 Help Guide

**Search**

* To **perform** **a search**, use the search tab and fill out the desired text fields by tapping them. Click on the PACER button to search PACER.
* To load a docket from the search results, **tap** the docket in the search results table.

**Bookmarks**

* To **create** a bookmark, tap the bookmark icon on the upper left hand corner of a docket list.
* To **update** a bookmark:
  + On the iPhone, tap a bookmark and select the calendar.
  + On the iPad, tap the calendar.
* To view a saved version **bookmarked docket:**
  + On the iPhone, tap a bookmark and select the disk.
  + On the iPad, tap the disk.
* To **reload** the docket from PACER entirely:
  + On the iPhone, tap a bookmark and select the list.
  + On the iPad, tap the list.
* To **update all** bookmarks, press and hold the bookmark tab.
* To **delete** a bookmark, swipe in either direction.

**Documents**

* To **save** a document, click on the add document icon when viewing a document from PACER.
* To **download multiple** documents, use the batch download icon from the docket entry list (top right) and select the entries to download. Click OK to download.
* To **view** a saved document, use the documents tab and select the document (located in a case folder).
* To **e-mail** a document, click on the mail envelope when viewing a document.
* To **print** a document, click on the grid icon when viewing a document.
* To view a saved document in an **external .pdf application**, press and hold a document entry on the document tab.
* To **export a bundle** of saved documents for a case, press and hold a case name entry on the document tab.
* To **send a .zip** of all saved documents for a particular case, pinch a case name entry from the documents tab.
* To **delete** a saved document or case, swipe the document or case entry in either direction on the document tab.

**Login / Settings**

* To **enable help bubbles** tap the help button once. To **disable help** tap it again.
* To **enable RECAP** tap the RECAP button. To **disable RECAP** tap it again.
* To login as a **recent user** tap the recent button, select the user in the login panel, and touch login.
* To login as a different user, **tap the screen with the username / client code.**