

Delivering Documents

Delivering Documents

You may select, or tag, documents in your results for delivery or viewing.

Submit a Search

1. Submit your search request and review the documents in your search results.


Tag Documents for Delivery

2. Select the checkbox at the top of the results list to tag all the documents, or;
3. Select the checkbox next to a document name to tag individual documents.

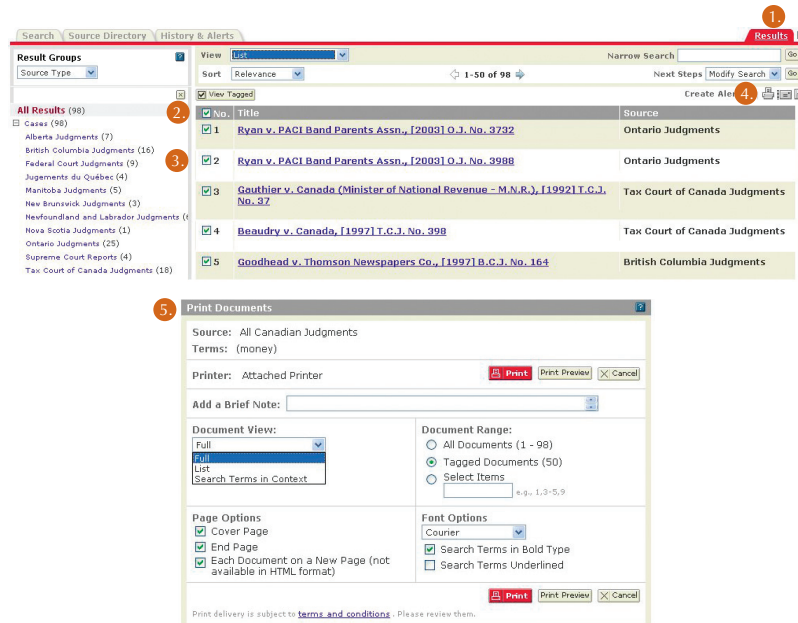
Note: If your search results return only one document, the checkboxes will not appear. Simply click the delivery icon you wish to use.

Choose a Delivery Method

4. Click the **print**, **email**, or **download** icon to select a delivery method. A new window will open that allows you to modify relevant delivery options: for example, the download method includes a **Format** option while the print method includes **Add a Brief Note**.

Note: You may click the  icon on the form for more information about completing it.

5. Provide the information on the form that appears, then submit your delivery request.



The screenshot shows the Quicklaw search results page. The top navigation bar includes 'Search', 'Source Directory', and 'History & Alerts'. The main area displays a list of search results with columns for 'No.', 'Title', and 'Source'. Five results are visible, each with a checkbox for selection. A 'Print Documents' dialog box is open in the foreground, showing options for printer, document range, and page options.

Search Results Table:

No.	Title	Source
1	Ryan v. PACI Band Parents Assn., [2003] O.J. No. 3792	Ontario Judgments
2	Ryan v. PACI Band Parents Assn., [2003] O.J. No. 3988	Ontario Judgments
3	Gauthier v. Canada (Minister of National Revenue - M.N.R.), [1992] T.C.J. No. 37	Tax Court of Canada Judgments
4	Beaudry v. Canada, [1997] T.C.J. No. 398	Tax Court of Canada Judgments
5	Goodhead v. Thomson Newspapers Co., [1997] B.C.J. No. 164	British Columbia Judgments

Print Documents Dialog Box:

- Source: All Canadian Judgments
- Terms: (money)
- Printer: Attached Printer
- Add a Brief Note: [Text Field]
- Document View: Full (Selected), Full, List, Search Terms in Context
- Document Range:
 - All Documents (1 - 99)
 - Tagged Documents (50)
 - Select Items
- Page Options:
 - Cover Page
 - End Page
 - Each Document on a New Page (not available in HTML format)
- Font Options:
 - Search Terms in Bold Type
 - Search Terms Underlined


Caution: Select **Full** from the **Document View** drop-down list to receive the full-text document.

Note: Downloading and emailing are subject to terms and conditions.


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Delivery Methods


Print Delivery

1. Click the **Print**  icon from any search results page.
2. Select options such as **Add a Brief Note** (up to 960 characters), **Document View** (list, full, etc.), **Page Options** (Cover Page, End Page, etc.), **Document Range** (All Documents, or Selected Items), or **Font Options** (type and format).
For example, select the **Cover Page** option to include a cover page with your document set. A Cover Page includes information such as the time of request, source searched, Client ID, and more.
3. Click the **Print** button on the **Print** form.
4. Follow the directions in the displayed window to print the document to your attached printer.


Download Delivery

1. Click the **Download**  icon on any search results page to specify the documents you want to deliver and the format in which you want to download them.
2. Specify any of the several download options including font choices, use of bold and underlining, page breaks, and more.
3. Click **Download**.
4. Follow the instructions, right-click on the link, and then select “save target as”. In the pop-up window, choose the location where you wish to save your documents.

Email Delivery

1. Click the Email  icon on any search results page.
2. Specify the documents you want to deliver and the results format.
3. Enter up to 3 email addresses.
Note: Separate addresses with commas or spaces.
4. Add a brief note to the email (if desired).
5. Specify whether you want a cover page and end page.
6. Click **Send**.

Portable Document Format (PDF) Delivery (where available)

1. From **Results**, look for the **PDF**  icon in a column across from the document you want.
2. Click the icon to open the document in .pdf format and follow the PDF reader's instructions.
3. From a document, click the **PDF** link.