







Checkpoint® provides a number of different document and search result delivery options. From the tree of contents (ToC) or after you have conducted a search or selected a document to view a set of delivery tool icons will appear at the top of the document or search results. You can choose to save a document or search to a folder, print a copy, export or send by email. You may also create a quick link to appear on the My Quicklinks portlet on the homepage.

The table below provides a description of each of the icons:

	Save Document to My Folders		Save Search to My Folders		Add to My Quick Links
	Print		Export (PDF, Word, HTML)		Email



Save Document to Folders

1. On the document view or search results displayed
2. Click the Save document to Folders icon
3. Enter a name for the document (individual documents only)
4. Select a folder or create a new subfolder
5. Click Save



Save Search to My Folders

1. On the search results list displayed
2. Click the Save Search to My Folders icon
3. Enter a name for the search (optional)
4. Select a folder or create a new subfolder
5. Click Save



Add to My Quicklinks

1. On the ToC, search results list displayed or document view
2. Click the Add to My Quicklinks icon
3. Enter a name for the Quicklink
4. Click Save



To Print a Document

1. On the document view or search results list displayed
2. Click the Print icon
3. Select print options
4. Click on OK.





To Export a Document

1. On the document view or search results list displayed
2. Click the Export icon
3. Select the file format and output options
4. Click OK
5. Open the document or save to your local computer



To Email a Document

1. With the document or search results list displayed
2. Click the Email icon
3. Enter recipient details and write a message.
The subject field defaults to 'Document from Thomson Reuters Checkpoint®.'
4. Select the file format and output options
5. Click OK.

NOTE: The email will be sent from **not-reply@checkpoint.riag.com**

