# *How to Create a Hyperlink to a Policy, By-Law, Statute, or Rule*

*This guide outlines how to retrieve a direct link to a document stored within the Legislation, Policy and Governance Documents Directory.*

***The process for copying links in the Legislation, Policy and Governance Documents Directory is different to how it was done in the previous Legislation and Policy Search.*** *The simplest way to copy a link is outlined below.*

## Linking to a Policy, By-Law, Statute, or Rule

1. **Open the** [**Directory**](https://gi4znwy.onk2.com/Designer/Runtime/Form/ECU.Corporate.Documents/)**and select the paperclip icon to the right of the document that you need to create a link to:**



1. **Left click on the paperclip icon to generate the link:**



1. **Left click on the ‘OK’ button. This will copy the link to the Clipboard:**



1. **The link can now be pasted into your document or email. You may need to right click the hyperlink and select “Edit Hyperlink’ to correctly name the link:**

## Version Control

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| --- | --- | --- | --- |
| Date | Version | Author | Approval |
| 25 January 2022 | Version 1.0 | Heather Jowett | Mark Ridgwell |
| 5 April 2022 | Version 2.0 | Roma Fragomeni | Karen McFarland |
| 11 April 2022 | Version 3.0 | Heather Jowett | Karen McFarland |
| 24 January 2023 | Version 4.0 | Karen Van Staden | Karen McFarland |
| 12 September 2023 | Version 5.0 | Karen McFarland | Karen McFarland |