How To Save The "One Free Look" Document

As you know, active CM/ECF participants receive an E-mail notification of all activity in each of their cases. That E-mail notification contains the "one free look" document promised as part of the CM/ECF program. Active CM/ECF participants are currently receiving those E-mails, and viewing those documents. It is advantageous for the recipient to save that document for viewing later without incurring the seven cents charge per page which will become effective on July 1, 2001 .

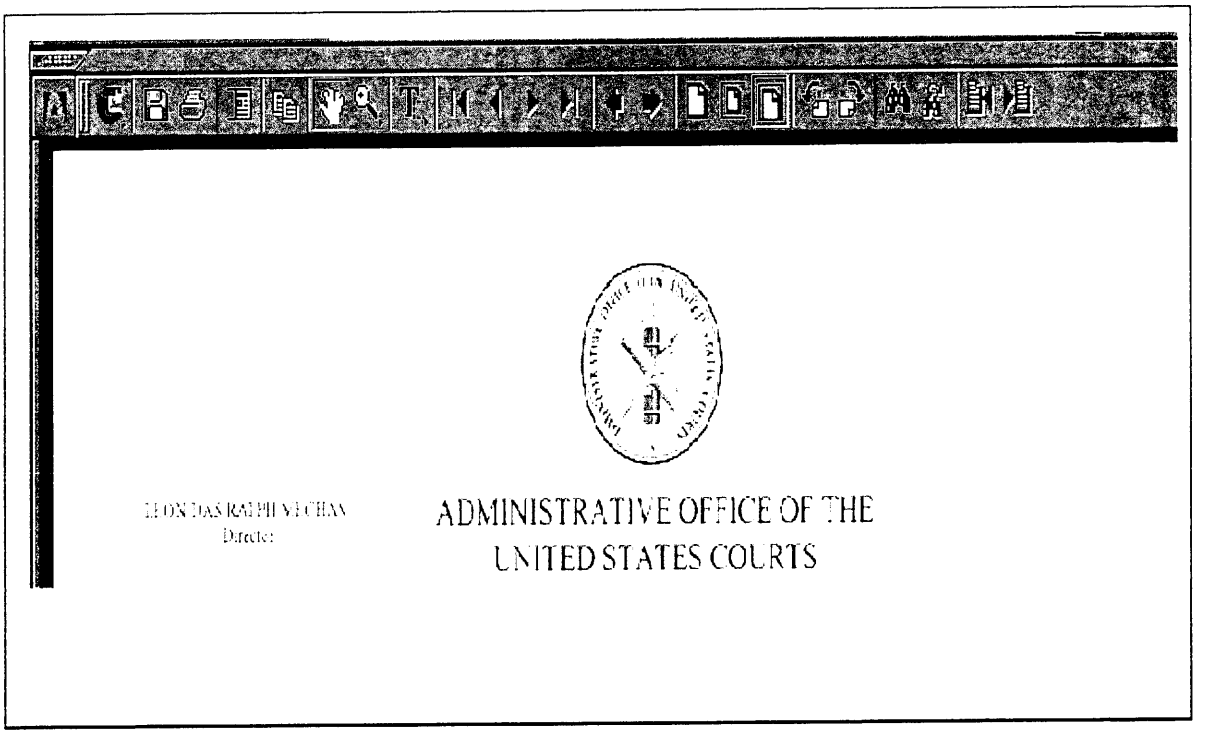
These instructions will begin at that point where you are viewing the E-mail message containing the attached .pdf document.

Important Note

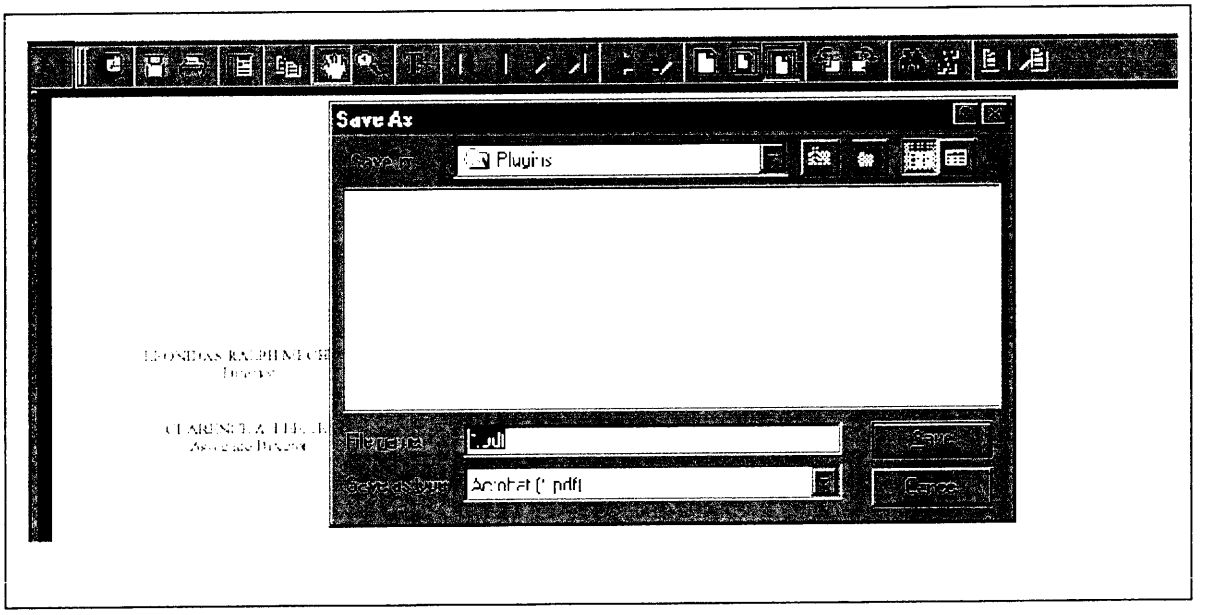
To be able to save the .pdf document as described below, make sure that the Acrobat Reader is opening in your Web browser, not as a separate window.

1. Click on the link to the document found within the E-Mail.

2. Once the document has been loaded into your Adobe Reader, you will find a toolbar similar to the one shown below.

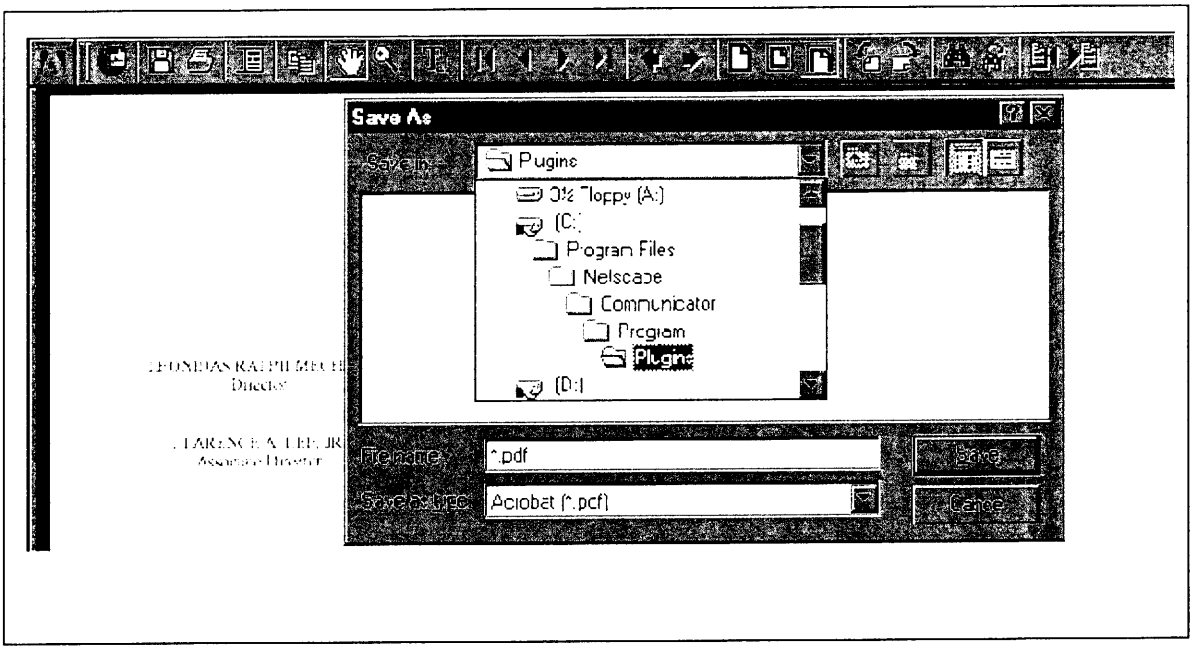


3. You will notice on this screen an icon that looks like a diskette. Click on that icon and you will see the menu displayed in the screen below.



4. At this point, you should click on the ▼, which is next to the box titled "Save in", and shows the

folder labeled (in this example), Plugins. This is your opportunity to designate the directory you want to store this document in for future reference. The screen directly below is displayed when you click on the ▼.



5. From the box that is displayed, you can navigate through the different drives, and directories until you find the folder of your choice for storing the document. When you have found and clicked on the correct folder, provide a file name for the document in the line labeled "File name." Then simply click on the "Save" button at the bottom right of this box, and you will be returned to the previous screen. The document will then be stored in the designated place. The determination of where to store the saved document is up to you as a user.

6. Then you can view the document at a later time without having to incur the fees imposed through PACER.