LexisNexis®

# Tip Sheet | Folders: Save Documents, Select Text, Searches, Etc.

The **Folders** option enables you to create folders in which you can store individual documents, selected document text, search results lists, and Research Maps from your history. Subscription documents remain indefinitely in the folders you create. If your organization has the Folder sharing option, you can work collaboratively with your colleagues by sharing the folders with them.

Access your folders from the **Folders** pod on the landing page or click on the **More** dropdown at the top right corner of the Lexis Advance® Quicklaw® screen then select **Folders**.
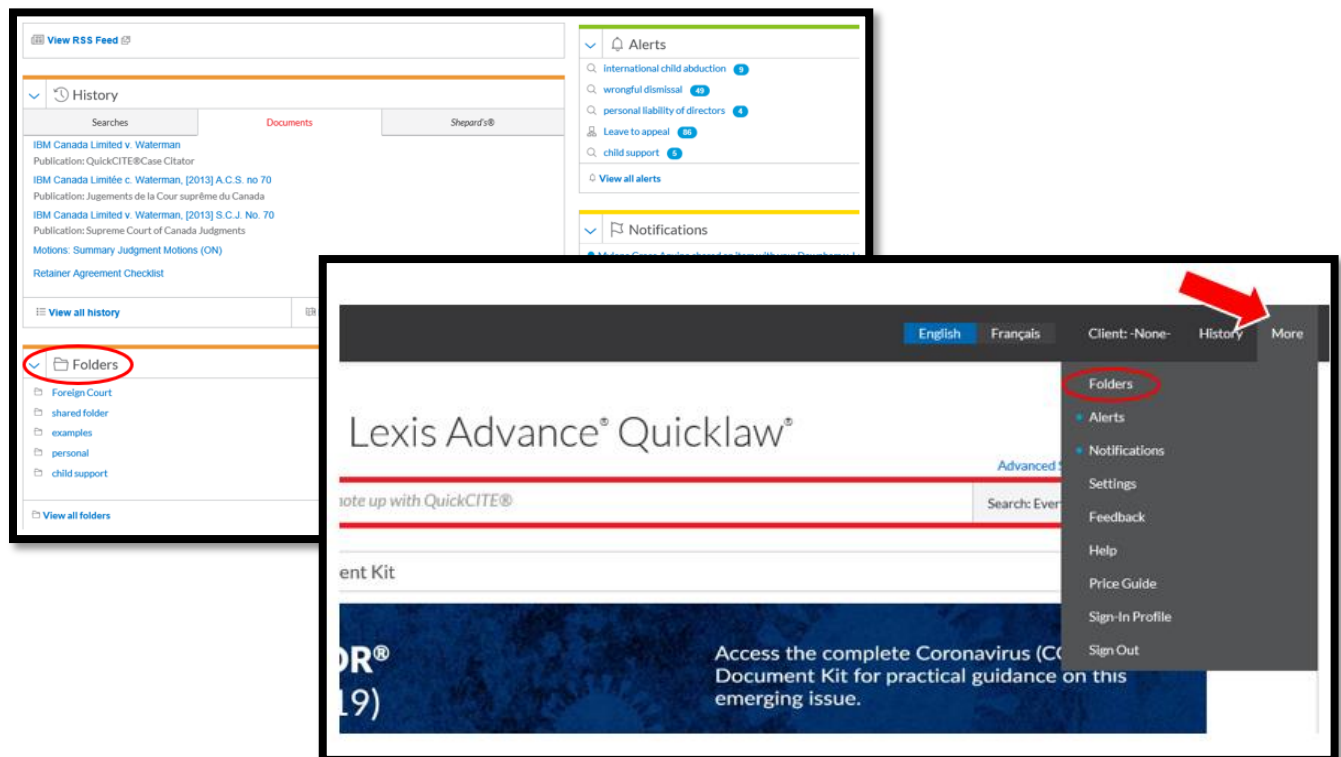
Click on the name of a folder to see the list of all items currently contained in a given folder.
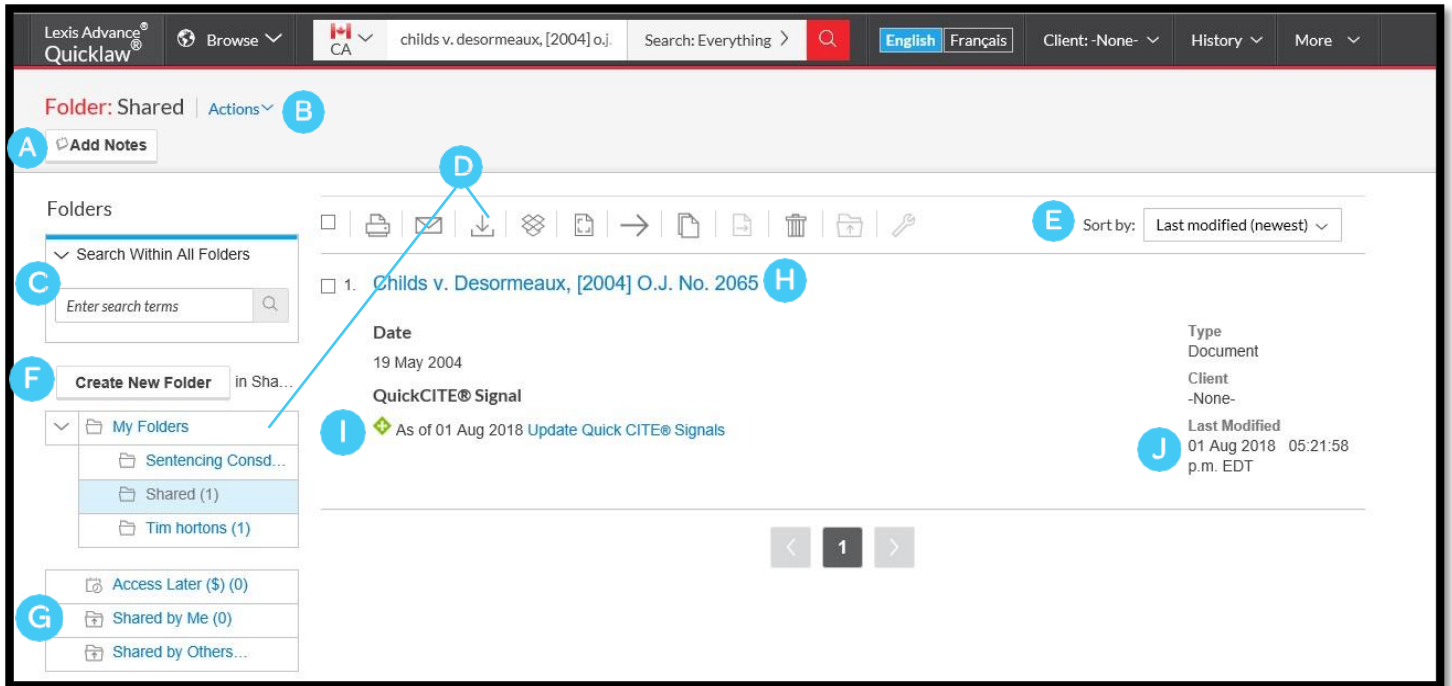
A   **Add notes.** Click and add up to 4000 characters.

B   To move, copy or delete Folders, click **Actions**. You can also download the folder, rename it or update all *Quick*CITE Signal indicators.

C   Find vital facts across all folders and notes. Just enter your search words in the **Search Within All Folders** search box.

D   Use Folder listings/documents. Check the box(es) next to the listing(s) then select a delivery icon (e.g., print). Select the delete icon to remove the document from the folder.

E   Re-sort documents by date modified, clients, relevance, type and title.

F   Create a new folder or subfolder within a folder. To create a new folder, click on the **Create New Folder** button.

G Move among your folders by selecting a folder link. Click to open the levels of subfolders. Each folder shows how many documents it contains. You can also see how many documents you've shared or saved for later purchase.

H Click a document listing link and view the full-text search, plus the filters and sources used to get the document. Add notes to the listing and view who you have shared the document with.

I Use *Quick*CITE to ensure documents are good law. Immediately see when a document was checked via *Quick*CITE and update if needed.

J Get update notifications. Documents you store in folders are flagged when updates are available so you can retrieve them.