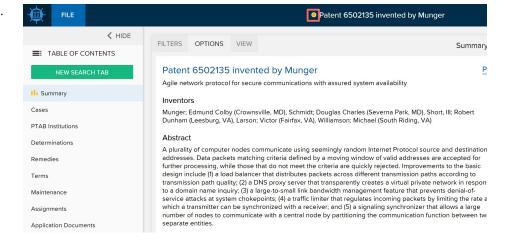
Saving & Sharing Binders

Learn how to quickly share your Compass research with your team.

- First, make sure your binder is saved.
- A yellow caution light means there are unsaved changes.



- Click FILE.
- Click Save if your binder was custombuilt.
- Click Save As if it was pre-built, e.g.
 a Quick Profile or a binder someone shared with you.



Once your binder is saved, you're ready to share.

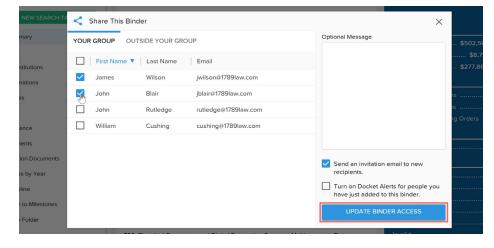
- Click FILE.
- Click Share Binder. This will open a dialog box.



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The dialog box shows the names of users in the same group as you.

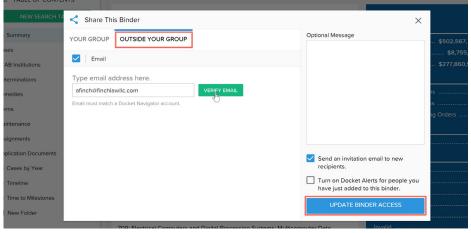
- Select who you wish to share your binder with.
- Click **UPDATE BINDER ACCESS**.

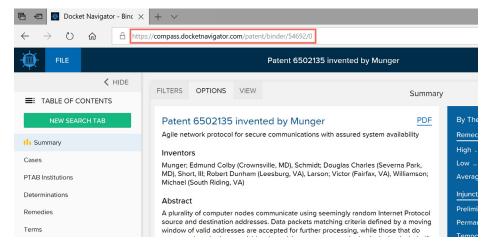


To share with other Docket Navigator users not in your list:

- Click OUTSIDE YOUR GROUP.
- Type in their email address and click VERIFY EMAIL.
- Once their email address appears, click UPDATE BINDER ACCESS.

- The user will receive an email from us with a link to your binder.
- Once you've shared the binder with someone, you can also send them the URL from your browser.
- That URL is specific to your binder, and anyone that you've shared the binder with can click on it to open the binder.





Please send an email to contact@docketnavigator.com if you have any questions. We're always happy to help.



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