

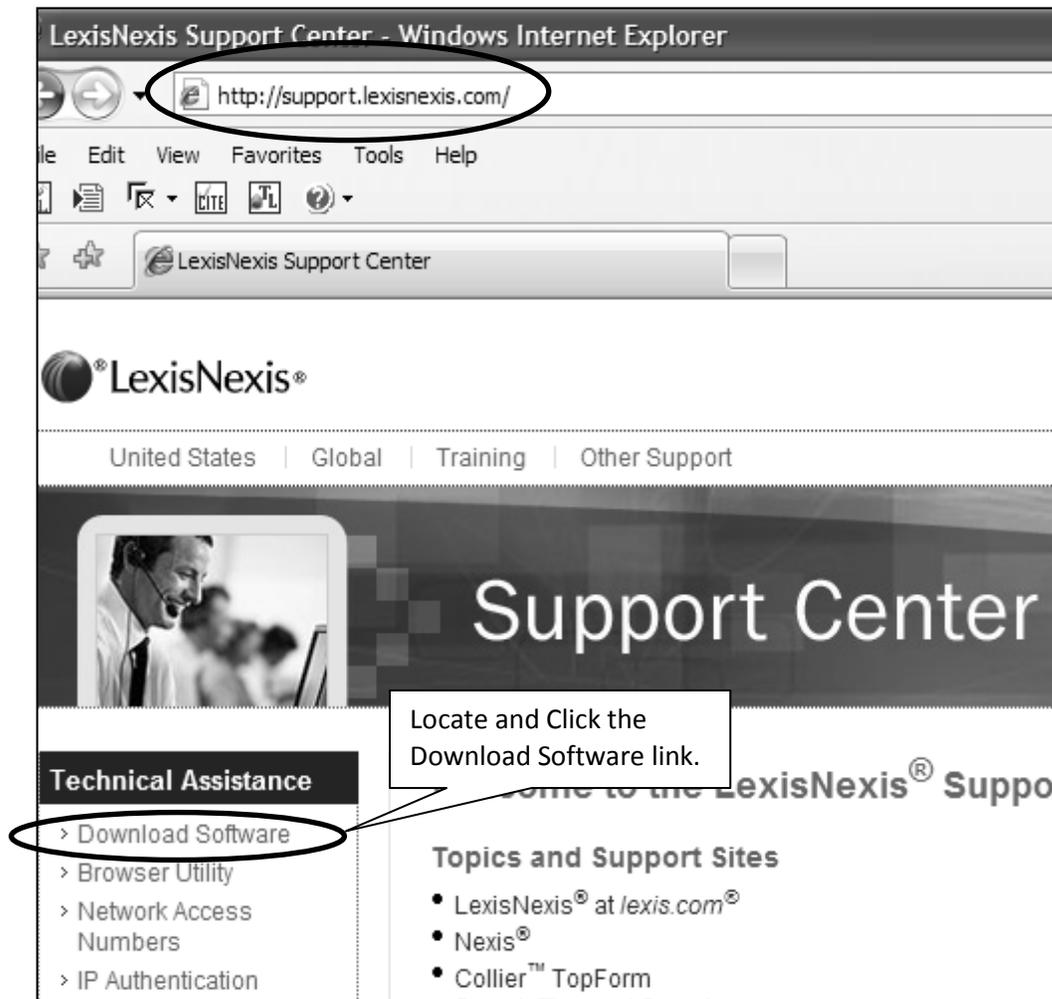
**CREATING HYPERLINKS TO LEGAL CITATIONS**

Subscription-based online legal research services (e.g., Westlaw, LexisNexis) now offer programs that scan word processing documents for legal citations and link them to the full-text documents on their respective Web sites.

To insert hyperlinks in your word processing document that will link legal citations to LexisNexis, LexisNexis Shepard's Brief Suite must be installed on your computer. To install LexisNexis Shepard's Brief Suite on your computer, follow the steps below:

- STEP 1** Open your preferred Internet browser (e.g., Internet Explorer, Netscape, Firefox)
- Go to the LexisNexis Support Center by entering the following URL into the Address field of the Internet browser window: <http://support.lexisnexis.com/>.

- STEP 2** Locate and Click the **Download Software** link (Figure 1).



**Figure 1**

**STEP 3** Displayed next is the LexisNexis Software Downloads & Patches window (Figure 2).

- Select **Shepard's Brief Suite 2008** from the drop-down list.
- Click the Arrow icon located to the right of the drop-down list as shown in Figure 2.

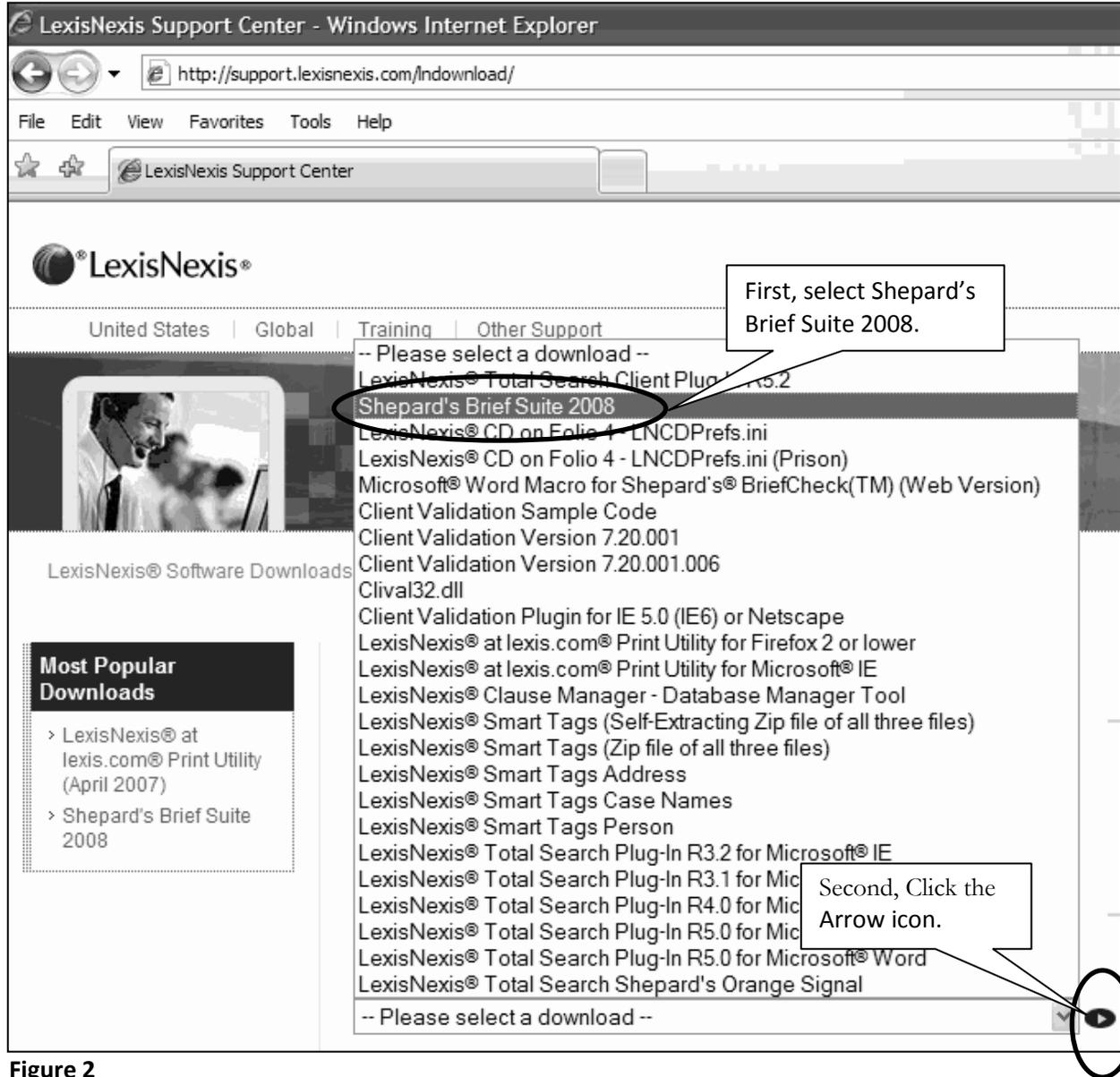
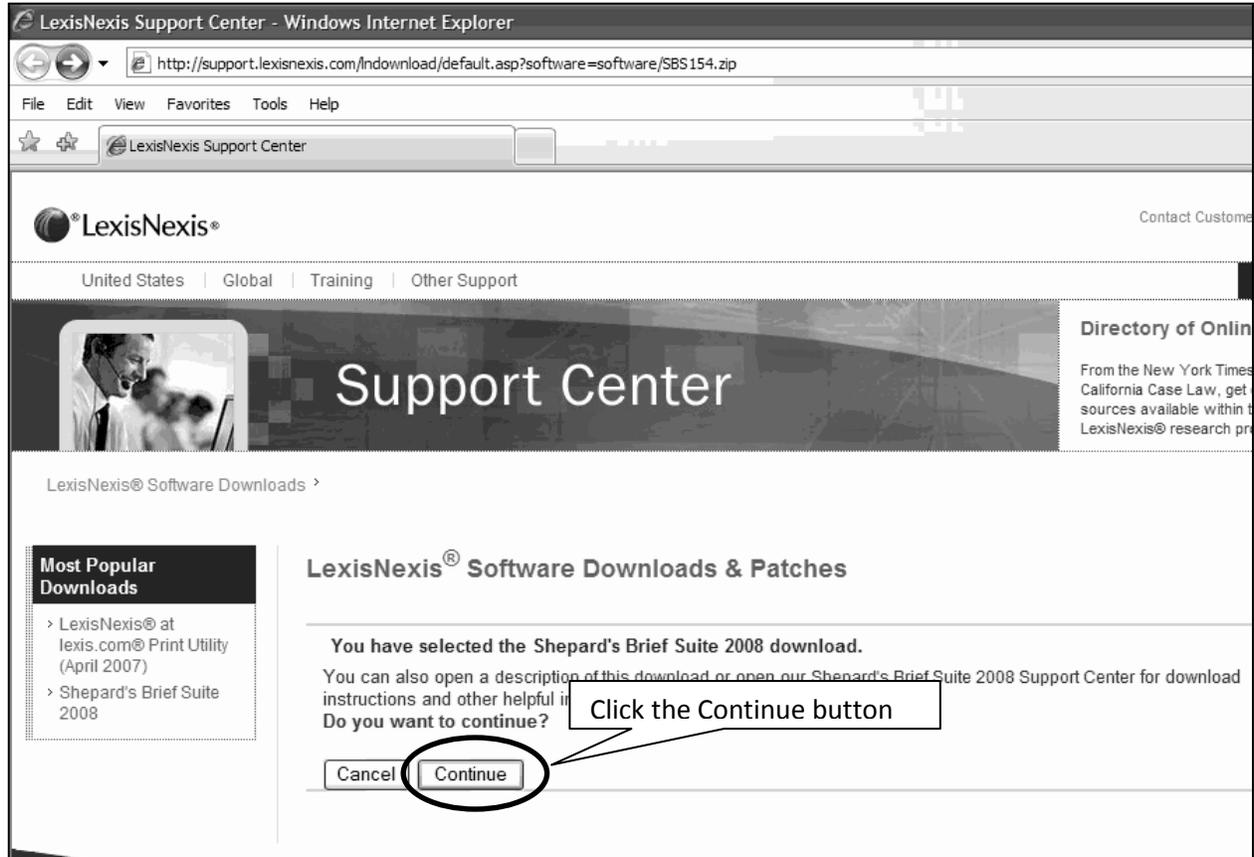


Figure 2

**STEP 4** Next, the **You have selected the Shepard's Brief Suite 2008 download** window opens (Figure 3).

- Click the **Continue** button.



**Figure 3**

**STEP 5** Displayed next is the LexisNexis Software License Agreement window.

- Click the **Agree** button.

**STEP 6** Displayed next is the **You are downloading Shepard's Brief Suite 2008** window along with the **File Download** dialog box (Figure 4).

- Click the **Save** button and the File Download dialog box will close.

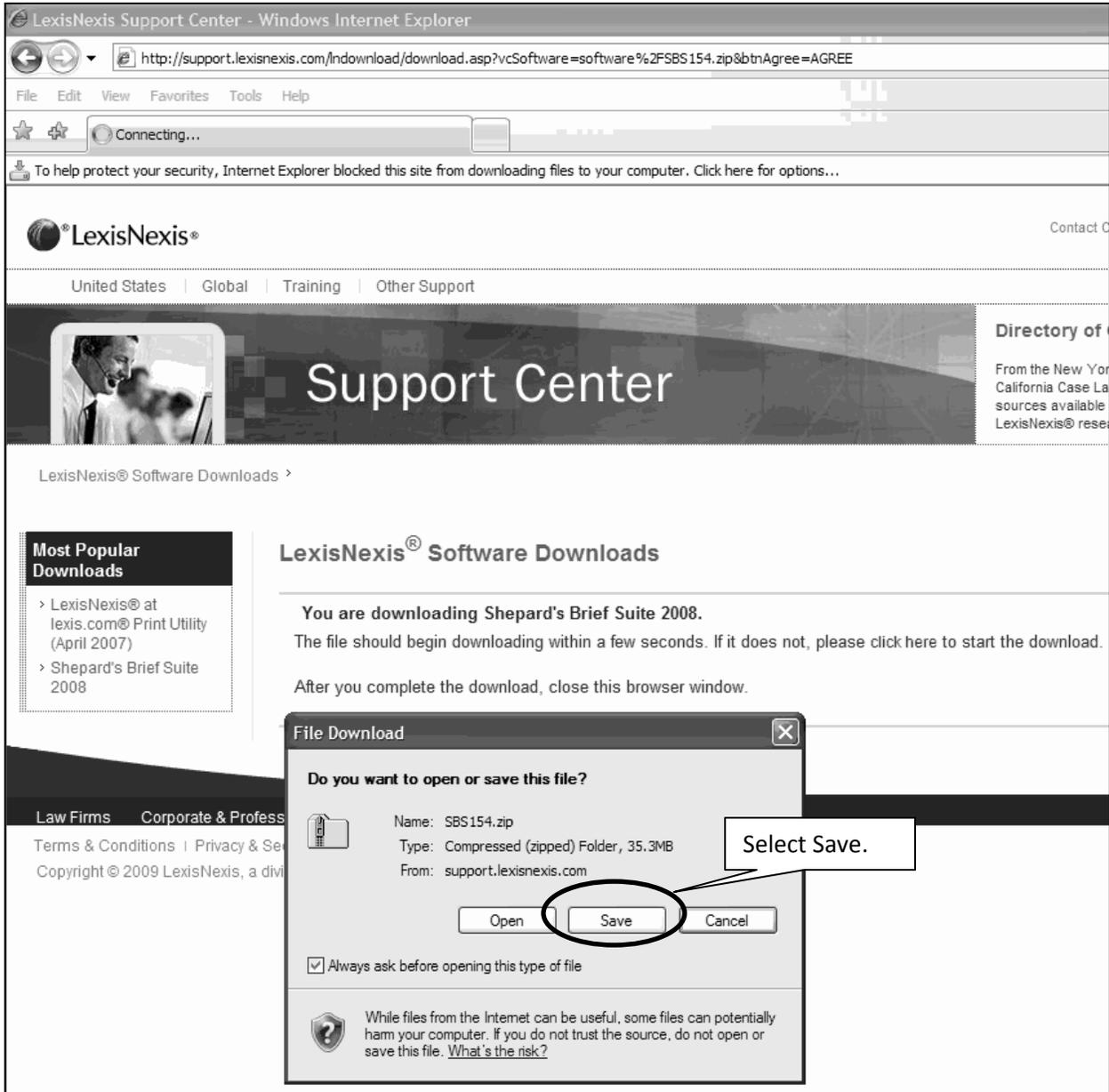
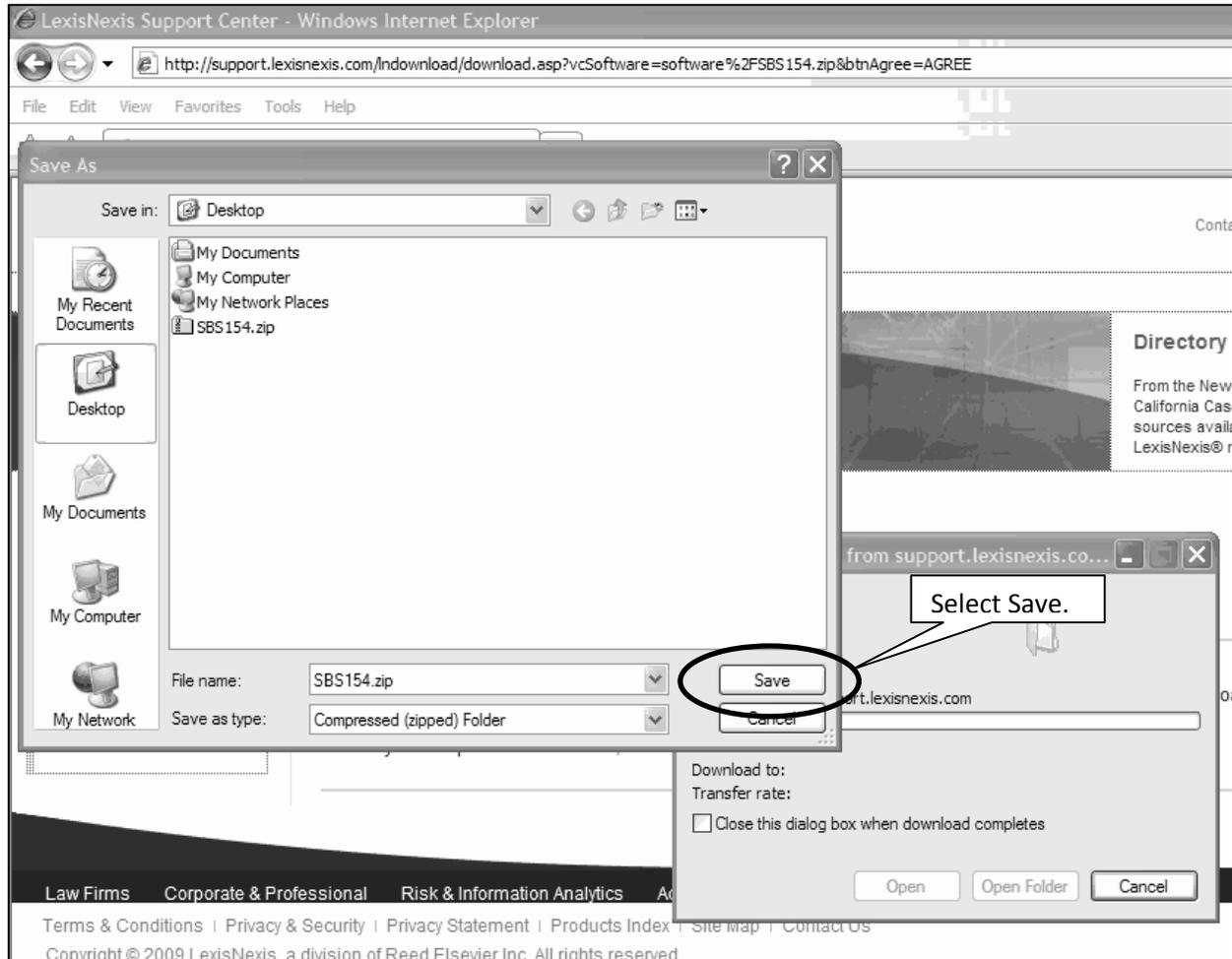


Figure 4

**STEP 7** Next, the **Save As** dialog box appears (Figure 5).

- Navigate, if necessary, and store the file in a local directory.
- Click the **Save** button. The Save As dialog box will close.



**Figure 5**

**STEP 8** Displayed next is the Download dialog box as shown in Figure 6. When the file download is completed, click the **Open** button and the Download dialog box will close.

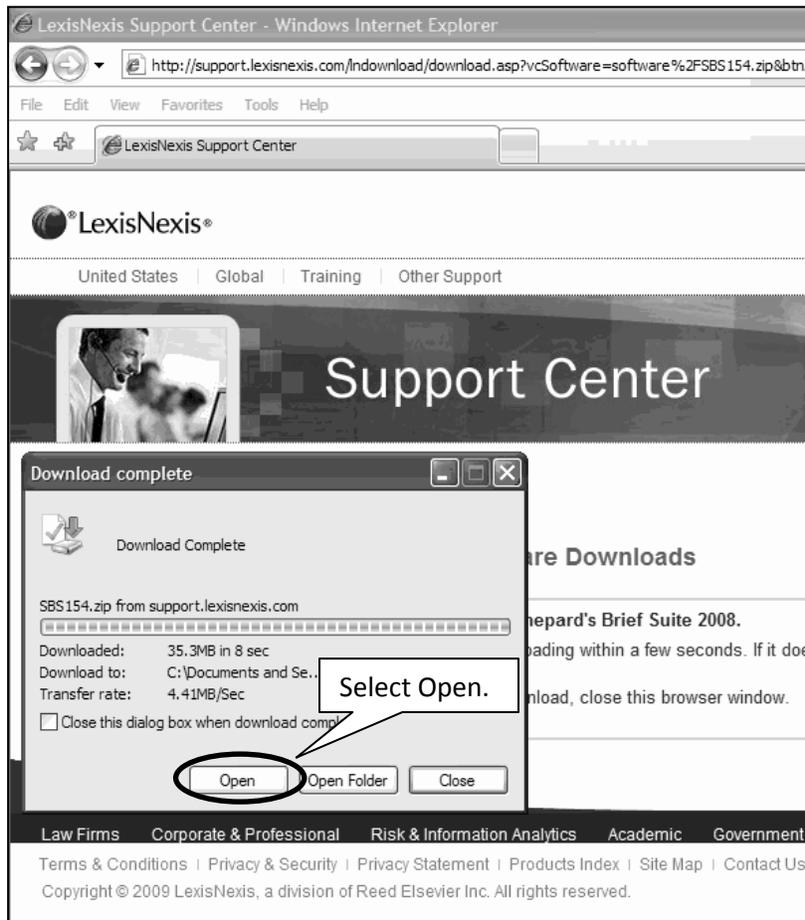
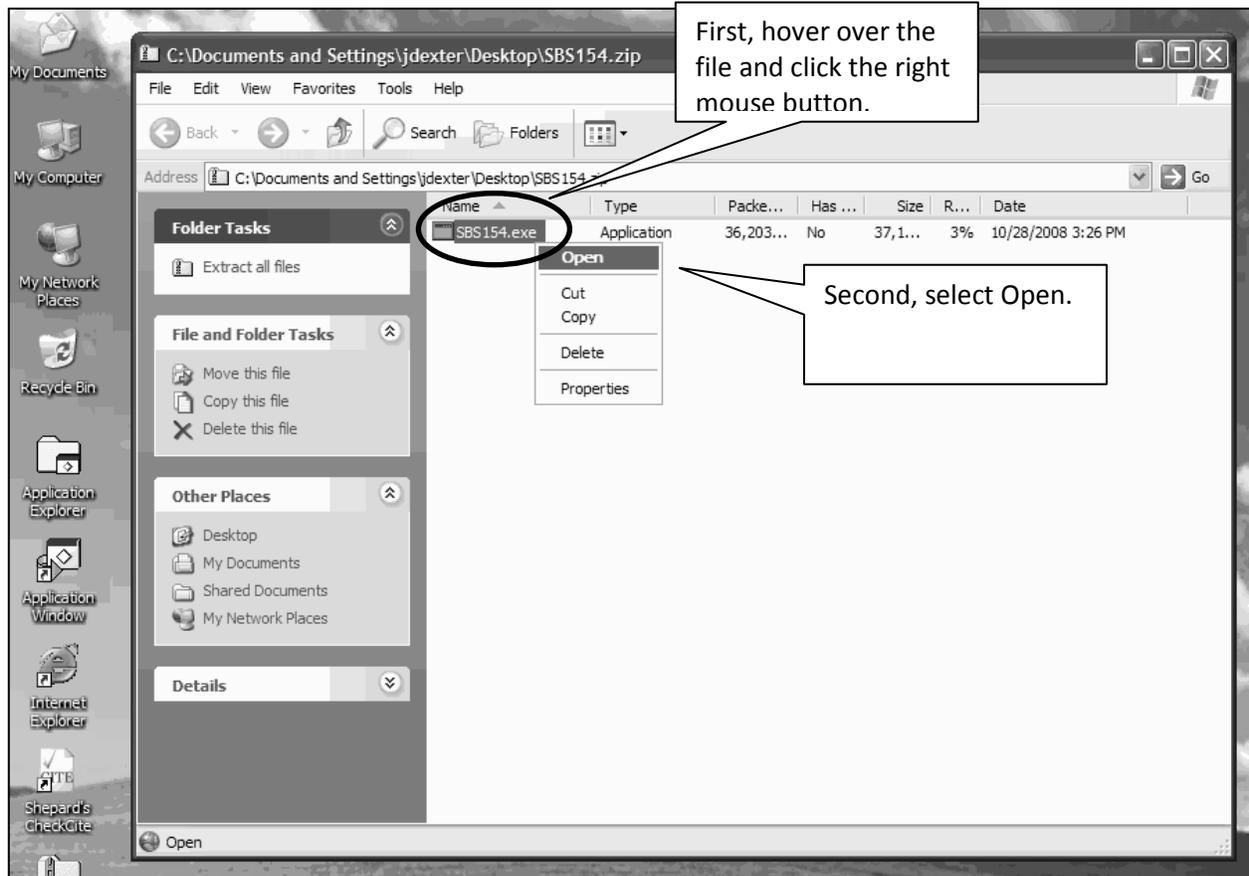


Figure 6

**STEP 9** Next, the folder where the file was stored appears (Figure 7).

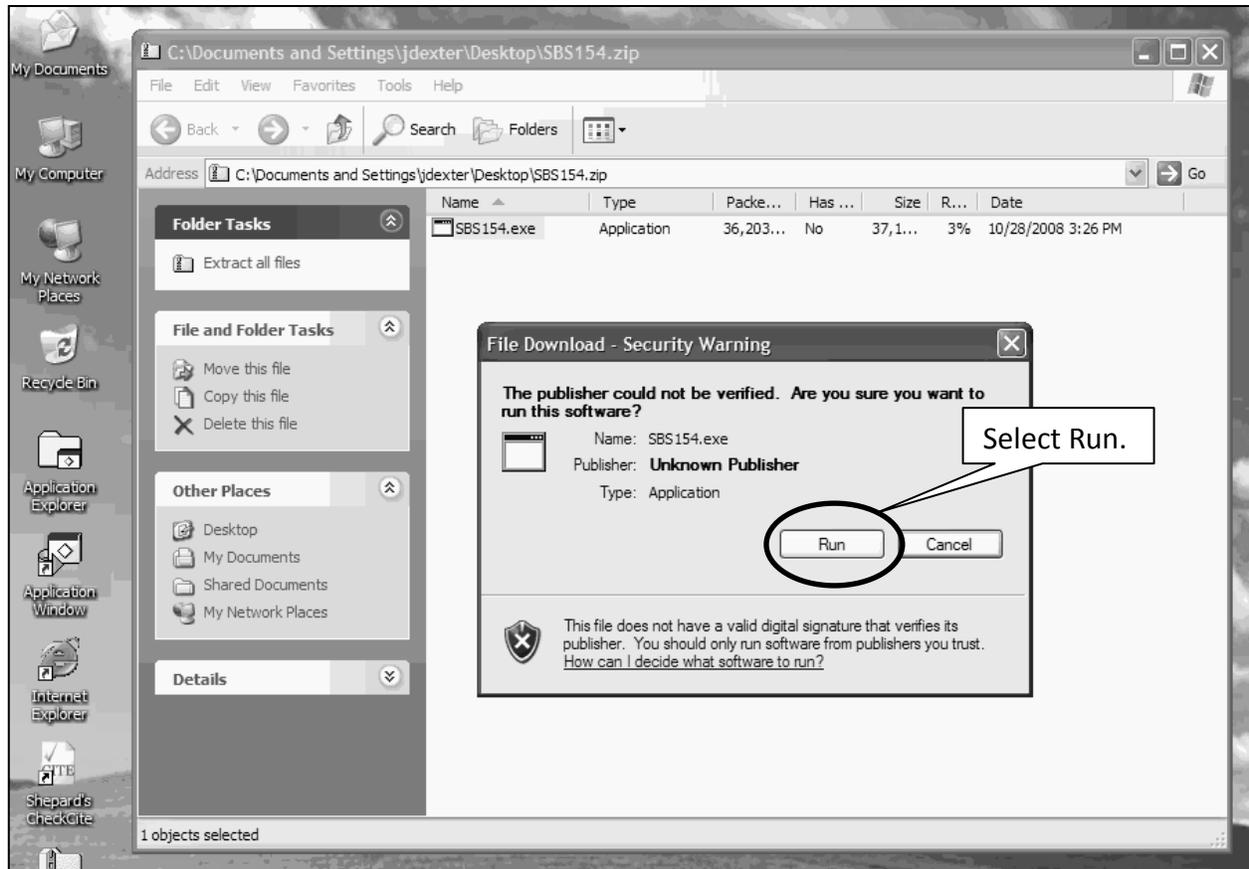
- Locate the file.
- Hover over the file and click the right mouse button.
- Select **Open**.



**Figure 7**

**STEP 10**Next, the File Download – Security Warning dialog box appears (Figure 8).

- Click the **Run** button. A series of windows will open as the file is installed.



**Figure 8**

To use LexisNexis Shepard’s Brief Suite to insert hyperlinks in your word processing document that will link legal citations to LexisNexis follow the steps below:

**STEP 1** The first time you use Shepard’s Link, you should set your preferences.

- Click the **tools** tab, and go down to **Shepard’s Brief Suite** then select **Shepard’s Link**, and then select **options**.
- Uncheck all options, and then click **Ok**.

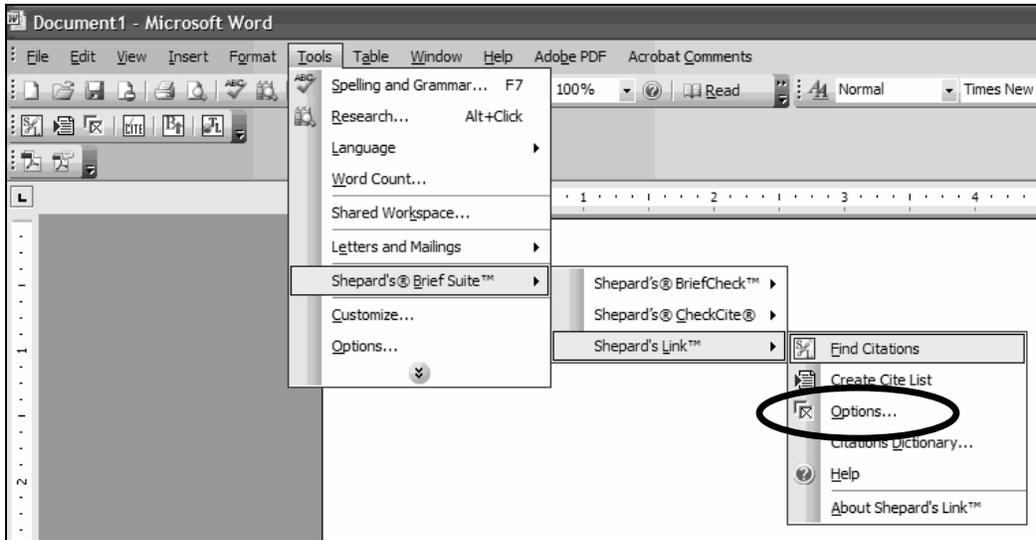


Figure 9

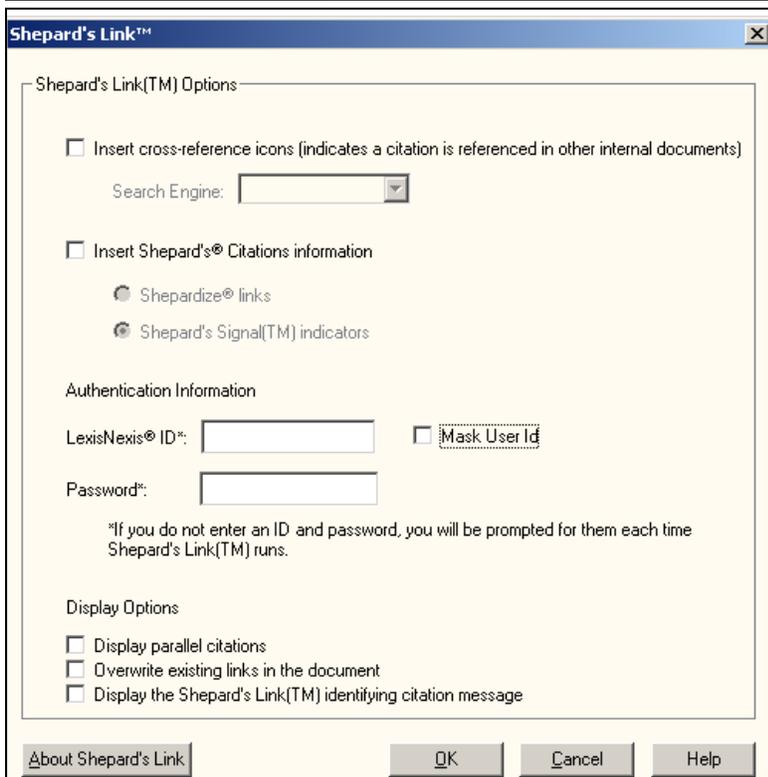
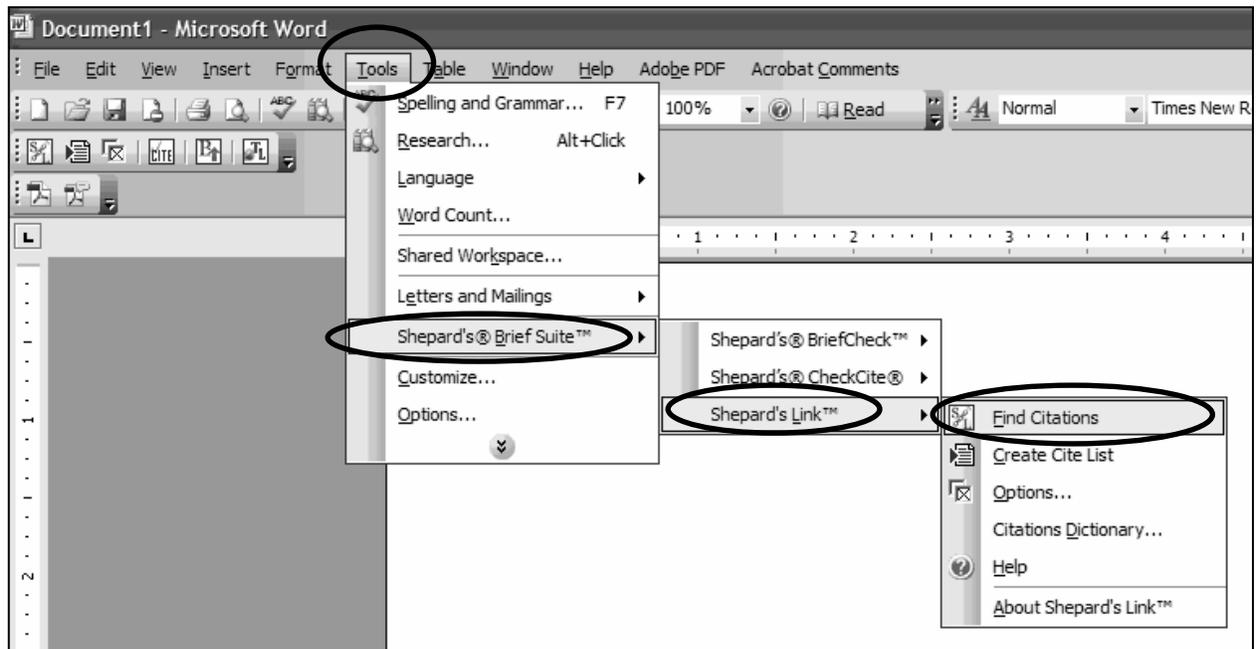
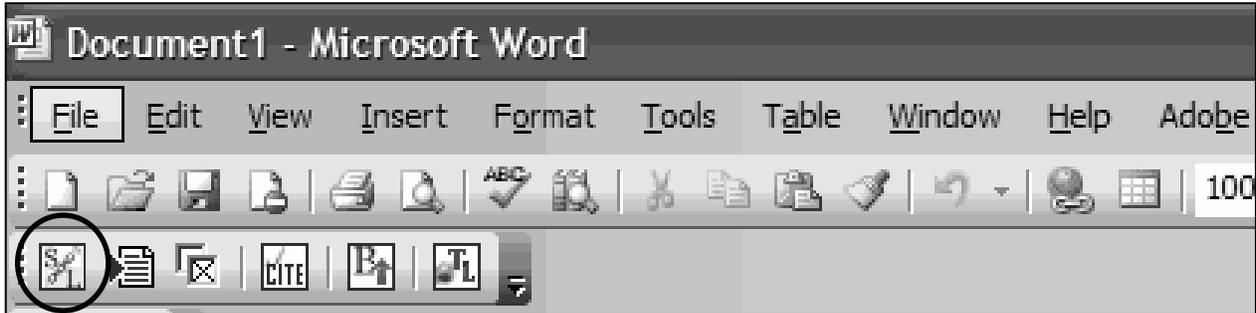


Figure 10

**STEP 2** In Microsoft Word, open the document you want to add the hyperlinks to.

- Click the **Find Citations** icon on your menu toolbar or the **Use Shepard's Link to Find Citations** button depending on whether Shepard's Brief Suite has been added to your menu toolbar (Figure 11).
- Next, the Shepard's Link dialog box appears (Figure 12).



**Figure 11**

**STEP 3** When Shepard's Link has finished scanning the document for legal citations, click the **OK** button as shown in Figure 12 and the Shepard's Link Processing dialog box will close.

- The hyperlinked text (i.e., a properly cited legal citation) is now underlined indicating a hyperlink has been created to the full-text document on the LexisNexis Web site.

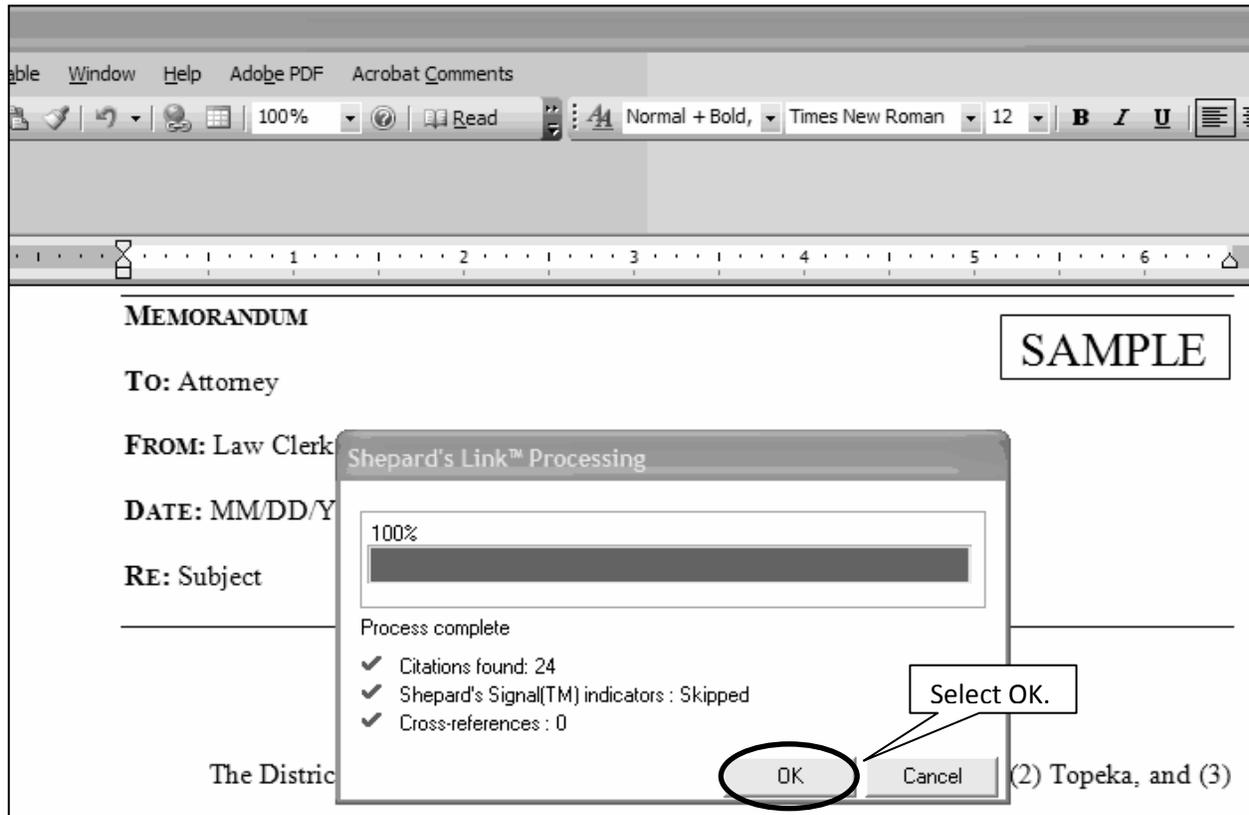


Figure 12

**STEP 4** Save the document before converting it to PDF format.

**NOTE:** To convert a Word document to be filed in the CM/ECF system to PDF that contains a hyperlink created using LexisNexis Shepard's Brief Suite, the Adobe Acrobat application must be used from within Microsoft Word. Converting to PDF using other methods will not retain the hyperlinks (i.e., creating a PDF from within Adobe Acrobat cannot be performed, nor can any other conversion software can be used).

**NOTE:** To convert a Word document to be filed in the CM/ECF system to PDF that contains a hyperlink created using LexisNexis Shepard's Brief Suite, the Adobe Acrobat application must be used from within Microsoft Word. Converting to PDF using other methods will not retain the hyperlinks (i.e., creating a PDF from within Adobe Acrobat cannot be performed, nor can any other conversion software can be used).

**STEP 5** Convert the document to PDF.

- Click the **Convert to Adobe PDF** icon on your menu toolbar or **Adobe PDF** button depending on the version of Word you are using (Figure 13).

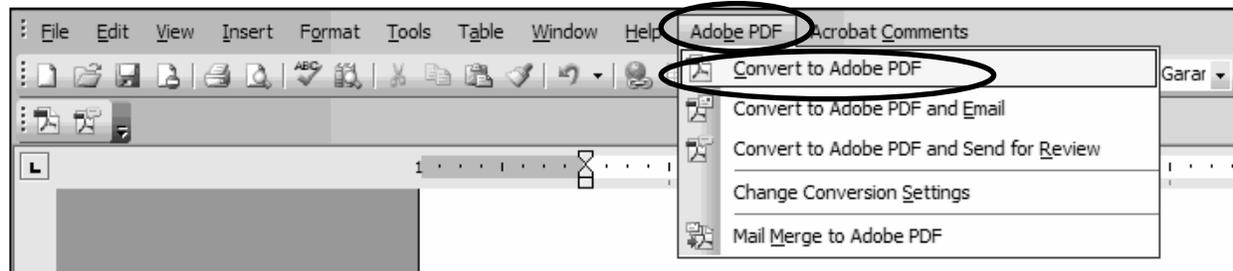
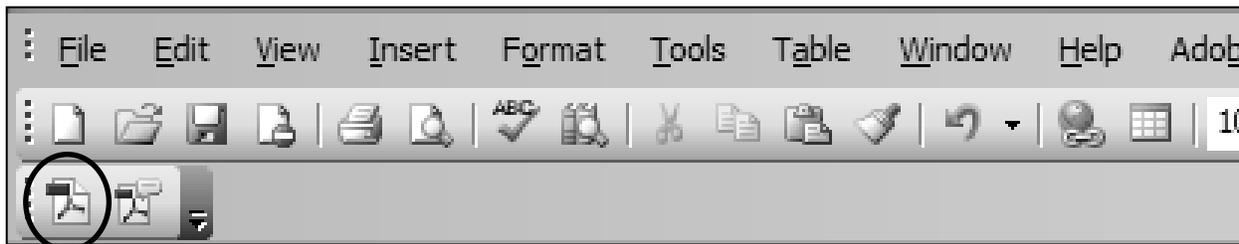


Figure 13

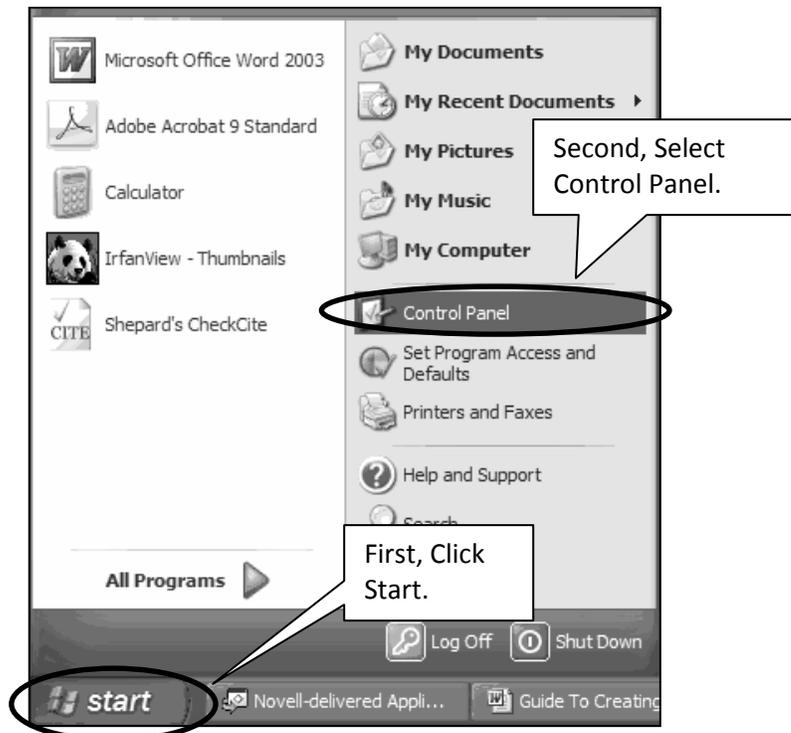
**STEP 6** When the conversion is completed, the document is displayed in the Adobe Acrobat window. The hyperlinked text will be underlined. Save and close the Adobe file.

**STEP 7** Docket the appropriate CM/ECF event and attach the PDF document to the docket entry as usual.

**NOTE:** If using a version of Microsoft Word prior to Office 2007, the Convert to Adobe PDF icon on your menu toolbar or Adobe PDF button as shown in Figure 11 must be used to convert the document to PDF. If the Convert to Adobe PDF icon on your menu toolbar or Adobe PDF button as shown in Figure 11 is missing, follow the steps below:

**STEP 1** In Windows, click the **Start** button (Figure 14).

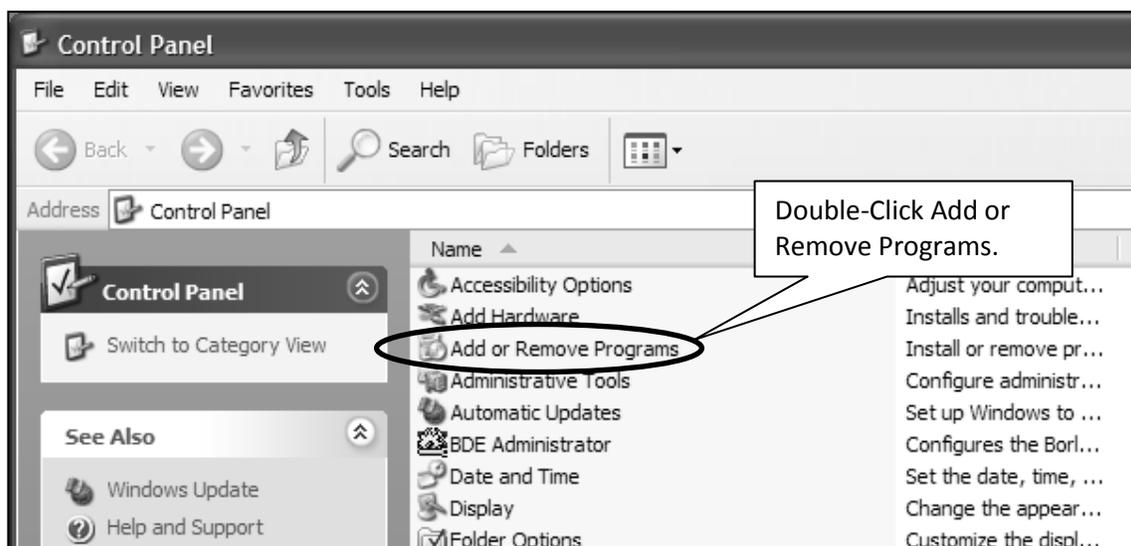
- Select **Control Panel** from the drop-down list.



**Figure 14**

**STEP 2** Next, the Control Panel dialog box appears (Figure 15).

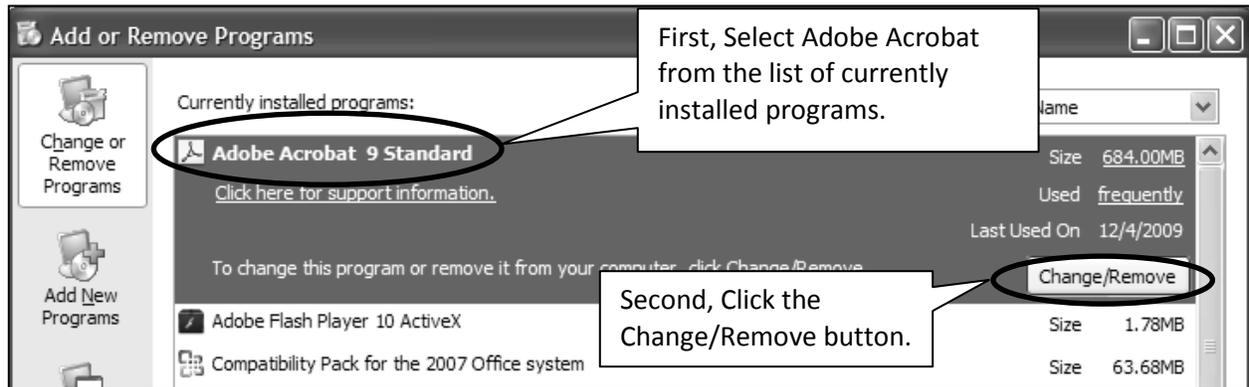
- Double-Click **Add or Remove Programs**.



**Figure 15**

**STEP 3** Displayed next is the Add or Remove Programs dialog box (Figure 16).

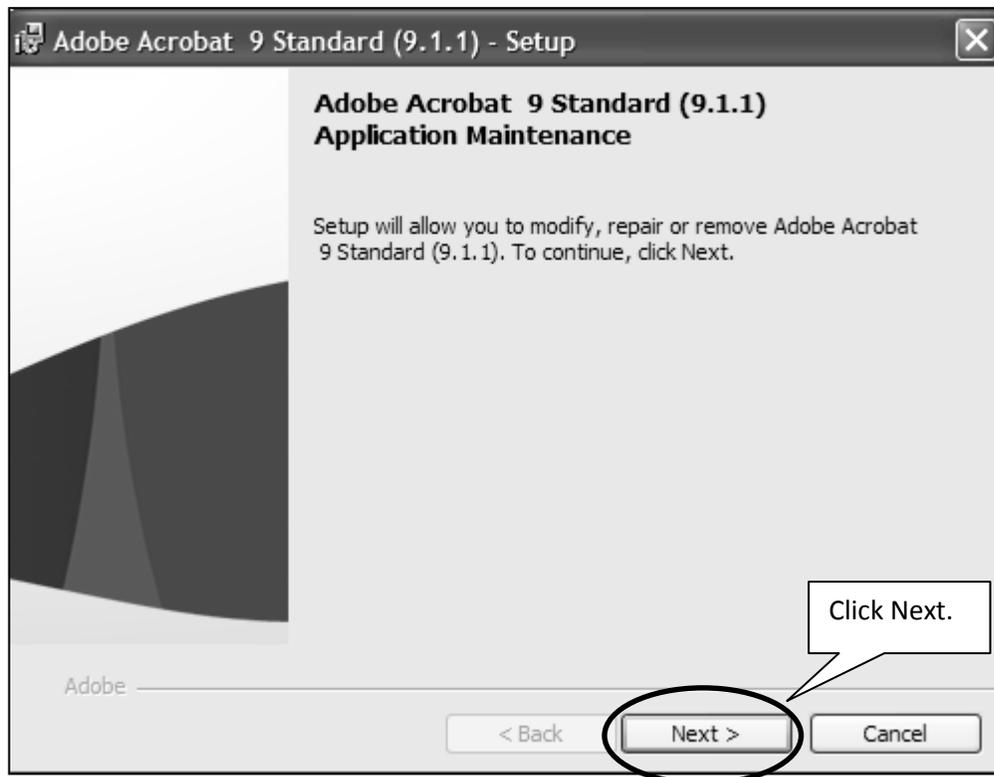
- Select **Adobe Acrobat** from the list of currently installed programs (the title of this selection depends on the version of Adobe Acrobat you are using). Adobe Acrobat is now highlighted blue indicating it has been selected.
- Click the **Change/Remove** button.



**Figure 16**

**STEP 4** Displayed next is the Adobe Acrobat Setup dialog box (Figure 17).

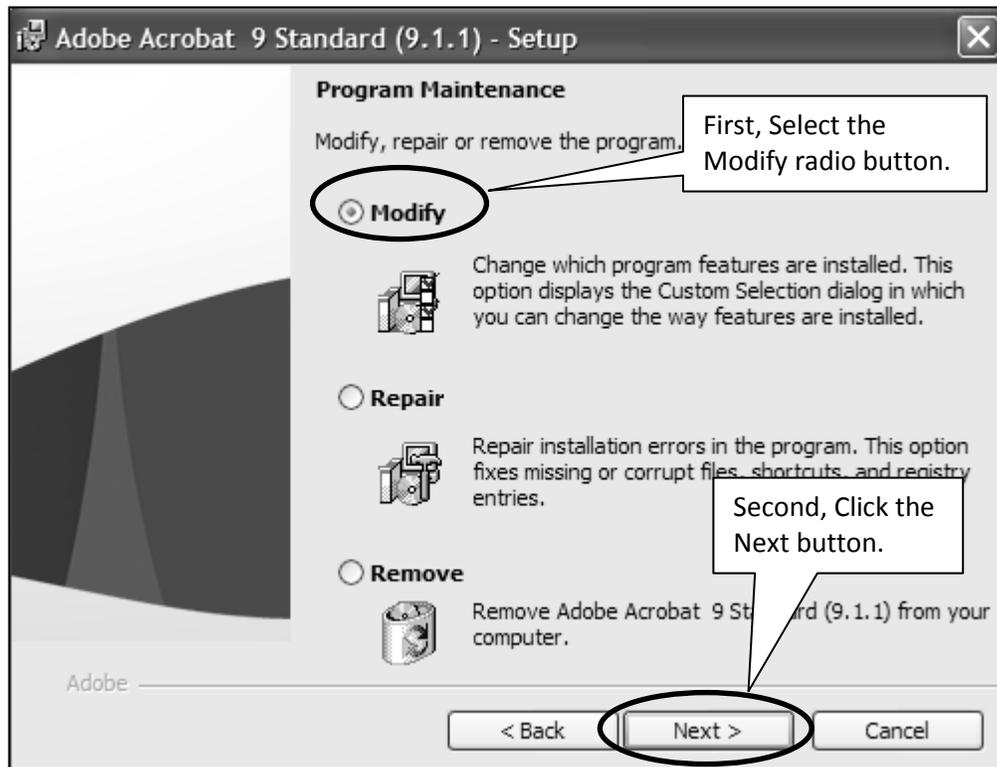
- Click the **Next** button.



**Figure 17**

**STEP 5** Next, the Program Maintenance window appears (Figure 18).

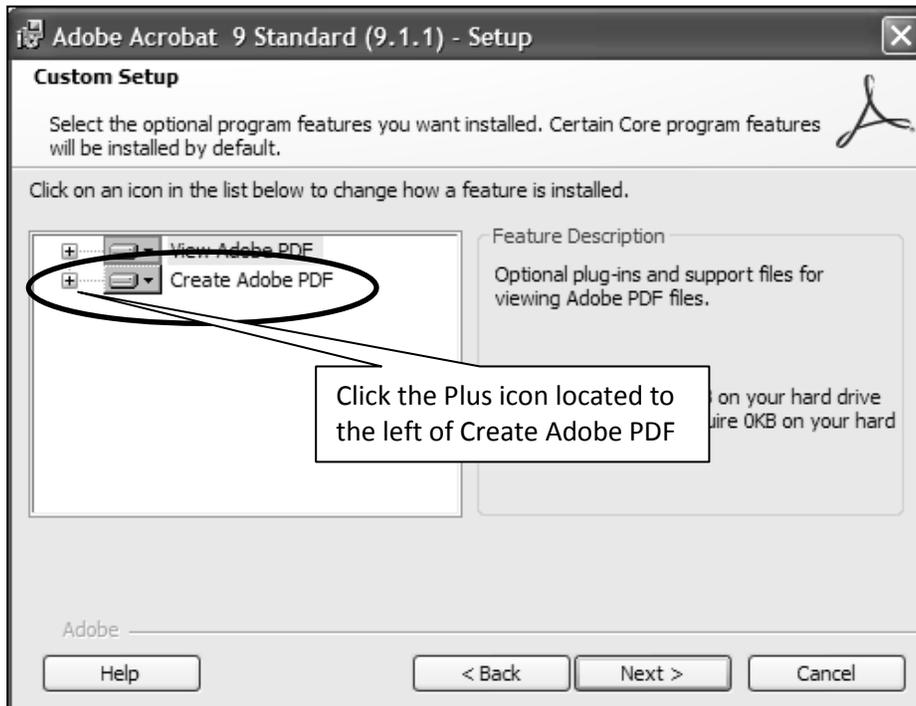
- Select the **Modify** radio button.
- Click the **Next** button.



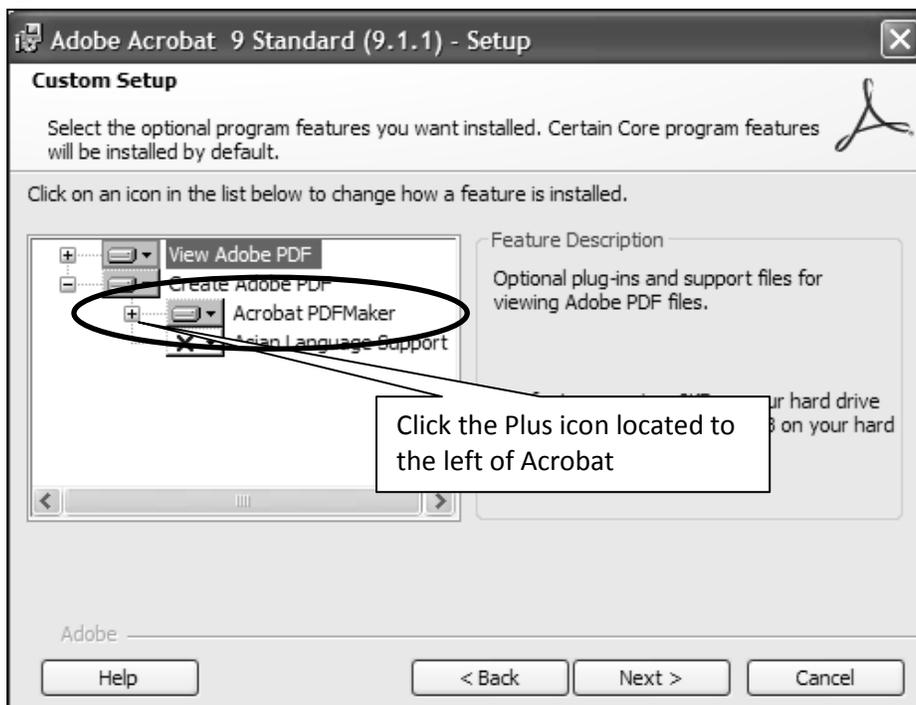
**Figure 18**

**STEP 6** Displayed next is the Custom Setup window (Figure 19).

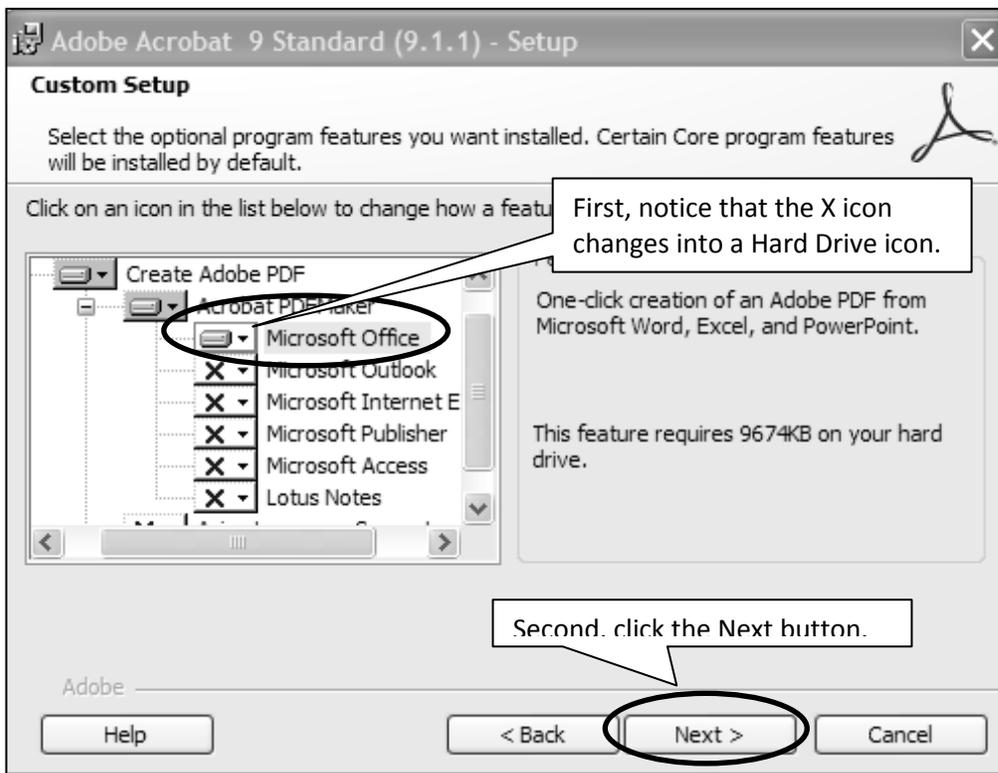
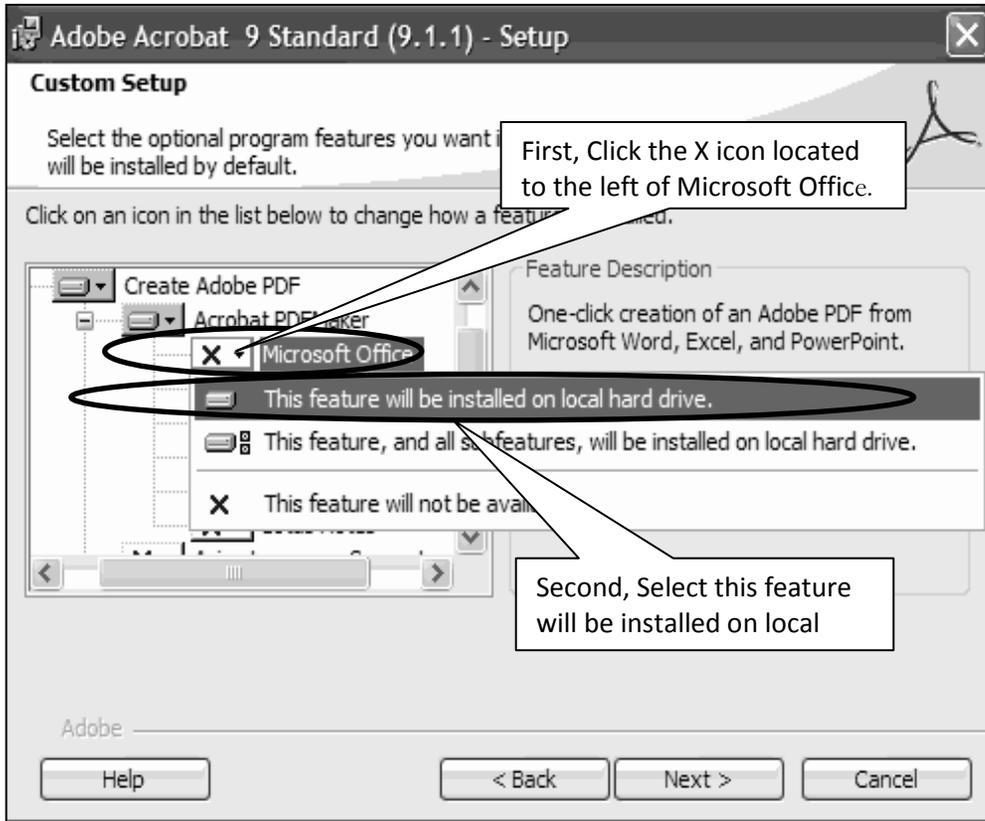
- Click the **Plus** icon located to the left of **Create Adobe PDF** (Figure 19).
- Click the **Plus** icon located to the left of **Acrobat PDFMaker** (Figure 20).
- Click the **X** icon located to the left of **Microsoft Office** (Figure 21).
- Select **This feature will be installed on local hard drive** (Figure 21).
- Notice that the **X** icon changes into a **Hard Drive** icon (Figure 22).
- Click the **Next** button (Figure 22).



**Figure 19**

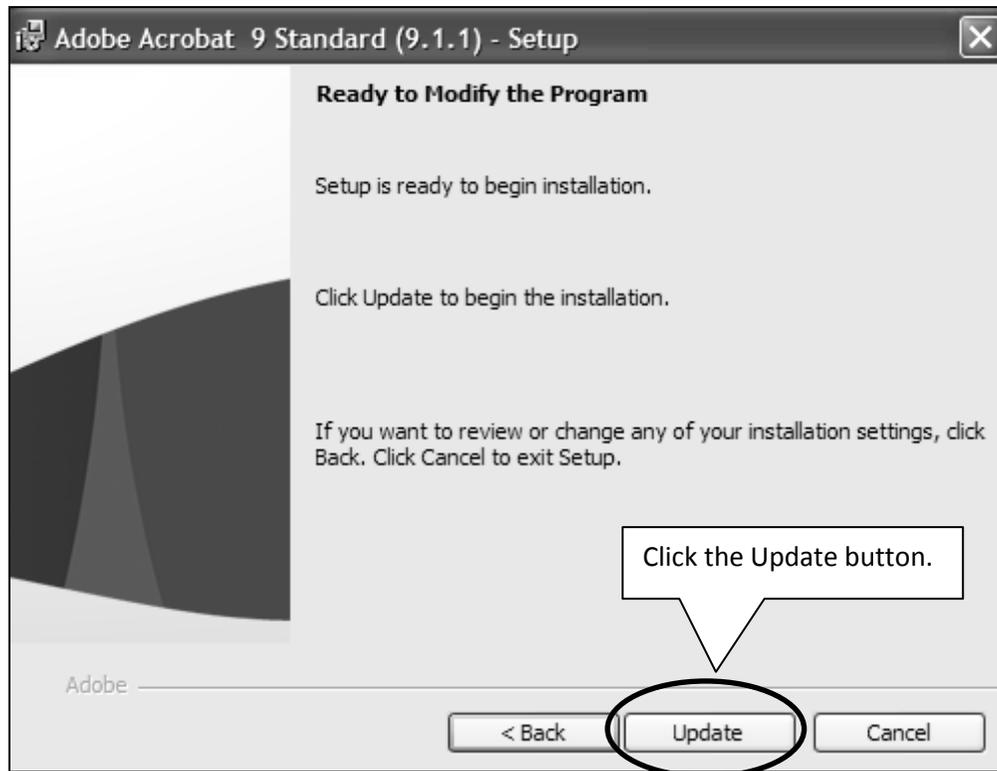


**Figure 20**



**STEP 7** Next, the Ready to Modify the Program window appears (Figure 23).

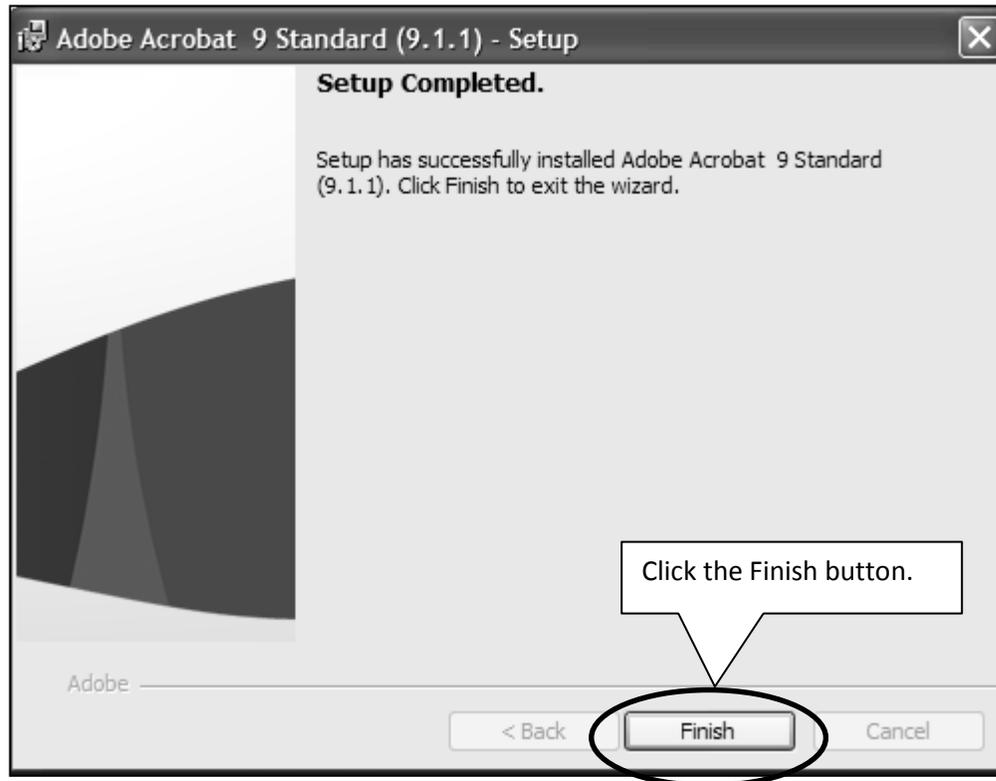
- Click the **Update** button.



**Figure 23**

**STEP 8** Next the Setup Completed window appears (Figure 24).

- Click the **Finish** button. In Microsoft Word, the Convert to Adobe PDF icon on your menu toolbar or Adobe PDF button as shown in Figure 11 should now appear.



**Figure 24**