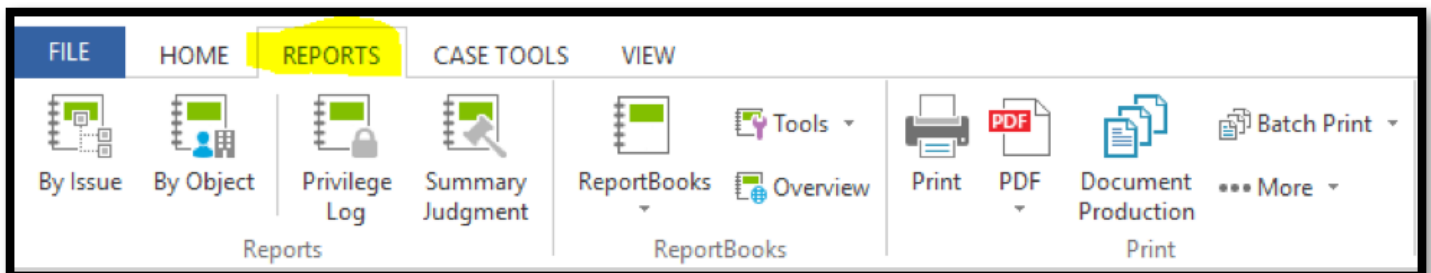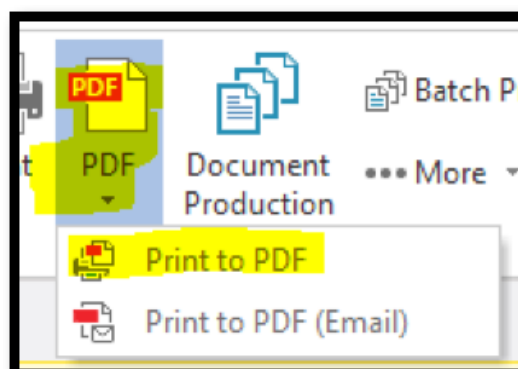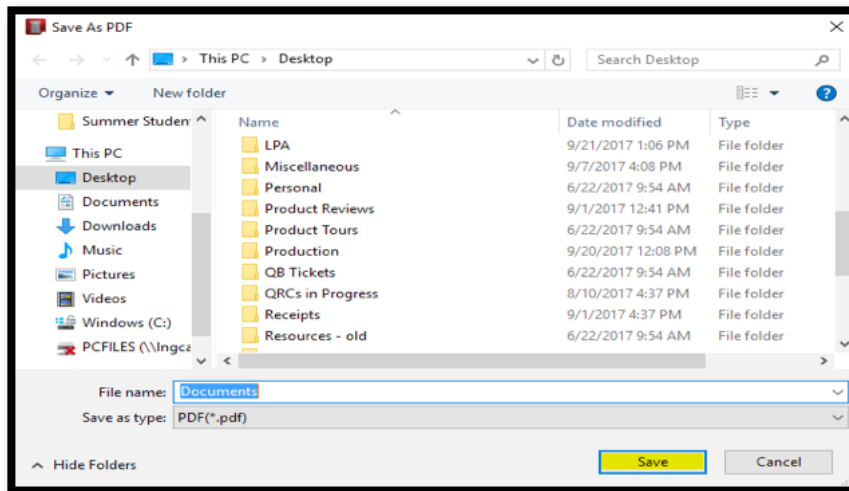# CASEMAP

Creating a "WYSIWYG" PDF Report in CaseMap

1. First, ensure the data you wish to report on is available onscreen, in the order in which you would like it to appear.

2. Next, click on the Reports tab.

3. From the Reports tab, click the PDF button and select Print to PDF from the drop-down menu.

4. Choose the file location in which to house the saved report, and click Save.

5. The system will ask you if you wish to embed copies of source documents in your report. If you wish to do so, click Yes, and then confirm the documents you would like included by clicking OK (this is optional).
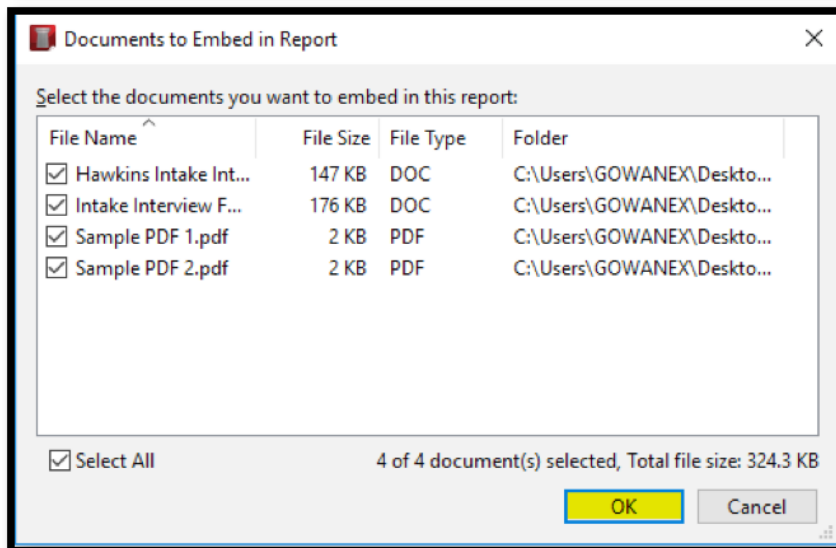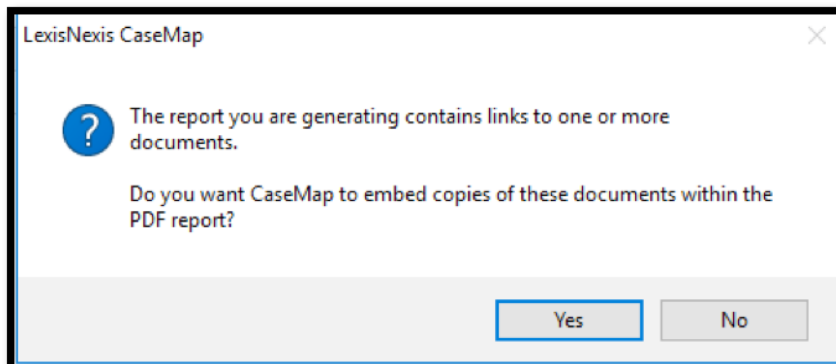
6. You will receive confirmation that your report is ready; if you wish to open it immediately, click Yes; otherwise, click No.

LexisNexis CaseMap

The report has been saved as an Adobe PDF file.
Do you want to open it now?

Yes   No