

How To Set Favorites

Create a list of Favorite documents, accessible by one-click access.

To add documents to your Favorites list, click **Add to Favorites** on the tool bar whenever you are viewing a document. Name and Save the document. Up to 50 documents can be listed as Favorite Documents.



To access, rename or delete documents, on the **Favorite Documents List**, click **Favorites** on the menu bar.




Favorite Documents List

To view a document, click on the document name.


| Document Name | Date Saved | Date Last Updated | | Delete |
|------------------------|------------|-------------------|--------|--------------------------|
| Mult-lingual workplace | 20-SEP-10 | 01-JUL-10 | rename | <input type="checkbox"/> |
| Minimum wage 2009 | 20-SEP-10 | 01-SEP-09 | rename | <input type="checkbox"/> |

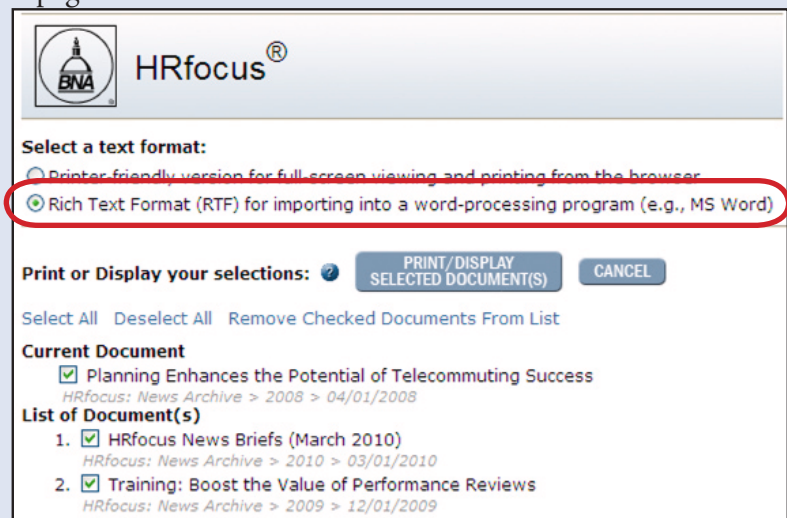
DELETE

How to Print


Print single or multiple documents from the search results list, or any open content page. To launch the print dialog box, click the print icon  at the top of the page.

1. Select a text format. When printing multiple documents, select Rich Text Format (RTF) to place section breaks between the documents.
2. Select/deselect the documents to print.
3. Click the **Print/Display Selected Document(s)** button to launch the print display.

For detailed, in-depth information about printing, click the .



Print part of a document by selecting the text and **Ctrl P**.

Using your browser's print box, choose  **Selection**, and click **Print**.

For COMPLIMENTARY Training and Product Support:
 Call **1-800-372-1033**, option **5**, 8:30 AM - 7:00 PM ET, M-F (excluding most federal holidays).