



IEEE POWER ENGINEERING SOCIETY / SWITCHGEAR COMMITTEE

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SAMPLE ONLY

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PAST CHAIRMAN
Jeff Nelson

July 31, 2007

To: Switchgear Committee Chair
Re: HOW TO CREATE HYPERLINKS IN THE MINUTES documents.

SAMPLE MoM with "hot links" (hyperlinks) to other files and MoM's.

1. Jeff Nelson (Past Com Chair) mentioned that on Tuesday ADSCOM discussed an important subject of Patent protection. See [ADSCOM MoM](#) for further details.
2. In the previous meeting, Ted Olsen provided two convenient summary guidelines for how to use hyperlinks. See [ERP MoM](#) from Fall 2006 for further details.
3. In Spring 2004 STL NA Liaison announced an interesting idea. See [STLNA Liaison Report](#).

Guidelines how to create a "hot link" in the Minutes:

1. To insert a Hyperlink in MS Word, click **Ctrl K**. In "**Text to display:**" type in what you want the text to display. In the examples above it was: "ADSCOM MoM", "ERP MoM", and "STLNA Liason Report", but it can be almost anything (as descriptive and intuitively simple as possible. In "**Address:**" you type in the exact name of the file you want to link to, exactly as described in the filename convention rules. in ERP MoM from 2006 I typed in the address: F06ERPmi.doc. See also: [File Name Convention Rules](#).
2. In case you are referring to some OLDER Minutes or other documents from the previous Committeee Minutes (already published on the Web) you have to include the **Folder-name** as well in the "Address:" box. For example, in ERP MoM from 2006 I typed in the address: ../F06Minutes/F06ERPmi.doc Notice the double dots in front and forward slashes. You can check that yourself in this document by RightClicking on the blue-underlined "ERP MoM" above and clicking on "Edit Hyperlink".
3. If you convert the MS Word document to pdf file the "hot links" should actually get preserved but I have not tested it. Whenever a problem occurs, you can actually type in the full URL address (full path) of the linked document in the "**Address:**" line when preparing the MS Word file, like this:

<http://www.ewh.ieee.org/soc/pes/switchgear/F06Minutes/F06ERPmi.doc>





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Jeff Nelson

I know it's a long address but you can simply cut-and-paste the whole URL address from the web itself. This way it will be safer when converting doc to pdf.

- Guys, we finally have to move to the 21st century. **NO NEED TO REPEAT, RETYPE, OR DUPLICATE ATTACHMENTS AND INFORMATION.**

Written by Mietek Glinkowski

