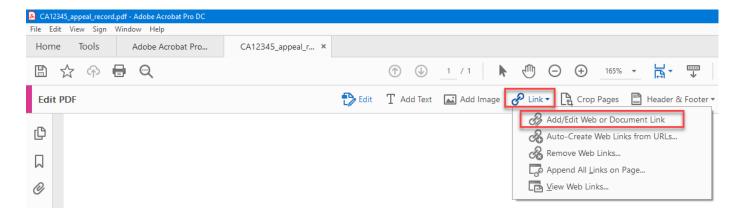# INTERNALLY HYPERLINKING TO ANOTHER FILE

Last updated: July 18, 2022

NOTE: There are several methods of internally hyperlinking to another file on 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.

1. Open your PDF document in Adobe Acrobat DC. Go to **Tools > Edit PDF**
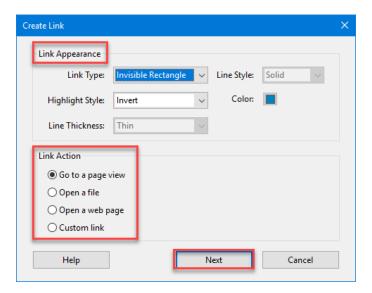
2. Choose **Link > Add/Edit Web or Document Link**

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.
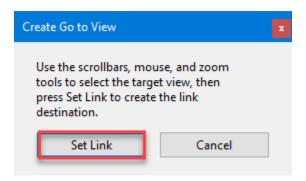

1.2 Definition of the Court Record

The Court of Appeal's access policy is founded on the principle that the court has a common law supervisory power over its records. Pursuant to s. 32 of the *Court of Appeal Act,* R.S.B.C. 1996, c. 77, the Court Services Branch of the Ministry of Justice is responsible for administering court records and enforcing directions given by the Court of Appeal concerning management of court records.

4. In the **Create Link** dialog box, choose the options you want for the link appearance. If you want to add a link to another page, select **Go to a Page View** > **Next**.

5. **Create Go to View** dialog box will appear. Scroll to the part of the document you want to link to or select another file on your PC (you can scroll to any page you wanted). The **Create Go to View** dialog box will remain on the screen while you scroll or look for another file. Once you find the particular page, Click **Set Link.**

6. **Save** your document.