# ADDING HYPERLINK TO A WEBSITE

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NOTE: There are several methods of adding a hyperlink to your PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.
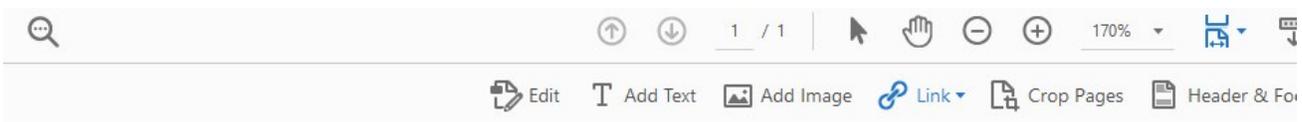
Hyperlinks are links in e-documents that enable you to jump between different text elements in a document or between different websites. Where practical, a hyperlink should be created for each authority cited to an external source, e.g., BC Courts.

1. Open your PDF document in Adobe Acrobat DC. Go to **Tools > Edit PDF**

2. Choose **Link > Add/Edit Web or Document Link**
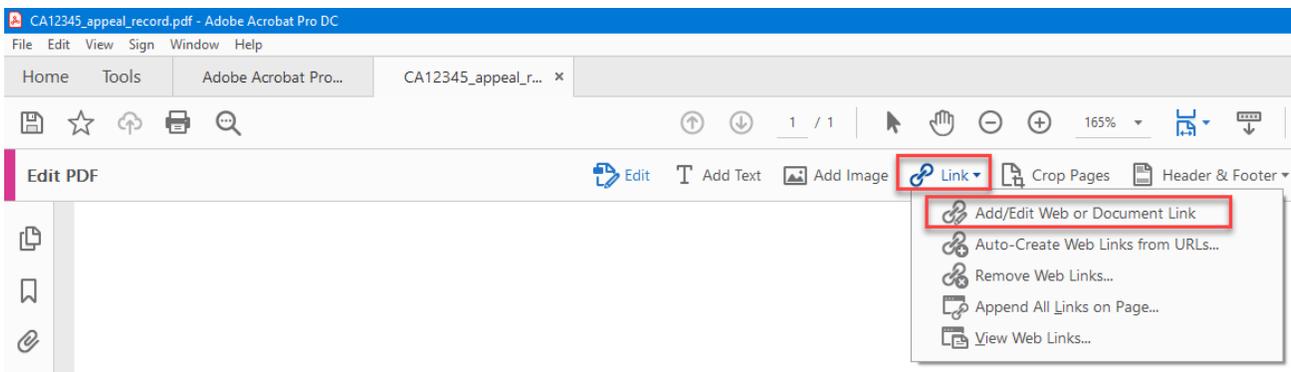
The pointer becomes a cross hair, and any existing links in the document, including invisible links, are temporarily visible.

3. Drag a rectangle over the area where you want to create a link. The rectangle will appear blue. This is the area in which the link is active.
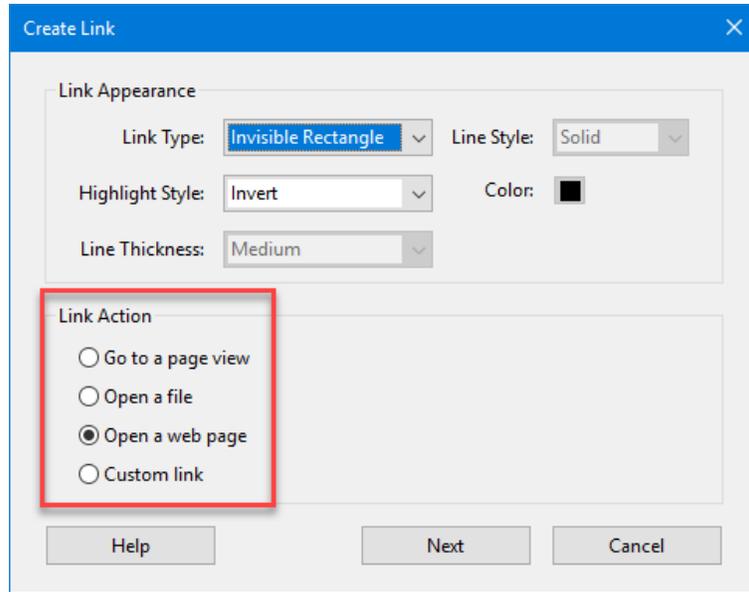
4. In the **Create Link** dialog box, choose the options you want for the link appearance.

5. If you want to make the link go to a web page, select **Open a web page** > **Next**. The Edit URL dialogue box will open. Enter the website address (e.g. www.bccourts.ca), then click **OK**.

6. **Save** your document.

7. To confirm that your link has been properly created hover the mouse over the area you selected in step 3. A popup box will appear with the URL you entered in step 6.

2020 BCCA 156 R. v. Baranec

2020 BCCA 158 Wang v. Wang

2020 BCCA 159 Casavant v. British Columbia (Labour Relations Board)