

REDACT AND CREATE HYPERLINKS IN DOCUMENTS

REDACT DOCUMENTS

To redact a document within DCS, as well as a few other functions:

1. Click the **Sections** button at the top.
2. Click the **View Documents** button next to the document you want to redact to go to the 'View Document' page.
3. Click on the **View** button for the document.

RV BALL

Sections

Create New Section Audit Trail Update All Sections

Index	Name	Section Order	Document Ordering	Level	Created By	Restricted To	
1	Indictment	A	Number	Normal	CPS Admin	None	View Documents View Comments Update All Documents Upload Document(s)
2	Plea and Case Management Form	B	Number	Normal	CPS Admin	None	View Documents View Comments Update All Documents Upload Document(s)
3	Defence Case Statement	C	Number	Normal	CPS Admin	None	View Documents View Comments Update All Documents Upload Document(s)
4	Records of Tape Recorded Interview	D	Number	Normal	CPS Admin	None	View Documents View Comments Update All Documents Upload Document(s)
5	Witness Statements	E	Number	Normal	CPS Admin	None	View Documents View Comments Update All Documents Upload Document(s)

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1: Indictment

Upload Document(s) Remove All Documents Update All Documents Audit Trail View Comments

1: Indictment (Created by CPS Admin. 1 document, 1 page)

Index	Name	Date	Bundle Number (15F)	Main Bundle Included-Inserted-Tabbed	Core Bundle Included-Inserted-Tabbed	
0001	Indictment	08 Sep 15	1:1	Yes-No-No	No-No-No	View PDF Open Original (.docx)

* Excluded from Bundle
† Included in Core Bundle

The View Document page allows users to :

- **Move** a document to another Section
- **Remove** a document
- Download and open a 'PDF' version
- Open and download the document in its 'Original' file type.

Navigate through the document using the backwards and forwards arrow buttons.

When on the correct page, click the **Redact** button to open a page in a new tab.

Click **Display** radial buttons to change the view of the document.

These icons make your view of the document larger or smaller.


To add a redaction, drag the mouse over the relevant text on the document page.

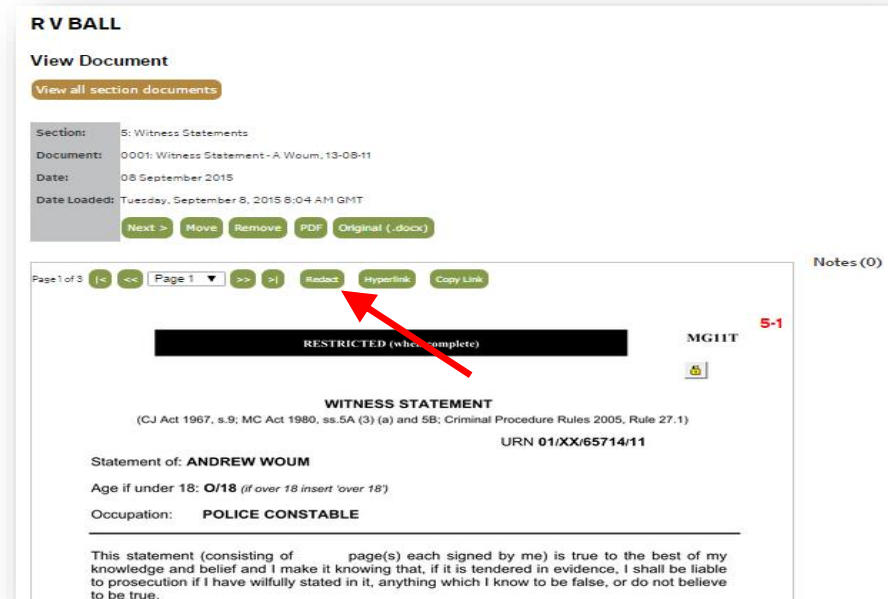
When the mouse is released, a pop-up appears asking to save the redaction:

- Click 'Yes' to save.
- Click 'No' to make it again.

To remove a redaction :

1. Click on a redaction.
2. Click **Yes** to delete
3. Click **Cancel** to keep the redaction

 *There is no need to save. This is done automatically.*



RV BALL

View Document

View all section documents

Section: S: Witness Statements
Document: 0001: Witness Statement - A Woum,13-08-11
Date: 08 September 2015
Date Loaded: Tuesday, September 8, 2015 8:04 AM GMT

Next > Move Remove PDF Original (.docx)

Page 1 of 3 | < << Page 1 >> >> | Redact Hyperlink Copy Link

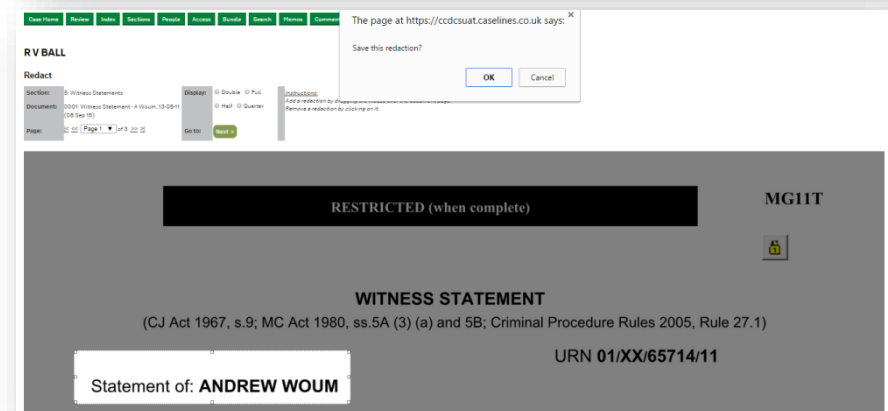
Notes (0)

RESTRICTED (when complete) MG11T 5-1

WITNESS STATEMENT
(CJ Act 1967, s.9; MC Act 1980, ss.5A (3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1)
URN 01/XX/65714/11

Statement of: **ANDREW WOUM**
Age if under 18: **0/18** (if over 18 insert 'over 18')
Occupation: **POLICE CONSTABLE**

This statement (consisting of _____ page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it, anything which I know to be false, or do not believe to be true.



The page at https://ccdsuat.caselines.co.uk says:

Save this redaction?

OK Cancel

RV BALL

Redact

Section: S: Witness Statements
Document: 0001: Witness Statement - A Woum,13-08-11
Date: 08 Sep 15
Page: 1 of 3 (Page 1) of 3

Display: Double Full Half Quarter
Redaction: Put a redaction by dragging
 Remove a redaction by clicking on it

RESTRICTED (when complete) MG11T

WITNESS STATEMENT
(CJ Act 1967, s.9; MC Act 1980, ss.5A (3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1)
URN 01/XX/65714/11

Statement of: **ANDREW WOUM**

HYPERLINKS

Digital Case Files allow for greater ease of navigation and the ability to move from one page or document to another with speed. This can be done through the Index and the Search.

Another option is to use **Hyperlinks** to move to and access websites and pages within the Digital Case File.

In the **View Document** area [Sections > View Documents > View] click on **Hyperlink** to open the Hyperlink tool in a new tab.

At the top of the Hyperlink page is:

- Name of the Section
- Document number
- Page number

Click the **Page** drop-down and select the page to go to a specific page in the document.

Use the **chevron arrows (Next or Previous)** either side of the drop-down to move forwards and backwards through the document.

To add a hyperlink:

1. Click anywhere on the document preview of the desired page.
2. When the pop-up appears asking to add a hyperlink to this page, click **OK**.
The Hyperlink pop-up window appears.
3. Select the **Hyperlink Type** from:
 - Document Page
 - Website
 - External PDF Page

HYPERLINK TO A PAGE

To add a hyperlink to another page in the Digital Case File:

1. Ensure the **Document Page** radial button is selected.
2. Type in a **Description**.
3. Choose the **Section** of the document to link to.
4. Select the document from the **Document** drop-down.
5. Select a **Page** within that document.
6. Click **Save** to create the hyperlink.
7. The hyperlink box appears on the page.

Details of the hyperlink, including where it links to, appear on the right-hand side.

To move the hyperlink around the page, hover over the hyperlink until the mouse cursor turns into a pointing hand, then click and drag to reposition.

To edit the hyperlink either click on it or click the 'Edit' button on the right-hand side.

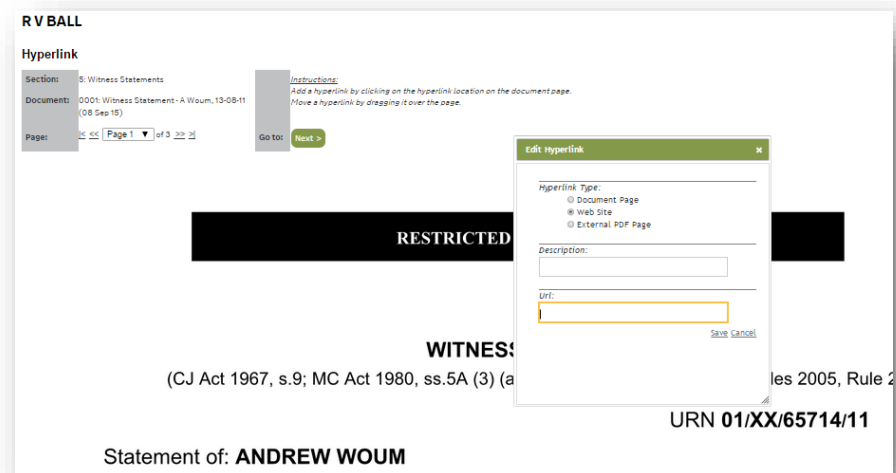
To delete the hyperlink, click the **Remove** button on the right-hand side.

The screenshot shows the 'RV BALL' interface with a 'Hyperlink' tool. The tool has a 'Section' dropdown set to '5: Witness Statements', a 'Document' dropdown set to '0001: Witness Statement - A Woum.13-08-11 (08-Sep-10)', and a 'Page' dropdown set to 'Page 1 of 3'. A 'Go to:' field contains 'Next >'. An 'Instructions' box says: 'Add a hyperlink by clicking on the hyperlink location on the document page. Move a hyperlink by dragging it over the page.' A large black redaction box covers the text 'RESTRICTED'. Below it, the text 'WITNES:' is visible, followed by '(CJ Act 1967, s.9; MC Act 1980, ss.5A (3) (a)'. An 'Edit hyperlink' dialog box is open, showing 'Hyperlink Type' with radio buttons for 'Document Page' (selected), 'Web Site', and 'External PDF Page'. The 'Description' field is empty. The 'Section' dropdown is set to 'Please Choose ...'. The 'Document' dropdown is set to 'Please choose a section ...'. The 'Page' dropdown is set to 'Please choose a section ...'. The text 'les 2005, Rule' is visible to the right of the dialog box. At the bottom right, the text 'URN 01/XX/65714/11' is visible. At the bottom left, the text 'Statement of: ANDREW WOUM' is visible.

HYPERLINK TO A WEBPAGE

In order to hyperlink to webpages such as the website of an organisation, a news article, social media accounts, documents on external websites, online maps etc:

1. Click anywhere on the preview document.
2. A pop-up will appear asking if you want to add a hyperlink to this page. Click 'OK'.
3. Select 'Web Site' from the radial list.
4. Give it a description.
5. Copy the link.
6. Paste in the webpage URL
7. Click the 'Save' text to create the hyperlink



TEST HYPERLINKS

To test hyperlinks:

1. Click the 'Review' Button
2. Navigate to the page where the Hyperlinks were created.
3. Click on each of the Hyperlinks to test them.