

**CREATING HYPERLINKS TO LEGAL CITATIONS THRU WESTLAW**

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 websites.

To insert hyperlinks in your word processing document that will link legal citations to Westlaw, West BriefTools must be installed on your computer. To install West Brief Tools on to your computer, follow the steps below:

**STEP 1** Open your preferred Internet browser (e.g., Internet Explorer, Netscape, and Firefox)

- Go to the following URL address in order to find the program:  
<http://west.thomson.com/products/services/brief-tools/> .

**STEP 2** Locate and Click the **Download** button (figure 1).

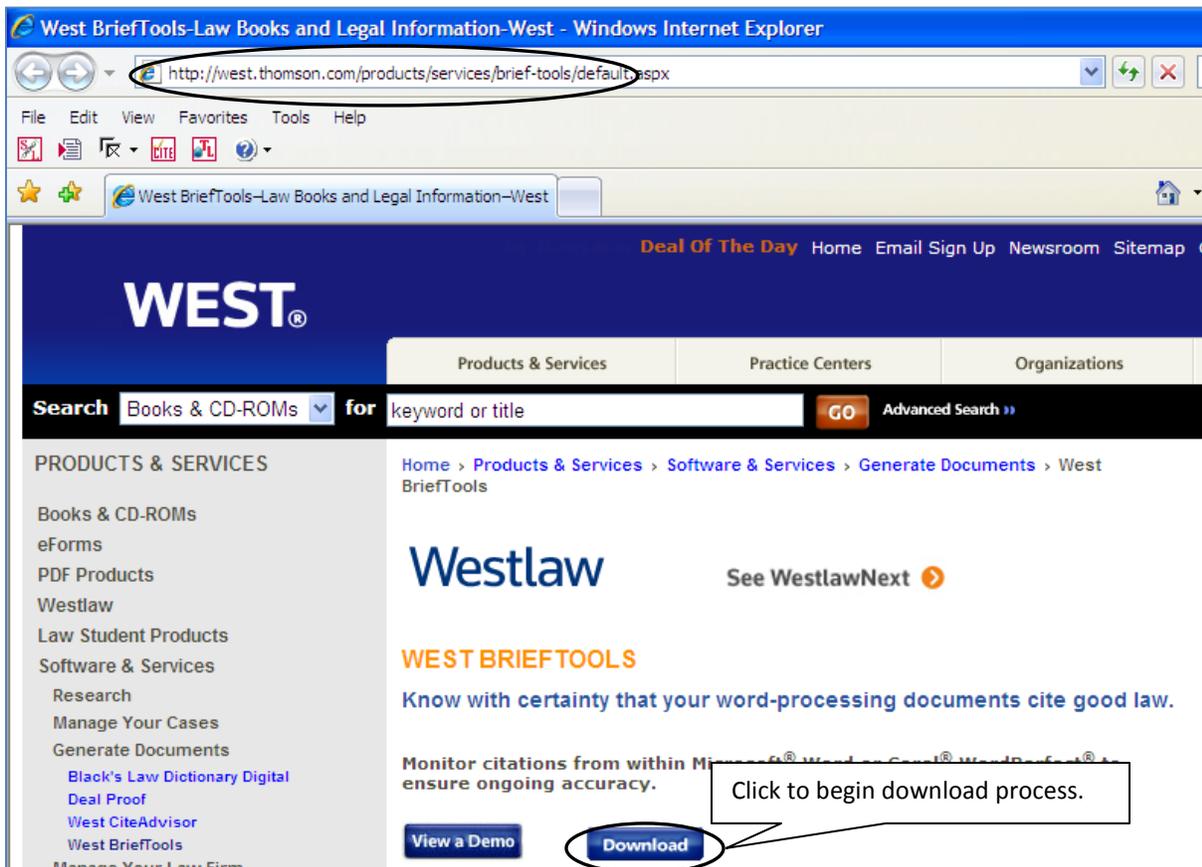


Figure 1

**STEP 3** Click the “Get this update” button to proceed with download process.

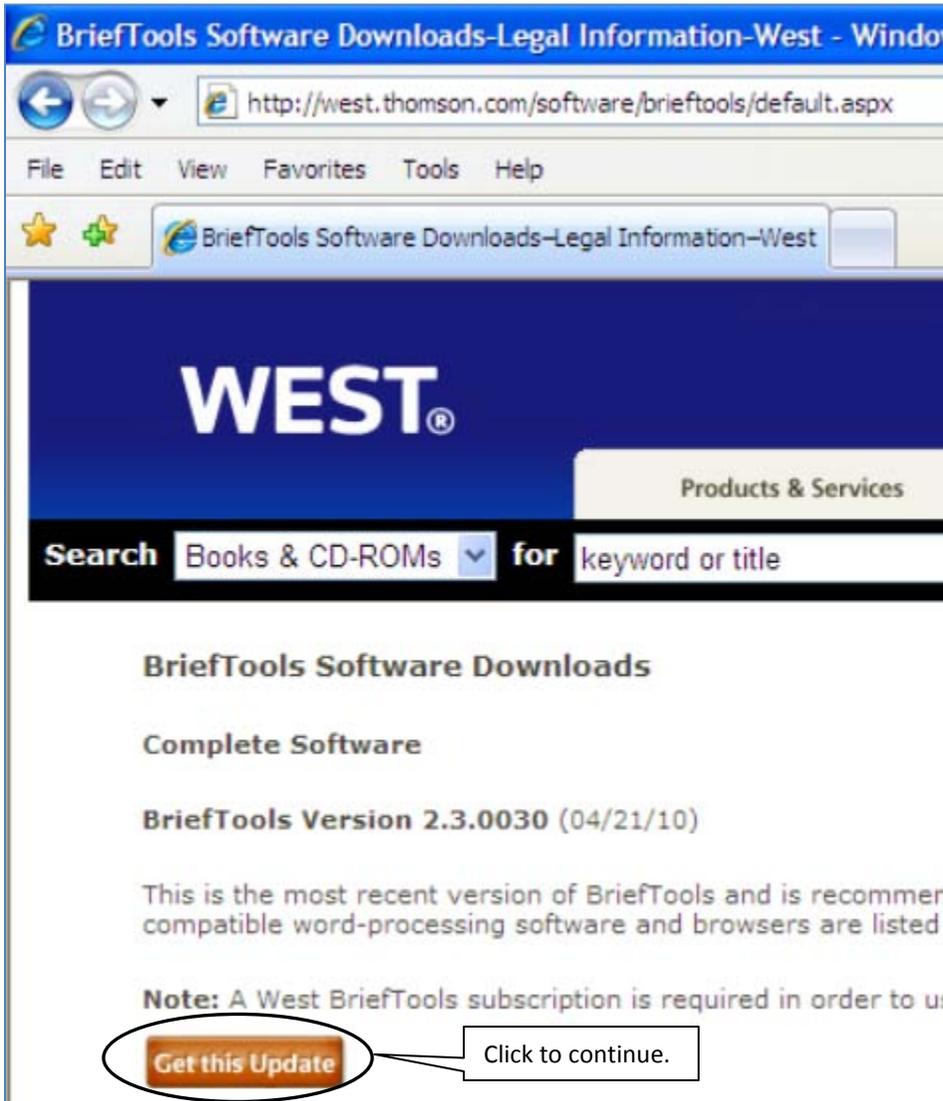


Figure 2

**STEP 4** Next, complete the software registration and submit.

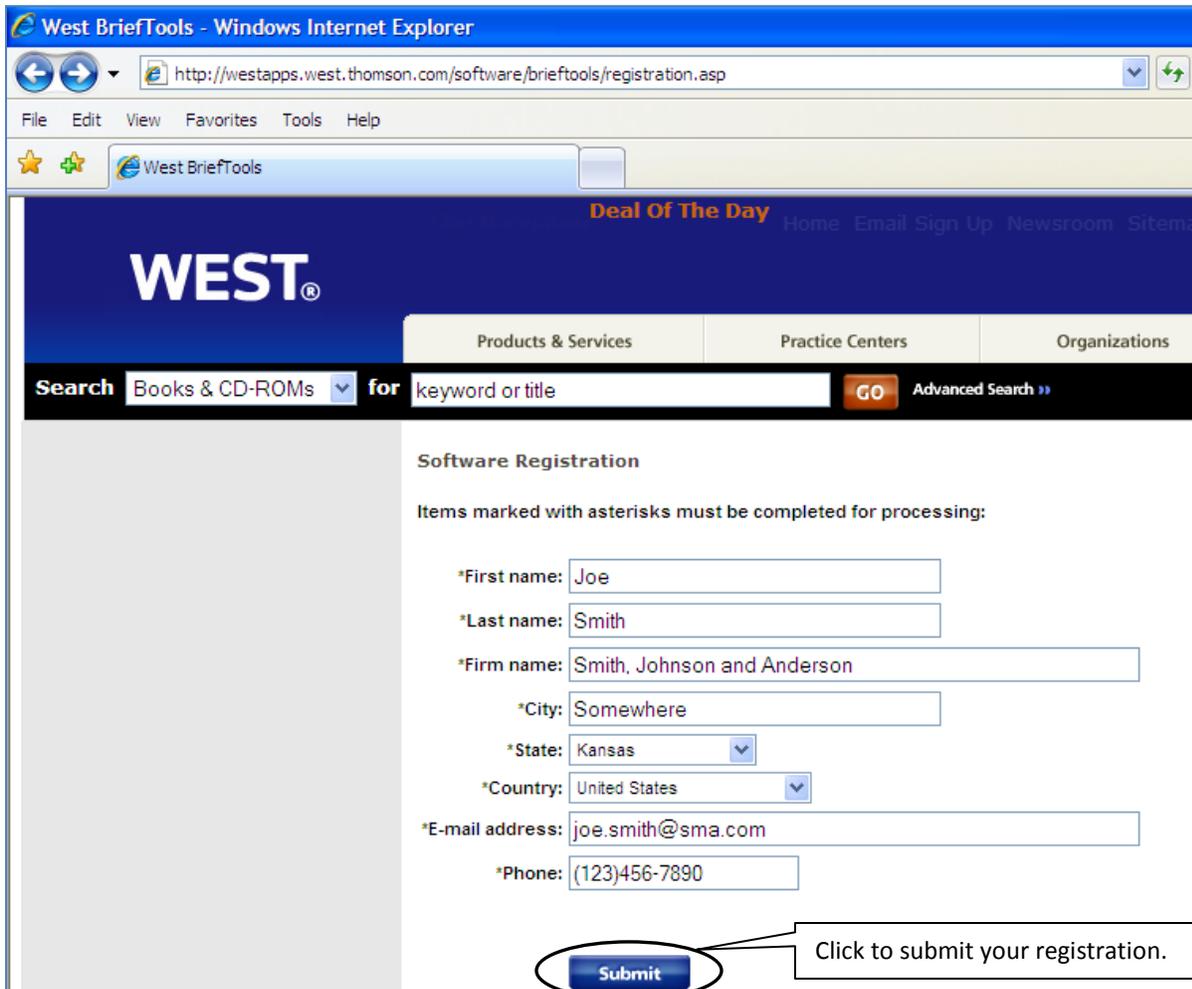


Figure 3

**STEP 5** Displayed next is the West Solutions Subscriber Agreement window.

- After reviewing, click the **Agree** button.

**STEP 6** Next, click on the “Single Desktop User Install” hyperlink.

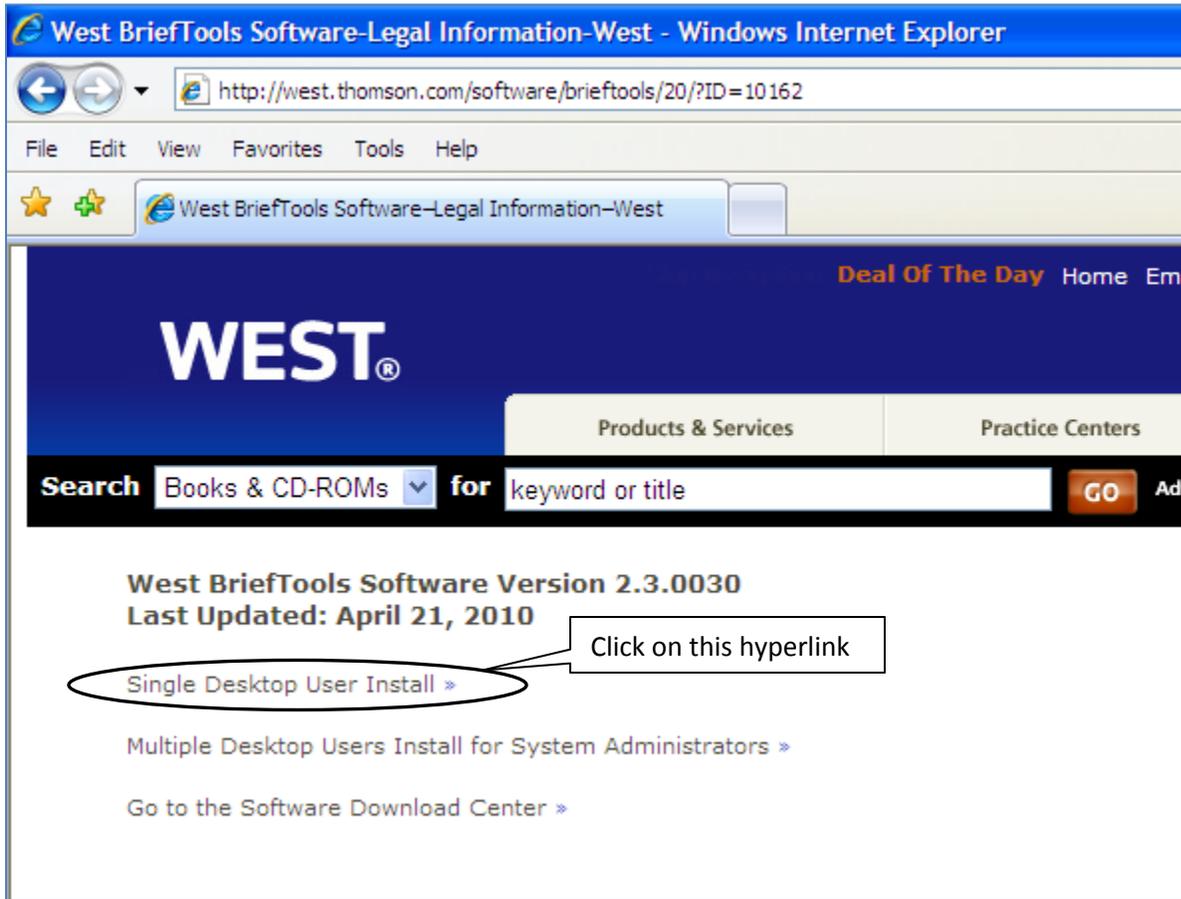


Figure 4

**STEP 7** Displayed next is the installation instructions.

- Click the “Proceed with Download” button.
- A file download- security warning will most likely pop up. Click the **Run** button, and the file download should begin.

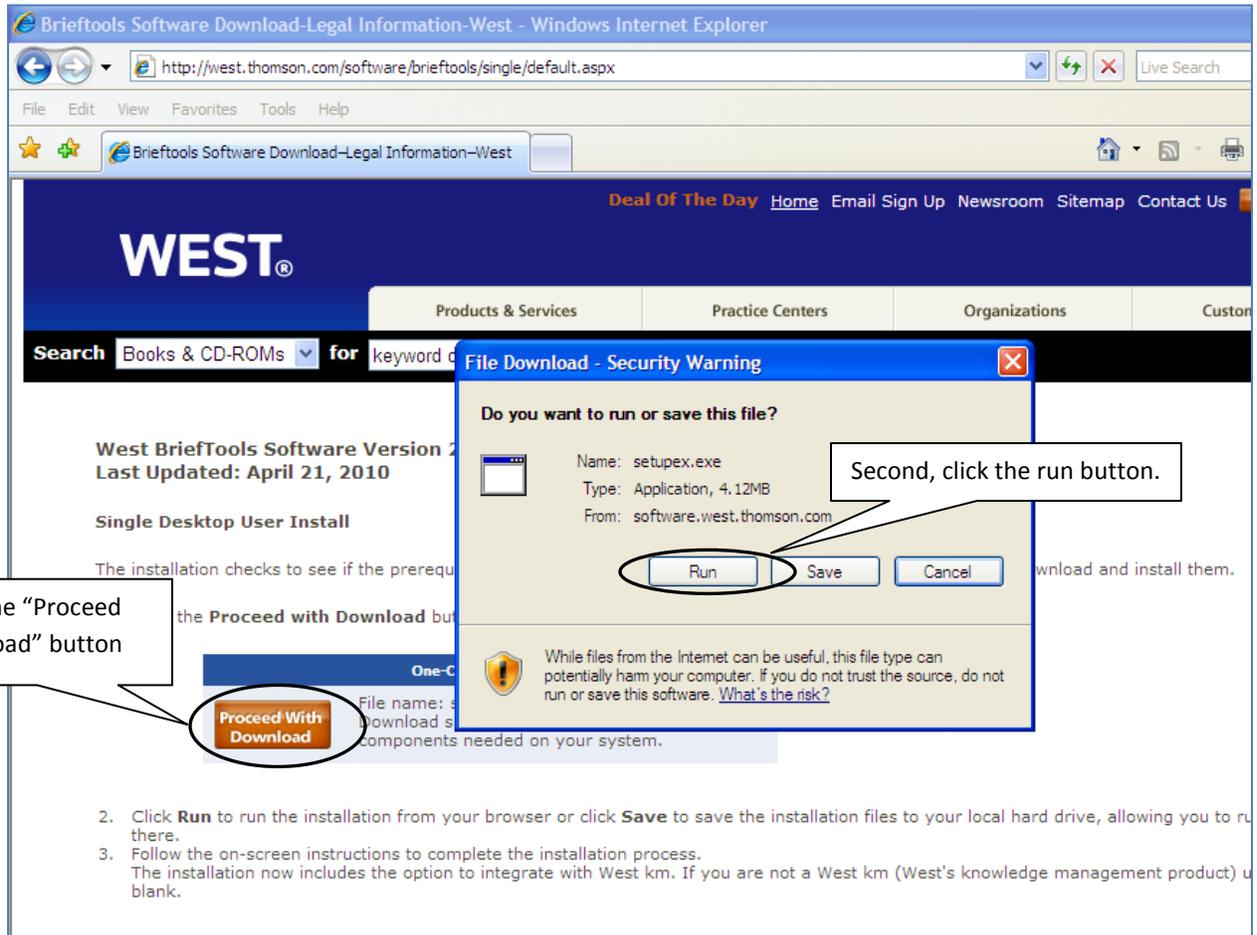


Figure 5

**STEP 8** Once downloaded, the license agreement will pop up.

- Click the **Accept** button.

West Brief Tools offers a variety of options including the ability to insert the flags Westlaw uses to inform whether or not a case is still accepted as the law. The following is directions how to simply insert hyperlinks into your word processing document that will link legal citations to Westlaw:

**Step 1** In Microsoft Word, open the document you wish to add hyperlinks to.

- Now that you have downloaded West Brief Tools, the “West Solutions” tab should appear near the top of your document (Figure 6).
- Click on the tab.

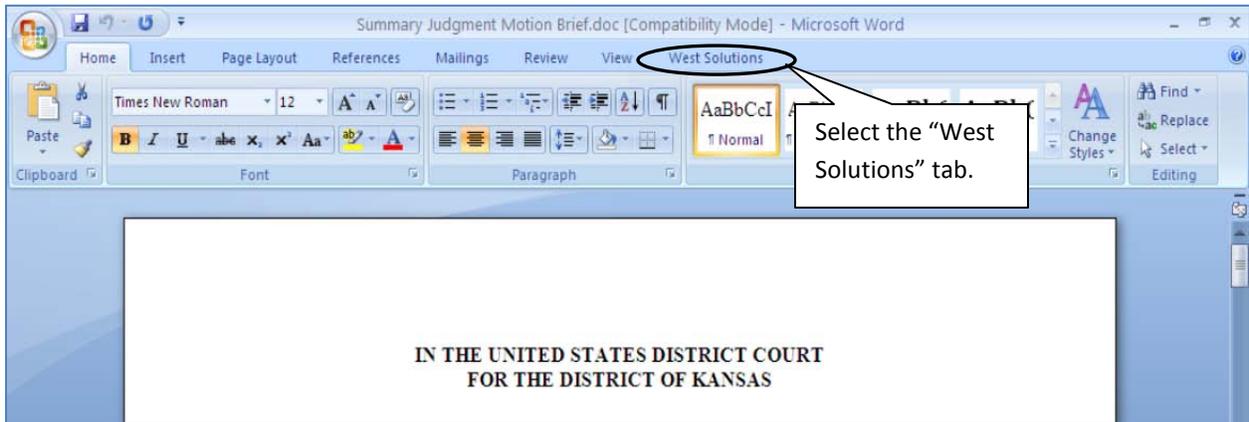


Figure 6

**Step 2** Next **Click** on “Insert Links” option under the “West Solutions” tab(Figure 7).



Figure 7

**Step 3** Next you will be prompted to sign on to Westlaw.

- Once signed in it should automatically start processing your document.
- Once complete 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 Westlaw website.

**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 West Brief Tools, 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.

- Under the **Acrobat** tab, click the “**Create PDF**” option (this may be different depending on what version of word you are using), see figure 8.
  - If the Acrobat tab as shown in Figure 8 is missing, follow the steps on the next page in order to add the tab.

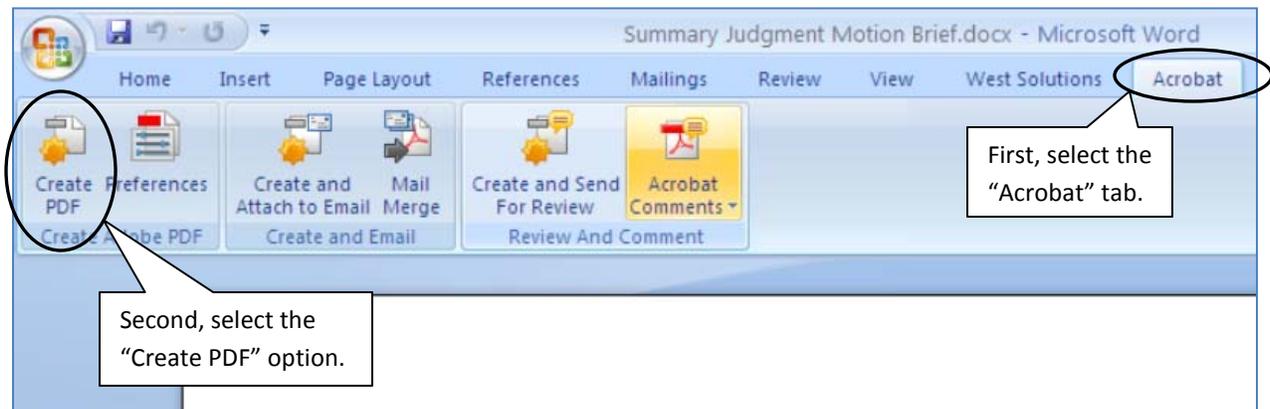


Figure 8

**Step 6** You will be prompted to save your PDF. Press **save**, and Adobe will begin to convert your document.

- Once the conversion is complete, the document is displayed in the Adobe Acrobat window. The hyperlinked text will be underlined. You may close the adobe file.

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

**STEP 1** In Windows, click the **Start** button (Figure 9).

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

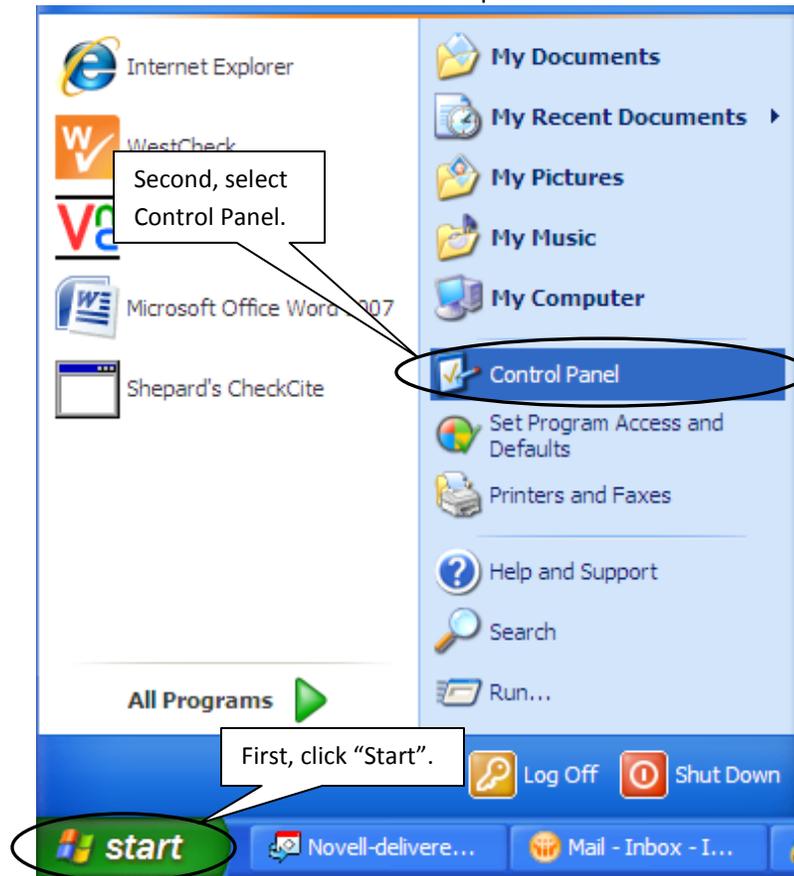


Figure 9

**STEP 2** Next, the Control Panel dialog box appears (Figure 10).

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

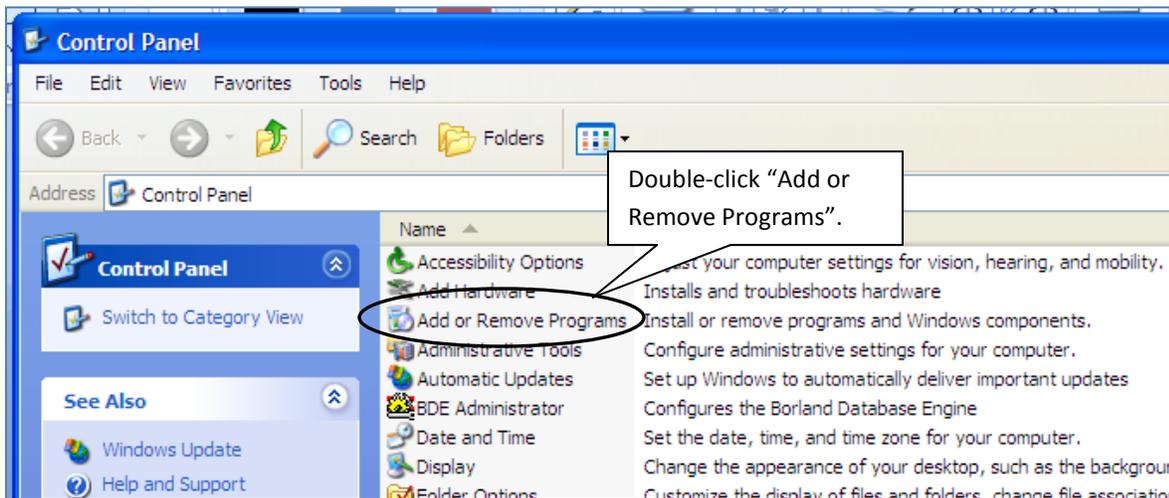


Figure 10

**STEP 3** Displayed next is the Add or Remove Programs dialog box (Figure 11).

- 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.

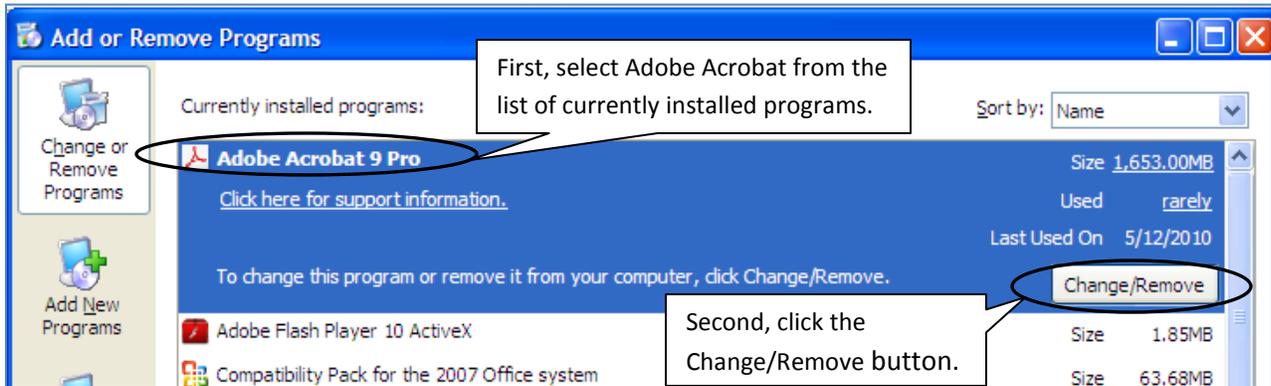


Figure 11

**STEP 4** Displayed next is the Adobe Acrobat Setup dialog box (Figure 12).

- Click the **Next** button.

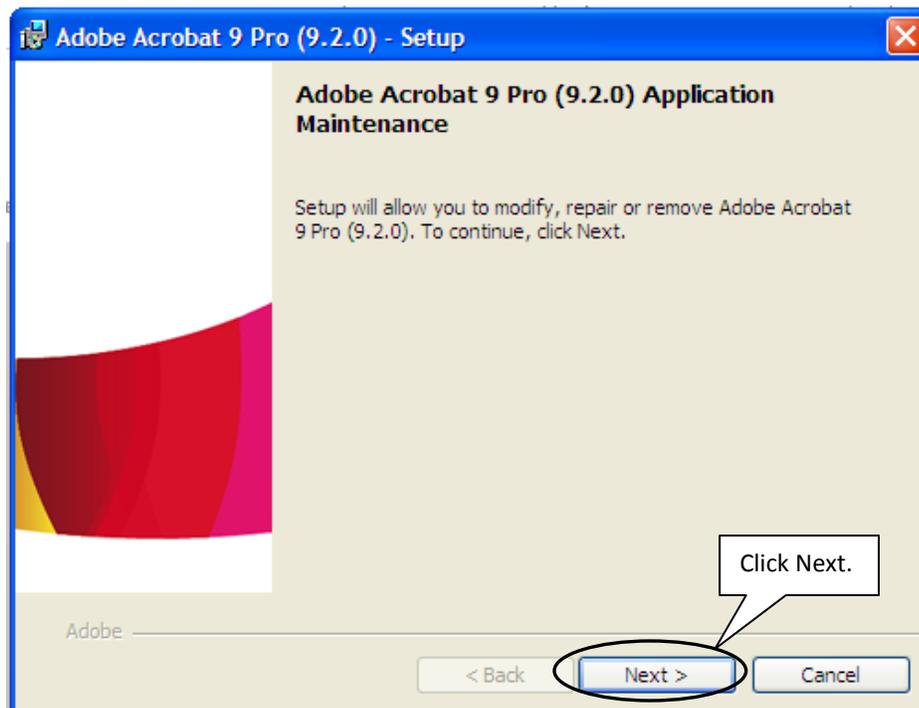


Figure 12

**Step 5** Next, the Program Maintenance window will appear (Figure 13).

- Select the **modify** radio button.
- Click the **next** button.

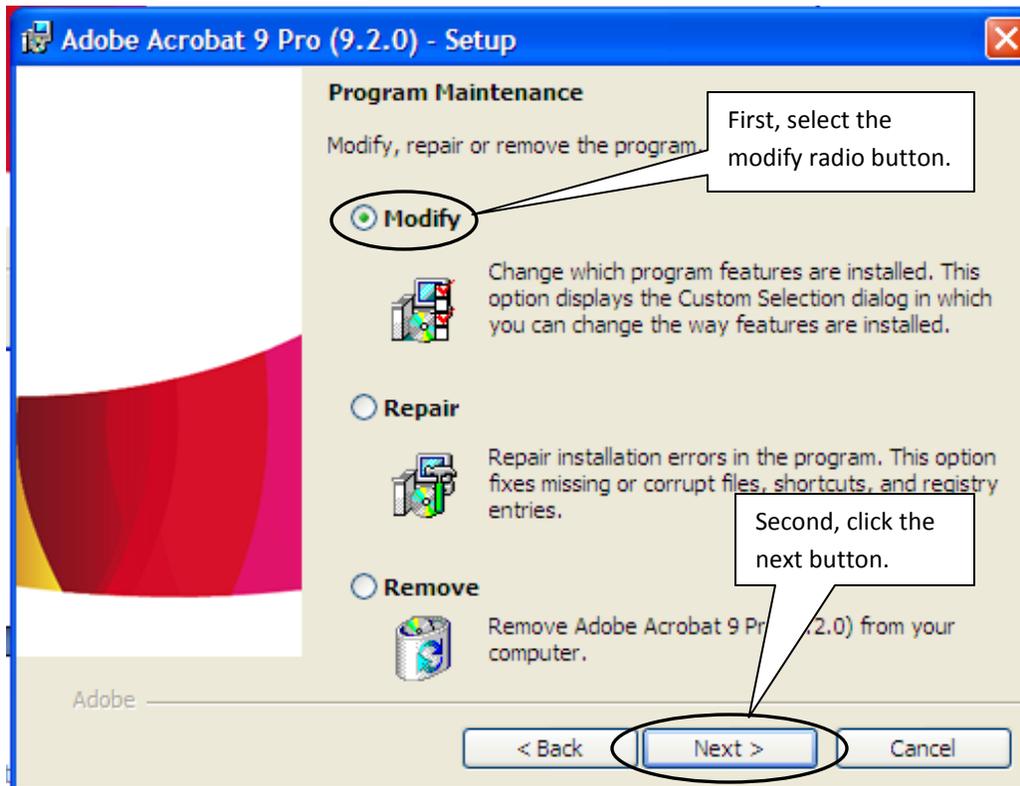


Figure 13

**Step 6** Displayed next is the Custom Setup window (Figure 14).

- Click the **Plus** icon located to the left of **Create Adobe PDF** (Figure 14).
- Click the **Plus** icon located to the left of **Acrobat PDF Maker** (Figure 15).
- Click the **X** icon located to the left of **Microsoft Office** (Figure 16).
- Select **“This feature will be installed on local hard drive”** (Figure 16).
- Notice the X icon changes into a **Hard Drive** icon (Figure 17).
- Click the **Next** button (Figure 17).

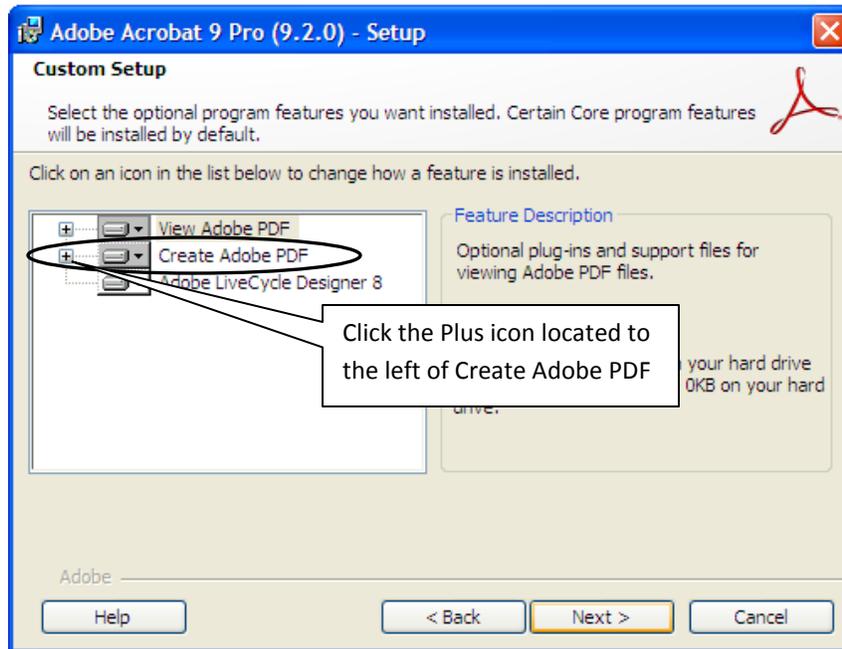


Figure 14

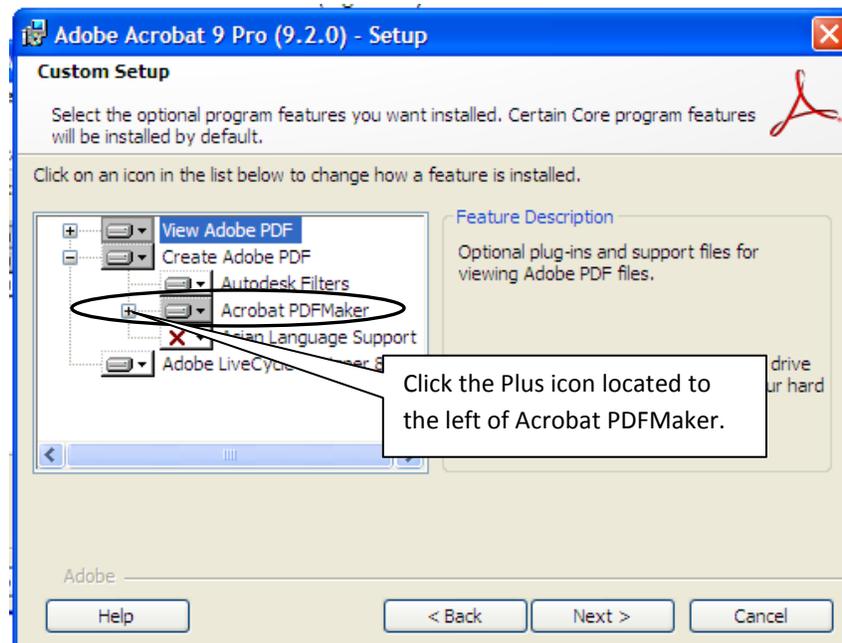


Figure 15

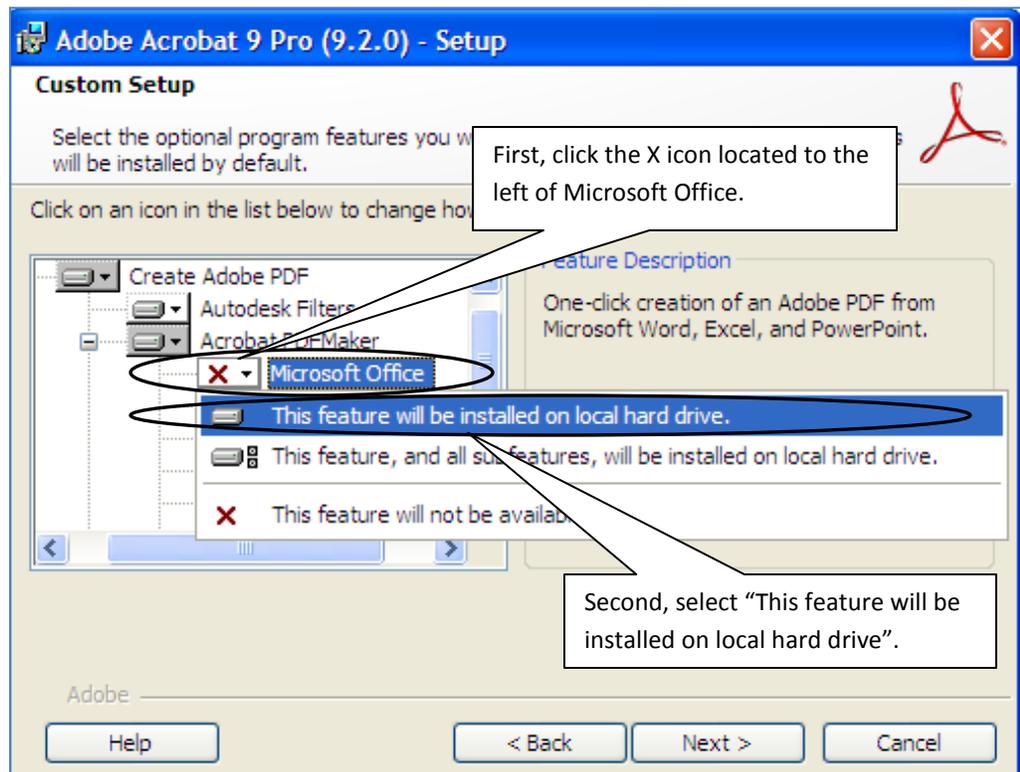


Figure 16

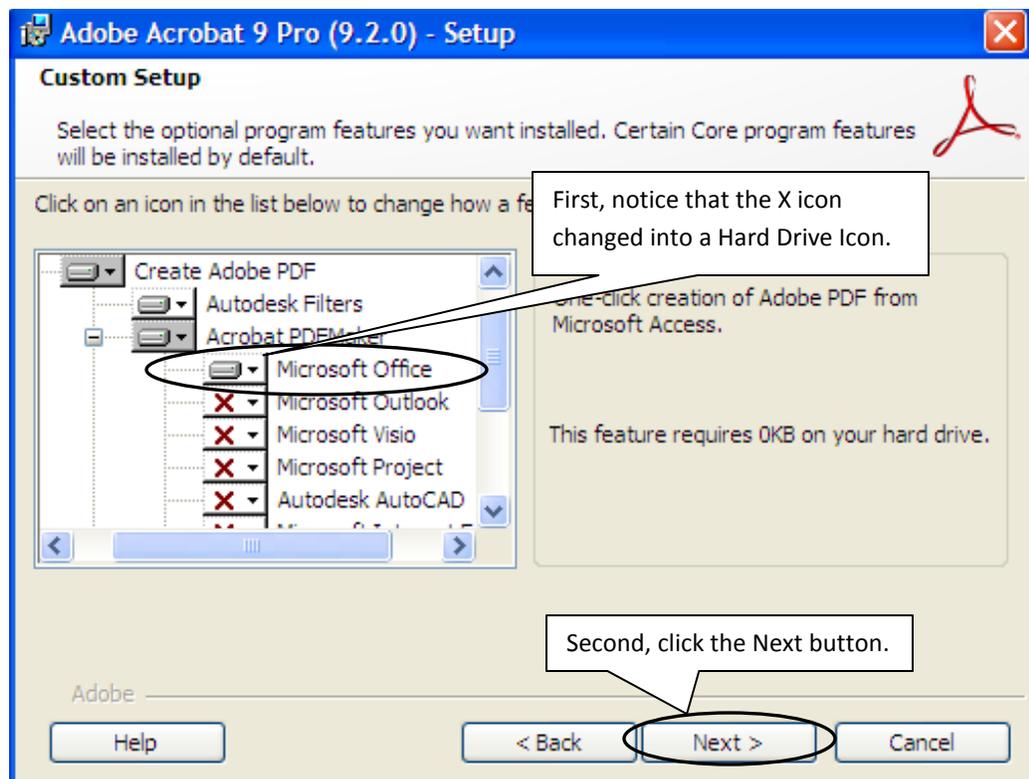


Figure 17

**Step 7** Next, the “Ready to Modify the Program” window will appear (Figure 18).

- Click the **Update** button.

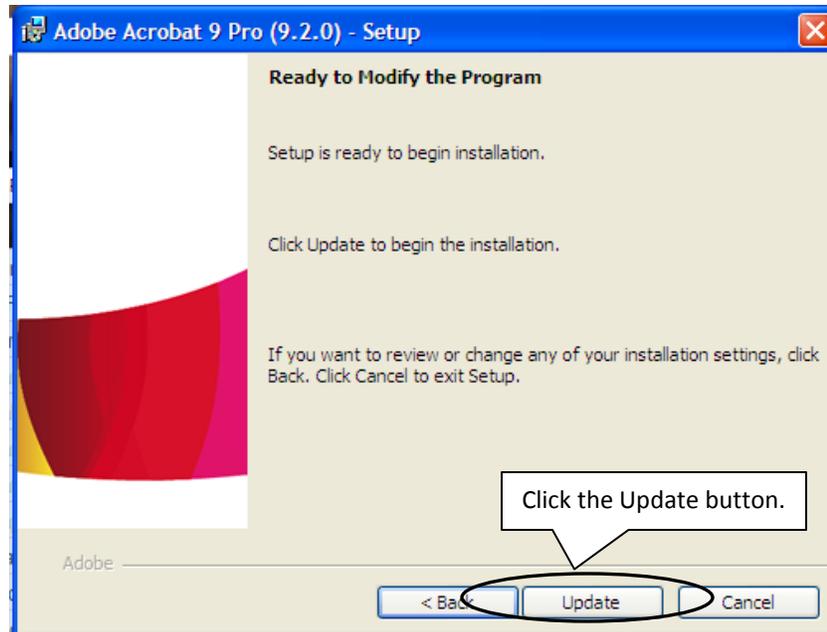


Figure 18

**Step 8** Next the “Setup Completed” window will appear (Figure 19).

- Click the **Finish** button. In Microsoft Word, the Acrobat tab as shown in Figure 8 should now appear.

