

## USER GUIDE

### for Link Detector extension for Microsoft Word®

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### Purpose of Link Detector

Link Detector checks for legal citations to EU legislation and case law and establishes links to the EuroCases online database.

Link Detector is an extension developed primarily for legal professionals working with EU law. It identifies legal citations to EU legislation and to judgments of the EU Court of Justice in the web page opened by the user and establishes links to the cited EU acts and/or provisions thereof published in the EuroCases online database.

The identification of links to EU law is performed only for documents in English, French, German and Bulgarian languages. For documents in Bulgarian the extension is able to identify also links to Bulgarian legislation whereby these links are connected to the Apis Web database. When there are references to EU law in Bulgarian documents, the links are being directed simultaneously to APIS Web (module Euro Law) and EuroCases.

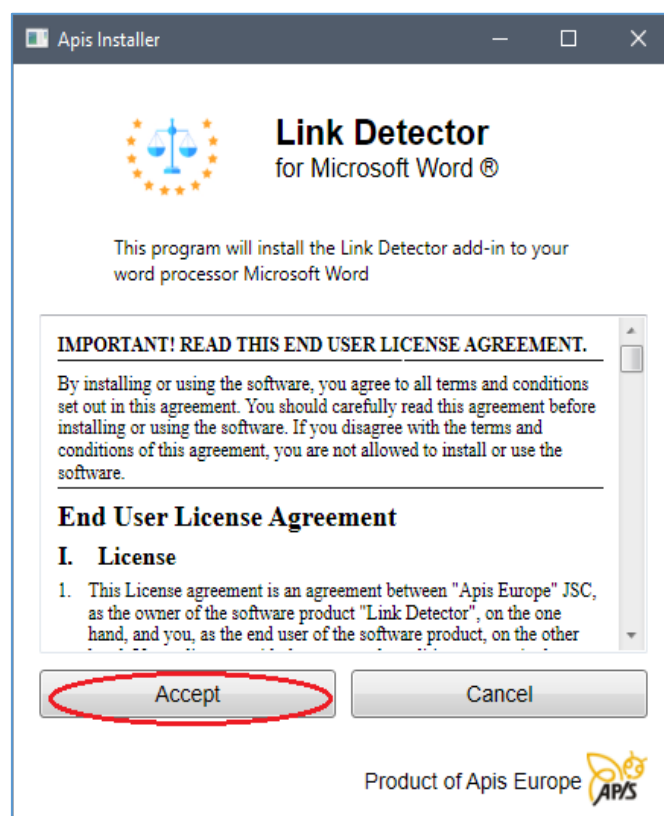
For each of the established links the user can request (via the context menu appearing by a right button mouse click over the link) a list of the EU legislative acts and/or decisions of national courts or the EU Court of Justice citing the same legal act or provision thereof. Furthermore, the extension is able to

produce a reference to the cited EU act which can be copied and inserted as a footnote, endnote or similar quotation note in user's writing.

## Installation of Link Detector for Microsoft Word®

In order to install the add-Link Detector for Microsoft Word® on your computer, you need your operating system version to be at least Windows Vista® or later one (Windows® 7, 8, 10) and have installed at least the 2010 version of Microsoft Word®. The supplement may be installed on each of the next versions of the editor - Microsoft Word® 2013 and 2016. If these minimum requirements are met, download the installation program (installer) of the add-Link Detector for Microsoft Word® from the site of APIS ([http: / /apis.bg/bg/link-detector.html](http://apis.bg/bg/link-detector.html)) and run it.

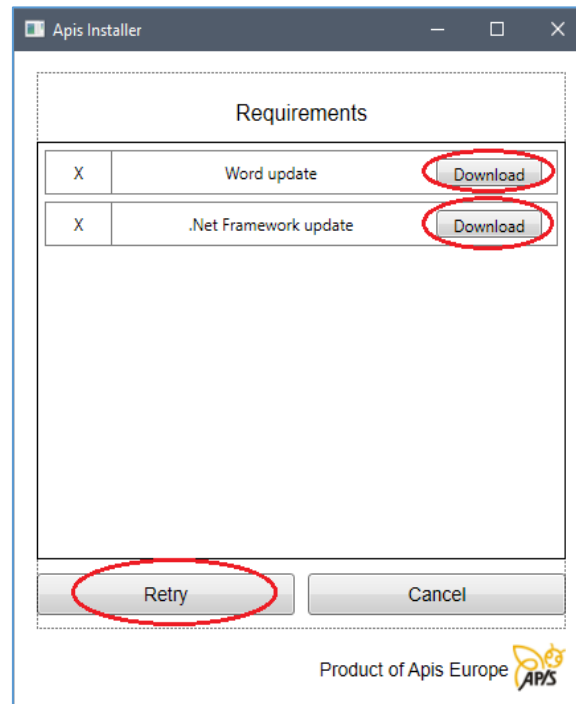
Before installing the Link Detector, the installation program will ask you to read and accept the terms of the License Agreement for the use of the product.



Following the acceptance of the License Agreement, the installer performs a check for the presence of the minimum required software configuration for installing the add-on, namely:

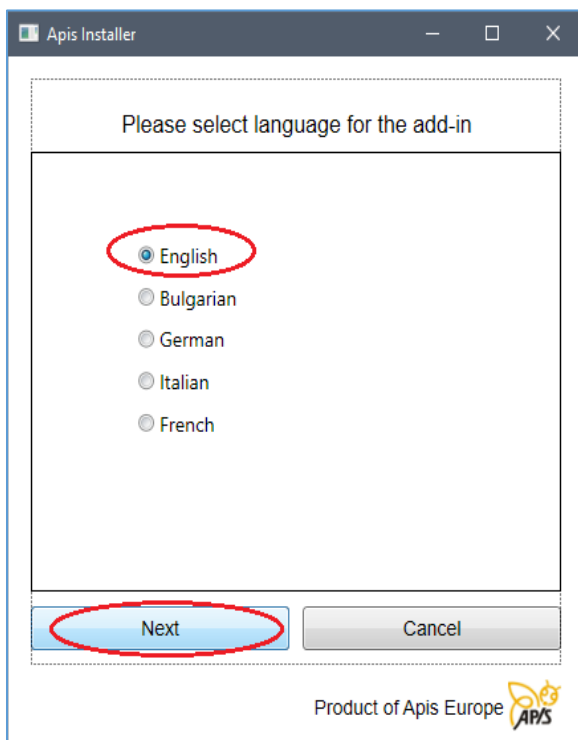
- Installed Microsoft .NET Framework, version 4.0 or later;;
- Installed Update Packages for Microsoft Word® KB 3114855.

If these software packages are not installed on your computer, the installer offers you to download and install them. After clicking the button "Click", the installer will open in your browser the relevant page of Microsoft®, from which you can start downloading and installing the appropriate installation, resp. update package.

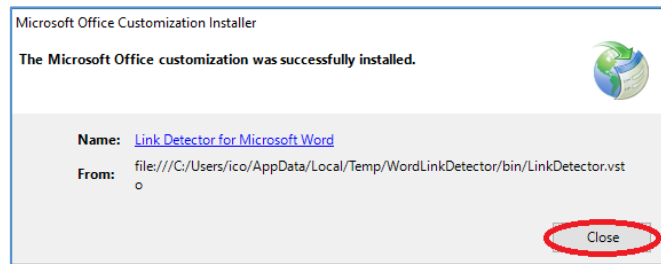
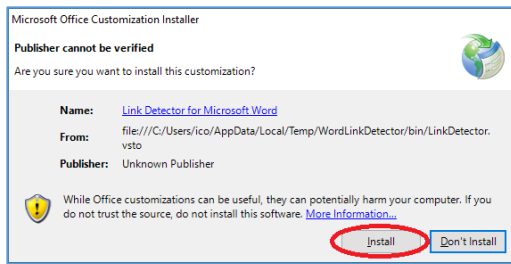


In case your software configuration requires only to install an updated version of Microsoft Word<sup>®</sup>, after you finish the update, click "Try again" to continue installing Link Detector. In case it is necessary to install Microsoft .NET Framework 4.0, you may have to complete the installation of the package by restarting your computer. Afterwards you might have to start again the installation process for Link Detector.

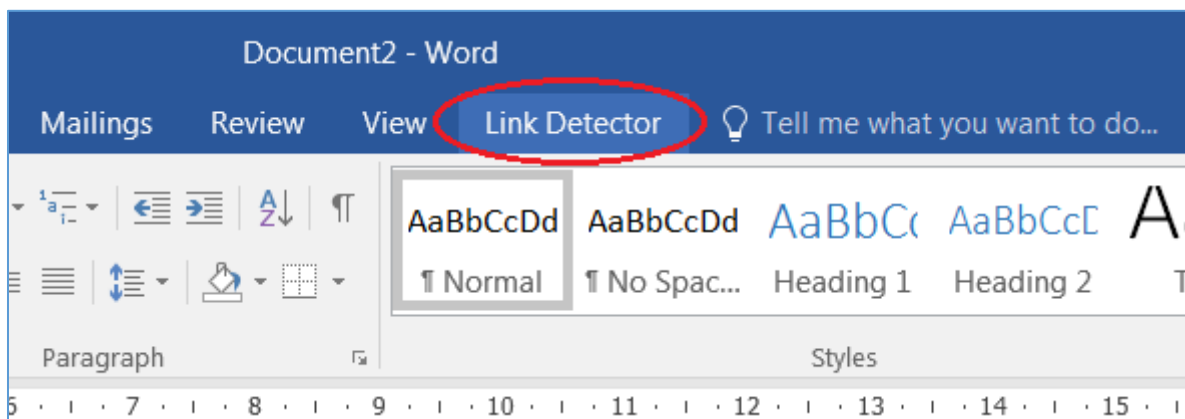
The next step in the installation of Link Detector involves selecting the language interface.



After pressing the "Next" button the standard installer for Microsoft Office<sup>®</sup> add-ons appears. Click "Install", to install the Link Detector. When installation is complete, you will receive a notification about it.



After installing Link Detector, the add-on will automatically appear on the toolbar of Microsoft Word®. At the right end of the toolbar a button will appear, that provides access to the functions of Link Detector as an additional menu.

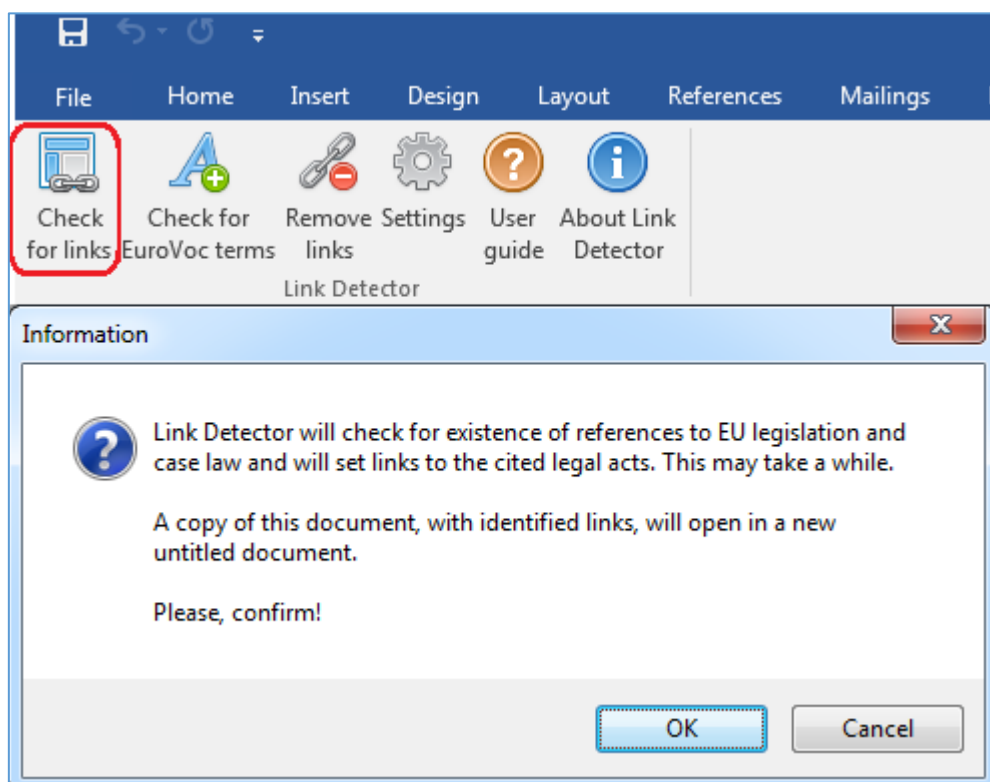


## Main Functionalities of Link Detector

Below you will find a brief description of the functions of the Link Detector which are integrated in the dropdown menu of the application.

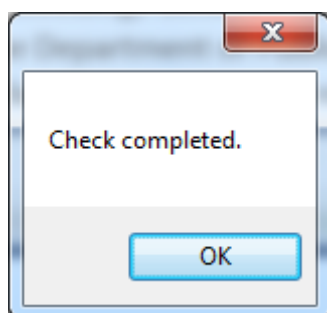
### 1) Check for links

This function can be used by clicking with the left mouse button on the Link Detector icon and by selecting the command "Check for links" from the dropdown menu. Link Detector requires confirmation, before commencing the search for references.



After the user's confirmation the text of the open page (document) is sent through an encrypted connection to a web service for a recognition of links maintained by the developer of the application Link Detector – "Apis Europe" JSC. The service firstly identifies the language of the text and then references to EU law contained in the text. *(Note: Link Detector identifies references to EU law in English, German, French and Bulgarian languages, and in texts in Bulgarian language links to Bulgarian law are also being identified.)*

Once the identification of links is completed (it usually lasts up to 2-3 seconds), a new message appears that notifies the user about the end of the operation:



The text of the page (document) containing links to the identified legislative documents and case law is displayed on a **new** document page.

**Important information!** The text of the cited provision containing the latest consolidated version of the act is displayed in the hint. It is possible, however, that in the document opened by the user an older version of the provision be cited. In that case the user needs to double check the database EuroCases in order to find out which version of the provision is being cited in his document.

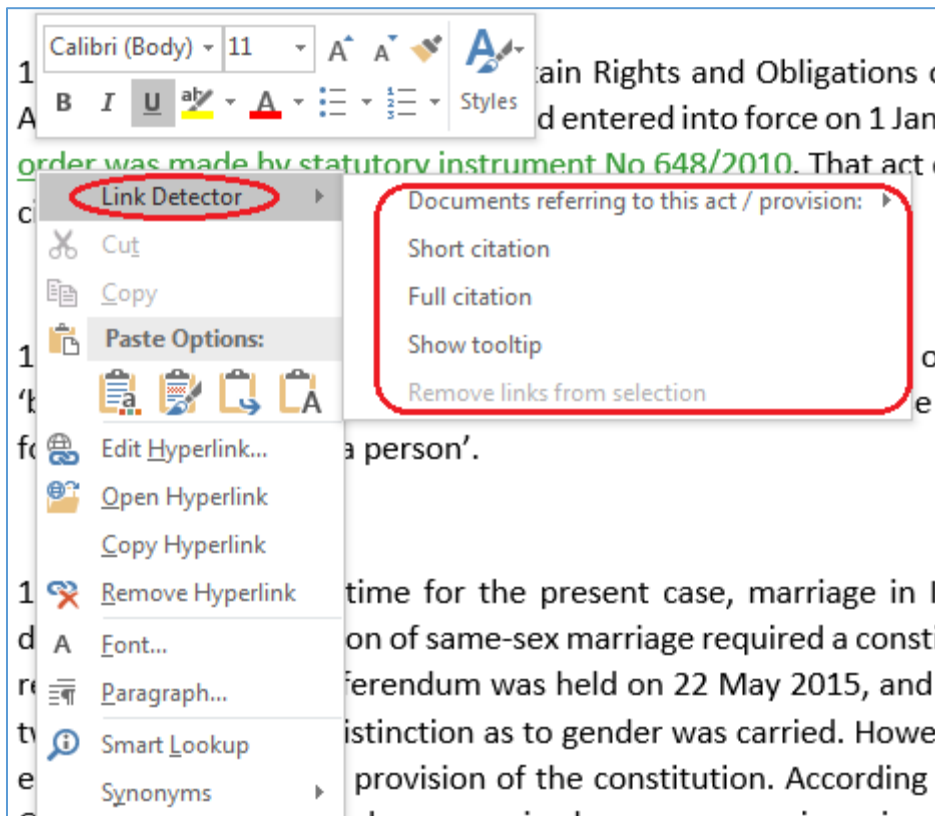
When the user holds Ctrl on his keyboard and clicks with the left mouse button on the link, the text of the cited act or provision will display itself in a new window of the EuroCases system.

## 2) Functions of the context menu when working with the identified links

If the user clicks with the right mouse button on the link a context menu will open containing the following options:

- Documents referring to this act/provision
- Short citation
- Full citation
- Show tooltip
- Remove links from selection

The last option is available only when a part of the text has been selected.

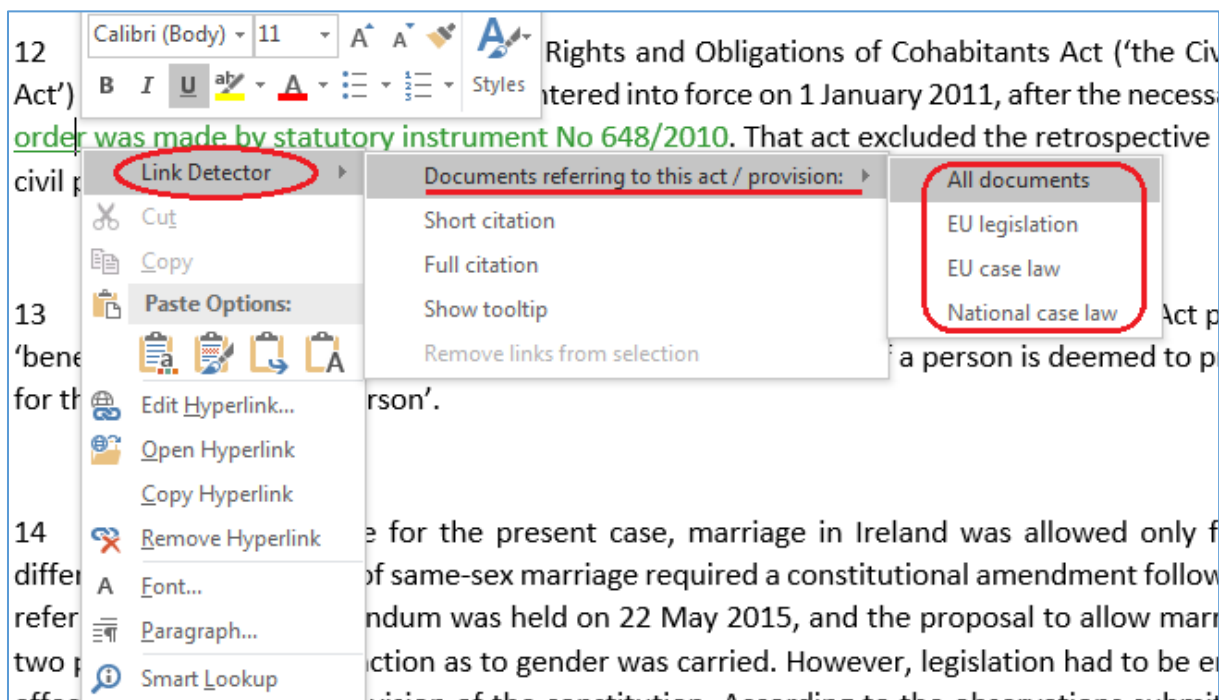


Below you will find how each of those options is performed.

- **A) Documents referring to this act/provision**

When choosing the option “Documents referring to this act/provision” the following submenu appears:

- All documents
- EU Legislation
- EU case law
- National case law.



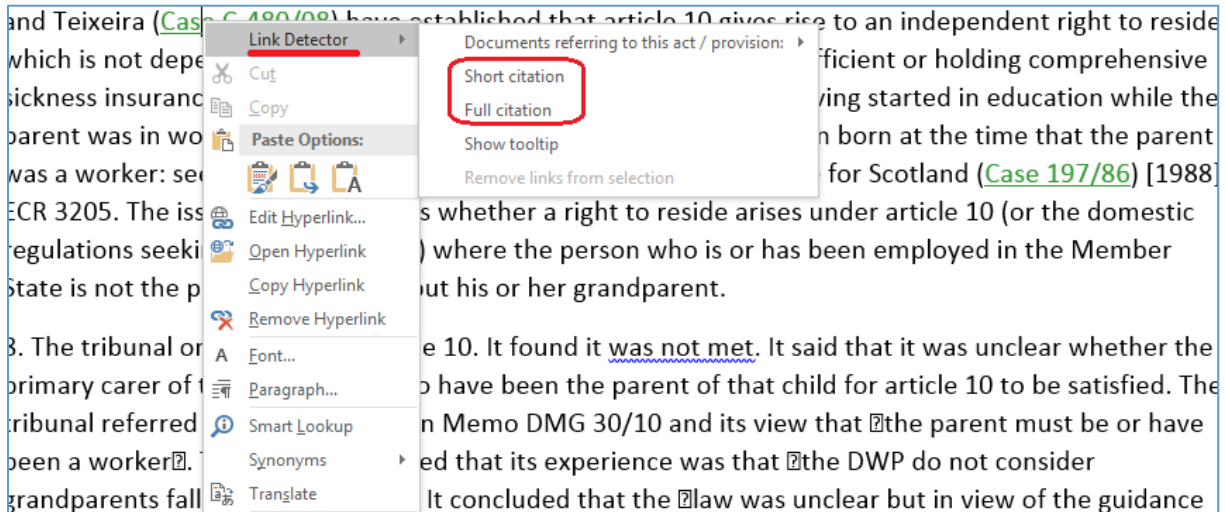
When choosing one of these four options a list will be displayed in a new browser window, respectively with: a) all documents from the EuroCases system, b) documents of the collection EU legislation in EuroCases, c) documents of the collection case law of the EU Court of Justice in EuroCases, and d) judgments of the Member States' courts in EuroCases, which refer to the cited act or a provision of this act.



Links to documents in the list will direct you to the EuroCases system. Some of these documents (for instance, decisions of the EU Court of Justice) are accessed for free, while access to other documents (e.g. national case law) requires a valid subscription. The different icons suggest whether a document relates to a legal act or case law whereby the *paragraph sign* means a legal act and *the scales sign* – case law.

## B) Reference to the cited act

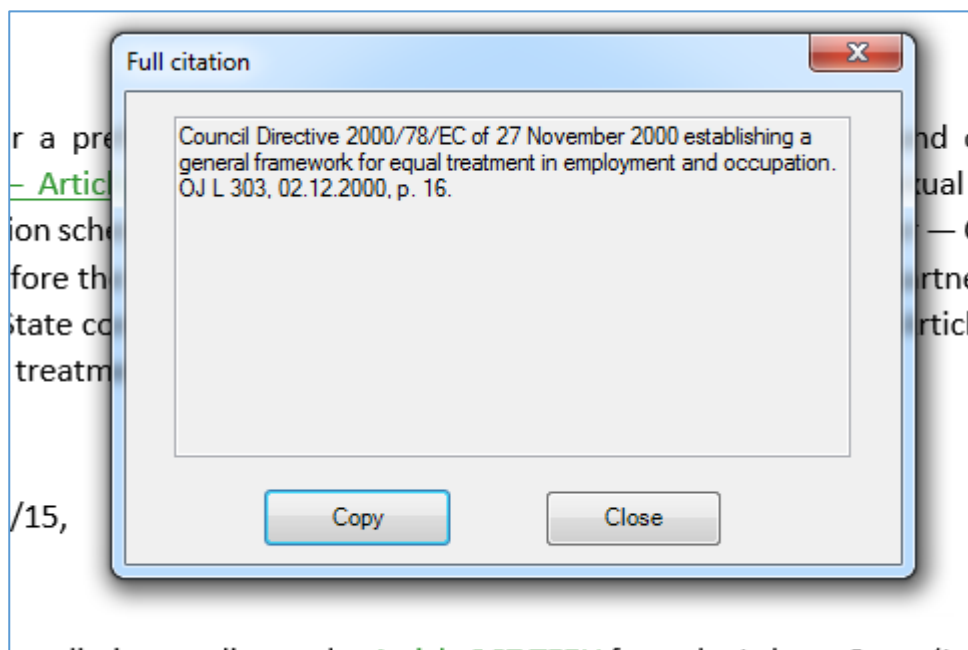
When choosing this option from the context menu the user can quickly receive a reference note for the cited act which he may then use, for example, as a footnote in any document he is creating and working on – an application, a complaint, an article, etc.



Depending on whether the user chooses the option “Short citation” or “Full citation” from the submenu, an additional window will appear with the following information with respect to the cited act:

- For “Short citation”:
  - For EU legislative acts – reference data about the publication in the “Official Journal” of the European Union
  - For decisions of the EU Court of Justice – case number and ECLI number
- For “Full citation”:
  - For EU legislative acts – the full name of the act and reference data about the publication in the “Official Journal” of the European Union
  - For decisions of the EU Court of Justice – the full name of the decision, the case number and the ECLI number.

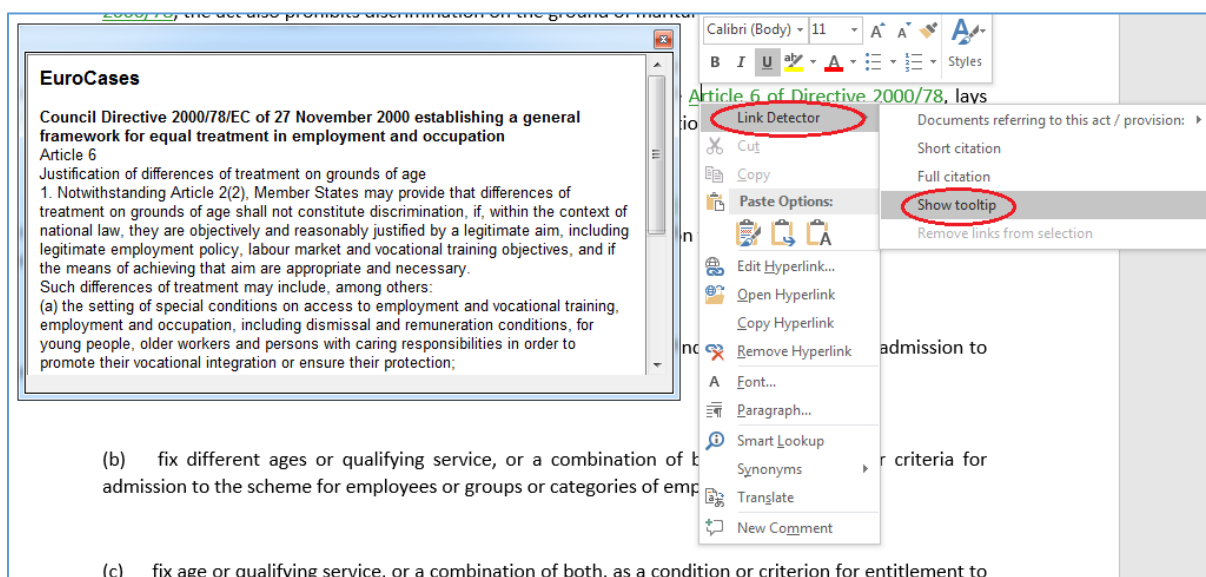




From the window containing the reference note, the user may select the “Copy” button and paste the text with the reference to the act in his document.

## B) Show tooltip

By right-clicking on any of the identified links by Link Detector using the mouse, and then choosing “Show tooltip”, a hint will display itself in an additional window showing either the full name of the cited act with bibliographic data (when only the act itself is cited) or the text of the cited provision (when a specific provision is being cited). In this case, the text of that provision will be displayed in a separate window.

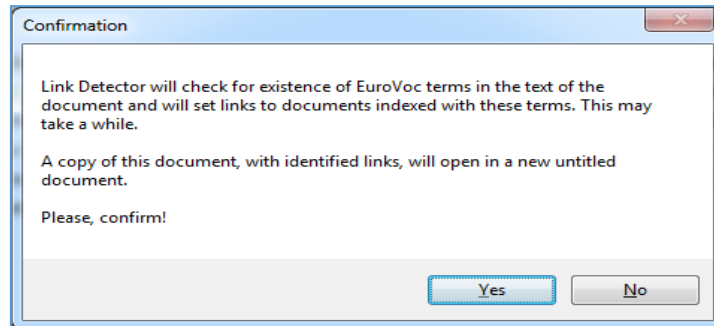


**Important information!** The text of the cited provision containing the latest consolidated version of the act is displayed in the hint. It is possible, however, that in the document opened by the user an older version of the provision be cited. The user needs to double check the database EuroCases in order to find out which version of the provision is being cited in this document.

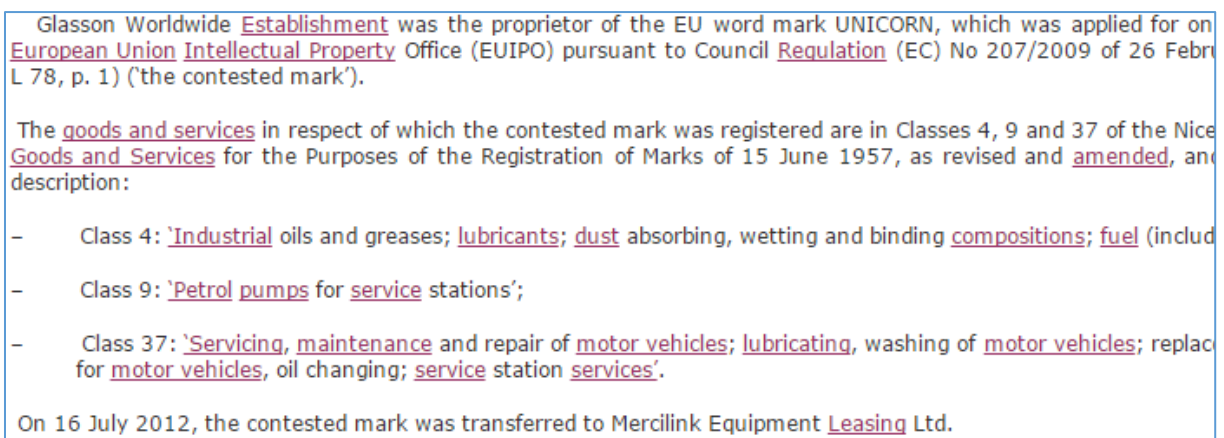
When the user clicks with the left mouse button on the link, the text of the cited act or provision will display itself in a new window of the EuroCases system.

### 3) Check for EuroVoc terms

If the user selects the "Check for EuroVoc terms" option, Link Detector will recognize in the text of the currently open page (document) all terms of the thesaurus EuroVoc contained in it and will mark them as links. Again, before the check operation begins, the user will be prompted by a dialog window to confirm the request.



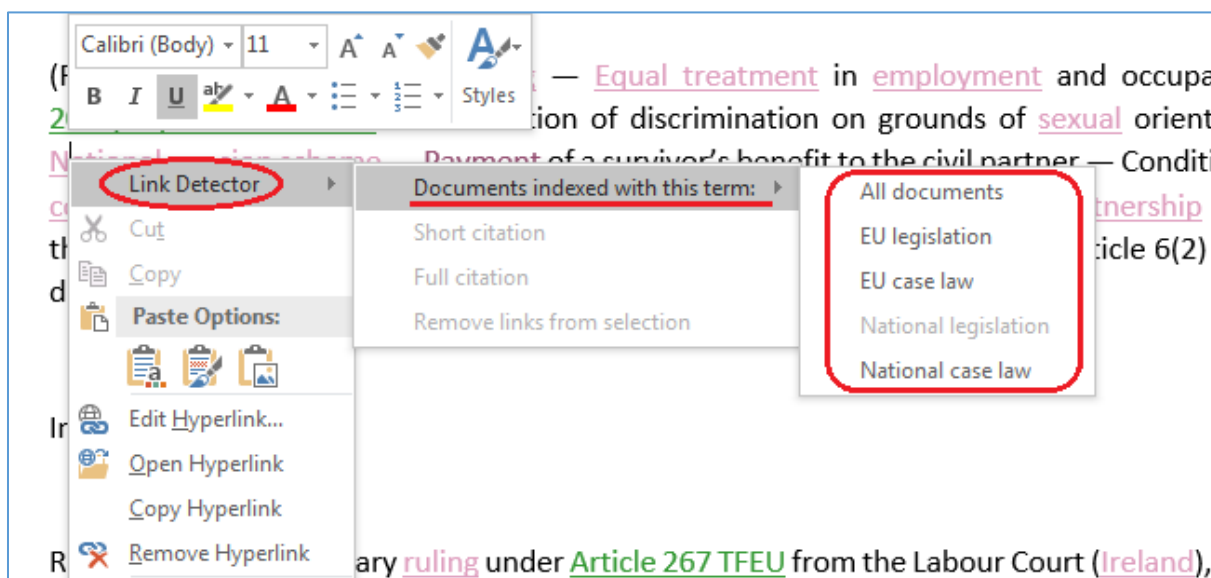
After a check completion the terms identified by Link Detector will be highlighted in red in a **new** document file.



If the user holds the Ctrl key and clicks on any of the terms with the left mouse button, an additional window will open, where a list of documents from EuroCases will be displayed, containing the appropriate term. To access the text of any documents, the user must be subscribed to EuroCases.

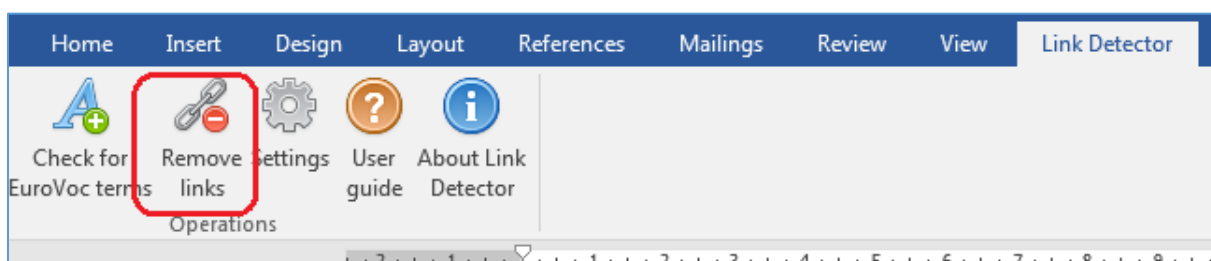


If the user clicks on one of the terms with the right mouse button, the option will be given from the context menu command "Documents indexed with this term" one can choose exactly which documents to be displayed in the additional window list: All documents, EU legislation only, Case law of the EU only, National legislation (only Bulgarian legislation) or National case law (in Bulgarian courts and the courts of other Member States):



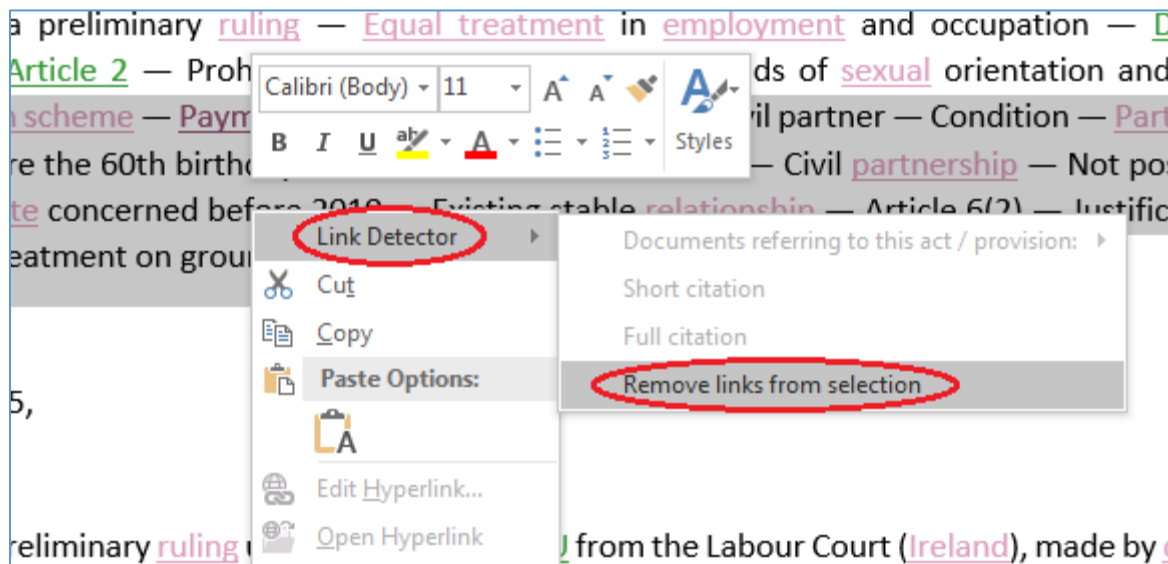
#### 4) Removal of references set by Link Detector

In order to remove all the references, set by Link Detector, you need to click on the extension icon and then select the option "Remove links" from the menu. In an additional dialogue window, a confirmation note will pop up before the references are being removed.



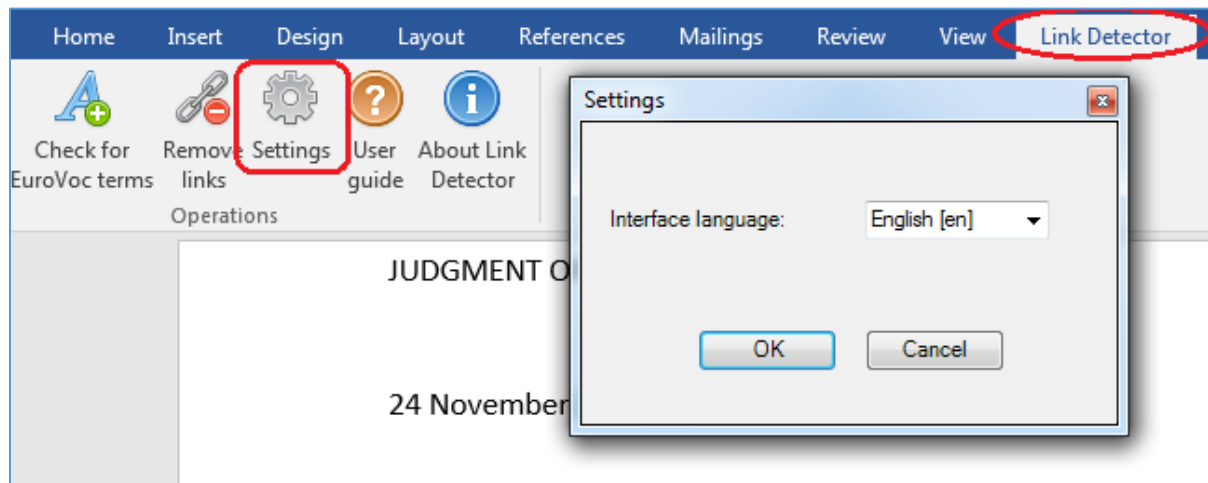
### 5) removal of link from a selected part of the text

Link Detector allows the user to delete the set of add links from a selected (highlighted) part of the text. For this purpose select the section of text, from which you want to remove the references, then right-click and from the Link Detector menu select "Remove links from selection". A dialog window will ask for confirmation before proceeding.

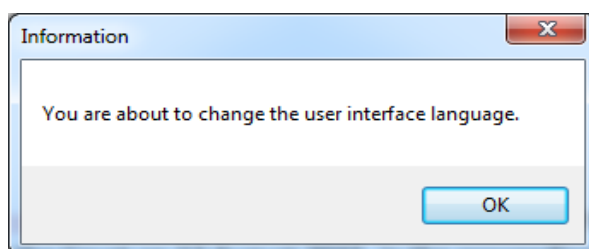


### 5) Settings

You need to click on the Link Detector icon and select "Settings" from the menu in order to open the window with settings.

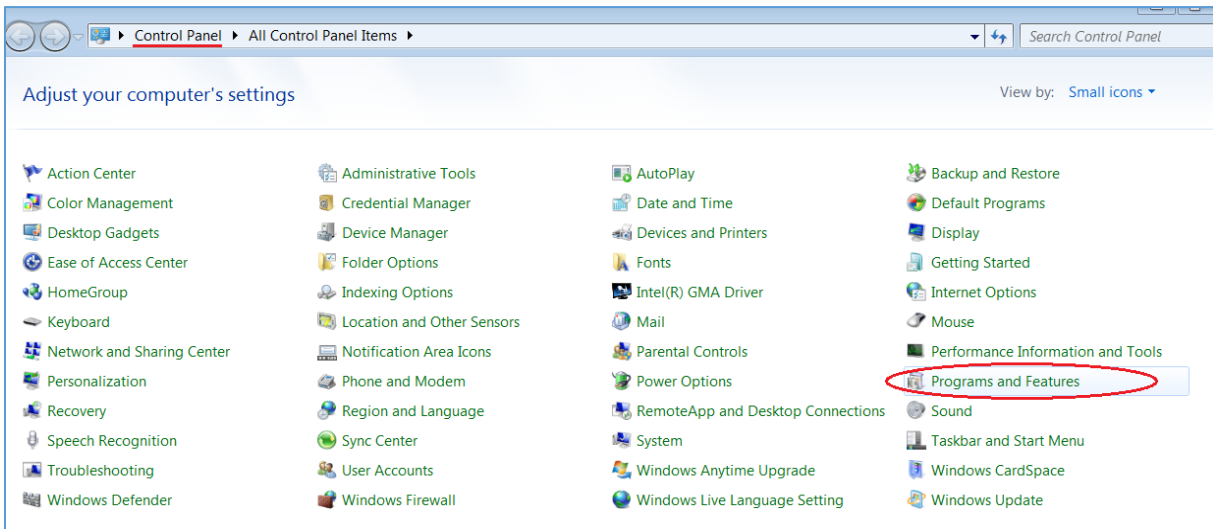


The settings allow the user to choose the language of the user interface – English, Bulgarian, Italian, German or French. Upon completion of the change the choice can be saved by clicking the "OK" button and a dialog box will again ask for confirmation, warning about the change interface language.

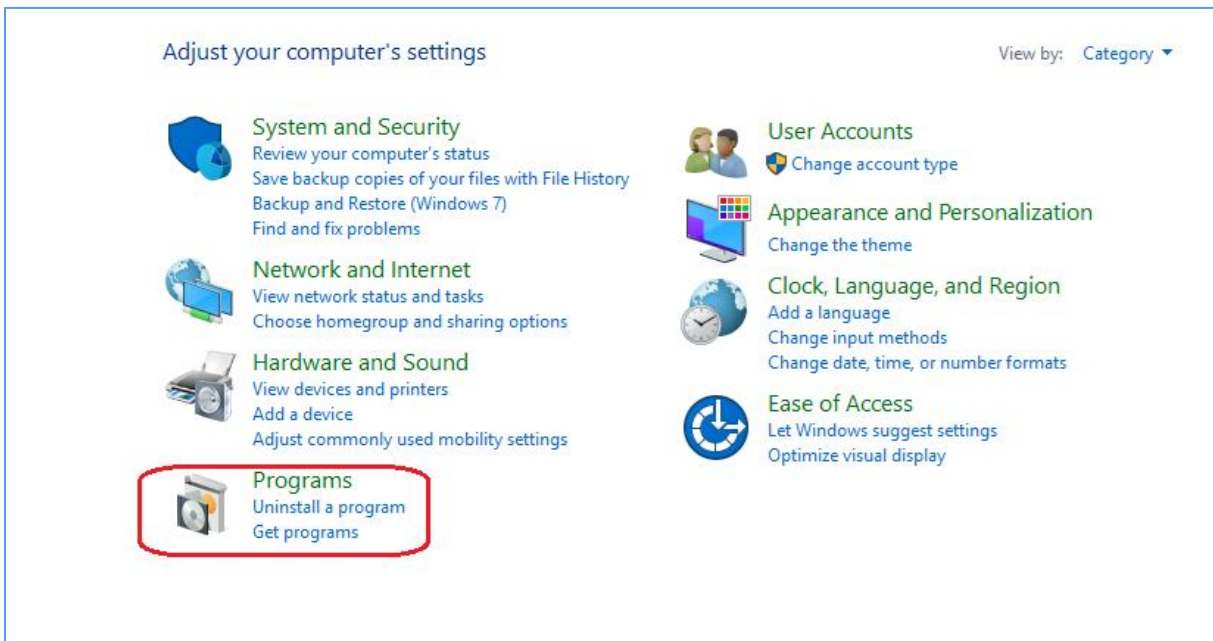


## Uninstallation

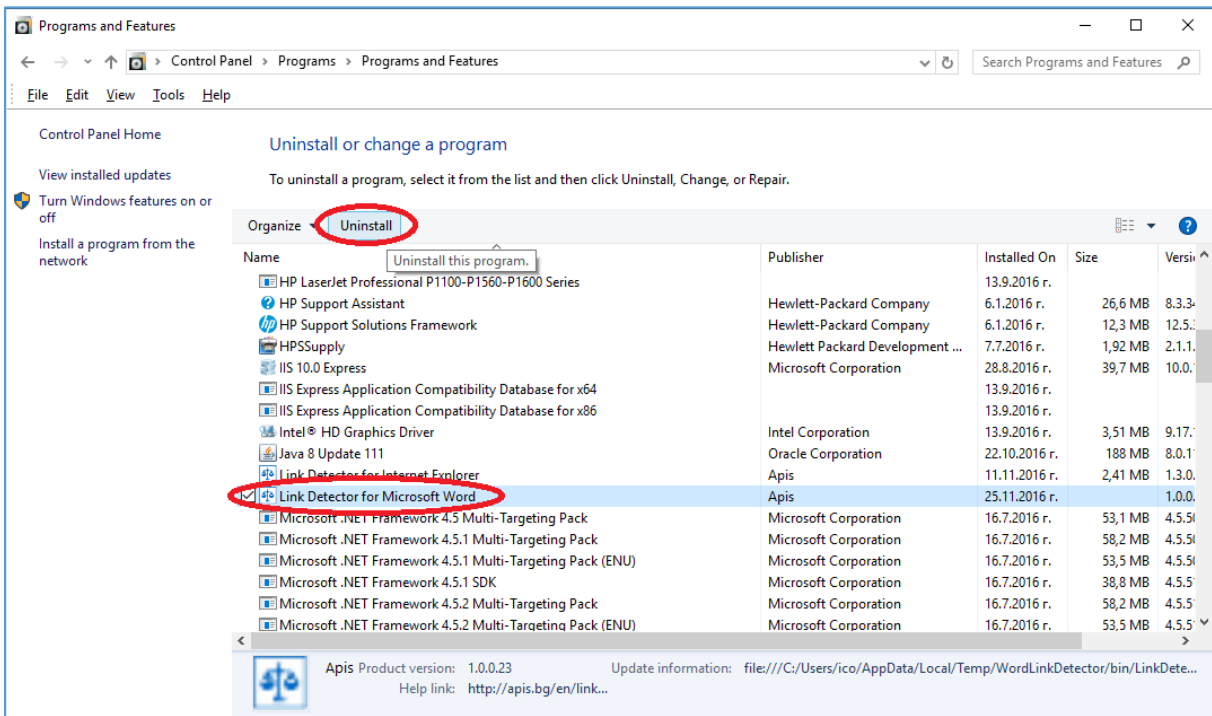
In order to uninstall the extension from Microsoft Word®, you need to go to your Control panel and choose Programs and Features



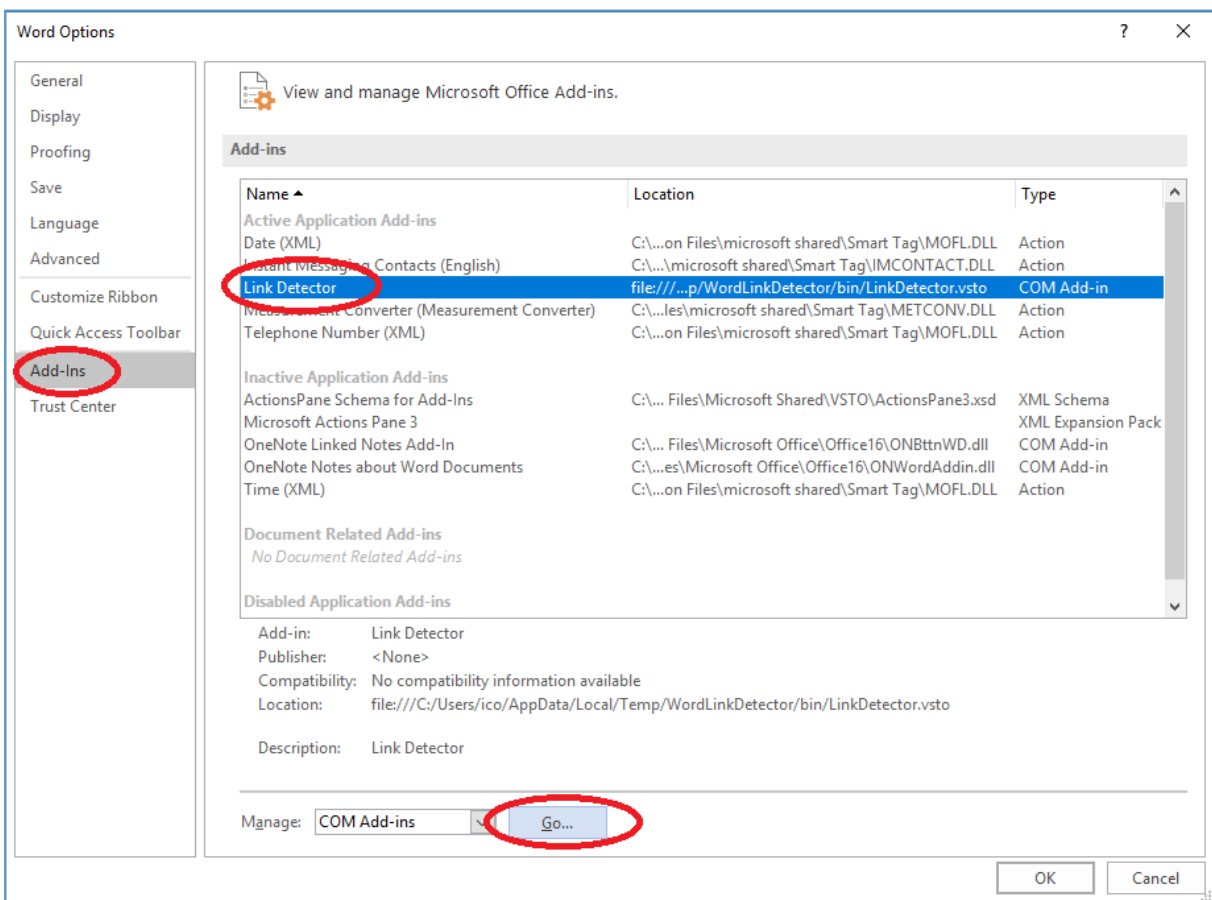
In case your Computer system is Window 10, you should go to Control Panel -> Programs-> Uninstall a program:



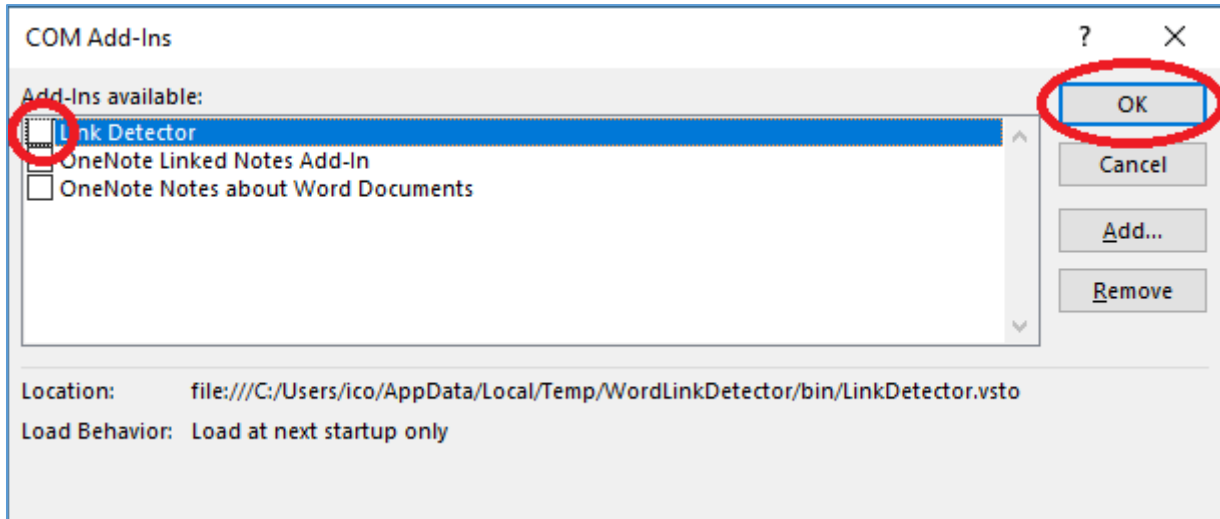
Then choose Link Detector from the menu and then press Uninstall.



Alternatively, you can deactivate the add-on without uninstalling it. For this purpose from the menu File -> Options Choose Add-ons:



From the list of Add-ons uncheck the box to add Link Detector and press 'OK' to confirm the action.



Link Detector add-on will not appear the next time Microsoft Word® starts. To re-activate the add-on follow the same sequence of steps to reinstall the check and add Link Detector in the list of add-ons.