

To save multiple document(s) to Document Manager for downloading, emailing or printing later . . .

## 1. Send document(s) to the Document Manager

by checking the box:

- Individual document:
  - Box above a selection in search results
  - Box at bottom center of an open document
- ALL documents from a results list (box at top right of the search results display).

*Note: Up to 100 documents may be stored in the Document Manager during a research session.*

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## 2. Open the Document Manager by clicking the Document Manager icon:

- At the top right corner of a search results lists
- At bottom center of an open document

The screenshot displays the 'Result List' interface. At the top, it shows '23 found (1 - 23 shown)' and 'New: Document Manager Tools' with a red box highlighting the icon. Below this, a search query is shown: 'Search: first amendment AND school NEAR/20 newspaper'. The results are sorted in 'reverse chronological order'. Two results are visible:

- #1: United States Supreme Court Reports, MORSE v. FREDERICK, 551 U.S. 393 (U.S. 6-25-2007), No. 06-278. Argued March 19, 2007. Decided June 25, 2007. A red box highlights the Document Manager icon above the result.
- #2: United States Supreme Court Reports, GARCETTI v. CEBALLOS, 547 U.S. 410 (2006), No. 04-473. Argued October 12, 2005. Reargued March 21, 2006. Decided May 30, 2006. A red box highlights the Document Manager icon at the bottom center of the document view.

At the bottom of the page, a footer contains 'GlobalCite - 990', 'Save Search', 'New Window', and a red box highlighting the Document Manager icon. The footer also includes '© Loislaw.com, Inc. | Law Links | Online Help |'.

### 3. Choose your Document Manager settings:

- Whether to include Keyword Highlighting and/or Live Links within documents
- Which Download or Email Format to use
- Which items to print, email or download
- Click an action: Print, Download or Email your selected items

**Loislaw® Document Email, Print, and Download Manager**

**Document Manager Options:**  
 Within Documents Include:  Keyword Highlighting  Live Links  
 Download or Email File Format:  Pdf  Doc  Mht  Htm  Txt  Email in Zip Archive

**Select Action:**

3 selected out of 3 documents (305/305 kb) [Select All](#) [Unselect All](#) [Remove Selected](#) [Remove](#)

Document Title	Document Source
<a href="#">MORSE v. FREDERICK 551 U.S. 393 (U.S. 6-25-2007)</a>	United States Supreme Reports
<a href="#">RUMSFELD v. FORUM FOR ACADEMIC 547 U.S. 47 (2006)</a>	United States Supreme Reports
<a href="#">BOARD OF REGENTS OF UNIV. OF WIS. SYSTEM v. SOUTHWORTH 529 U.S. 217 (2000)</a>	United States Supreme Reports

**Compose your email message:**  Cc Me

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Subject:

**Attachments:**  
 Loislaw\_Document\_Archive\_3\_files.zip  
 MORSE v. FREDERICK 551 U.S. 393 (U.S. 6-25-2007) [158 kb]  
 RUMSFELD v. FORUM FOR ACADEMIC 547 U.S. 47 (2006) [79 kb]  
 BOARD OF REGENTS OF UNIV. OF WIS. SYSTEM v. SOUTHWORTH 529 U.S. 217 (2000) [74 kb]

[1 attachment \(3 Loislaw documents\). Click here to not send attachments.](#)

**Body:**

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Sally - please review these 3 research results that I found using Loislaw:

United States Supreme Court Reports  
[MORSE v. FREDERICK 551 U.S. 393 \(U.S. 6-25-2007\)](#)

United States Supreme Court Reports  
[RUMSFELD v. FORUM FOR ACADEMIC 547 U.S. 47 \(2006\)](#)

**Tip:** When emailing, you can choose to:

—NOT SEND pdf attachments

—INCLUDE LINKS to document(s)

Note: Recipient will need Loislaw subscription to access the full-text document within Loislaw).

**Result List**

23 found (1 - 23 shown) **New: Document**

Search: first amendment AND school NEAR/20 newspaper Results sorted in reverse

#1

United States Supreme Court Reports  
[MORSE v. FREDERICK, 551 U.S. 393 \(U.S. 6-25-2007\)](#)  
 No. 06-278.  
 Argued March 19, 2007. Decided June 25, 2007.

#2

United States Supreme Court Reports  
[GARCETTI v. CEBALLOS, 547 U.S. 410 \(2006\)](#)  
 No. 04-473.  
 Argued October 12, 2005. Reargued March 21, 2006. Decided May 30, 2006.

#3

United States Supreme Court Reports  
[RUMSFELD v. FORUM FOR ACADEMIC, 547 U.S. 47 \(2006\)](#)  
 No. 04-1152.  
 Argued December 6, 2005. Decided March 6, 2006.

### To Process a Single Document

You can print, email or download a single document from a results list or from a document in full text view by simply clicking the appropriate icon



Decided May 30, 2006.

Respondent Ceballos, a supervising deputy district attorney, was asked by defense counsel to review a case in which, counsel claimed, the affidavit police used to obtain a critical search warrant was

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