

Appendix 14

Creating Reference Hyperlinks in E-Submission Documents

I. Purpose of Appendix 14

This document explains how to create “reference hyperlinks” in a way that will continue to function when the document is transferred to a computer or network other than the computer or network where it was created. A “reference hyperlink” is a hyperlink, within a document, linking text in that document to other documents. A reference hyperlink can “break” when a hyperlink referenced to a document’s location on the computer or network where the document was created stops working after the document is transferred to another computer or network (e.g., to a local or network computer associated with FDA’s e-submission system).

II. Scope

The recommendations in this appendix:

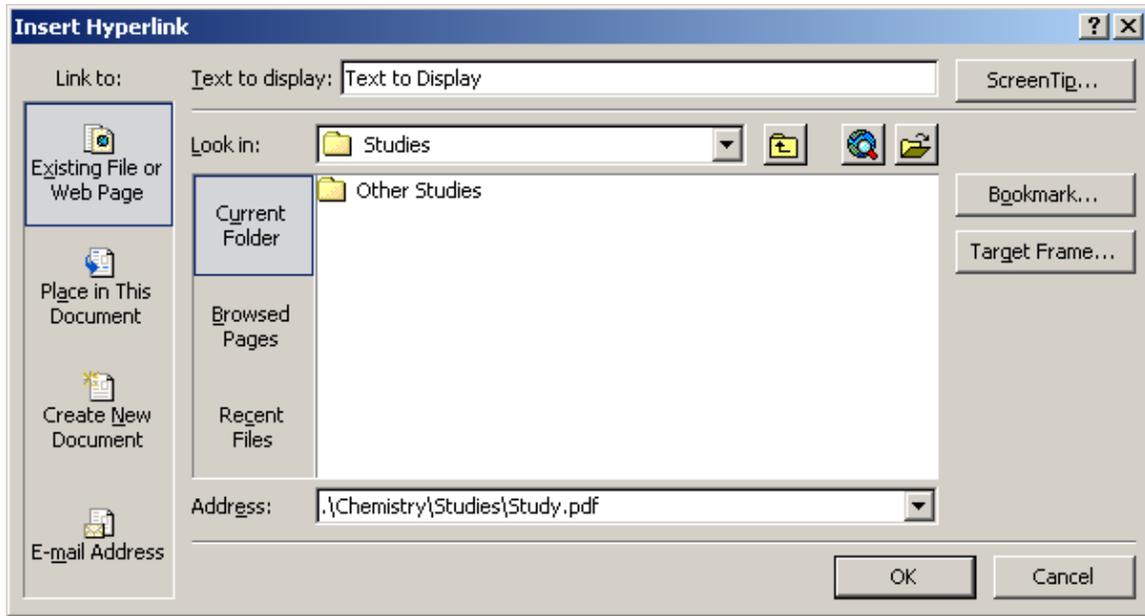
- Apply to documents that are created using Microsoft Office Word 2003 and then converted to PDF;
- Explain how to create a reference hyperlink as a “relative” hyperlink rather than an “absolute” hyperlink. A “relative hyperlink” can usually be retained when a document is transferred to a computer or network other than the computer or network where it was created; an “absolute hyperlink” often breaks when a document is transferred to a computer or network other than the computer or network where it was created; and
- Assume that you place files in one of the subfolders provided in the Main Directory of one of the roadmaps provided in Appendix 15 of this guidance.

III. Instructions

1. Select the text or picture you want to display as the hyperlink. From the Standard toolbar menu, click **Insert**, then **Hyperlink**. The **Insert Hyperlink** pop-up window will be displayed with the selected text displayed in the **Text to display:** field, as shown below. If a picture is selected, the **Text to display:** field will display “<<Selection in Document>>.”

Figure XIV. 1. Insert Hyperlink Pop-Up Window

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2. Create the hyperlink:

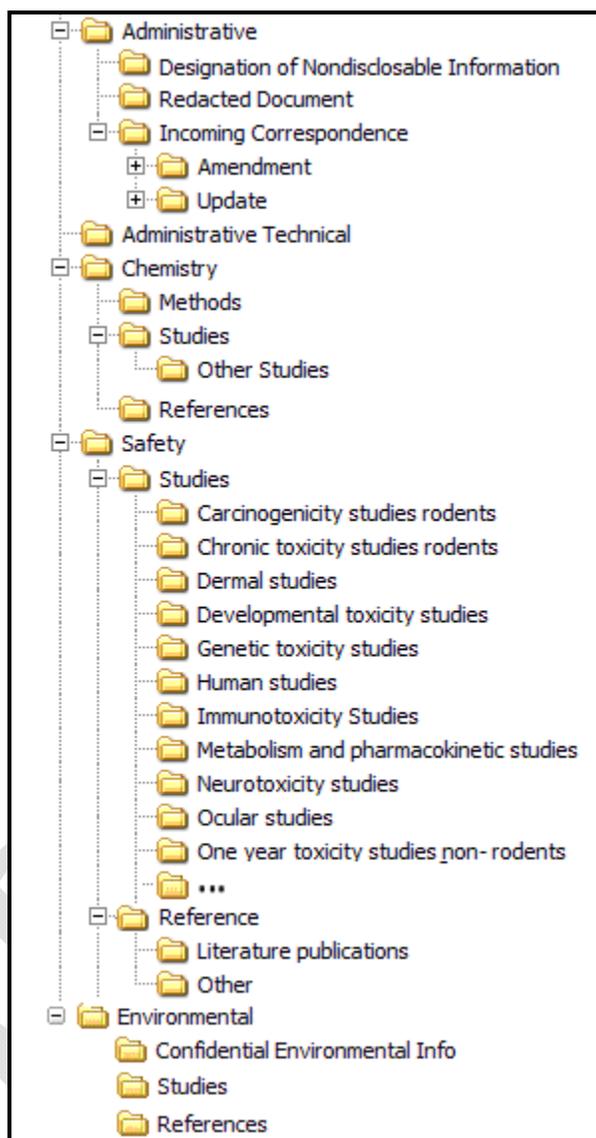
- Under **Link to:**, click **Existing File or Web Page** icon. The name of the current folder will be displayed in the **Look in:** field. Just below the **Look in:** field, the contents of the current folder will be displayed in the large field to the right of the **Current Folder** icon.
- In the **Address:** field,
 - Type the address you want to link to; OR
 - Click the arrow to the right of the **Look in:** field, and select the file from the list that is displayed; OR
 - Select the file from the list that is displayed in the **Current Folder** field.

3. Confirm that the address points to the correct location using **Relative** links.

- To confirm the link to a document in the current folder, verify that one of the following is displayed:
 - “**filename.pdf**,” which indicates only the file name; OR
 - “**.\filename.pdf**,” which indicates the current folder and file name. (Format is **.** = **current folder**)
- To confirm the link to a document that resides in a directory other than the current directory, verify that one of the following is displayed:
 - “**..\filename.pdf**,” which indicates a file name that is in a directory one level higher than the current directory; OR
 - “**..\..\filename.pdf**,” which indicates a file name that is in a directory two levels higher than the current directory. (Format is **..** = up one directory, thus, **..\..** = up two directories, etc.)

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Figure XIV. 2. Petition main directory example



In Figure XIV.2, **Main directory** is the root folder for this submission. If a document resides in the **Main directory\Safety\Studies** directory and there is a need to reference the *Form3503_..._YYYY-MM-DD.pdf* document in the **Main directory\Administrative** directory the following hyperlink format would be used.

`..\..\Administrative\ Form3503_..._YYYY-MM-DD.pdf`

The above mentioned format is used instead of the traditional hard-coding method (which leads to a directory on the “hard drive” (usually called “c drive”) (e.g., `c:\Main directory\Administrative\ Form3503_..._YYYY-MM-DD.pdf`). If the hard-coding method is used and the files are moved to a machine other than the one they were created on, the hyperlinks may not work. For example, hyperlinks directed to “c:\...” drive would immediately be rendered

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unusable if moved to a UNIX system, because the UNIX system does not use the designation c:\....

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