

# Checkpoint AU

## 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

3

Select all  
 ★ ⓘ Commentary  
 ★ ⓘ A-Z of Trusts  
 ★ ⓘ Accountant's Manual  
 ★ ⓘ Accounting Q & A Bulletin  
 ★ ⓘ Australian Audit Guide and Toolkit for Self Managed Superannuation Funds  
 ★ ⓘ Australian Audit Manual and Toolkit for Small and Medium Sized Entities  
 ★ ⓘ Australian Bankruptcy Law and Practice  
 ★ ⓘ Australian CGT Handbook  
 ★ ⓘ Australian Double Tax Agreements  
 ★ ⓘ Australian Financial Planning Handbook  
 ★ ⓘ 1 Financial planning – getting started  
 ★ ⓘ Currency  
 ★ ⓘ Chapter objectives  
 ★ ⓘ What is financial planning?  
 ★ ⓘ The profession of financial planning  
 ★ ⓘ The traditional role of the financial planner  
 ★ ⓘ The current role of the financial planner  
 ★ ⓘ The growth of the financial planning sector

## Search results

Documents matched: **100**  
Search terms: **what assets can be depreciated**

1  Select All

2  **Who can claim deduction for a decline in value?** Preview  
 Content type: Commentary, Australia  
 Documents:  Australian Income Tax 1997 Commentary  
 Document Path: Australian Income Tax 1997 Commentary > Ch 2 - Liability rules of general application (Div 15 - 87) > Pt 2-10 (Div 40 (Subdiv 40B - 40E)) > Division 40 - Capital allowances > Subdivision 40-B - Core provisions > Who can claim deduction for a decline in value? > Who can claim deduction for a decline in value?  
 Hit terms in context: 1. Australian Income Tax 1997 Commentary  
 ... Who can claim deduction for a decline in value? Holder of **depreciating asset** entitled to deduction [40-B.1800] Holder of **depreciating asset**: leases of luxury cars [40-B.1820] Holder of **depreciating** ...

3  **Depreciating asset calculation and eligibility** Preview  
 Content type: Commentary, Australia  
 Documents:  Accountant's Manual  
 Document Path: Accountant's Manual > Income tax > Depreciation/capital allowances > Depreciation/capital allowances > Depreciating asset calculation and eligibility  
 IPA Members Handbook > Income tax > Depreciation/capital allowances > Depreciation/capital allowances > Depreciating asset calculation and eligibility

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.

Export Options

Document Options **4**

List of Search Results  
 1-2  
 e.g., 1,3,5-7  
 Full-text Documents

You can not deliver more than 50 complete documents.

File Format **5**

PDF  
 Word / WordPerfect (RTF)  
 HTML

Output Options **6**

Display status indicator  
 Highlight Search Terms  
 Include Live Links  
 Include Summary Page  
 Include History Notes  
 Include Footnotes  
 Include Document Annotations

OK Cancel

## 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`

The screenshot shows the 'Email Options' dialog box with the following elements:

- Tip:** Separate multiple addresses with semicolons.
- To:** Text input field containing 'jessica.fitzgerald@thomsonreuters.com' (callout 1).
- Subject:** Text input field containing 'Document from Thomson Reuters Checkpoint AU' (callout 2).
- Message:** Text area for entering a message (callout 3).
- Your document will be attached to this E-mail.**
- File Format:** Radio button options: PDF (callout 4), Word / WordPerfect (RTF) (selected), and HTML.
- Output Options:** Checkboxes for: Display status indicator (callout 5), Highlight Search Terms, Include Live Links, Include Summary Page, Include History Notes, Include Footnotes, and Include Document Annotations.
- Buttons:** OK and Cancel buttons (callout 6).