

Using the Briefcase

The Briefcase is used to save and download the full text PDF of any or all of the cases in which you are interested. The Briefcase has three main functions:

- Adding cases in which you are interested to the Briefcase.
- Downloading individual cases to your computer.
- Downloading the entire contents of the Briefcase to your computer.

Adding Cases to the Briefcase

There are two methods of adding cases to the Briefcase:

- Save one case, by clicking the **Save to the Briefcase** link underneath the case summary on the search results page.
- Save all cases, by clicking the **Save all cases to the Briefcase** link at the beginning of the search results list.

Downloading Individual Cases from the Briefcase

Once you have saved the cases to the Briefcase, you may choose to download cases from the Briefcase. To download one case from the Briefcase, you:

- Click the **View** link on the Briefcase window or the **Briefcase** link at the top of the page. The Briefcase will list all of the cases you have saved to the Briefcase.
- Click the **Download** link next to the title of the case you want to download. A full-text version of the case opens in Adobe Acrobat.
- Click the **Save Icon** (image of a floppy disk) on the Acrobat menu. The Save File As dialog box opens.
- Select where you want to save the file and click **Save**. The full text of the case is saved to the desired drive.

Downloading the Entire Briefcase

Before you download the entire contents of the Briefcase, you can remove any cases you do not want by clicking the **Remove** link

- Click the **View** link on the Briefcase window or the **Briefcase** link at the top of the page. The Briefcase will list all of the cases you have saved to the Briefcase.
- Click the **Download the Briefcase as a Zip file** link. The File Download dialog box appears.
- Make sure the **Save This File to Disk** option is selected, and click **OK**. The File Save Dialog box appears.
- Select where you want to save the file and click **Save**. The full text of all of the cases in the Briefcase is saved to the desired drive as a Zip file.