Checkpoint
Document Delivery

You can print, email, or export individual documents, multiple documents, or your search results within Checkpoint.

Document delivery icons

After opening an individual document, delivery icons are displayed across the top.
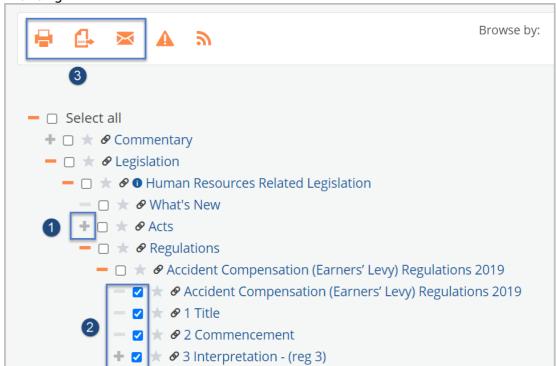1. Print
2. Export
3. Email

Document Selection

Document delivery icons are also accessible from the Research page when browsing, or with your search results.

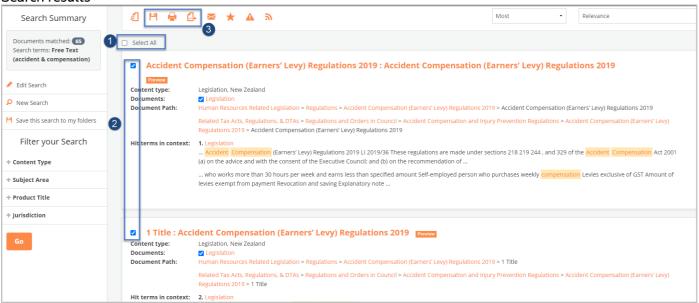To print, export or email multiple documents or search results:
1. Browse or conduct your search.
2. Use the tick boxes to select the documents you require.
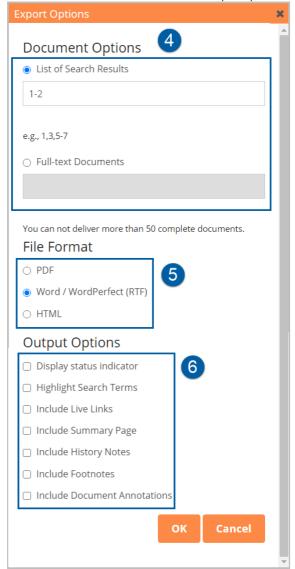3. Select the print, export, or email icon.

Browsing

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Search results

4. From the pop-up window, select whether to deliver a list of selected results or the full text documents.
5. Choose the File Format as PDF, Word, or HTML.
6. Use the tick boxes to select your preferred Output Options.

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Printing Documents

After selecting the Print icon, a pop-up window will appear on the screen.
1. Use the tick boxes to select your preferred **Output Options**.
2. Click OK.

Exporting Documents

After selecting the Export icon, a pop-up window will appear on the screen.
1. Choose the **File Format** as PDF, Word, or HTML.
2. Use the tick boxes to select your preferred Output Options.
3. Click OK.

Emailing Documents

After selecting the email icon, a pop-up window will appear on the screen.
1. Enter the recipient's email address.
2. Edit the subject if required.
3. Enter a message if required.
4. Choose the File Format as PDF, Word, or HTML.
5. Use the tick boxes to select your preferred Output Options.
6. Click OK.

Note: The email will be sent from **not-reply@checkpoint.thomsonreuters.com**