

## How to Save the “One Free Look” Document

CM/ECF participants receive an e-mail notification of activity in each of their cases. The e-mail notification contains the “one free look” document as part of the CM/ECF program. It may be advantageous for the recipient to save the document to view or print at a later time.

The following instructions apply from the point where you view the e-mail message containing the attached .pdf document.

**CAUTION: To save the .pdf document as described below, make sure the Acrobat Reader is opening in your Web browser, not as a separate window.**

1. Click on the link to the document found in the e-mail verification notice.
2. The document loads into Adobe Reader.
3. A toolbar with a diskette icon appears at the top of the Adobe Reader screen.
4. Click on the diskette icon.
5. A dialogue box entitled *Save As* appears over the document.
6. Complete the following data fields:
  - a. *Save in:* Designate the drive and directory to save the file
  - b. *File name:* Name the file. Example: Public, JQstaymotion.pdf
  - c. *Save as type:* Leave at Acrobat (\*.pdf) default
7. Click the *Save* button to store the document in the drive and folder you designated.
8. You can now view or print the document at a later time.