Adding a Hypertext Link to a Website

NOTE: There are several methods to add a hypertext link 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 X Standard. Your procedure may vary depending on which PDF creation software you are using.

Where practical a hypertext link should be created for each authority cited to a neutral external source, e.g., CanLii.

- 1) Open your PDF document in Adobe Acrobat.
- 2) Drag a rectangle where you want to create a link (highlight the authority). Right click and select **Create Link**.



3) The **Create Link** dialogue box will open. In the **Link Appearance** section select the default settings:

Link Type:	Visible Rectangle
Highlight Style:	Invert
Line Thickness:	Thin
Line Style:	Underline
Color:	Blue

In the Link Action section select the Open a web page radio button and click Next.

Link Type:	Visible Rectangle	•	Line Style:	Underline 👻
Highlight Style:	Invert	•	Color:	
Line Thickness:	Thin	•		
Link Action				
🔘 Go to a page	view			
🔘 Open a file				
Open a web p	age			

4) The Edit URL dialogue box will open. Enter the URL and press OK.

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OK Cancel

5) To confirm that your link has been properly created hover the mouse over the area you selected in step 2. A popup box will appear with the URL you entered in step 4.

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	LIST OF AUTHORITIES
	R v Biniaris [2000] 1 S.C.R. 381 pars 23 and 24
	<i>R. v. D. (D.)</i> , [2000] 2 S.C.R. 275
	R. v. Dueck, 2011 SKCA 45, 2011 CarswellSask 253