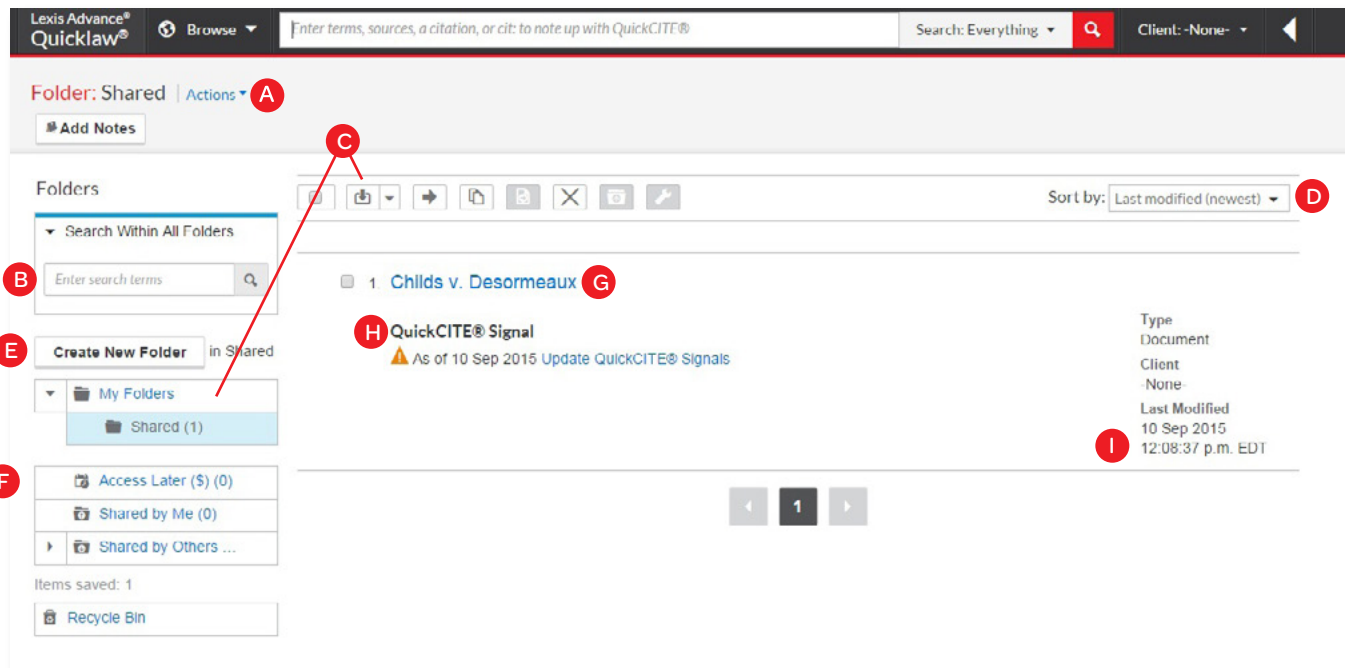


# Folders: Save Documents, Select Text, Searches, Etc.



Access your folders from the Folder pod on the landing page or click the arrow at the top right of most Lexis Advance Quicklaw screens and choose Folders.

Save more than full-text documents. Copy and save selected document text, search results lists, effective searches and Research Maps from History PDF documents. Subscription documents stay in Folders until you remove them. If your organization has the Folder sharing option, you can share Folder items or entire Folders and manage access.

- A** To move, copy or delete Folders, click Actions. You can also download the Folder, rename it or update all *QuickCITE* signal indicators.
- B** Find vital facts across all Folders and notes. Just enter your search words (e.g., front pay).
- C** Use Folder listings/documents. Check the box(es) next to the listing(s). Select a delivery icon (e.g., print). Select the X to remove the document from the folder, share or manage sharing options, etc.
- D** Re-sort Folder documents by date modified, clients, relevance, type and title.
- E** Create a new Folder or subfolder within a Folder. To create a new Folder in My Folders, click My Folders then the Create New Folder button.
- F** 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.
- G** 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.
- H** Use *QuickCITE* to ensure documents are good law. Immediately see when a document was checked via *QuickCITE* and update if needed.
- I** Get update notifications. Documents you store in Folders are flagged when updates are available so you can retrieve them.