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# How do I insert a hyperlink into my document?

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Filers may insert hyperlinks into their filings that navigate within the document or that access other filings available on the SEC's EDGAR Archive. Links to locations outside of these two places are not allowed inside EDGAR submissions.

The process for linking to either an internal location within a document or to another document in the archive is the same. The only difference are the options selected on the Insert Hyperlink dialog.

To insert a hyperlink:

1. Select the text to change into a hyperlink. Alternatively, you may insert a hyperlink with no selection if you create text for the hyperlink as part of the process.
2. Click **Document > HyperText Link > Insert Hyperlink**.

There are different versions of this dialog, depending on the type of hyperlink you are inserting. This article will show the different versions of the Location tab of this dialog before discussing the options on the remaining tabs.

For Local References (ie: links to bookmarks contained within the current document):

Insert Hypertext Link ? X

Location **Attributes** Search & Indexing Font Style

Link "to" Position

Link Type: Local Reference (#name)  SEC Exhibit

Anchor/Bookmark Name:

(no anchor, top of file)

Link Text (Text and HTML Code)

Anchor >> Condensed Consolidated Balance Sheets as of March 31, 2019 and December 31, 2018

OK Cancel

|                             |  |
|-----------------------------|--|
| <b>Link Type</b>            | This is the type of link that you will be inserting. Changing this option will change the appearance of the dialog. "Local Reference (#name)" means that the link will point to an anchor or bookmark position within the current document.  |
| <b>SEC Exhibit</b>          | Check this option if the link references an SEC exhibit document. This places the <code>-sec-extract: exhibit</code> code into the hyperlink, which is a requirement for SEC exhibit hyperlinking.   |
| <b>Anchor/Bookmark Name</b> | <p>This is the name of the bookmark to which the hyperlink will point. If there are bookmarks already within the document, those named positions will appear in the list below. Clicking on a name in the list will add it to this field.</p> <p>The field below the list gives a preview of the text surrounding the anchor position to help you identify it, so you can choose the correct bookmark. This can be useful in documents where the named positions are sequential or unique identifiers with no distinguishing information about the bookmark.</p> |
| <b>Link Text</b>            | This field contains the text for the link. If you made a selection prior to opening the dialog, that selected text will appear in this field. Please note that any inline HTML tags included in the selection will also appear here. If you did not select text prior to opening the dialog, then you can enter the text and any HTML formatting for the link here.  |
| <b>Anchor &gt;&gt;</b>      | This button inserts the text for the anchor name into the <i>Link Text</i> field.  |

For Relative File References (ie: links to a base file or bookmark inside a file that is an external document):

The screenshot shows the 'Insert Hypertext Link' dialog box with the following fields and values:

- Link "to" Position:**
  - Link Type: Relative File Reference
  - SEC Exhibit:
  - Relative Path/URL: (local)
  - Referenced File/URN: (default)
  - Anchor/Bookmark Name: (file not found)
- Link Text (Text and HTML Code):**
  - Anchor >>: Certification of the Principal Executive Officer pursuant to Rules 13a-14(a) and 15d-14(a) under the Securities Exchange Act of 1934, as adopted pursuant to Section 302 of the Sarbanes-Oxley Act of 2002.

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| <b>Link Type</b>            | This is the type of link that you will be inserting. Changing this option will change the appearance of the dialog. "Relative File Reference" means that the link will point to an anchor or bookmark position within a document that is included in the EDGAR submission.   |
| <b>SEC Exhibit</b>          | Check this option if the link references an SEC exhibit document. This places the <code>-sec-extract: exhibit</code> code into the hyperlink, which is a requirement for SEC exhibit hyperlinking.   |
| <b>Relative Path/URL</b>    | This field displays the relative path to the document based on the location of the current document and the location of the destination file.  |
| <b>Referenced File/URN</b>  | This is the name of the file to which the hyperlink will point. Use the Browse button to locate a file, or click the drop-down list to choose a file.  |
| <b>Anchor/Bookmark Name</b> | This is the name of the bookmark to which the hyperlink will point, if any. If there are bookmarks within the document specified in the Referenced File/URN field, those named positions will appear in the list below. Clicking on a name in the list will add it to this field.<br><br>The field below the list gives a preview of the text surrounding the anchor position to help you identify it, so you can choose the correct |

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|                        | bookmark. This can be useful in documents where the named positions are sequential or unique identifiers with no distinguishing information about the bookmark.   |
| <b>Link Text</b>       | This field contains the text for the link. If you made a selection prior to opening the dialog, that selected text will appear in this field. Please note that any inline HTML tags included in the selection will also appear here. If you did not select text prior to opening the dialog, then you can enter the text and any HTML formatting for the link here. |
| <b>Anchor &gt;&gt;</b> | This button inserts the text for the anchor name into the <i>Link Text</i> field.   |

For URI as HTTP (ie: links to a base file or bookmark inside a file that is located in a separate filing previously submitted to EDGAR and available from the EDGAR Archive):

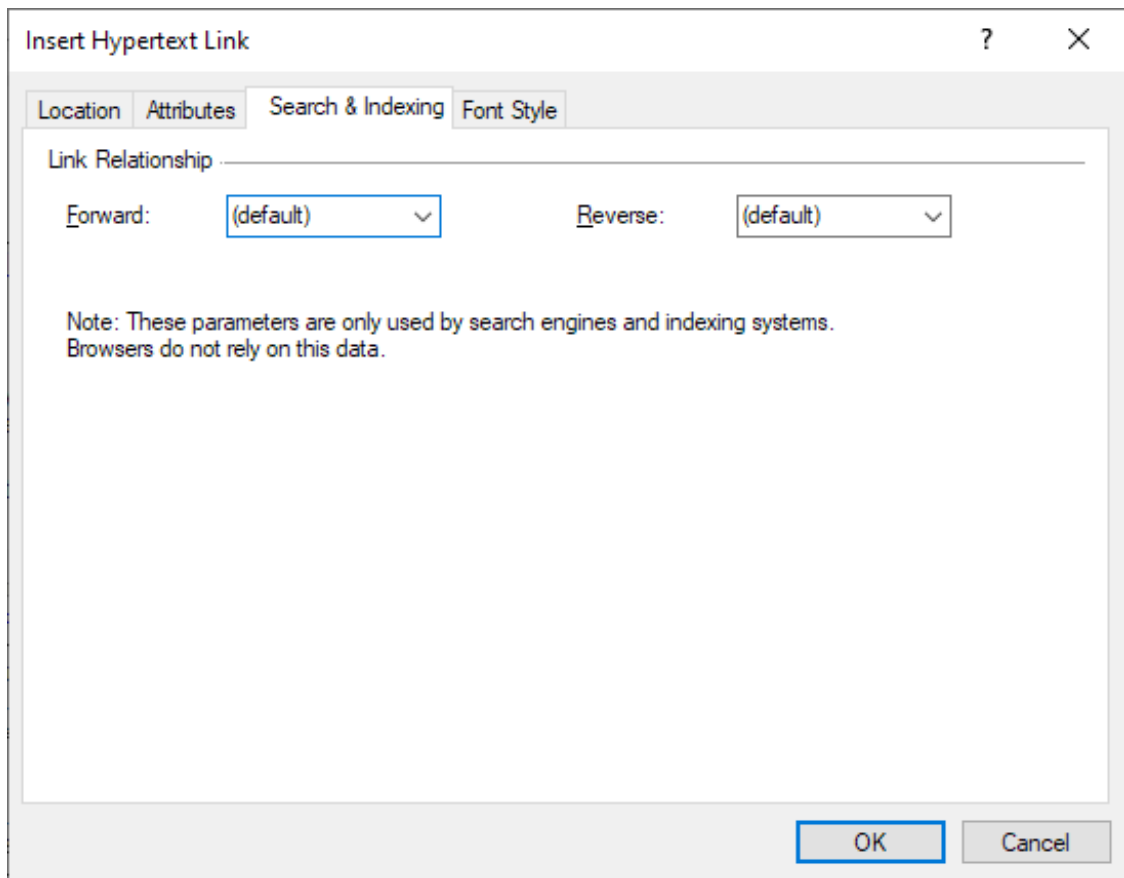
|                          |   |
|--------------------------|---|
| <b>Link Type</b>         | This is the type of link that you will be inserting. Changing this option will change the appearance of the dialog. "URI as HTTP" means that the link will point to an anchor or bookmark position within a document that is located somewhere in the SEC's EDGAR Archive. Note that links that point to documents outside the submission can only reference locations at <a href="http://www.sec.gov">http://www.sec.gov</a> . |
| <b>SEC Exhibit</b>       | Check this option if the link references an SEC exhibit document. This places the <code>-sec-extract: exhibit</code> code into the hyperlink, which is a requirement for SEC exhibit hyperlinking.  |
| <b>Relative Path/URL</b> | This field displays the URL of the file.  |

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| <b>Referenced File/URN</b>  | This is the name of the file to which the hyperlink will point. Enter the full URL of the file. The preceding “http://” or “https://” may be omitted.  |
| <b>Anchor/Bookmark Name</b> | This is the name of the bookmark to which the hyperlink will point, if any. If there are bookmarks within the document specified in the Referenced File/URN field, those named positions will appear in the list below. Clicking on a name in the list will add it to this field.<br><br>The field below the list gives a preview of the text surrounding the anchor position to help you identify it, so you can choose the correct bookmark. This can be useful in documents where the named positions are sequential or unique identifiers with no distinguishing information about the bookmark. |
| <b>Link Text</b>            | This field contains the text for the link. If you made a selection prior to opening the dialog, that selected text will appear in this field. Please note that any inline HTML tags included in the selection will also appear here. If you did not select text prior to opening the dialog, then you can enter the text and any HTML formatting for the link here.  |
| <b>Anchor &gt;&gt;</b>      | This button inserts the text for the anchor name into the <i>Link Text</i> field.  |

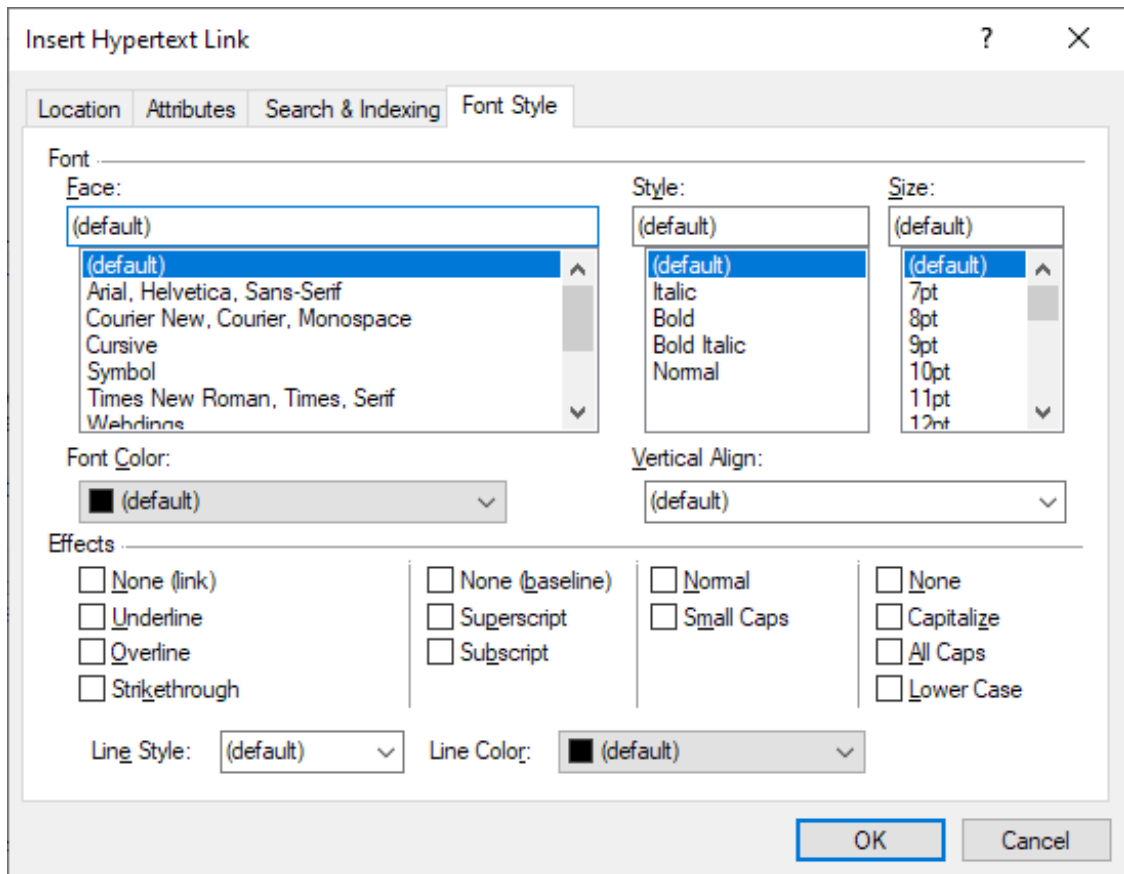
3. If desired, set other options in the remaining dialog tabs. Click on a tab to bring it to the forefront.

The screenshot shows the 'Insert Hypertext Link' dialog box with the 'Attributes' tab selected. The 'Target Properties' section includes dropdowns for 'Target/Name', 'Character Set', 'Language', and 'Type', all set to 'default'. The 'Keyboard Access' section includes dropdowns for 'Access Key' and 'Tab Index', also set to 'default'. The 'Pop-up Tool Tip (hovering)' section has a dropdown for 'Title Text' set to 'default'. The 'OK' button is highlighted with a blue border.

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| <b>Target/Name</b>   | Instructs browser behavior when the link is clicked. Users may set a target to open in a new window or tab or a specific frame. |
| <b>Character Set</b> | Specifies the character set of the linked document.   |
| <b>Language</b>      | Specifies the language of the linked document.  |
| <b>Type</b>          | Specifies the media type of the linked document.  |
| <b>Access Key</b>    | Specifies which keyboard key will give the hyperlink focus when it is pressed by a user.  |
| <b>Tab Index</b>     | Specifies the order in which the link gets focus when a user presses the Tab key to navigate a document.                        |
| <b>Title Text</b>    | Specifies extra information about the hyperlink.  |



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| <b>Forward</b> | Specifies the relationship between the current document and the linked document.   |
| <b>Reverse</b> | Specifies the relationship between the current document and the linked document. Note that this item is not supported in HTML 5. |



|                       |   |
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| <b>Face</b>           | Specifies a font face for the hyperlink.            |
| <b>Style</b>          | Specifies a font style for the hyperlink.           |
| <b>Size</b>           | Specifies a font size for the hyperlink.            |
| <b>Font Color</b>     | Specifies a font color for the hyperlink.           |
| <b>Vertical Align</b> | Specifies the vertical alignment for the hyperlink. |
| <b>Effects</b>        | Sets any font effects for the hyperlink.            |

4. Click **OK** to insert the bookmark.

**Helpful Hints:**

- You can insert a hyperlink on an entire table row by selecting the row using the **Select Row** tool before clicking **Insert Hyperlink**.
- If there are inline HTML tags, such as `<code>` or `</code>`, in your selected text, you must be sure to include both the opening tag and the closing tag in the selection.