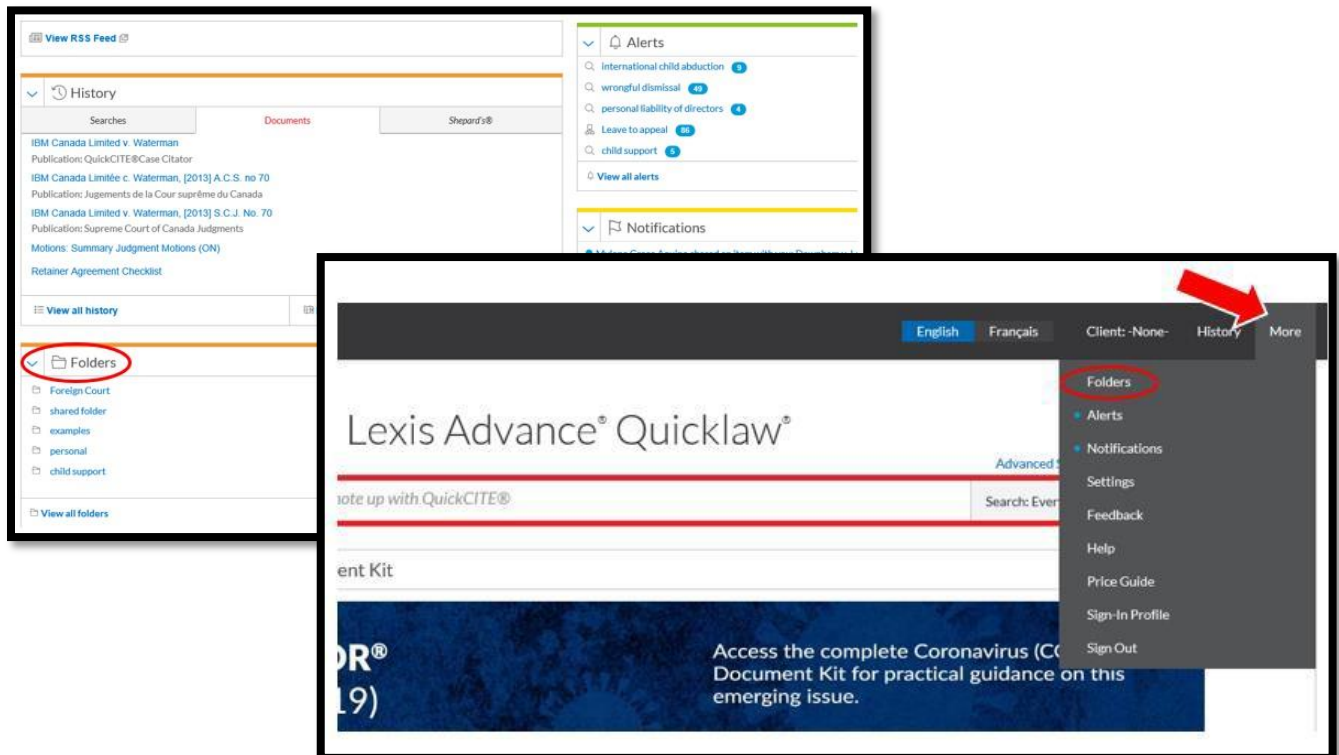


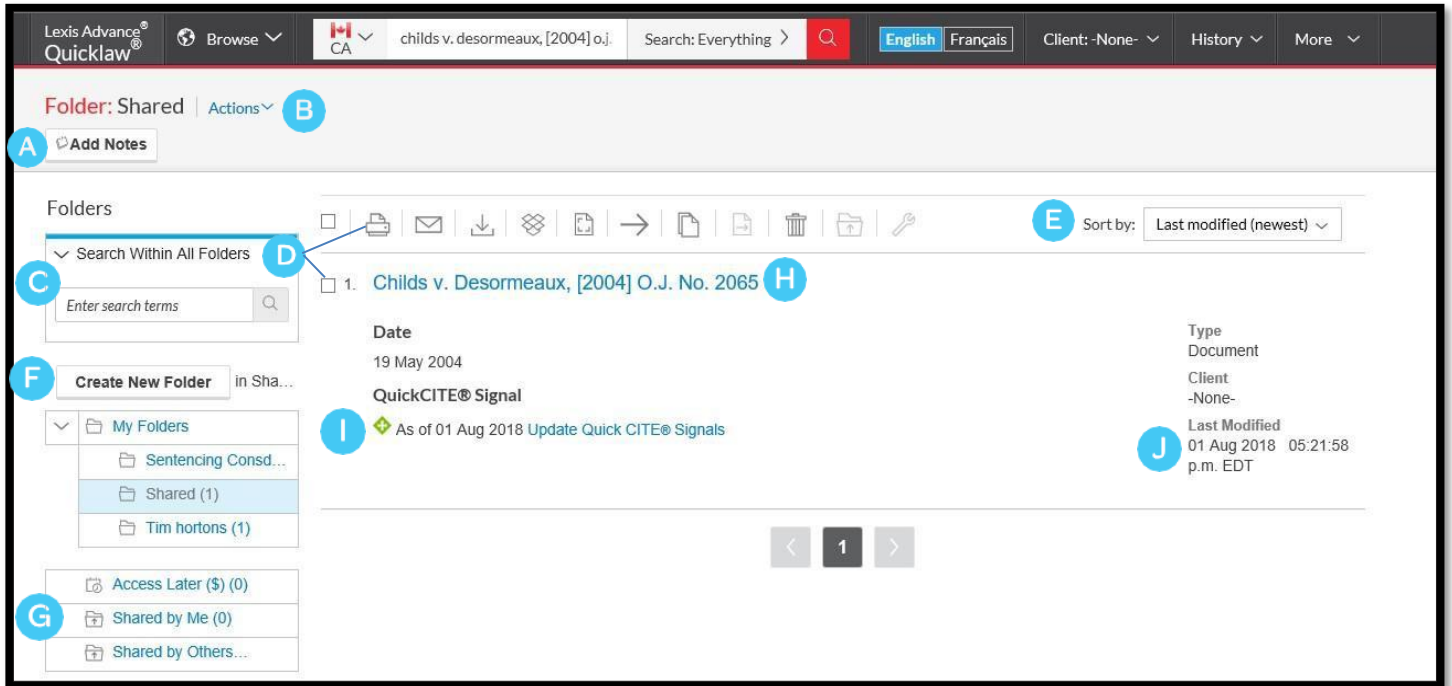
Tip Sheet | **Folders: Save Documents, Selected Texts, Searches, Etc.**

The **Folders** option enables you to create folders in which you can store individual documents, selected document texts, 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 1000 characters.
- B** To move, copy or delete Folders, click **Actions**. You can also download the folder, rename it or update all *QuickCITE* 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 document listings in folders. 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, publication date, 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 on the arrow next to the folder name 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 document, plus the filters and sources used to get the document in the **About this document** box. Add notes to the listing and view who you have shared the document with.
- I** Use *QuickCITE* to ensure documents are good law. Immediately see when a document was checked via *QuickCITE* and update if needed.
- J** Get update notifications. Documents you store in folders are flagged when updates are available so you can retrieve them.