# 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 Standard 2020. Your procedure may vary depending on which PDF creation software you are using.

Where practical a hypertext link should be created for each reference to a case or statutory authority, if available. The hyperlink must link to a publicly accessible website or neutral external source, such as 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**.
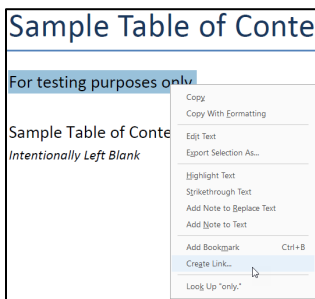
3) The **Create Link** dialogue box will open. In the **Link Appearance** section select the default settings:

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**.
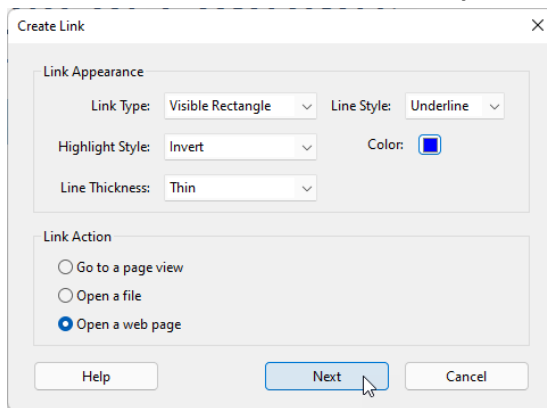
4) The **Edit URL** dialogue box will open. Enter the URL and press **OK**.
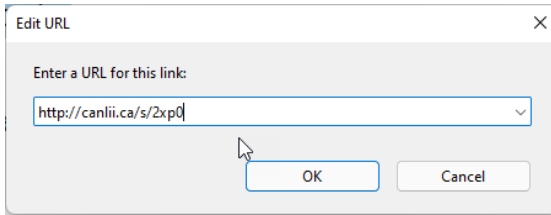
5) To confirm that your link has been properly created hover the mouse over the area you selected in step 2. A popup box will appear with the URL you entered in step 4.