Quick Reference: Auto Link

Discover how to convert legal citations within electronic sources into hyperlinks to associated Quicklaw® documents.

Auto Link is an application that converts legal citations within electronic sources into hyperlinks. Each hyperlink opens, in your web browser, the Quicklaw document associated with the citation.

- Associated documents on the LexisNexis® Quicklaw® online legal research service include cases, legislation, journal articles, and citator records.
- Valid electronic source types include word-processor documents, email messages, databases, and web pages.

Auto Link can help enhance the value of your organization's intranet, document database and other electronic resources, and increase your efficiency by eliminating the need to exchange copies of citations in internal documents.

Installation

To install Auto Link, visit **www.lexisnexis.ca/en/support/downloads** and click **Download Auto Link**.

In the dialog box, click **Open**. Double-click the **Autolink.msi** file and then click **Run**. Confirm where to install the program, and then click **Next** twice. Click **Close** when the installation finishes.

Launching Auto Link

Once Auto Link is installed, locate the application's icon on your desktop and/or in your program menu. Double-click the **Auto Link** icon to launch the application.

Using Auto Link

In the window that opens:

1. Select **Create User Paid Links** to prompt anyone who clicks a link for a Quicklaw user ID and password*.

   or

   Select **Create Pre-Paid Links** to prompt for a Quicklaw user ID and password* prior to creating the document(s), so that all associated search costs are charged to the initial account. With the pre-paid option, you can also **Restrict Pre-Paid Links by IP Address**, and either enter a **Client ID** (to have all costs associated to a Client ID) or **Prompt for Client ID** (to prompt for a Client ID each time a link is clicked).

   * Note: A Quicklaw user ID and password must be entered in the format **UserID;password** (no spaces). Please call Customer Support at **1-800-387-0899** for access assistance.

2. Click the first **Browse...** button to locate the document(s) containing citations for hyperlinking. Supported file types include text-based files, such as Microsoft® Word documents. For PDF documents, you must first convert the documents to a text-based format before creating Auto Link output. Select multiple files by holding down the **Ctrl** key while selecting them. Once selected, click **Open** to add them to the list of files to be processed. To remove documents from the list, select them and click **Remove**.

3. Click the second **Browse...** button to choose where to save the converted file(s).

4. Optionally, select the **Overwrite File(s)** checkbox to replace the original document(s) with the newly processed version(s) of the file(s) containing hyperlinked citations.

5. Click **Submit** to create the Auto Link document(s).
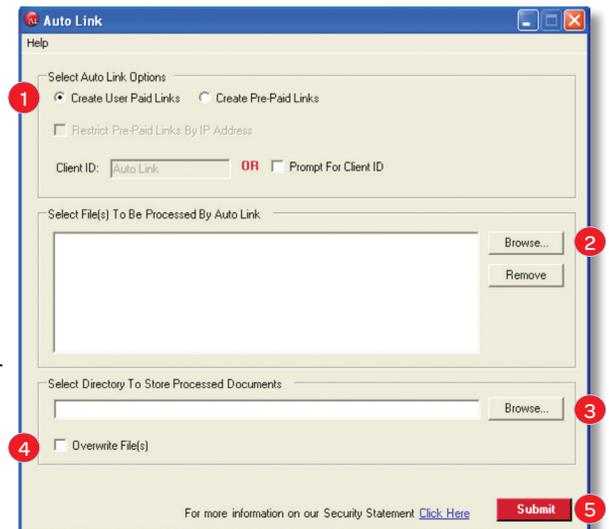
For Customer Support, please call **1-800-387-0899** or email **service@lexisnexis.ca**.