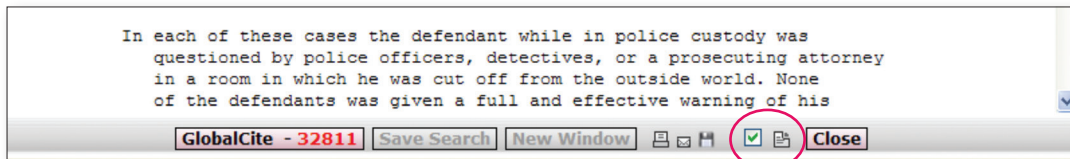


## Dual Column Delivery Options

Follow these simple steps to print, download, or e-mail documents in dual column format.

1. Search or browse to the document(s) you want and checkmark the box indicating your selection(s).

2. Open the Document Manager by clicking the  icon next to the checkbox.



3. Check the desired Document Manager Options, including:
  - **Flowing Text:** Text will 'flow' within paragraphs and not be subjected to fixed-width formatting. *Note: Flowing Text must be selected for Dual Column delivery.*
  - **Justify Text:** Each column of text will appear as justified.
  - **Dual Column:** Documents will be delivered in Dual Column format.
  - **Keyword Highlighting:** The document appears with search keywords highlighted.
  - **Live Links:** All hypertext links will appear in blue and will be operational.
  - **Pagination Highlighting:** Source pagination will be colored to visually stand out.

Choose from preselected defaults for optimized use for printing or editing.

Loislaw® Document Email, Print, and Download Manager

Document Manager Options: [Best Printing](#) [Best Editing](#) [Restore Defaults](#)

Presentation Options:  Flowing Text  Justify Text  Dual Column

Within Documents Include:  Keyword Highlighting  Live Links  Pagination Highlighting

Download/Email Options:  Pdf  Doc  Mht  Htm  Txt  Add to ZIP Archive (recommended)

Select Action:

3 Selected out of 3 documents (840 / 840 kb) [Select All](#) [Unselect All](#) [Remove Selected](#) [Remove All](#) [Refresh List](#)

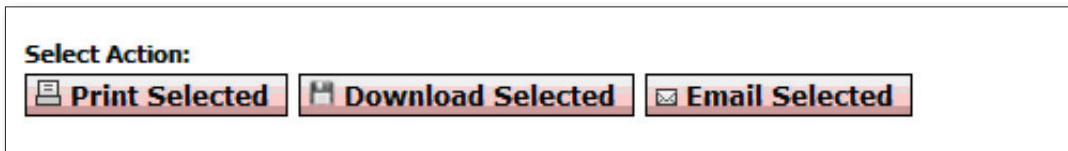
Selected	Document Title	Document Source	Size
<input checked="" type="checkbox"/>	<a href="#">LUCERO v. LUCERO 16 Neb. App. 706 (2008)</a>	Nebraska Reports	47 kb
<input checked="" type="checkbox"/>	<a href="#">BILSKI v. KAPPOS 08-964 (U.S. 6-28-2010)</a>	United States Supreme Court Reports	186 kb
<input checked="" type="checkbox"/>	<a href="#">McDONALD v. CITY OF CHICAGO 08-1521 (U.S. 6-28-2010)</a>	United States Supreme Court Reports	607 kb

Note: The Justify Text and Dual Column options will be greyed out until the Flowing Text box is checked.

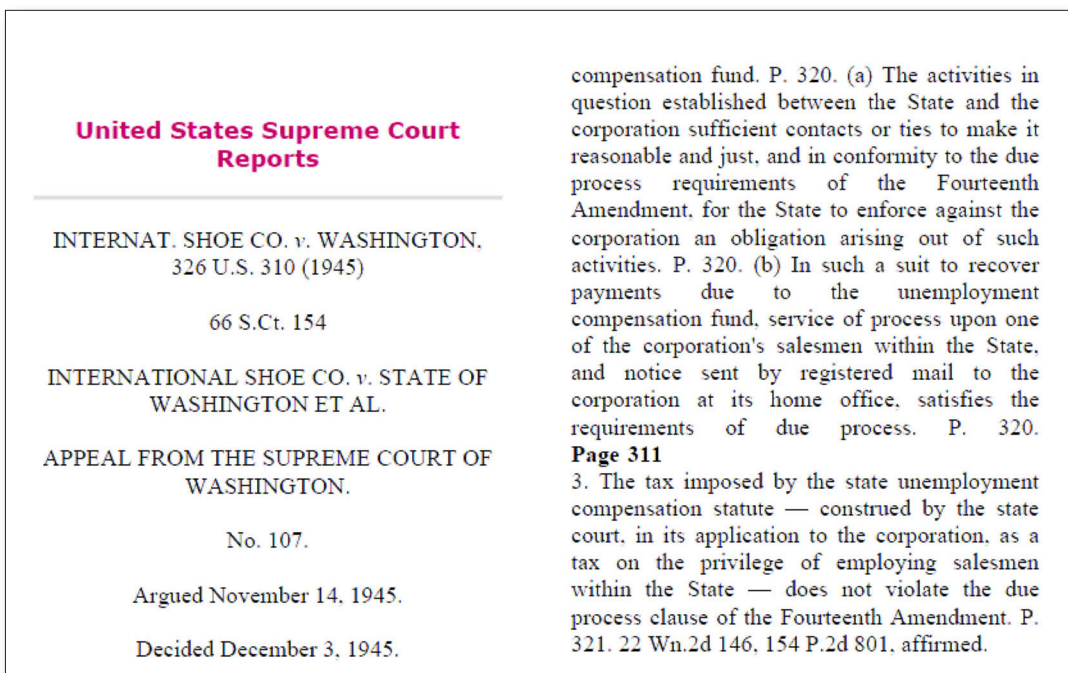
4. Choose your preferred file format:
- **PDF** = Adobe Reader
  - **Doc** = Microsoft Word Document
  - **Mht** = Web Archive
  - **Htm** = Standard HTML Document
  - **Txt** = Plain Text Only

*NOTE: Dual Column printing is only supported in the PDF or Doc file format*

5. Select Print, Download, or Email.



6. The resulting document is displayed in dual column format.



Note: The Document Manager Options are also applied to the print, email and download icon tools. When one of these icons are clicked the selected Document Manager presentation, highlighting and file format options are applied.



## Need Assistance?

Contact Customer Support at 877.471.5632 Monday – Friday, 3am –10pm Central Time