

Taxnet Pro™ – Transcript

Using the Active Folder

Welcome to this tutorial on how to use the Active folder in Taxnet Pro.

Taxnet Pro helps you organize and manage your research by storing your documents and text snippets into folders. Case law and legislation documents that are added to folders will always reflect the current state of the law. Folders and any linked documents remain indefinitely as long as the document remains on the site.

The folder that is displayed on the Toolbar is called the Active folder.

There are a number of ways you can save documents or text snippets to this folder. From the results list, using the checkboxes provided, select the documents you want to save, select the Save to Folder icon, if necessary, choose the Active Folder from the list and then select Save. Alternatively, you can also drag the document to the Active folder.

While viewing the full text of any document, you can save it to the Active folder simply by select the Save to Folder icon located above the document. If you wish to save only a snippet of text to the Active folder, select the text you want and then from the pop-up menu, select the Save to option.

To display the contents of the Active folder, simply select it. To delete any item from the folder, select the item using the checkbox and then select the Delete button.

To print, email or download the contents of the folder, select the items you want by using the checkboxes provided or use the top-most checkbox to select all items and then select the Delivery Method icon. Note that the last delivery method used is saved as new default.

To make another folder the Active folder, select the Change Folder icon. From the Change Folder dialog box, either select the folder that you want or create a new folder. To learn more about folders, please review the other tutorial on this topic. This ends your tutorial on how to use the Active folder in Taxnet Pro.