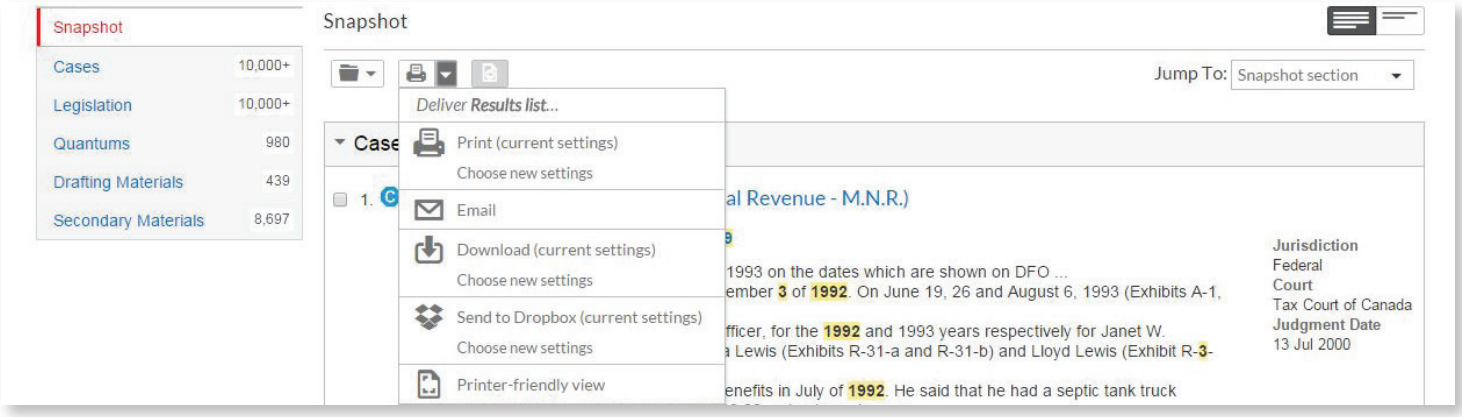
Deliver: Print, Download And Email

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 actual configuration may vary slightly to fit the task (e.g., full-text, full-text documents won't include the red number or Select All boxes).



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. (See option details below.)
  - 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 TOC 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 quickly. 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.
- More than documents. 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.

After you download or email documents, you can link back to the source at Lexis Advance Quicklaw from the cover page of your document.

You can also choose from many delivery options and save a step later. After you select a delivery icon, you choose delivery options. Or save a step and bypass options by selecting your default options. If you select Choose new Settings, an option menu displays offering basic, formatting and content-specific options in all 3 options:

Print Options

Basic: Select a printer attached to your device. (Note: You will have to install the print/download utility software on initial selection.) You can also include your formatting choices on your cover page.

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 Options

Basic: Send as PDF, Docx, WordPerfect® or to other software. You can also Group and compress files by simply selecting file name and destination.

Formatting: Select fonts, search terms in bold, plus cover page and other options. You can include 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.

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.