

Save The “One Free Look” Document

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 as part of the CM/ECF program.

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. Click on that icon that looks like a diskette and you will see the following menu.



4. Select the box titled “Save in” to designate the directory you want to store this document in.
5. Select the folder of your choice for storing the document.
6. Provide a file name for the document in the line labeled “File name.”
7. 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 for viewing.