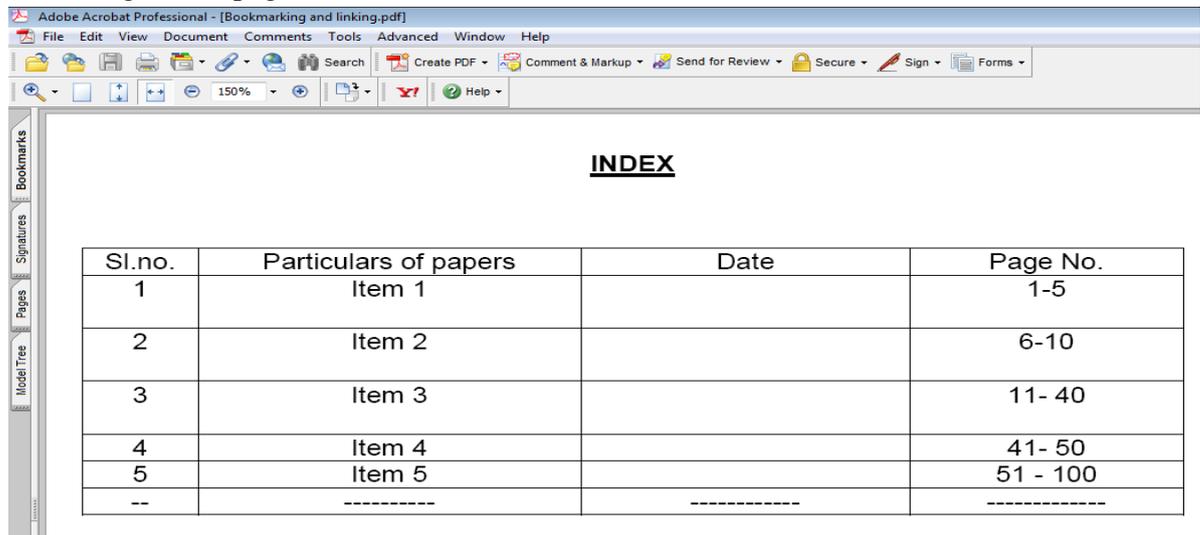
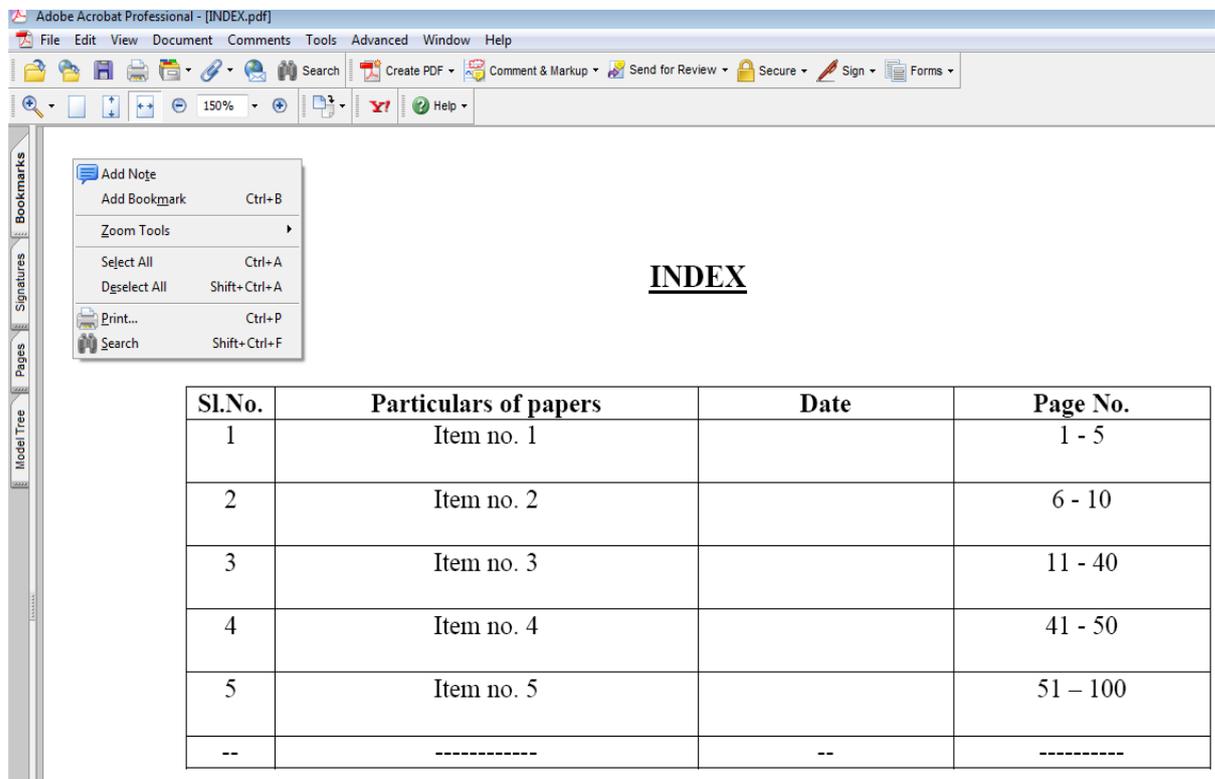


INSTRUCTIONS FOR BOOKMARKING AND LINKING OF CASE FILES

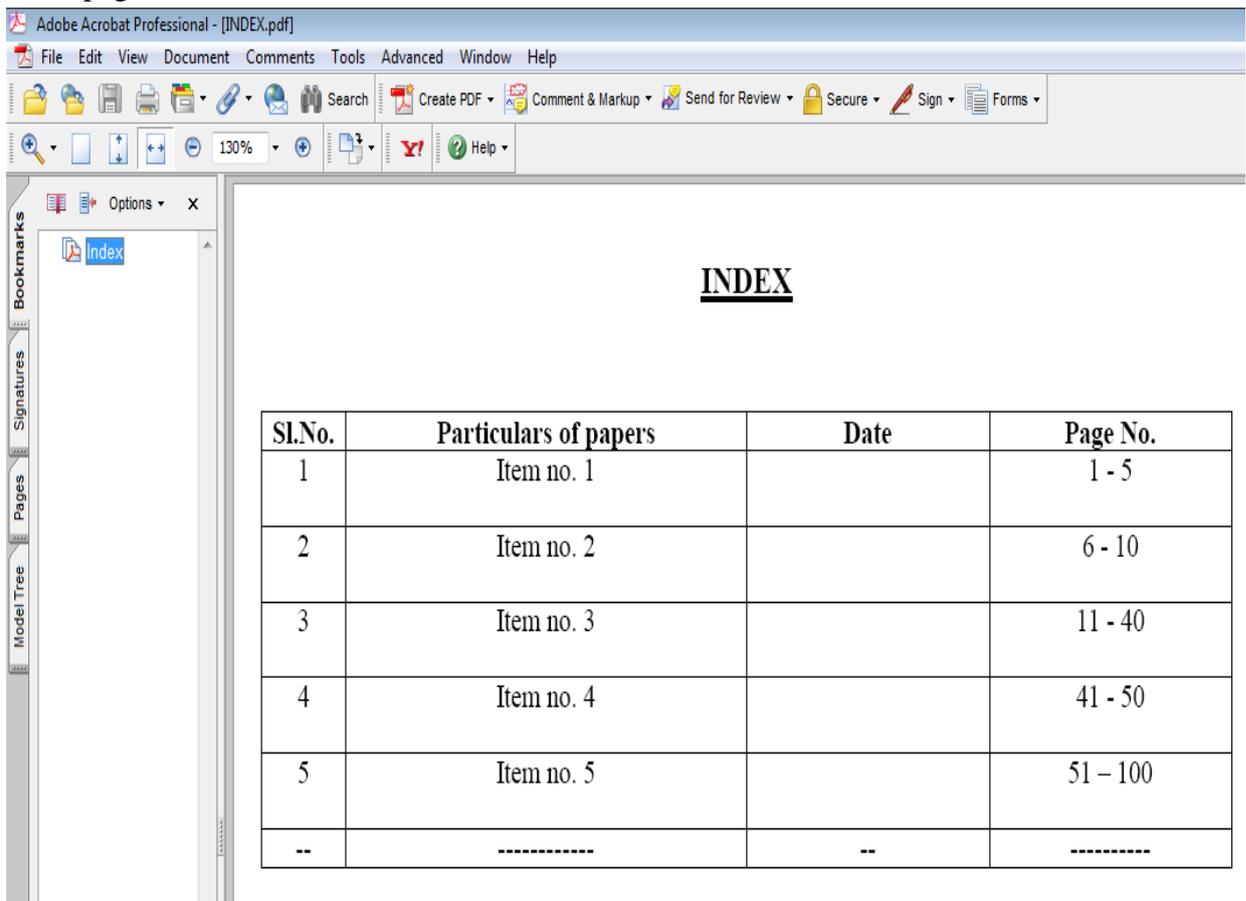
1. The insertion of paging (i.e. page no.) should be done from the first page of case file.
2. **Bookmarking:**
 - i. Go to the pages of case files which have to be bookmarked e.g. Petition, Index, Dates & Events, Annexures, Affidavits, Court Fee, Vakalatnama etc. and other relevant page(s) that has to be referred. An example has been given below for bookmarking and linking of e.g. index page:



- ii. Go to the page Right click on the page → go to Add Bookmark → Name it as Index. In this way all the desired pages will be bookmarked with their proper names. Bookmarking could also be done directly through the Menu 'Bookmarks'.



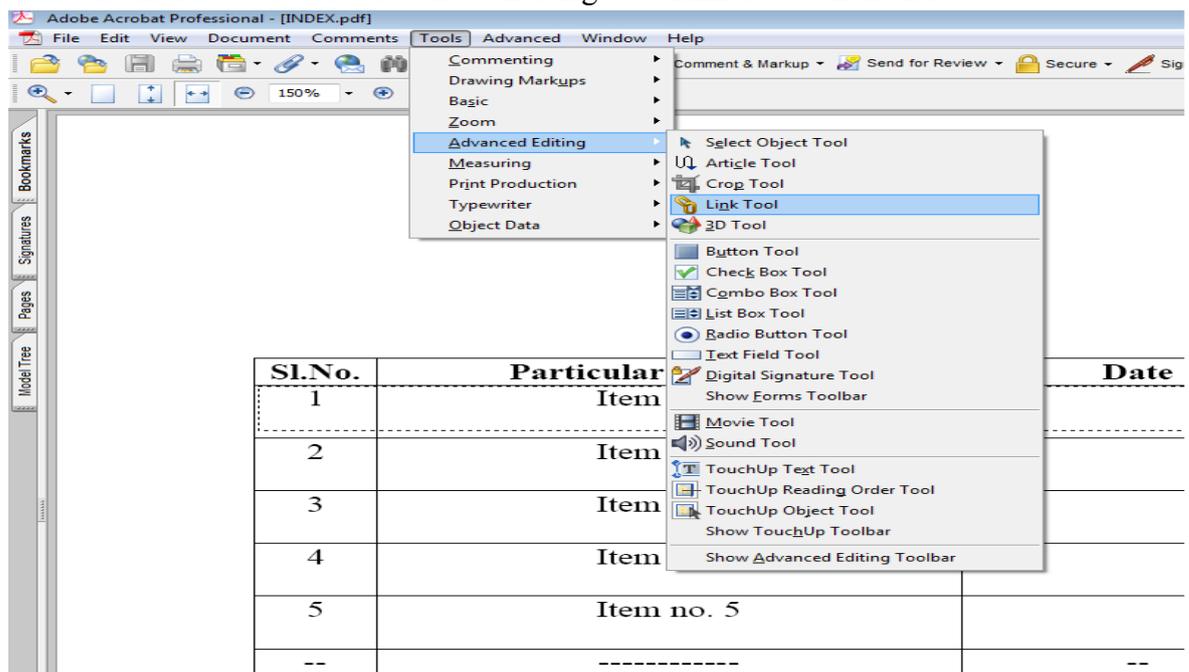
Index page after bookmarked:



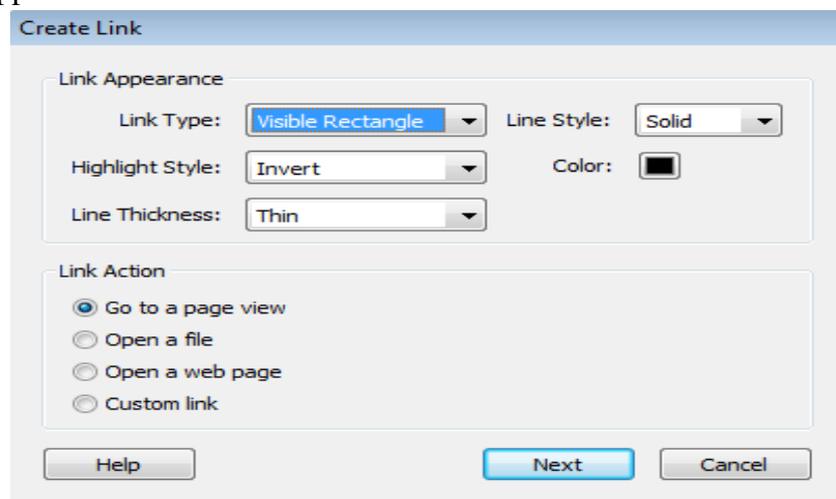
Note: After complete Bookmarking of relevant pages, file is required to be saved. After re-opening the file, the bookmark shall be enabled.

3. Linking (to refer a particular page) of pages referred in Index page of case file:

Go to the menu 'Tools' → 'Advanced Editing' → 'Link Tool' click on it.



Then, go to the index page of case file → select the entire row of each item through left click of mouse (press and hold left click while selecting the entire row) as shown above in the table as a dotted line as an example for item no. 1 at sl. no. 1. After selection a pop up screen will appear as shown below:



Click on the button ‘Next’ → Scroll down to that page where link has to be given e.g. for the item no., page no. is given as 1-5 → go to page no. 1 → click somewhere on the page (i.e. at page no. 1) → thereafter a pop up window will appear as shown below:

INDEX

Sl.No.	Particulars of papers	Date	Page No.
1	Item no. 1		1 - 5
2	Item no. 2		6 - 10
3	Item n		11 - 40
4	Item n		41 - 50
5	Item n		51 – 100
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Create Go to View

Use the scrollbars, mouse, and zoom tools to select the target view, then press Set Link to create the link destination.

Then click on the button ‘Set Link’. This process will have to be carried out for each and every item referred in the index page of case file. Further, any particular information such as **Annexure – I**, if referred in the file somewhere, shall also linked with the page where Annexure - I actually exists in the case file.

Note: After complete Linking of relevant pages, file is required to be saved. On re-opening of file the linking shall work.