## Last updated: July 18, 2022

**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.

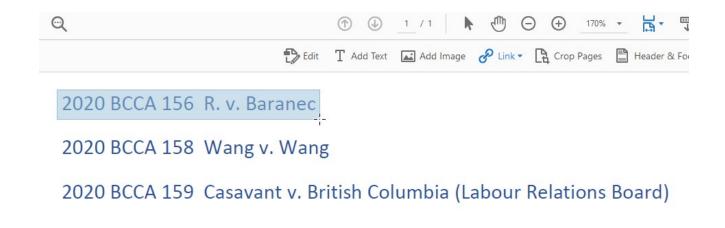
1. Open your PDF document in Adobe Acrobat DC. Go to Tools > Edit PDF

## 2. Choose Link > Add/Edit Web or Document Link

A CA12345_appeal_record.pdf - Adobe Acrobat Pro DC		
File Edit View Sign Window Help		
Home Tools Adobe Acrobat Pro	CA12345_appeal_r ×	
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<u>ل</u>		Add/Edit Web or Document Link
		🔏 Auto-Create Web Links from URLs
		🔏 Remove Web Links
		Append All Links on Page
0-		Tew Web Links

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.

Create Link	×
Link Appearance	
Link Type: Invisible Rectangle V Line Style: Solid V	
Highlight Style: Invert 🗸 Color:	
Line Thickness: Medium	
Link Action	
◯ Go to a page view	
⊖ Open a file	
Open a web page	
O Custom link	
Help Next Cancel	

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. <u>www.bccourts.ca</u>), then click OK.

Edit URL		×
Enter a URL for this link:		
https://www.bccourts.ca/		~
	ОК	Cancel

- 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.

