

# Practical Law Canada

## Document Delivery

Practical Law Canada enables you to delivery one or multiple documents via printing (🖨️), emailing (✉️) or downloading (⬇️).

You can select multiple documents using the checkboxes on a results list, or single documents using the icons (shown above) on the right side of the page.

There are then a number of options available.

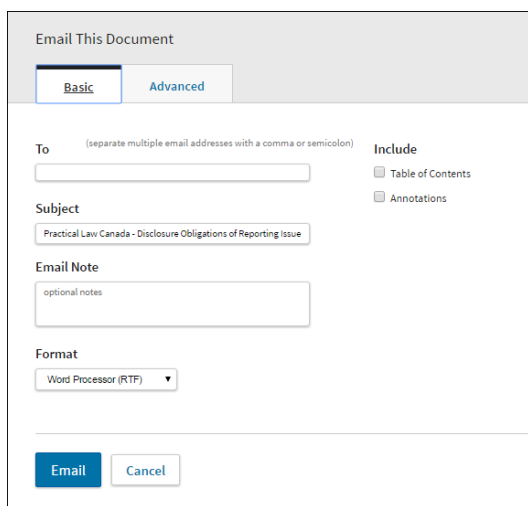


Figure 1: Email This Document dialog box

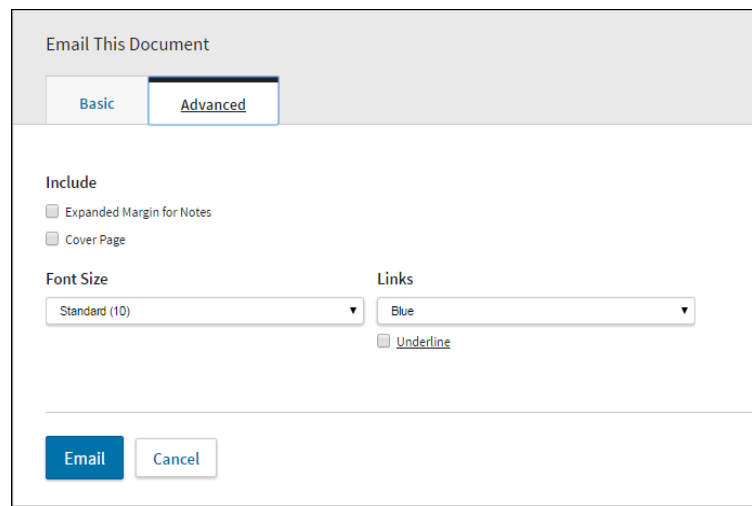


Figure 2: Email This Document – Advanced page

**To** – Enter your email address and any additional email addresses.

**Subject** – By default this is “Practical Law Canada” plus the document name.

**Email note** – Text can be optionally included in the email.

**Format** – Documents can be sent in Word, RTF, PDF or Resource Link only. Selecting this last option will only email a link to the document on Practical Law Canada rather than an attachment.

**Include** – You can include the Table of Contents for the document and/or any annotations you have added. Also, you can have an increased margin to enable the recipient to add their own notes and also include a cover page.

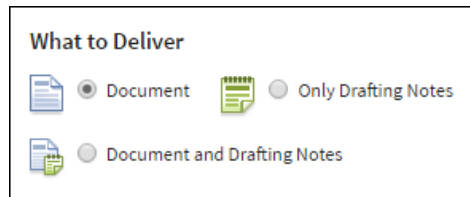
**Font Size** – Can be normal or large.

**Links** – You can change the colour of links (blue or black) and also have them underlined.

**Terms Highlighted** – If you have found your documents(s) from a search then you can also choose to have your search terms highlighted.

Practical Law Canada will remember your chosen options and automatically apply them the next time you deliver results.

When printing, emailing or downloading Standard Documents, you will be able to choose what to deliver on the Basics tab.



**Figure 3:** What to Deliver

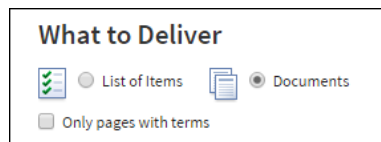
For delivery of multiple documents when on the search results page, select the checkboxes of the resources you would like delivered and then select your chosen delivery method.



**Figure 4:** Search results with checkboxes selected

You can choose to deliver the resources as either a List of Items or Documents.

The List of Items option will show the resources as they appeared on the search results page, and Documents will show the entire resource.



**Figure 5:** What to Deliver options

## Where can I find help?

Our dedicated editorial, subscriber services and training teams are here to make sure you get the most from your Practical Law Canada subscription. Contact Subscriber Services at 1-800-387-5164 (in Toronto 416-609-3800) or email:

[PLorders.LegalTaxCanada@tr.com](mailto:PLorders.LegalTaxCanada@tr.com)