Lexis Advance® Quicklaw®

advancing what's possible

Tip Sheet | Deliver: Print, Download and Email

Use the same, easy-to-remember delivery icons in the same screen locations across Lexis Advance® Quicklaw®. Look for these icons at the top of your results lists, TOC (Tables of Contents) pages and full-text documents. Please note that icon configuration may vary slightly depending on the page you are viewing.
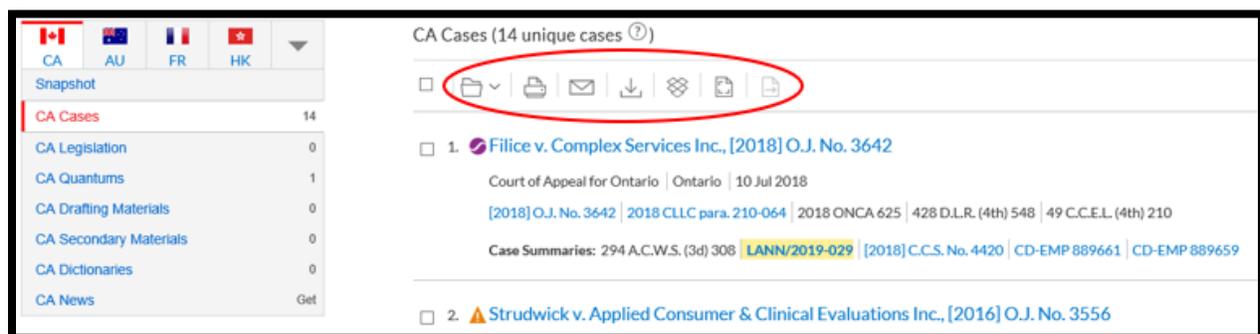
Delivery is simple and flexible with Lexis Advance® Quicklaw® because you can deliver one or more documents at once.

To deliver:

- **One document:** As you view the full text, select a delivery icon, then choose delivery options.
- **Multiple documents:** Select the check box(es) next to the document(s) in a results list, even moving among content types. Select multiple documents from a Table of Contents display. The red box with the delivery icons keeps count for you. Then select a delivery icon and choose delivery options. No need to open documents to deliver.
- **Lengthy documents**: Delivery icons "float" and stay onscreen as you scroll multiple-paged, full-text documents such as cases. Deliver quickly, without having to scroll back to the top of the screen.
- **Lists**: Print your results list, *Quick*CITE document and lists of your Folder documents or Alert searches. You can even deliver your Research Map. You can also use the Printer-Friendly View icon, shown above, and your own device print functions to print your research History List and *Quick*CITE records, including graphical display of citing references.

Folder Options

Save time by saving content to folders directly on the Lexis Advance® Quicklaw® research platform or work collaboratively by sharing the files with other members of your firm or organization. The Folders option enables you to create folders in which you can store searches, individual documents, and selected document text.

Print Options

Basic: Select a printer attached to your device. (Note: You will have to install the print/download utility software on initial selection.) Identify or verify the documents or items you want to print. See: http://help.lexisnexis.com/tabula-rasa/newlexis/attachprintips-field?lbu=CA&locale=en_CA&audience=all.

Formatting: You can select fonts, choose to have search terms in bold, exclude the cover page and other options. You can even print highlights and notations.

Content-Specific: Select fonts and search terms in bold, insert a cover page, or choose many more options such as including Signals, and where applicable, the History and the Citing Cases.

Download, Send to Dropbox and Google Drive

Basic: Send as PDF, Docx, WordPerfect® or to other software. You can also group and compress files by simply selecting file name and destination. (If you do not see the Dropbox icon in your delivery options, check with you Lexis Advance® Quicklaw® Administrator or your LexisNexis Representative).

Formatting: You can include a cover page, LexisNexis logo, your first and last name to the document, page numbers, weblinks to references, and any highlights and annotations you made. You can also select font type, size and styling.

Content-Specific: You can include QuickCITE signals for cases and legislation. For legislation, you can include History and Notes (legislation only). From the QuickCITE case record, you can also include History of Case, Citing Cases and Commentary referring to this case. From the QuickCITE legislation record, you can include Citing Cases.

Email Options

Basic: Send as PDF, .Docx, .WP or send to CaseMap. You can also group and/or compress files. Then, simply add recipient addresses, subject and message.

Formatting: Select fonts, search terms in bold, plus cover page and other options. Even include highlights and annotations you add to the document.

Content-Specific: Select fonts and search terms in bold, insert a cover page, or choose many more options such as including Signals, and where applicable, the History and the Citing Cases.