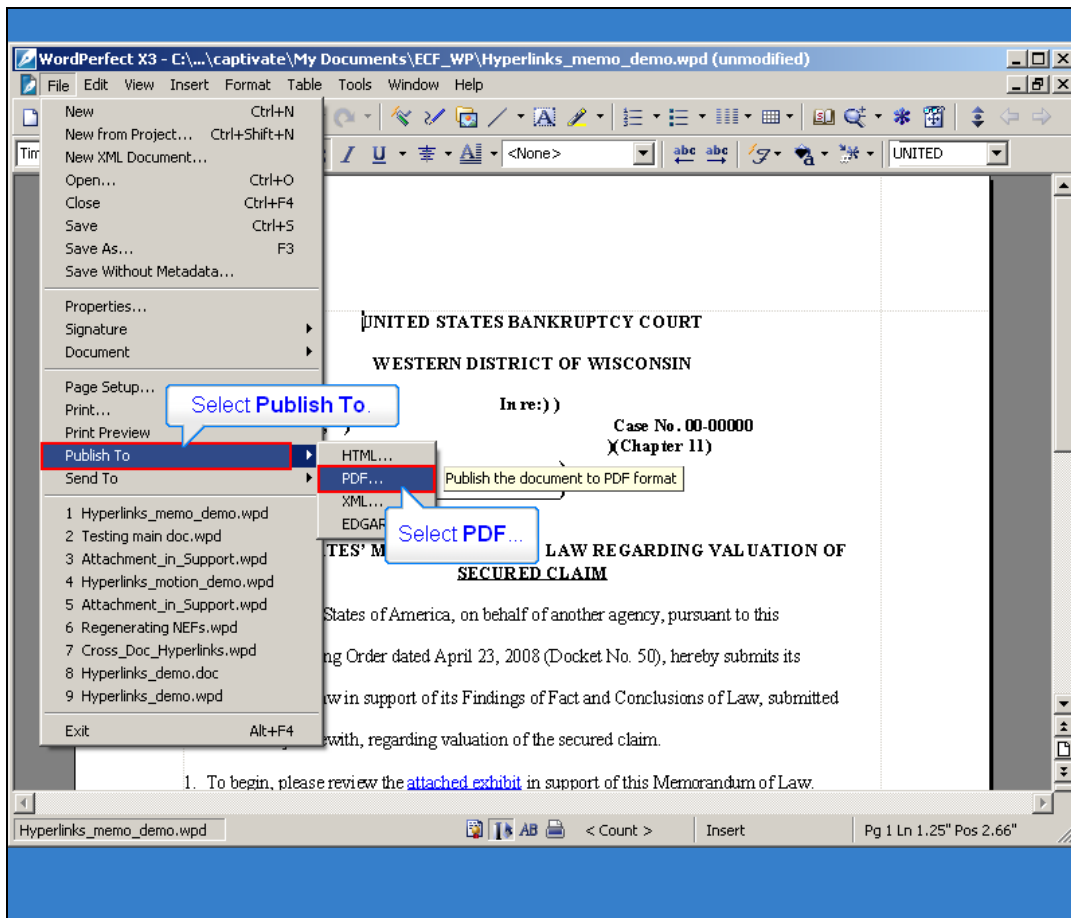
After you have created all of your document hyperlinks, using these techniques, save this primary WordPerfect document.



Slide 20

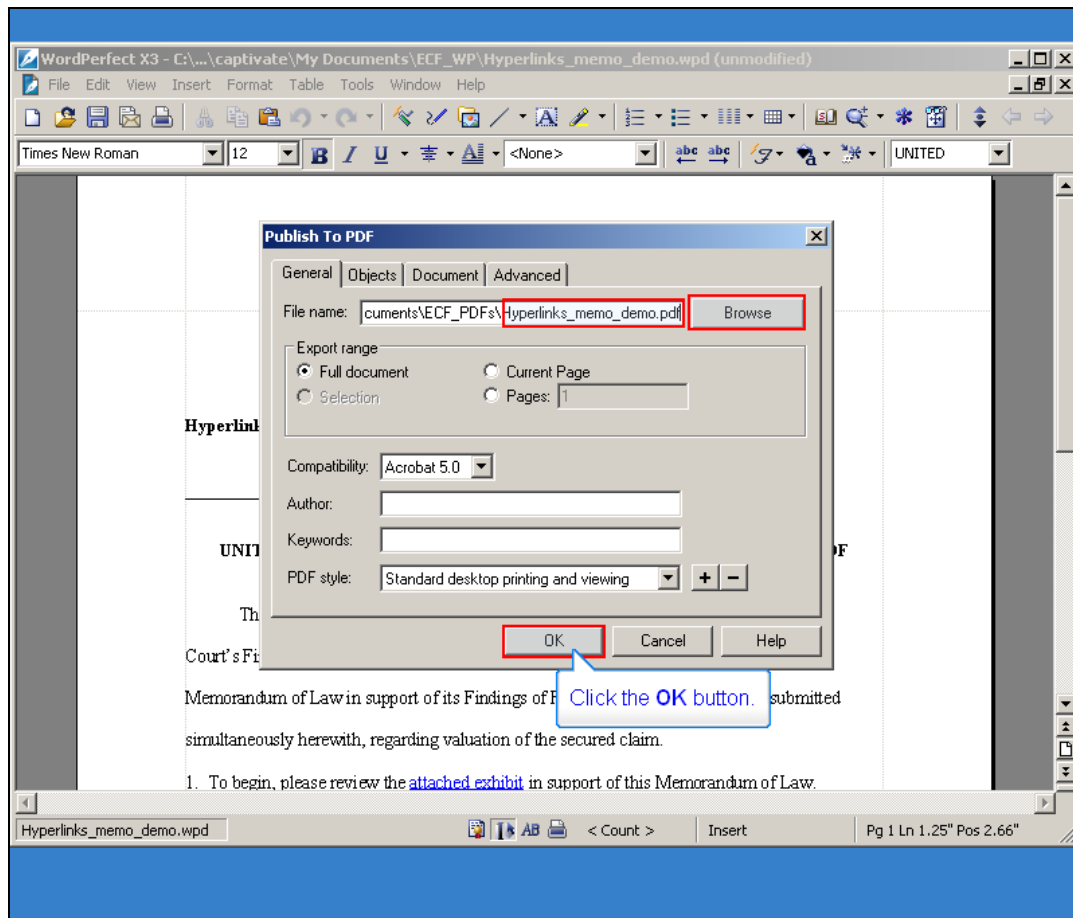
Slide notes: With all of your hyperlinks inserted it is time to convert the primary document to PDF format using the Publish to... or Publish to PDF function in WordPerfect. Converting to PDF using other methods will not retain the hyperlink(s).

Click File on the menu toolbar.



Slide 21

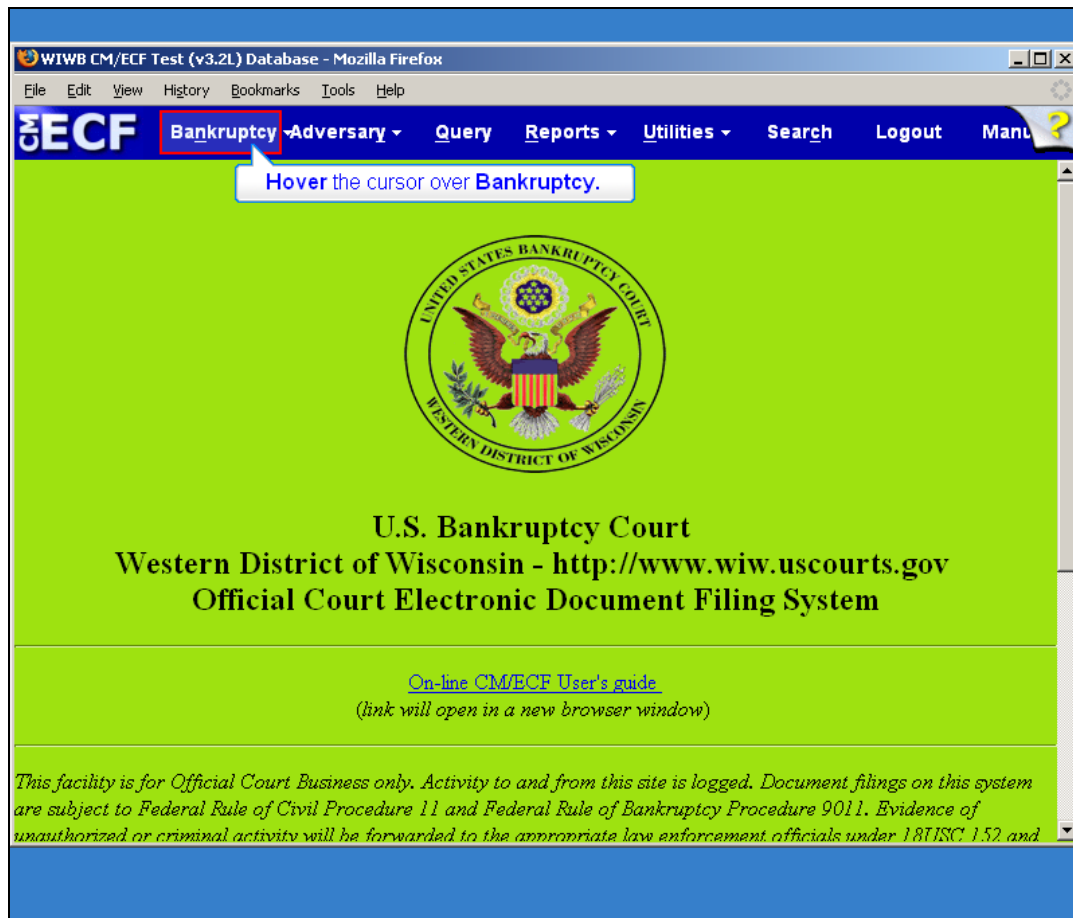
Slide notes: Select Publish to... then PDF or Publish to PDF (this selection depends on the version of WordPerfect you are using).



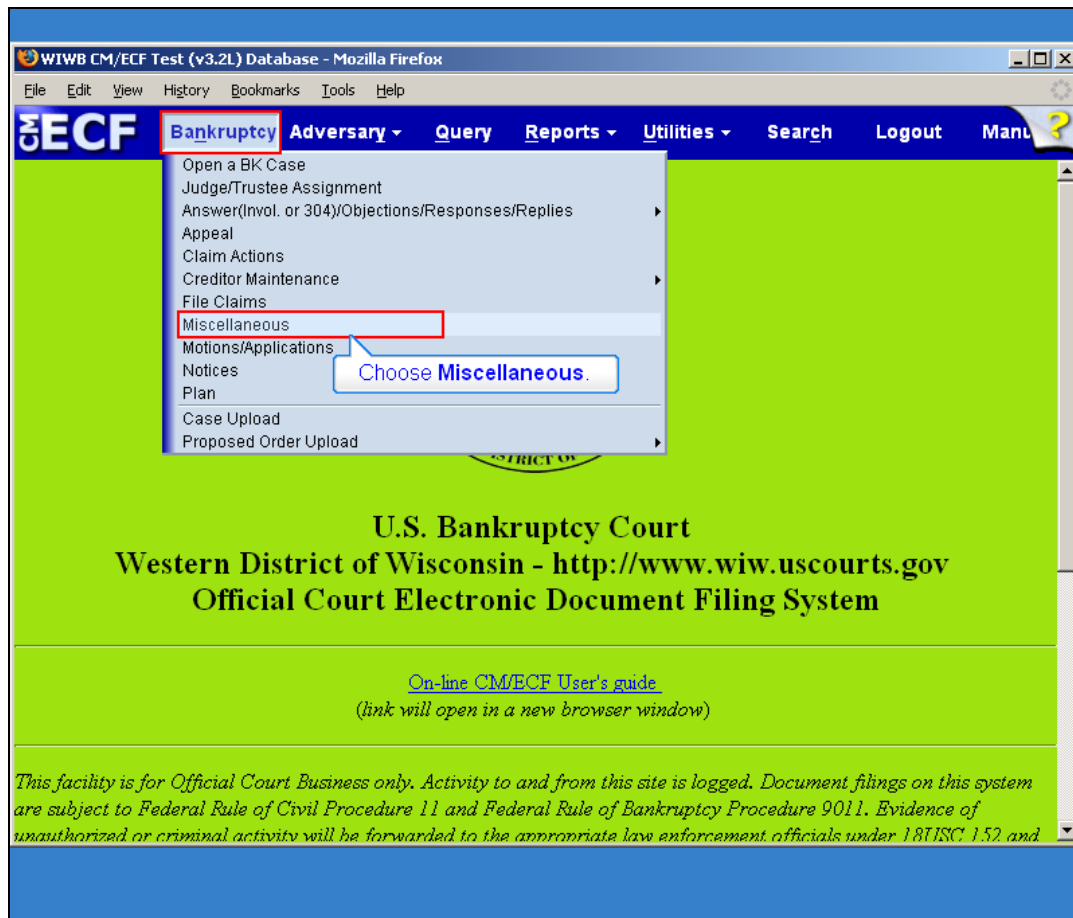
Slide 22

Slide notes: After you have browsed to the appropriate directory and assigned an appropriate file name, clicking the OK button will Save the document as a PDF and allow you to continue.

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.

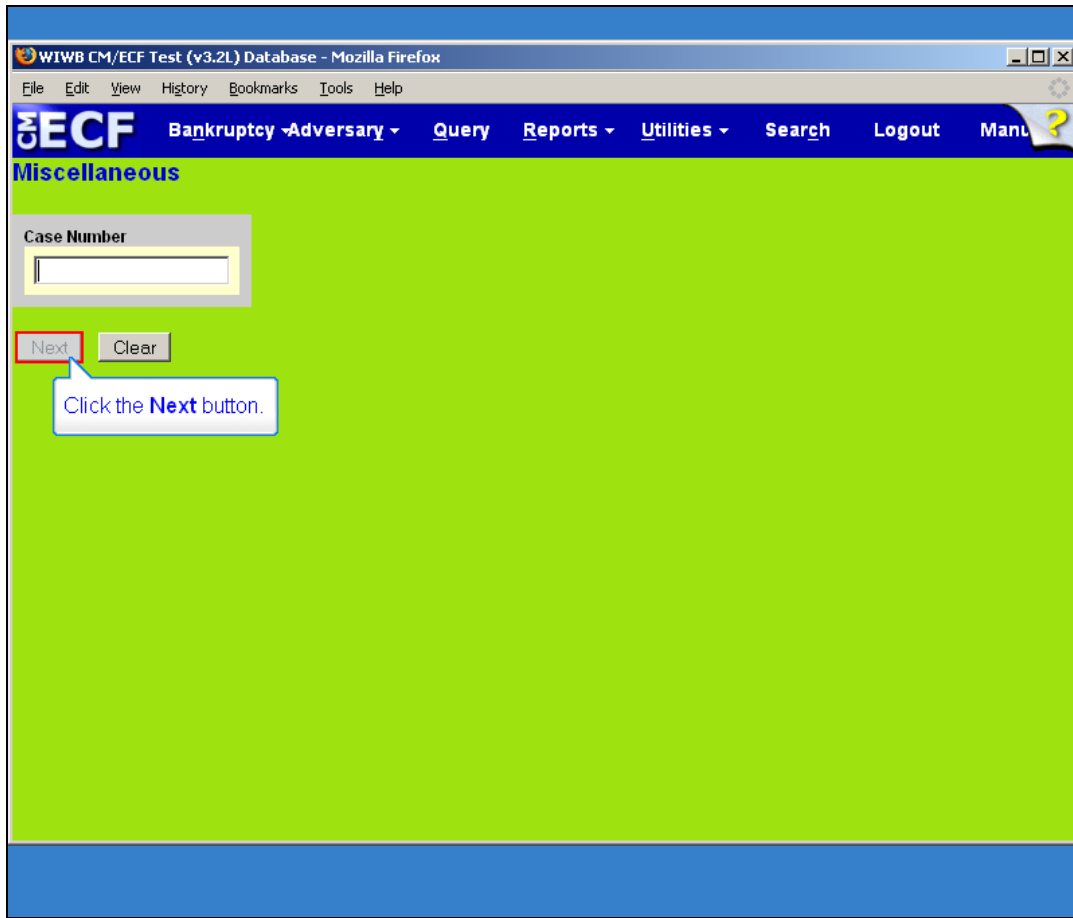


ECF
Slide notes: To illustrate the filing of the PDF and attachment(s), we will first log into CM/ECF. Hover the cursor over Bankruptcy.



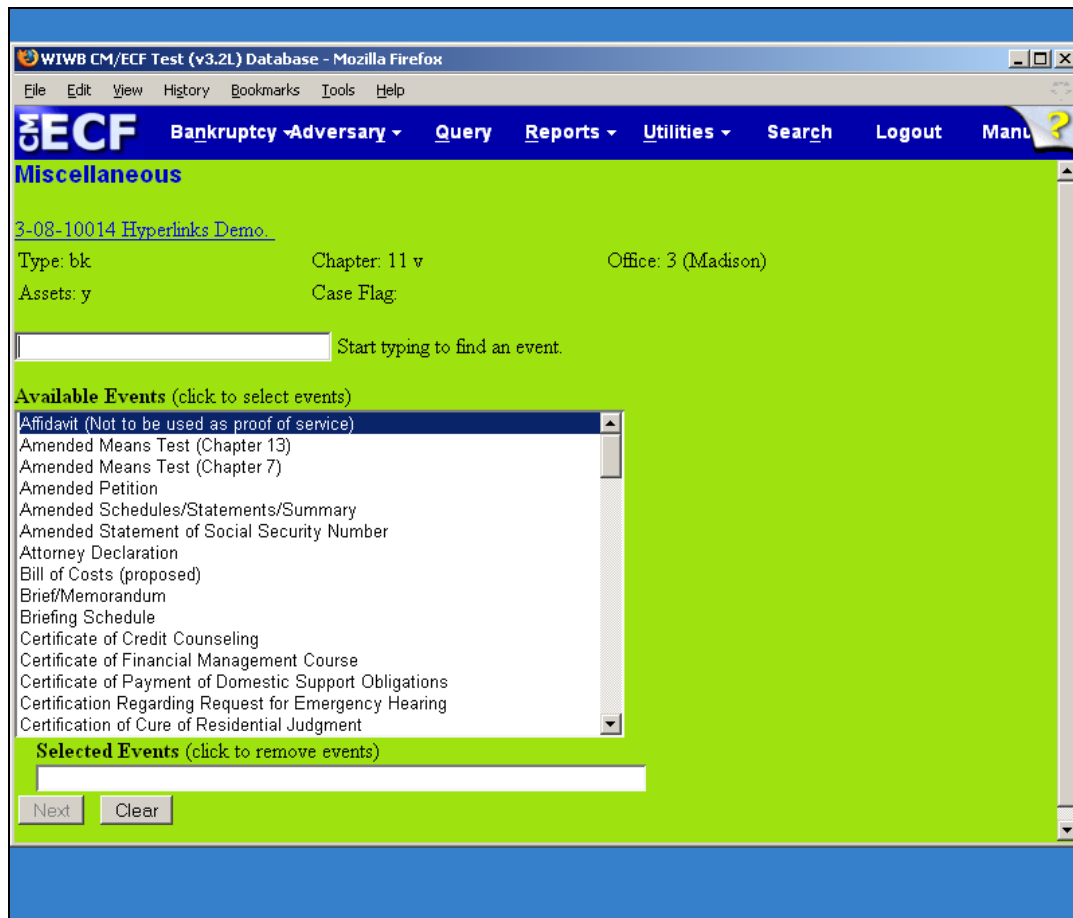
Slide 24

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



Slide 25

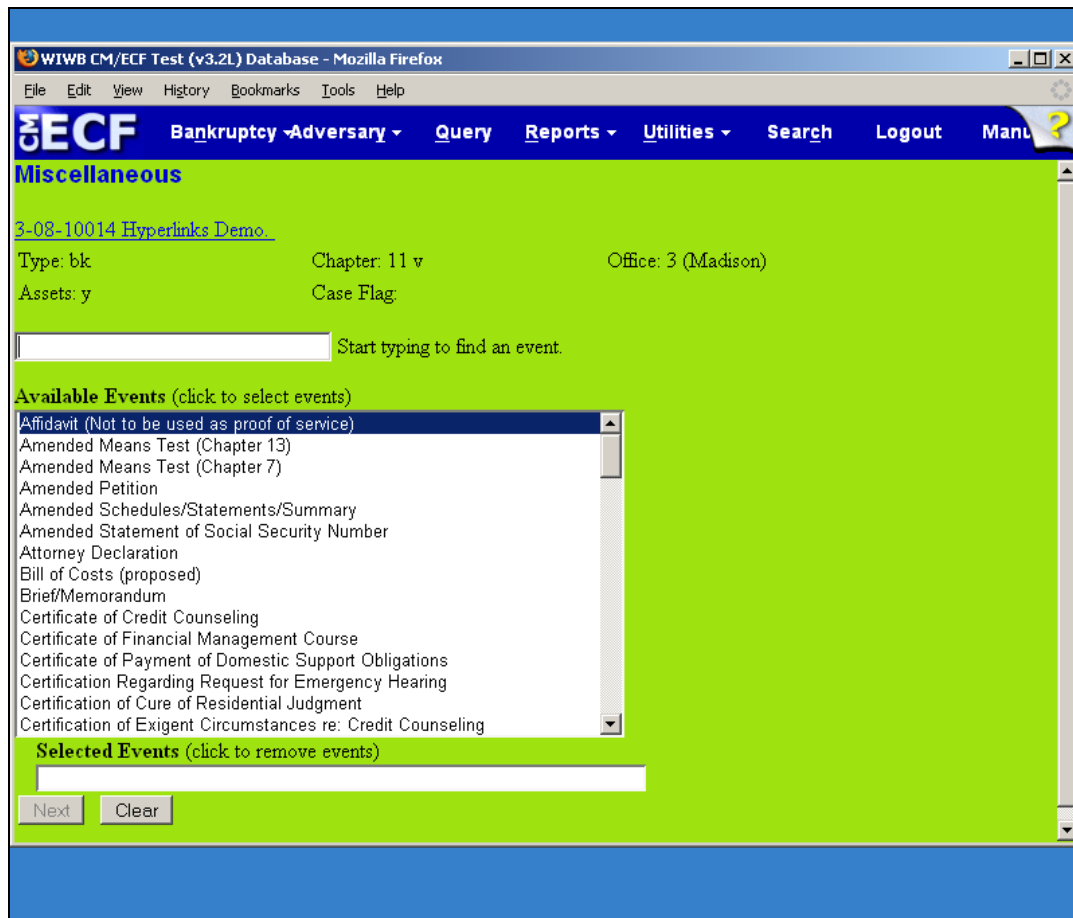
Slide notes: Enter the case number in the case number field. Click the next button to proceed.



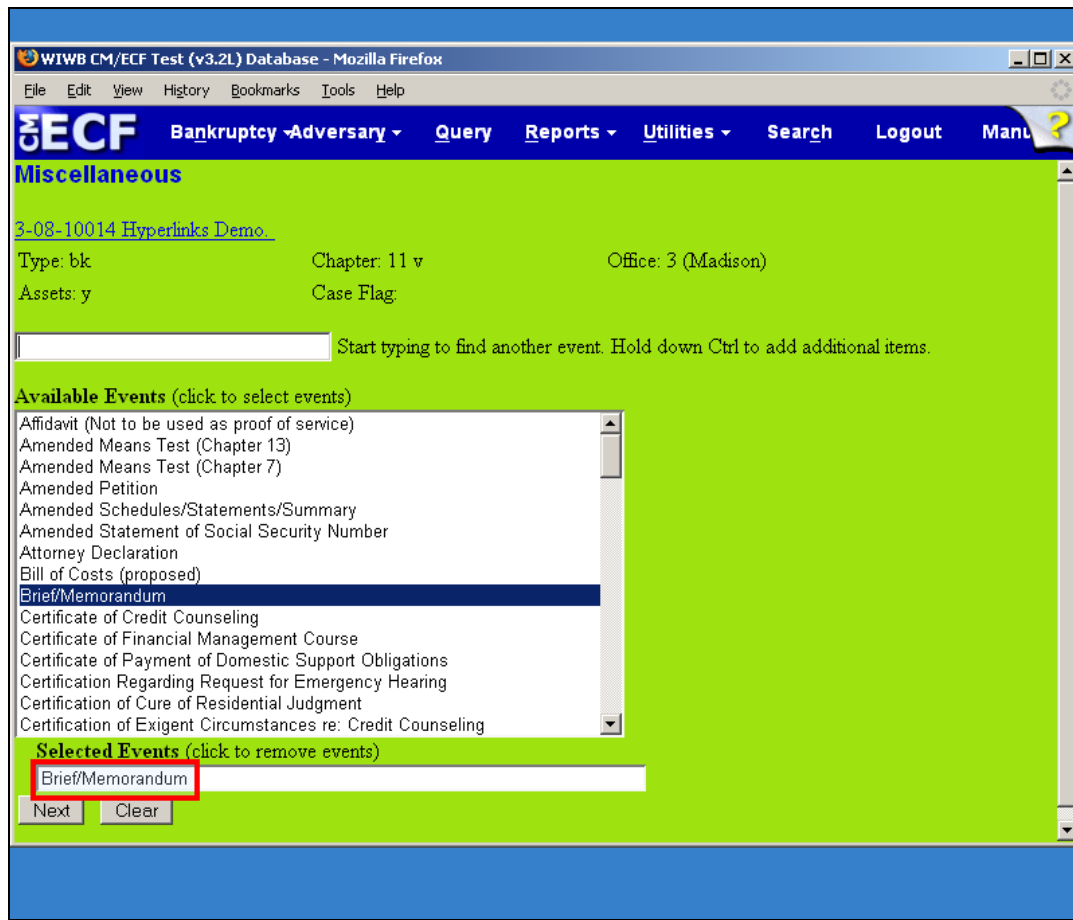
Slide 26

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.

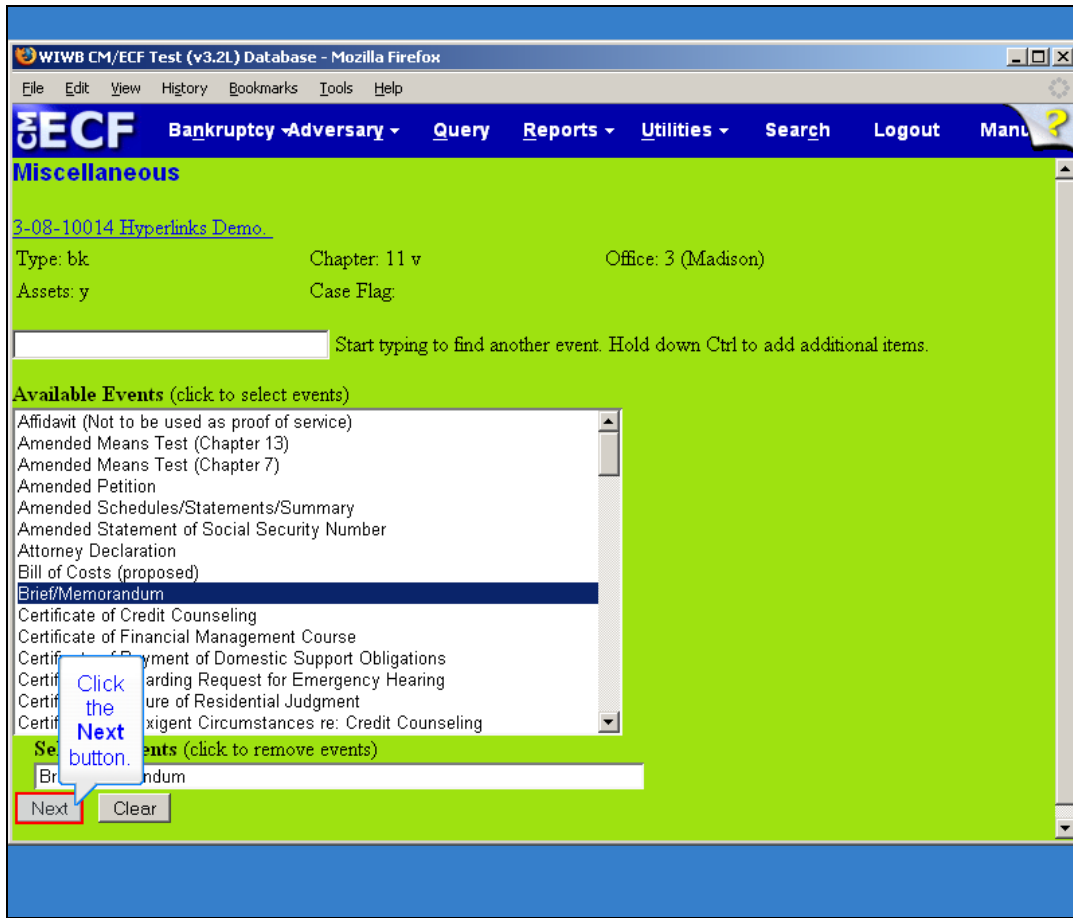


Slide 27
Slide notes: When you find the event you are seeking, click it and it will be added to the Selected Events field. To select multiple events, hold down the Control (Ctrl) key on your keyboard while clicking them.



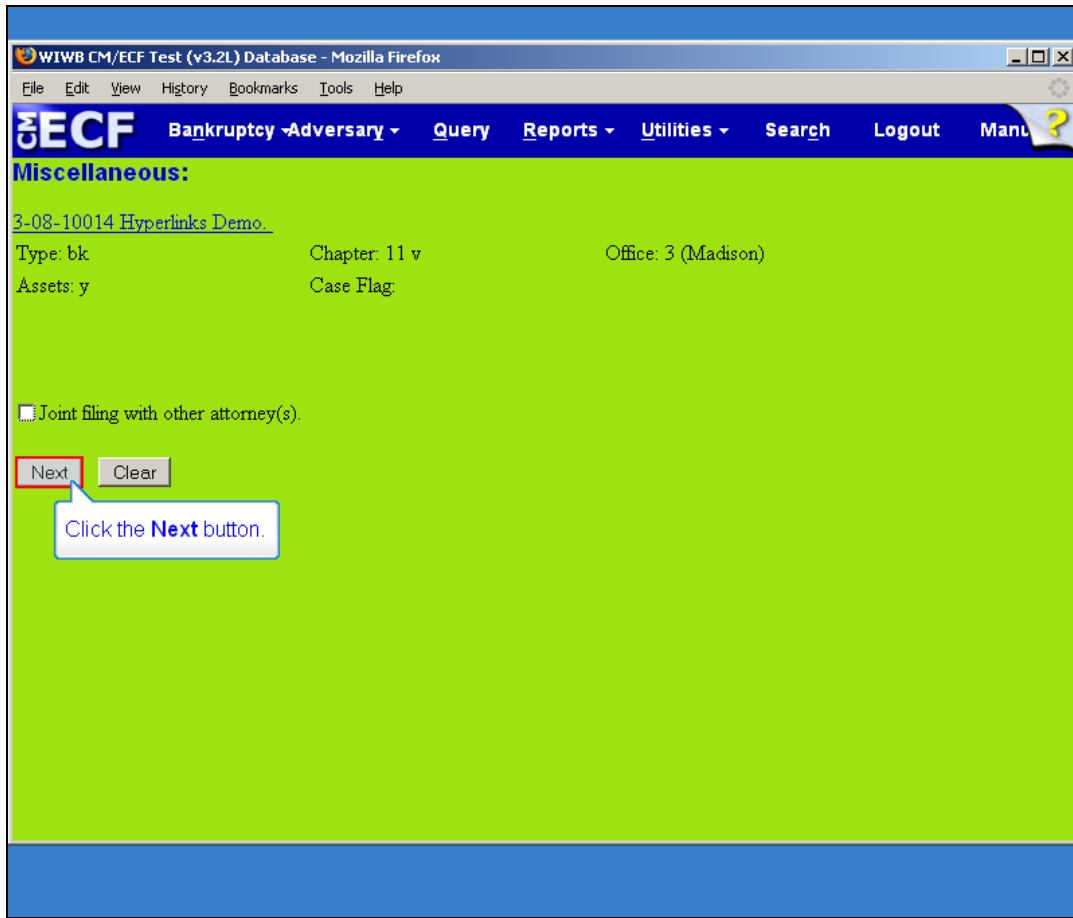
Slide 28

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.



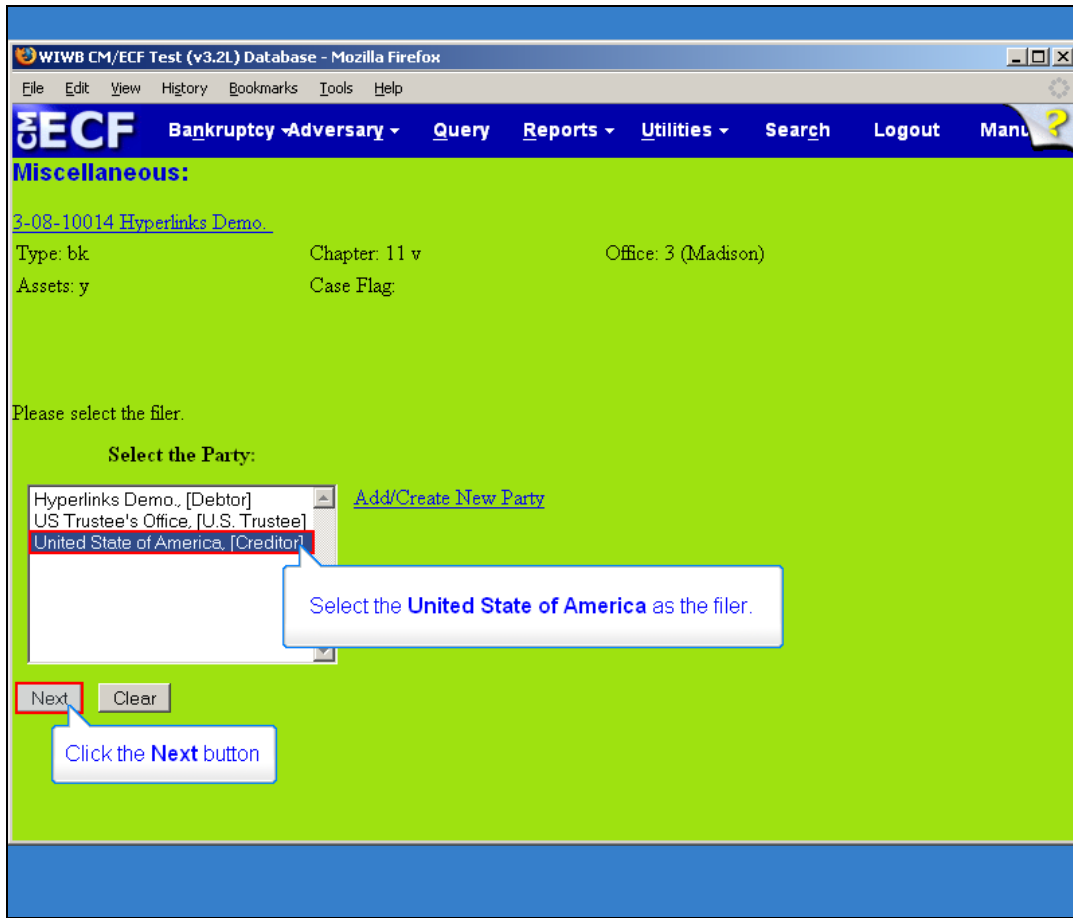
Slide 29

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



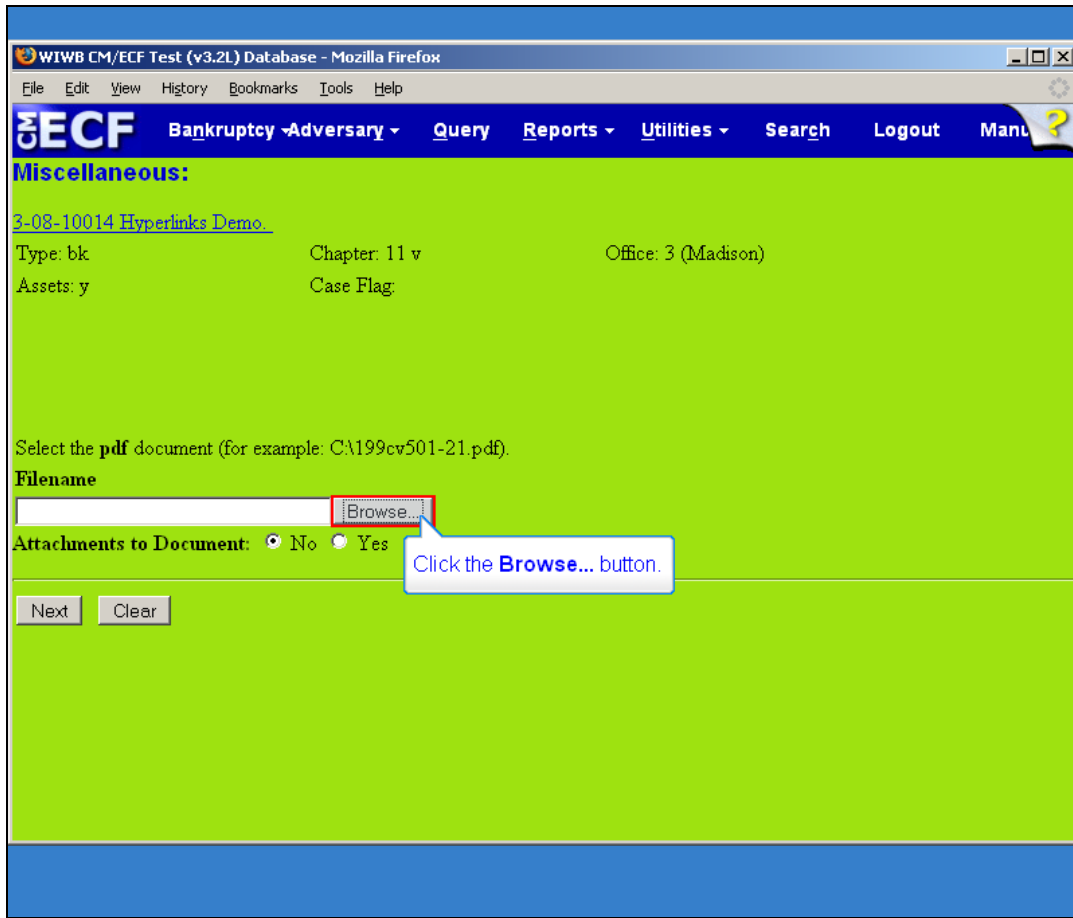
Slide 30

Slide notes: Click the Next button to continue.



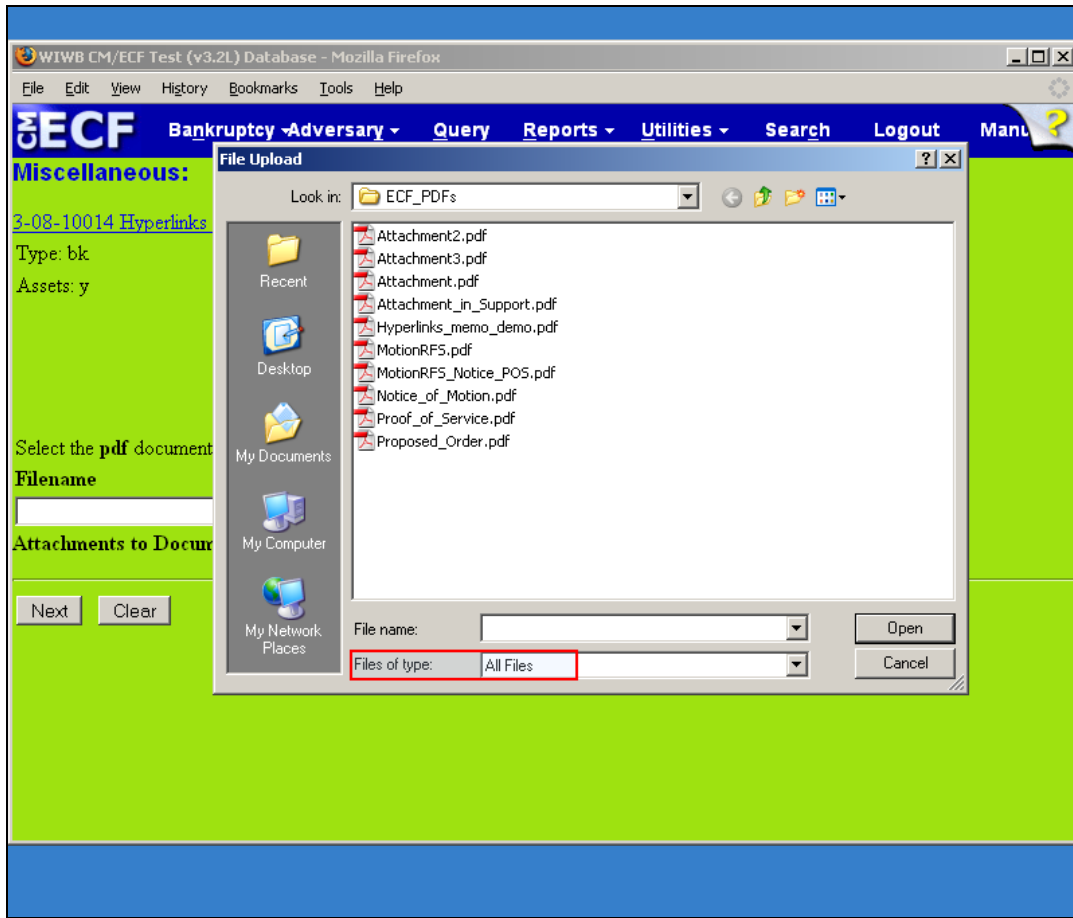
Slide 31

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



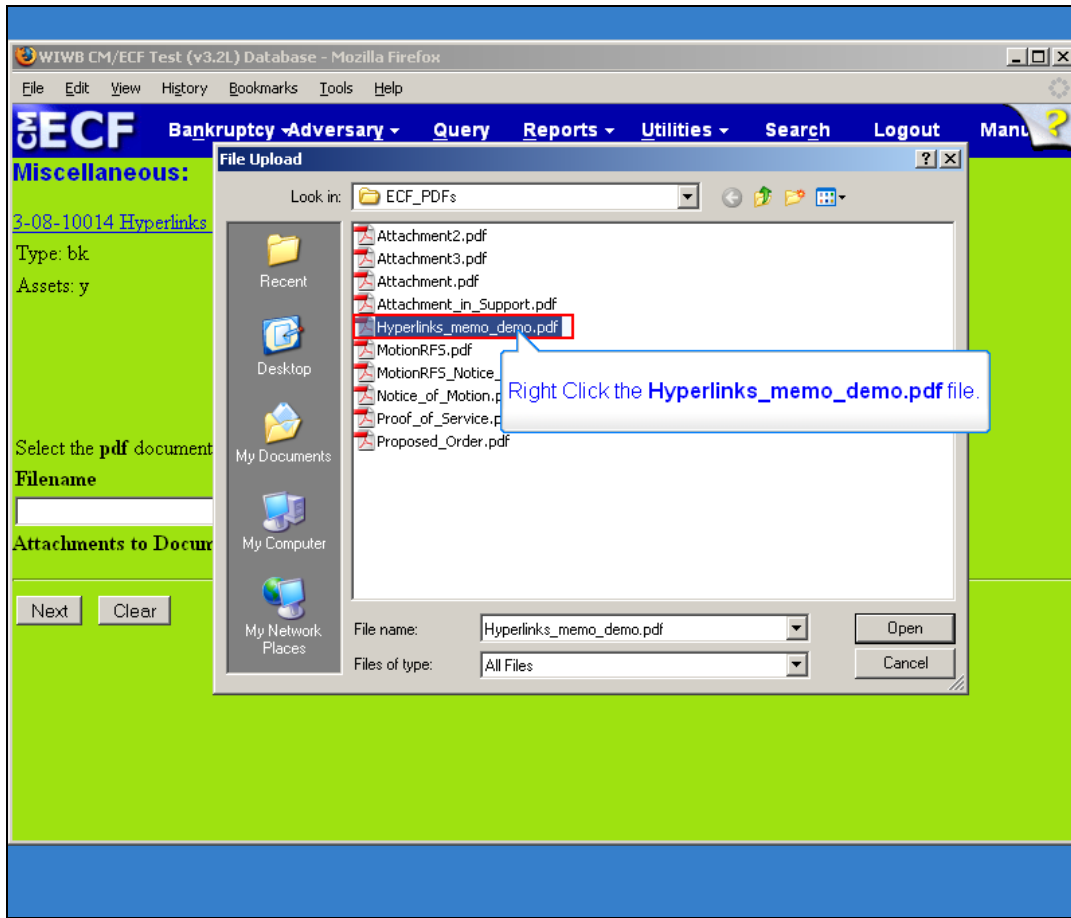
Slide 32

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.



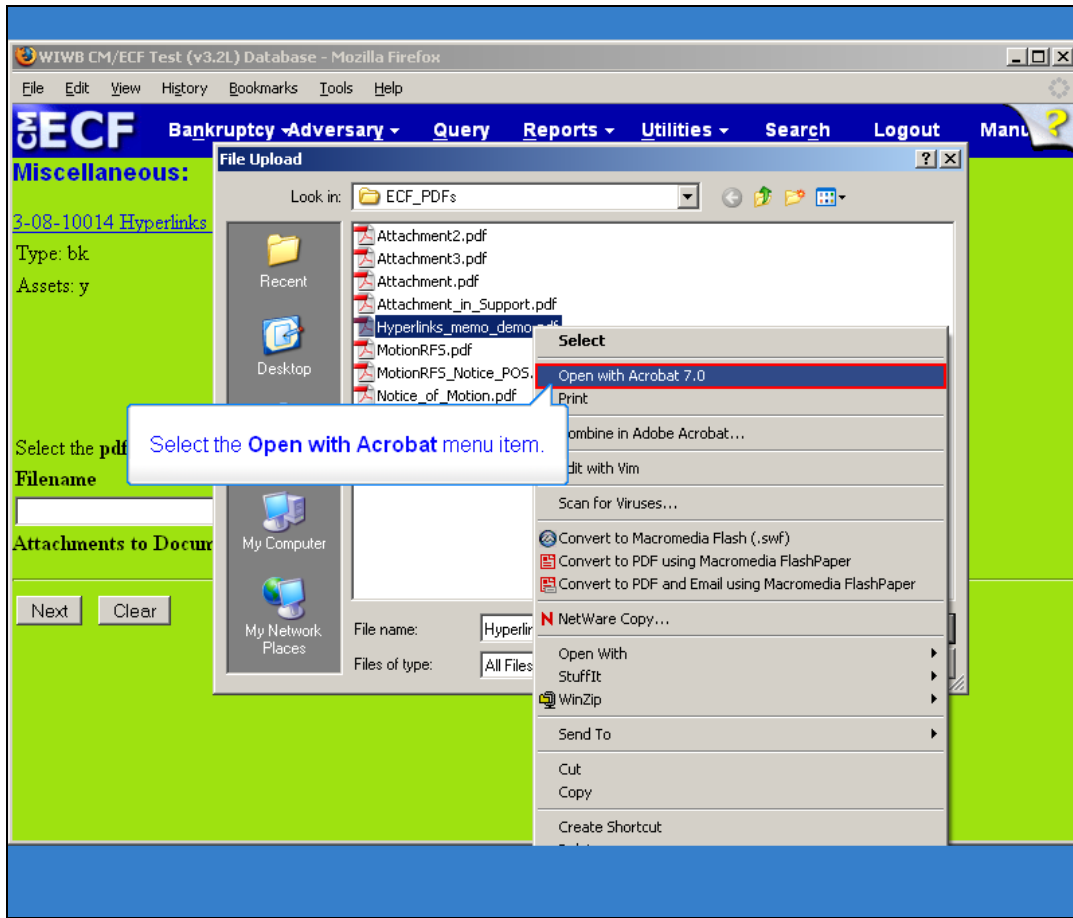
Slide 33

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.



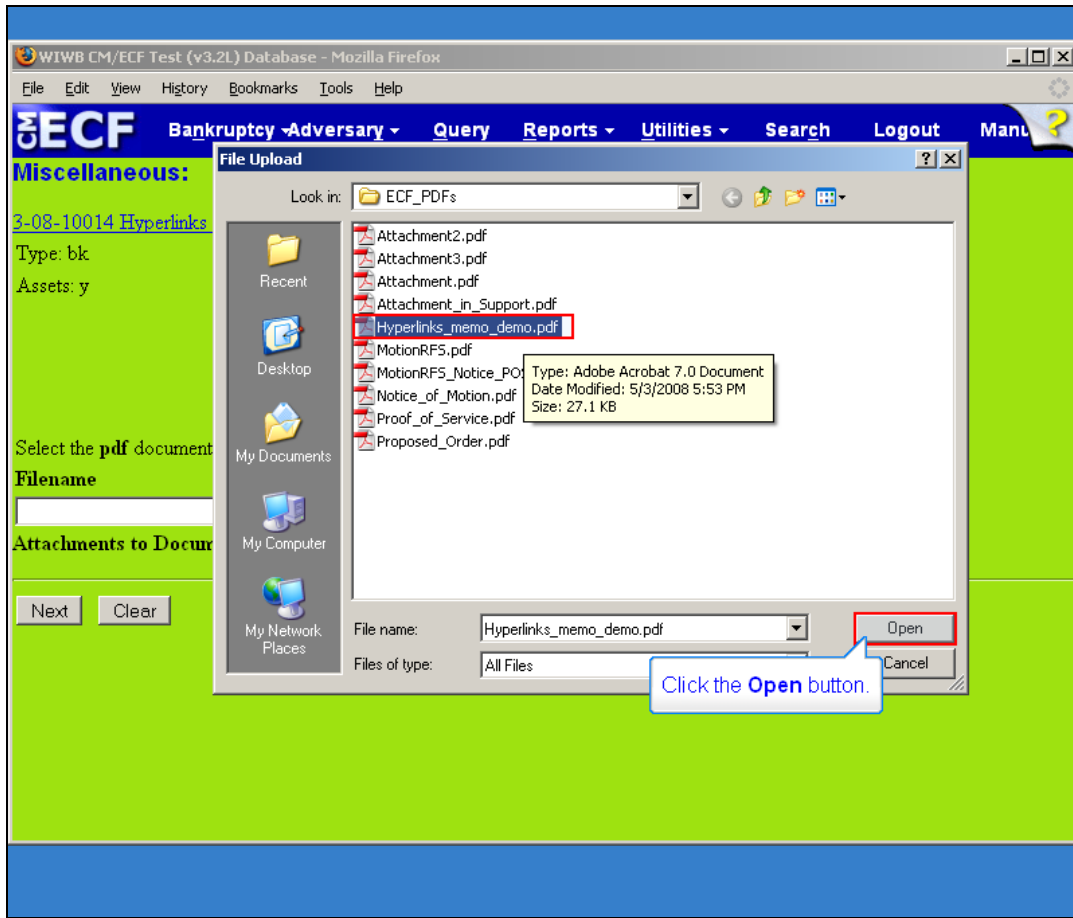
Slide 34

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.



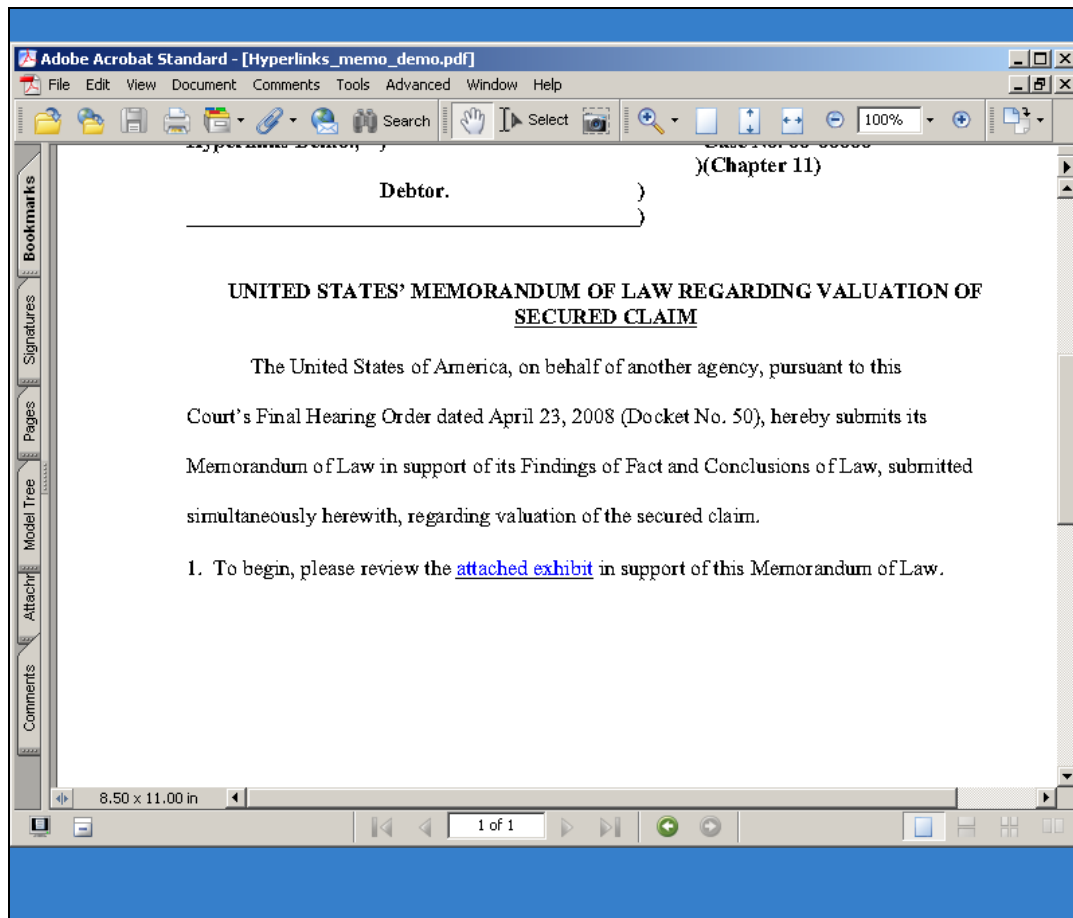
Slide 35

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



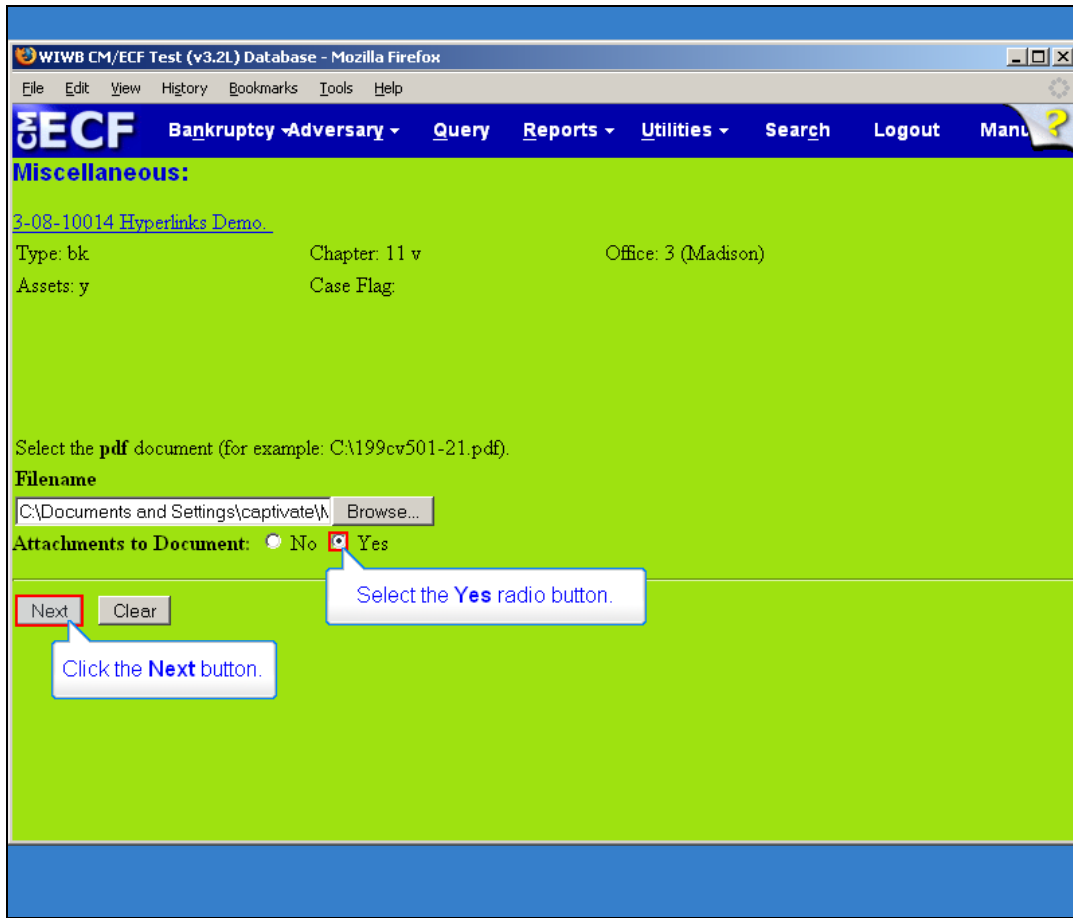
Slide 36

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



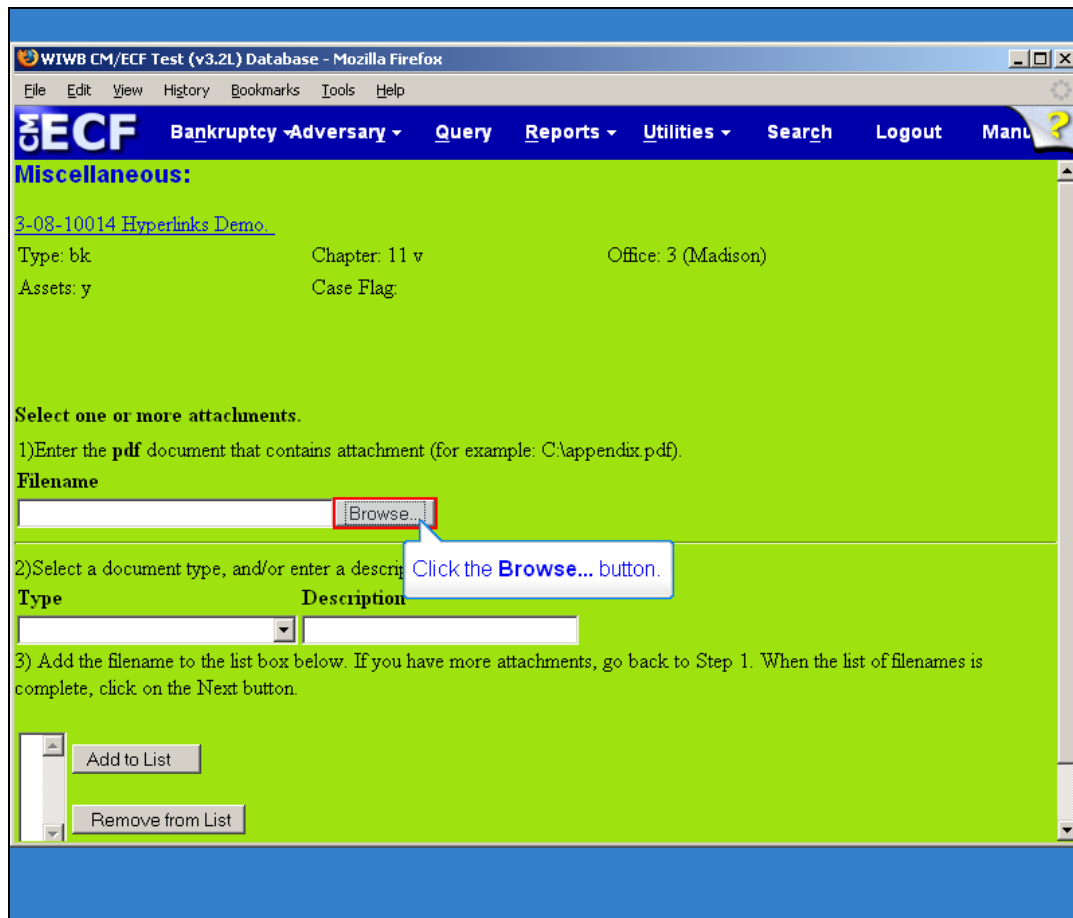
Slide 37

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



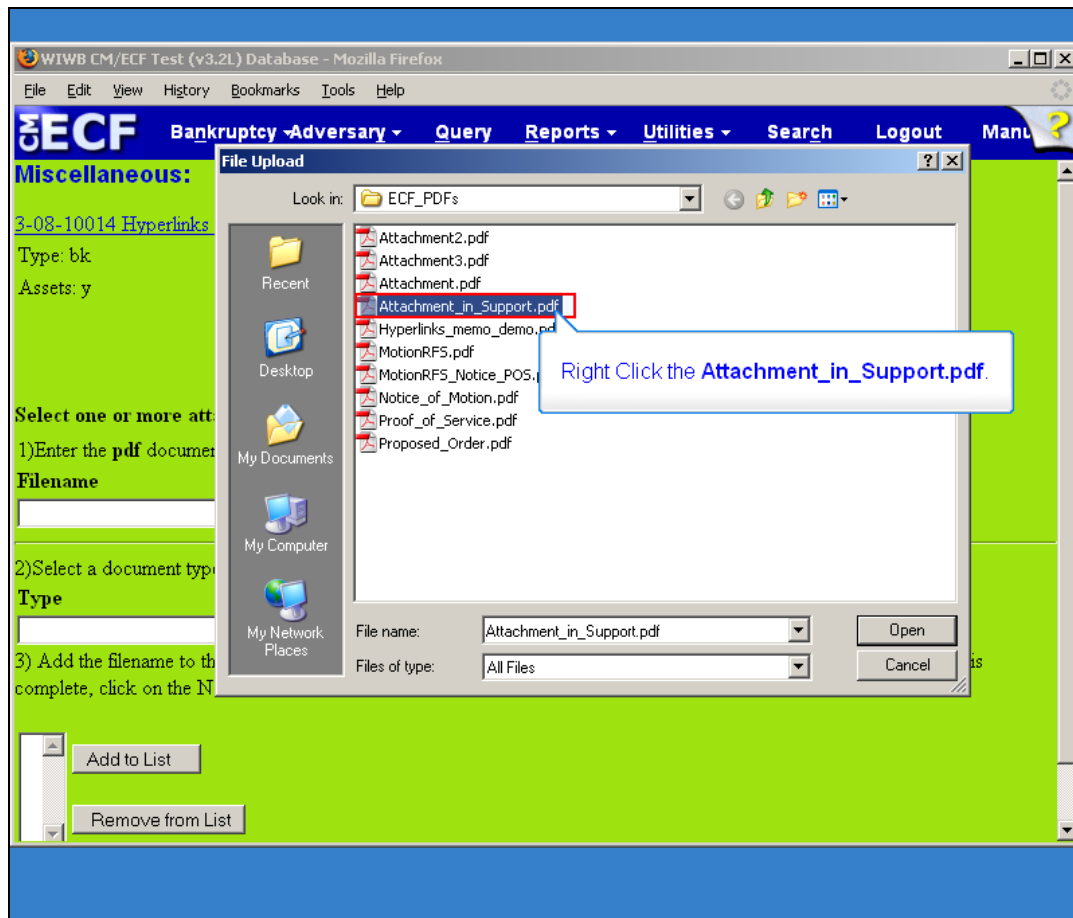
ECF Attachment

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



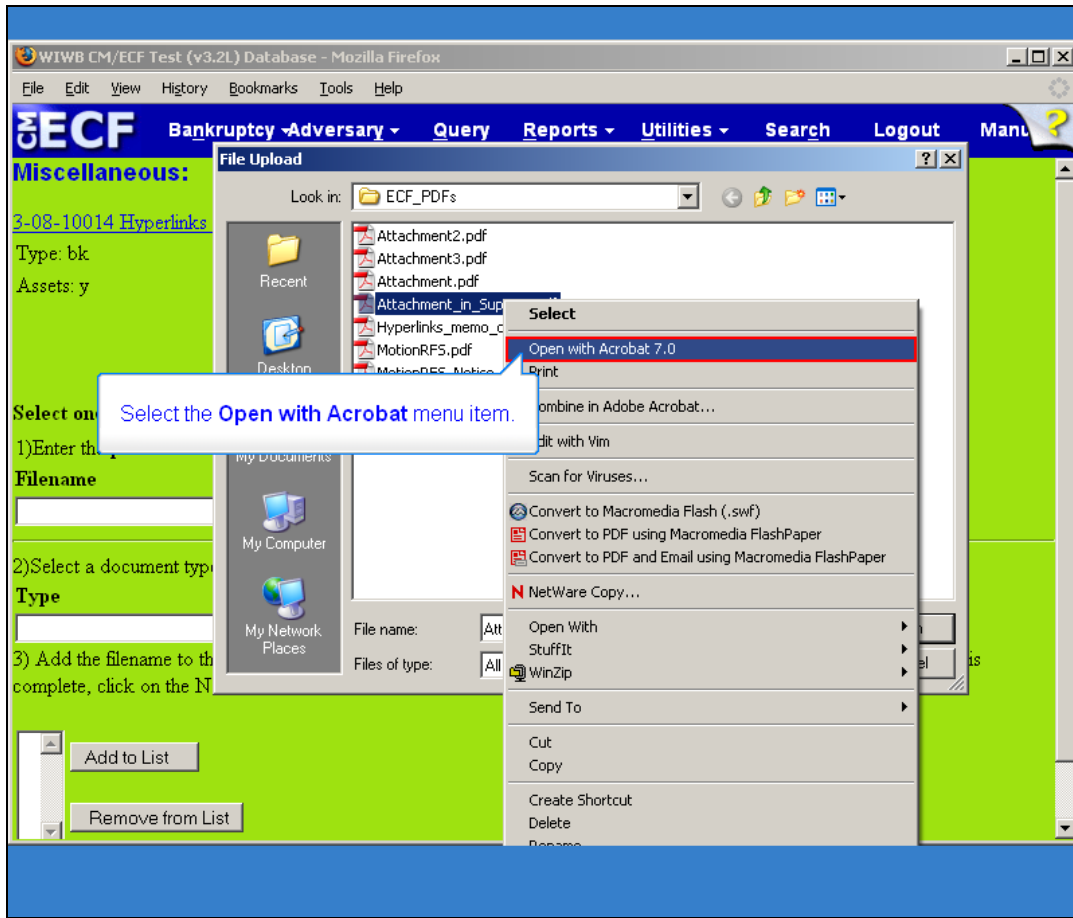
Slide 39

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



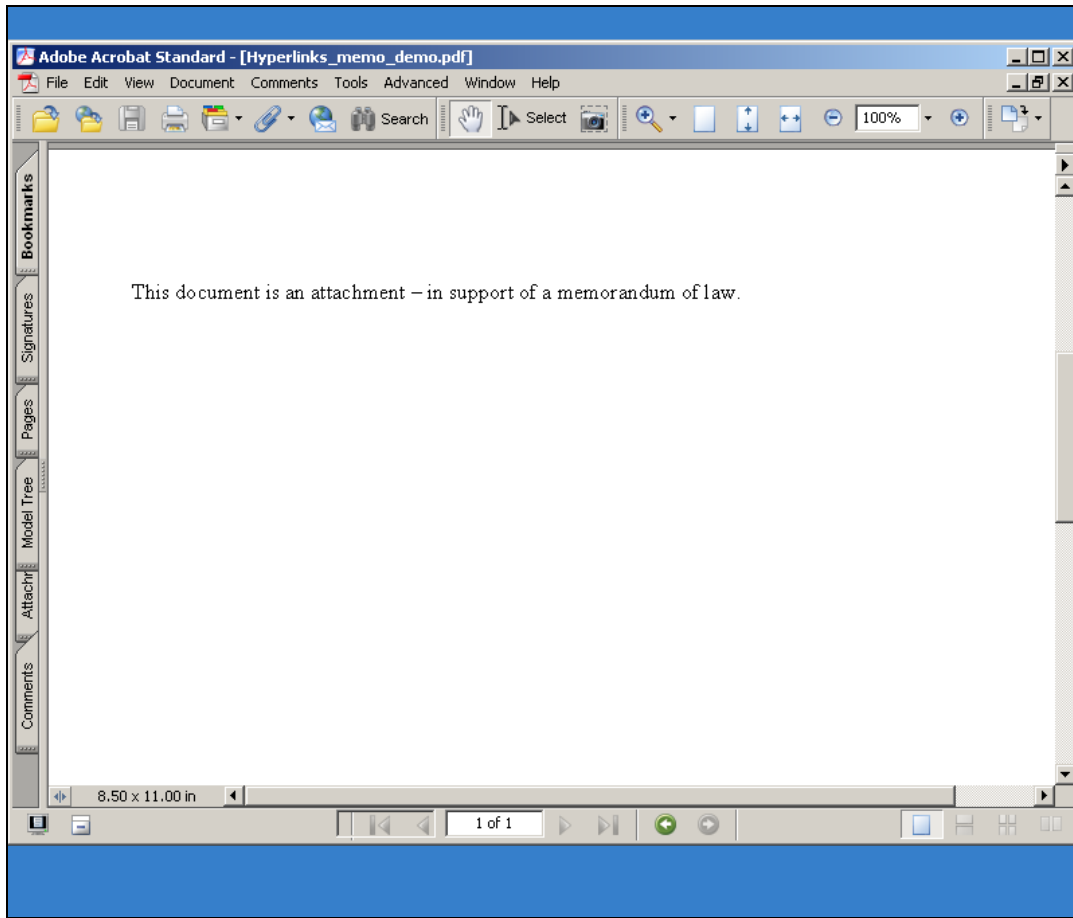
Slide 40

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.
Note: Remember to change the file type to Acrobat (*.pdf) -- so you see your PDF files.



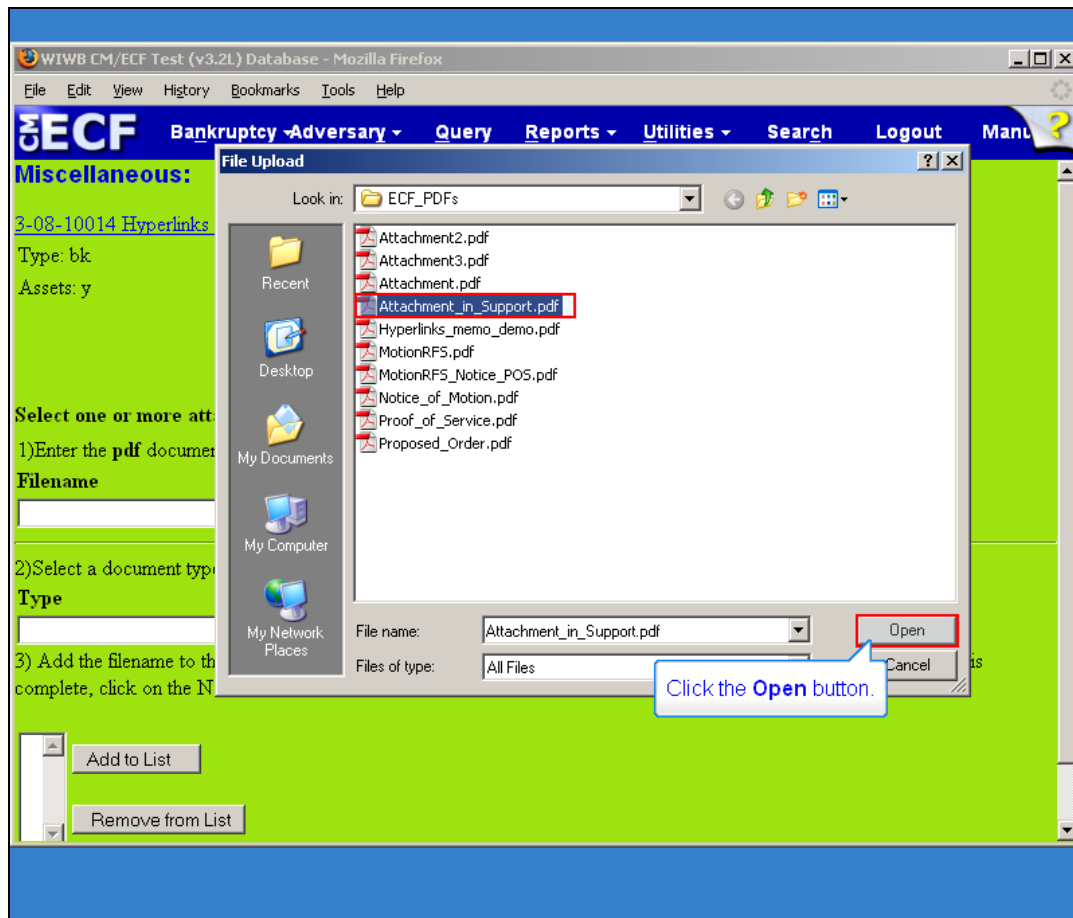
Slide 41

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



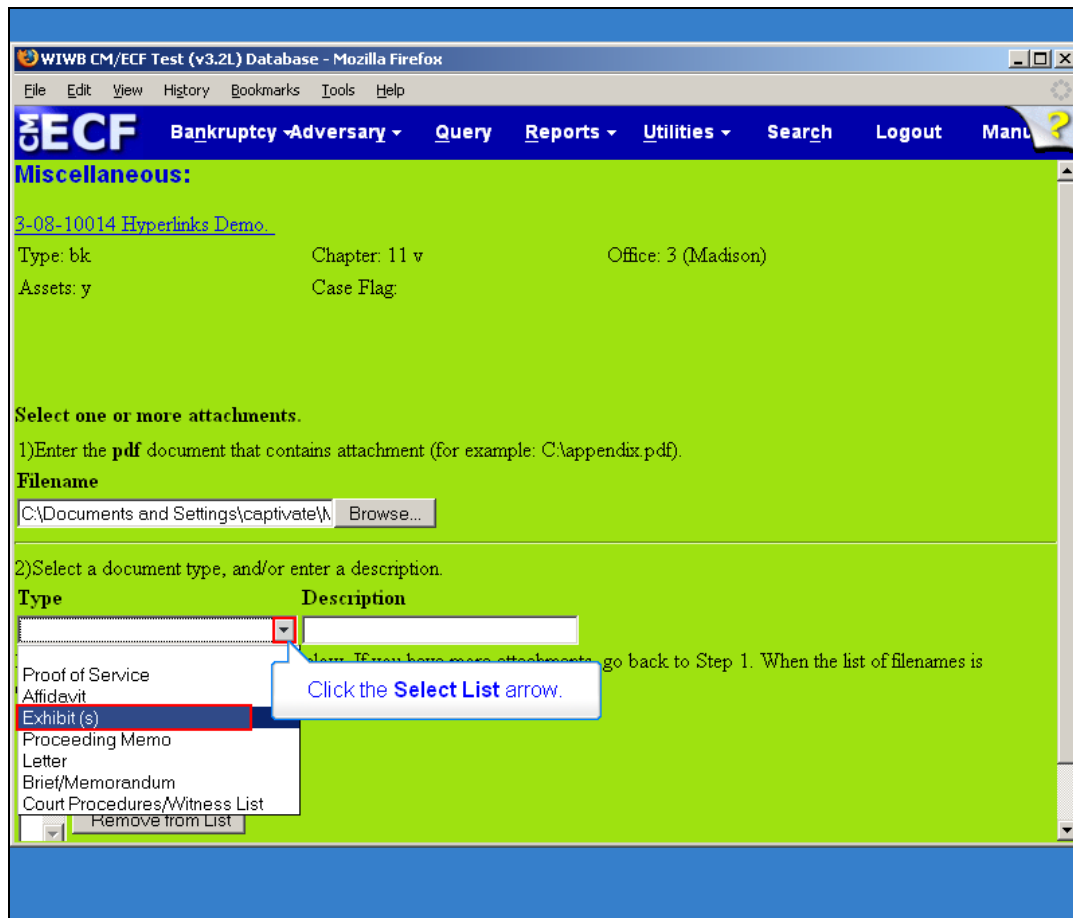
Slide 42

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



Slide 43

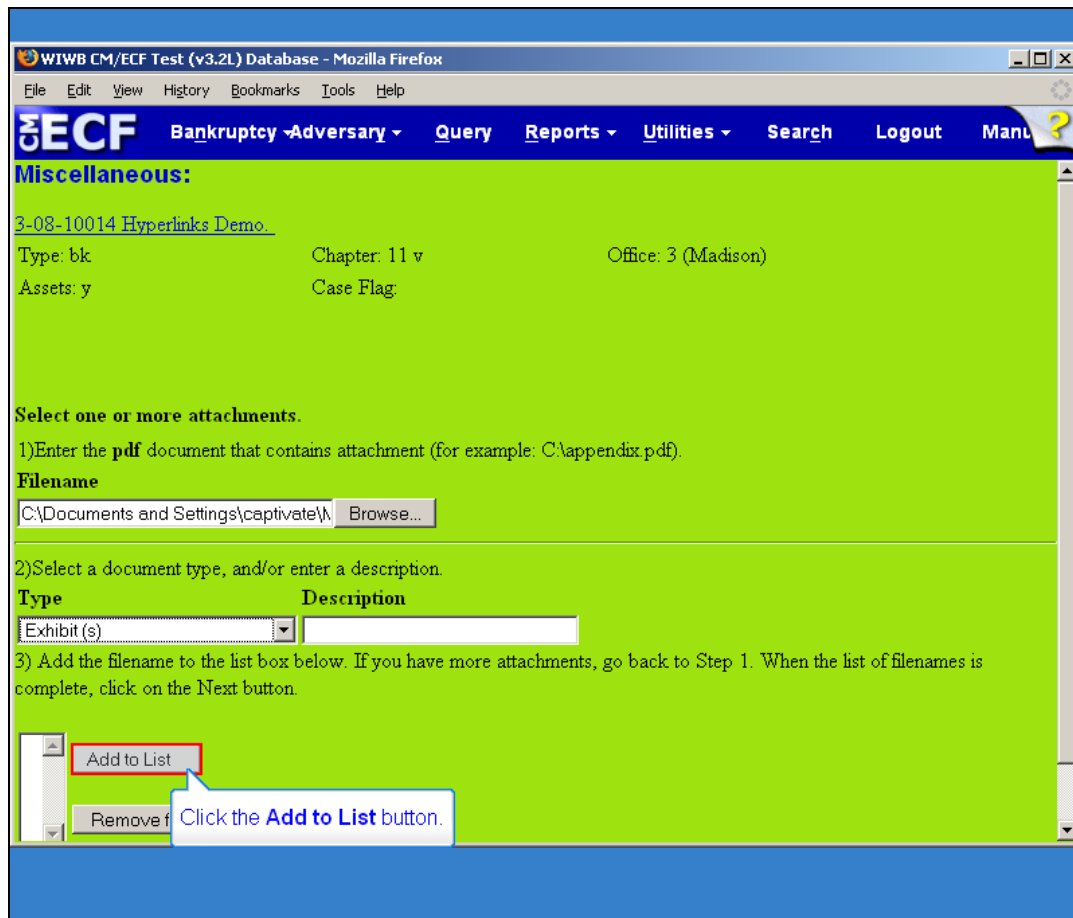
Slide notes: Since you previewed and verified this is the correct PDF file, click Open.



Slide 44

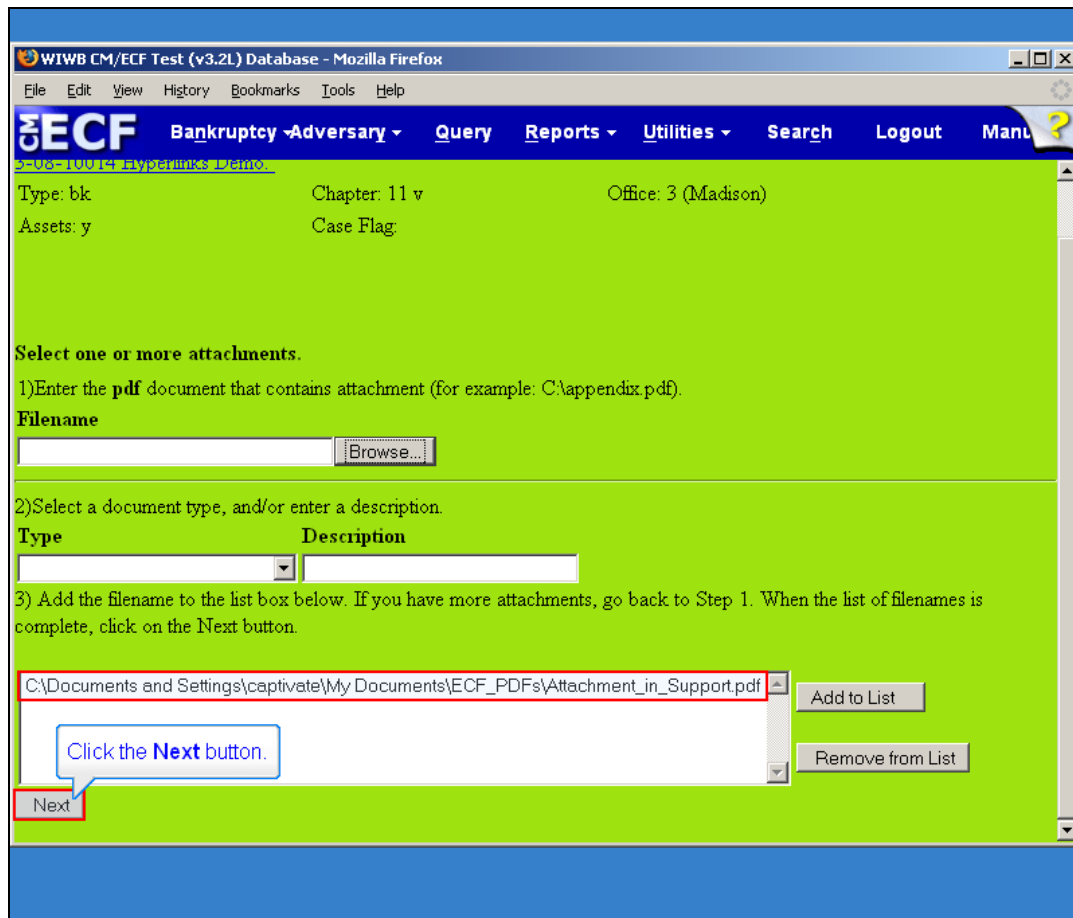
Slide notes: At your option, select a document type or enter a description.

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.



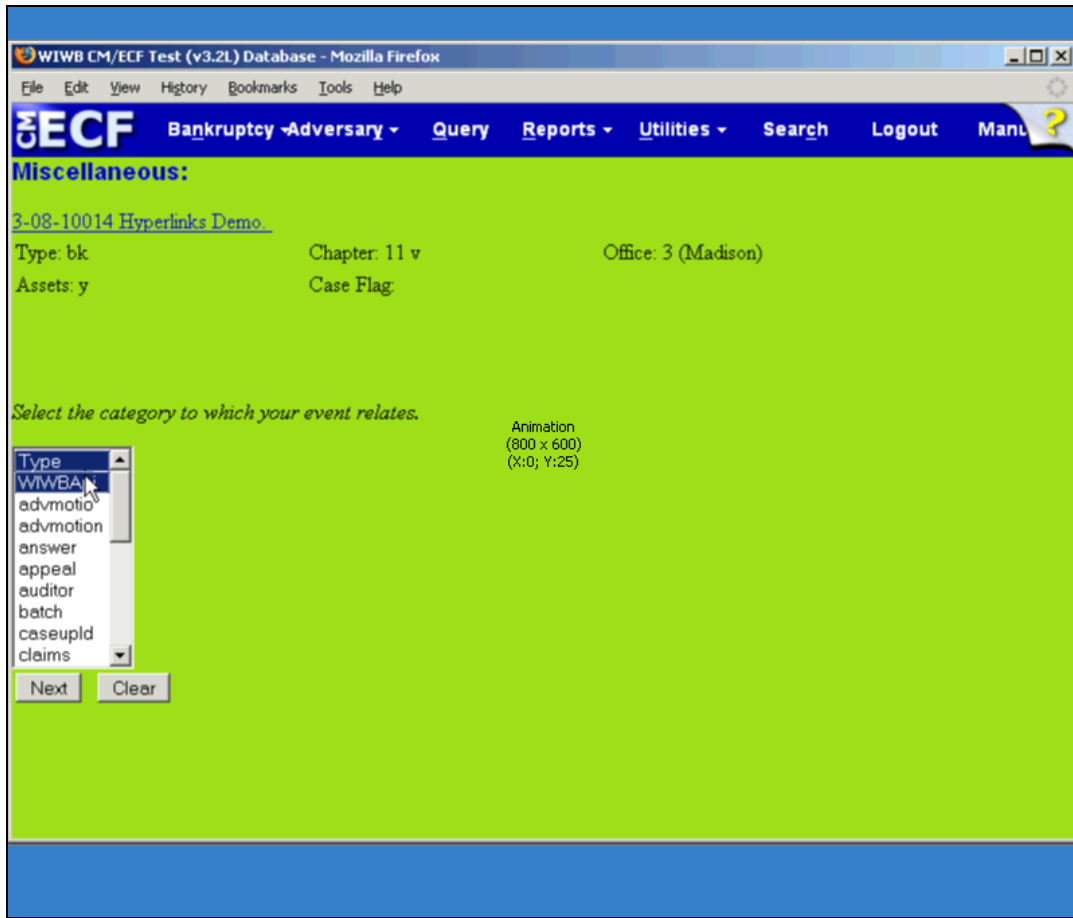
Slide 45

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



Slide 46

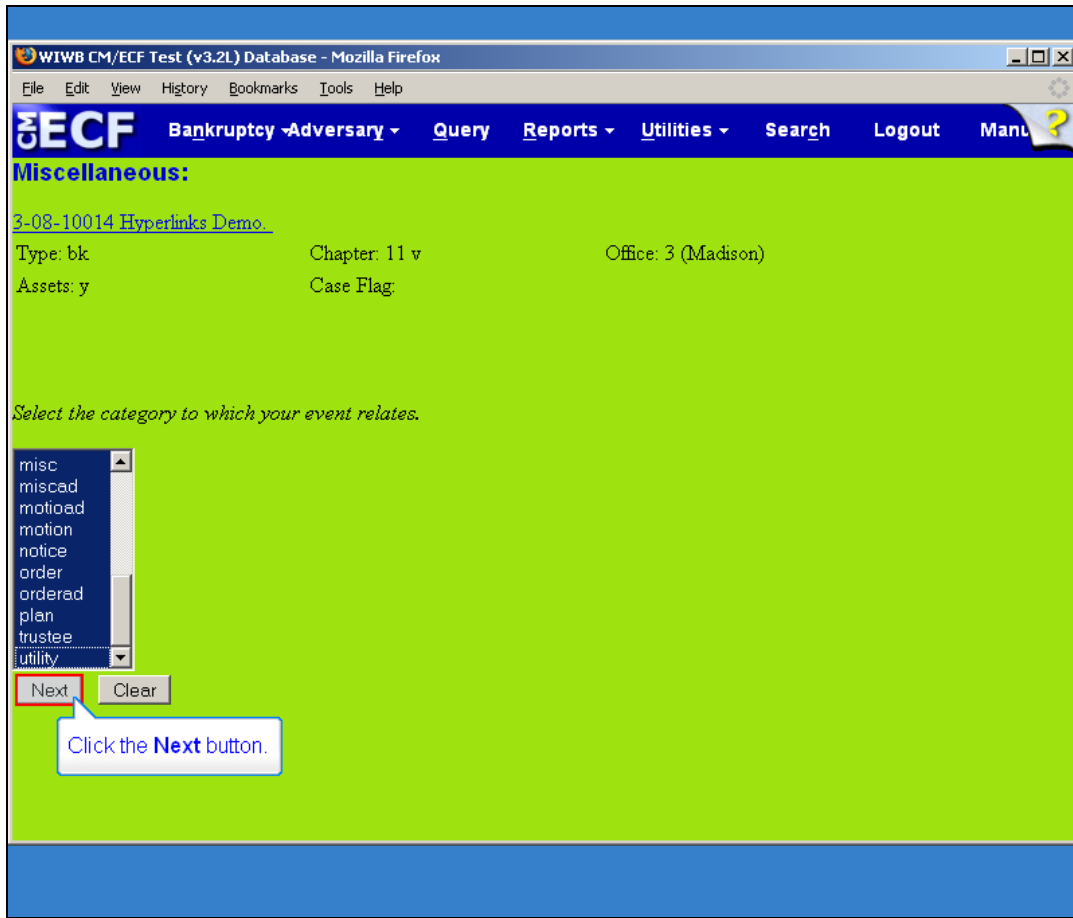
Slide notes: After scrolling down to reveal the Next button -- notice that the attachment is ready to be included in your submission. If you have additional attachments, go through this 3 step process until you have all of your attachments displaying in the list. Once they are all there, click the Next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



Slide 47

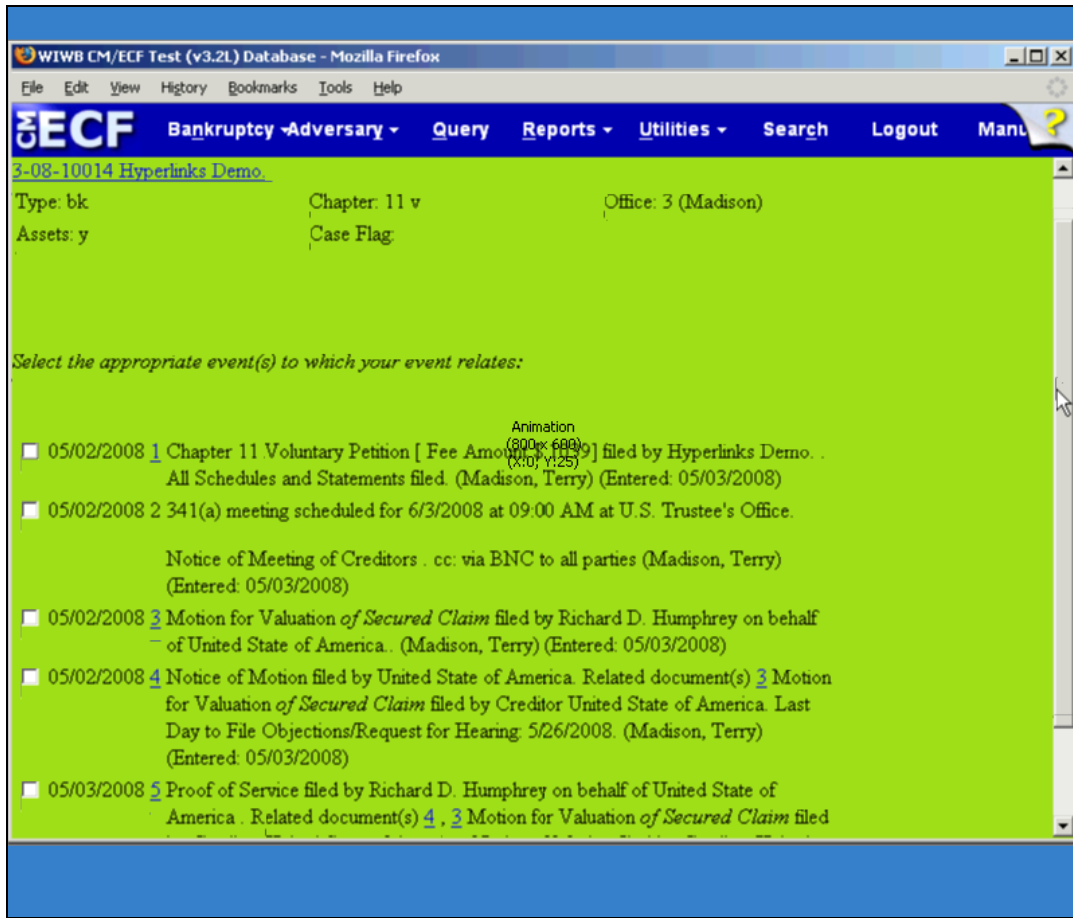
Slide notes: This screen is asking us if we want to relate the memorandum to a previous event. Yes, we want to relate it back to the motion.

Because we don't 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 48

Slide notes: Click the Next button to continue.



Slide 49
Slide notes: Scroll to the bottom.



Slide 50

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.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Mant ?

Miscellaneous:

[3-08-10014 Hyperlinks Demo.](#)

Type: bk Chapter: 11 v Office: 3 (Madison)
Assets: y Case Flag:

Docket Text: Modify as Appropriate.

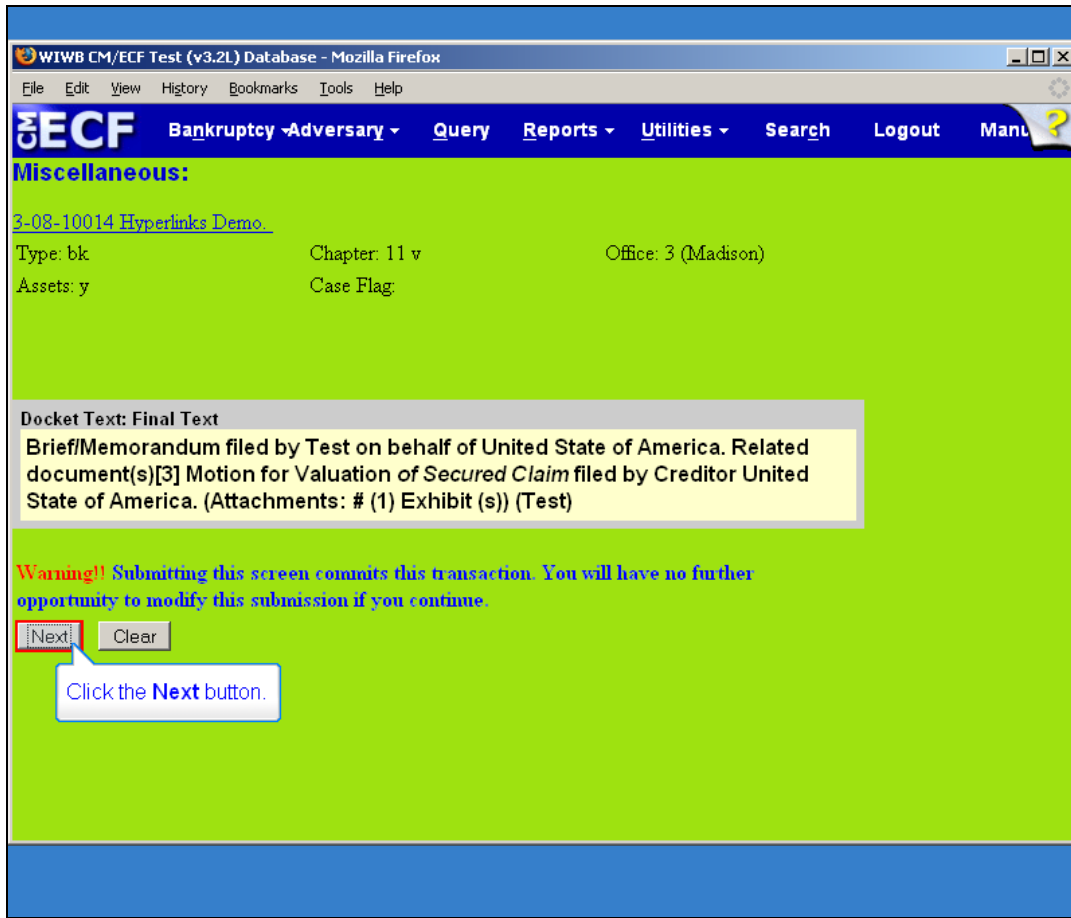
[dropdown] Brief/Memorandum [input] filed by Test on behalf of United State of America . Related document(s)[3] Motion for Valuation of *Secured Claim* filed by Creditor United State of America. (Attachments: # (1) Exhibit (s)) (Test)

Next Clear

Click the Next button.

Slide 51

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



Slide 52

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

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Mant ?

Miscellaneous:

[3-08-10014 Hyperlinks Demo.](#)

Type: bk Chapter: 11 v Office: 3 (Madison)
Assets: y Case Flag:

U.S. Bankruptcy Court
Western District of Wisconsin - <http://www.wiw.uscourts.gov>

Notice of Electronic Filing

The following transaction was received from Test entered on 5/5/2008 at 12:56 PM CDT and filed on 5/5/2008

Case Name: Hyperlinks Demo.
Case Number: [3-08-10014](#)
Document Number: [6](#)

Docket Text:
Brief/Memorandum filed by Test on behalf of United State of America. Related document(s)[3] Motion for Valuation of Secured Claim filed by Creditor United State of America. (Attachments: # (1) Exhibit (s)) (Test)

The following document(s) are associated with this transaction:

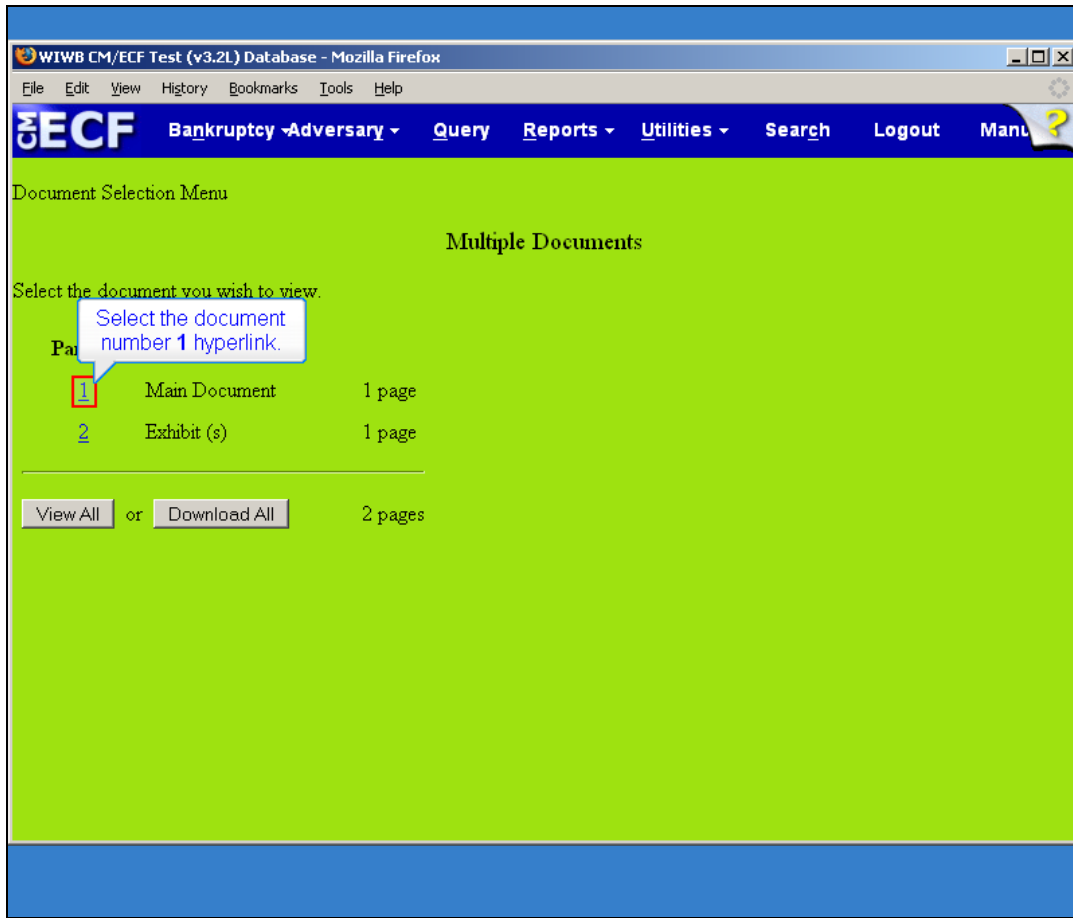
Slide 53

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

The screenshot shows a Mozilla Firefox browser window displaying a web application titled "WIWB CM/ECF Test (v3.2L) Database". The page has a blue header with the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", "Logout", and "Maint". Below the header, the page content is on a light green background. It starts with a "Miscellaneous:" section and a link for "3-08-10014 Hyperlinks Demo.". Metadata includes "Type: bk", "Chapter: 11 v", "Office: 3 (Madison)", "Assets: y", and "Case Flag:". The court name is "U.S. Bankruptcy Court, Western District of Wisconsin - http://www.wiw.uscourts.gov". A "Notice of Electronic Filing" section states a transaction was received from "Test" on 5/5/2008 at 12:56 PM CDT. The "Case Name" is "Hyperlinks Demo.", "Case Number" is "3-08-10014", and "Document Number" is "6". A callout box with a blue border points to the number "6" and contains the text "Select the document number 6 hyperlink.". The "Docket Text" begins with "Brief/Memorandum filed by Credit..." and "America. Related document(s)[3] Motion for Valuation of Secured Claim filed by Credit... # (1) Exhibit (s) (Test)". The page ends with "The following document(s) are associated with this transaction:".

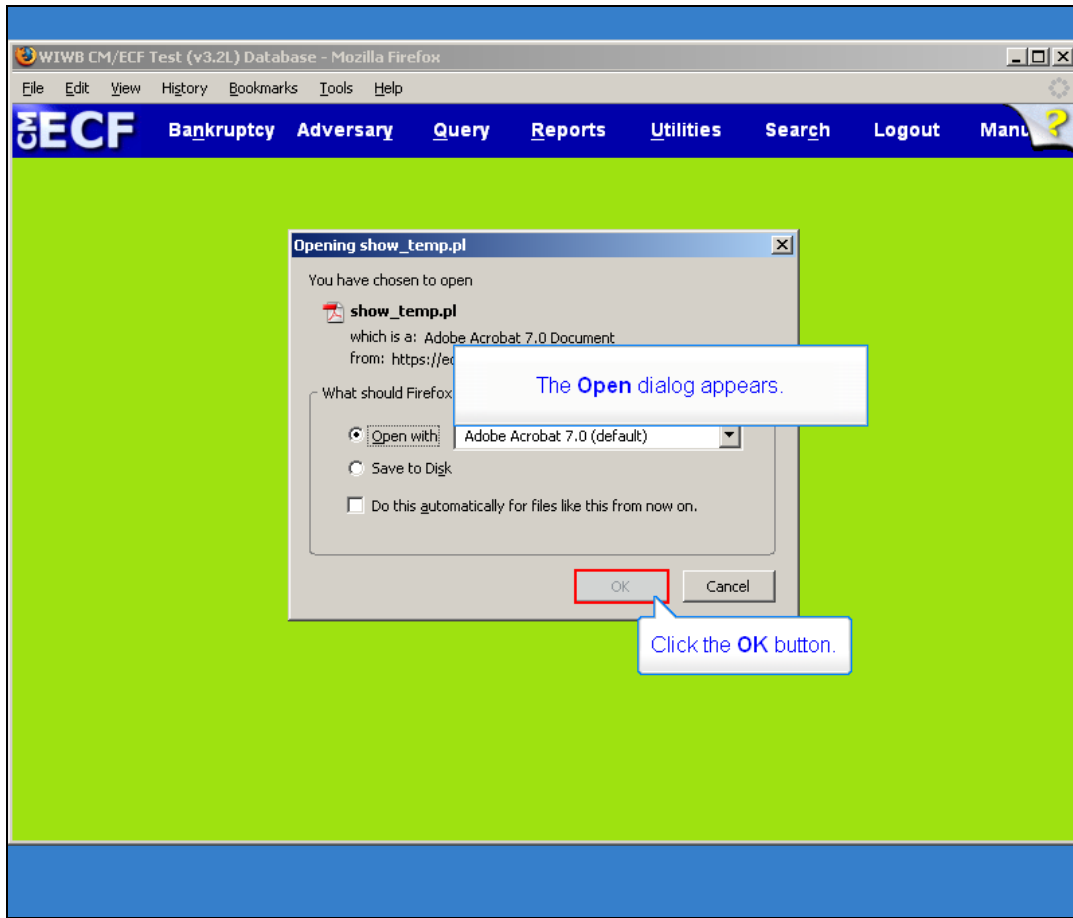
Slide 54

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



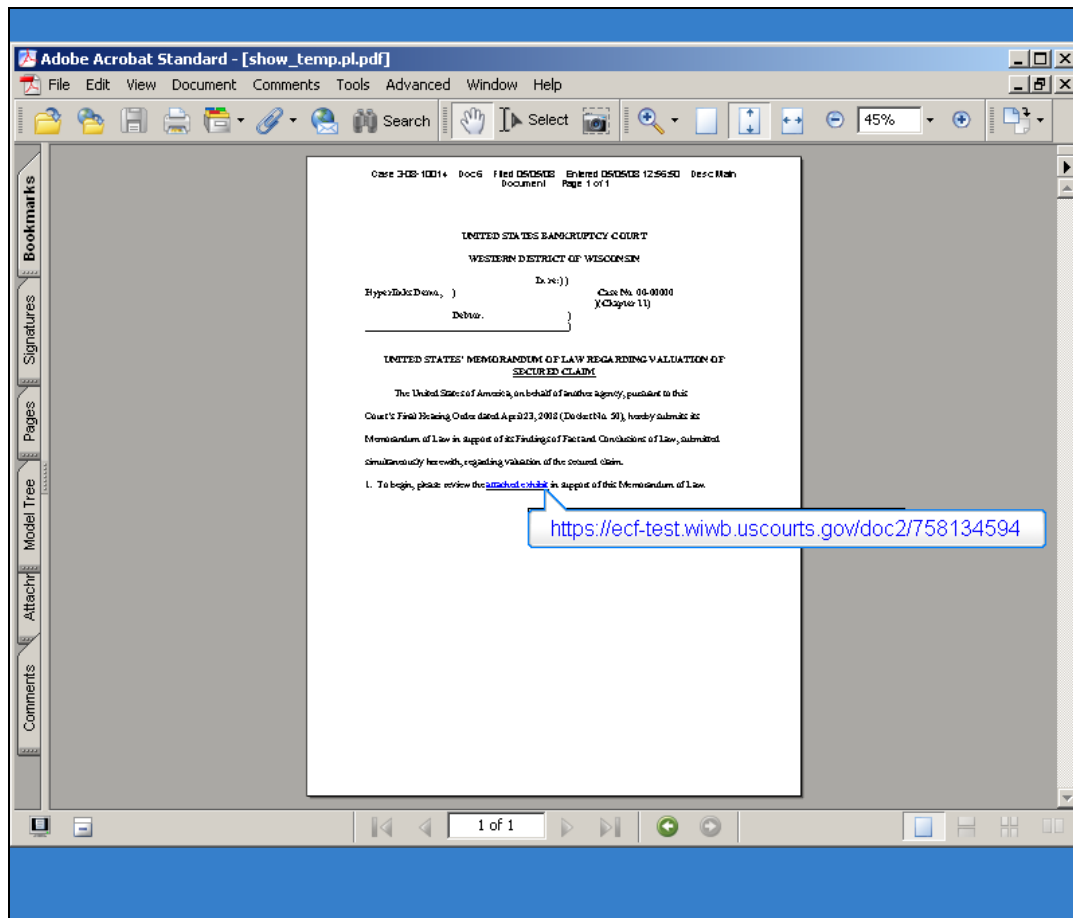
Slide 55

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



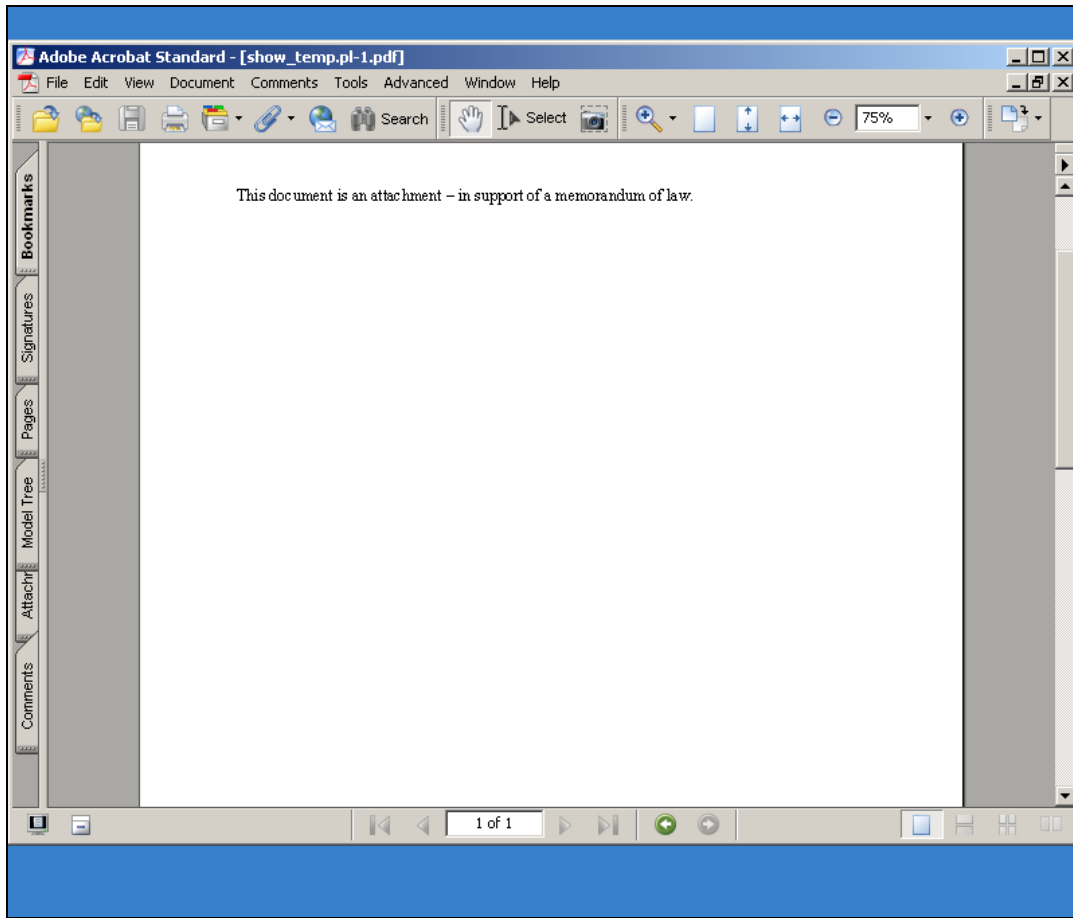
Slide 56

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



Slide 58

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 59

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

Click Box
(247 x 430)
(X:0; Y:25)

Summary

You should now be able to:

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

Click the **Continue** button.

CONTINUE

Summary

Slide notes: You should now be able to: create hyperlinks (via WordPerfect) 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).

A presentation slide with a blue header and footer. The background features a faded image of a classical building with columns and an American flag. The text is centered and includes contact information for the Western Wisconsin ECF Technical Help Desk.

**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.