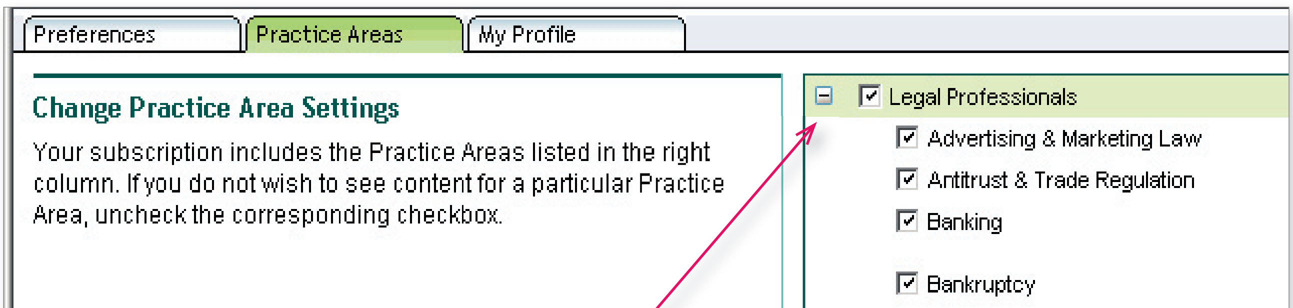
# Customizing *IntelliConnect*®

**Customizing IntelliConnect features can increase your research efficiency. Here are some ways that you can personalize IntelliConnect.**

## PRACTICE AREAS

You can limit the content that you see and search through by customizing Practice Areas. This will eliminate irrelevant material (that other practice areas in your firm may use) from appearing in your search results.

Click on **Practice Areas** on the **Menu Bar** at the top of the page

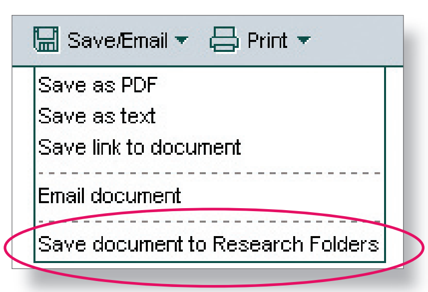




Expand the **topics** to see specialized **sub-topics** by clicking on the ⊞
You can select or de-select an entire topic or specific sub-topic(s).

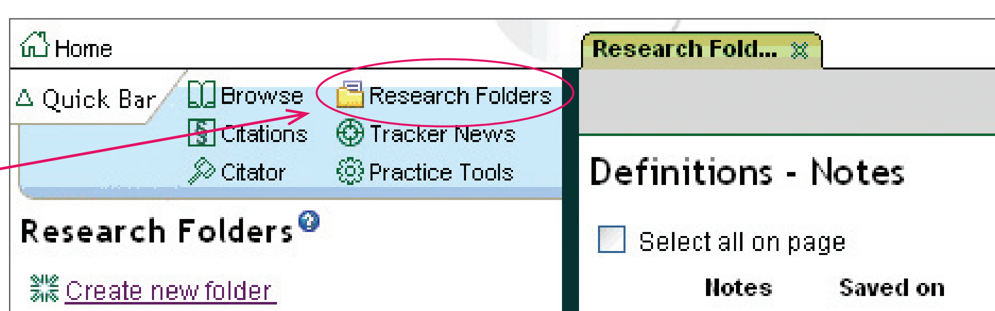
## RESEARCH FOLDERS

Save links to documents in personalized Research Folders. You can have 1,200 folders and 500 documents in each folder. These folders are saved permanently.

To save a document, click **Save document to Research Folders** on the document's tool bar. Name a new folder or select an existing folder to drop the document into.



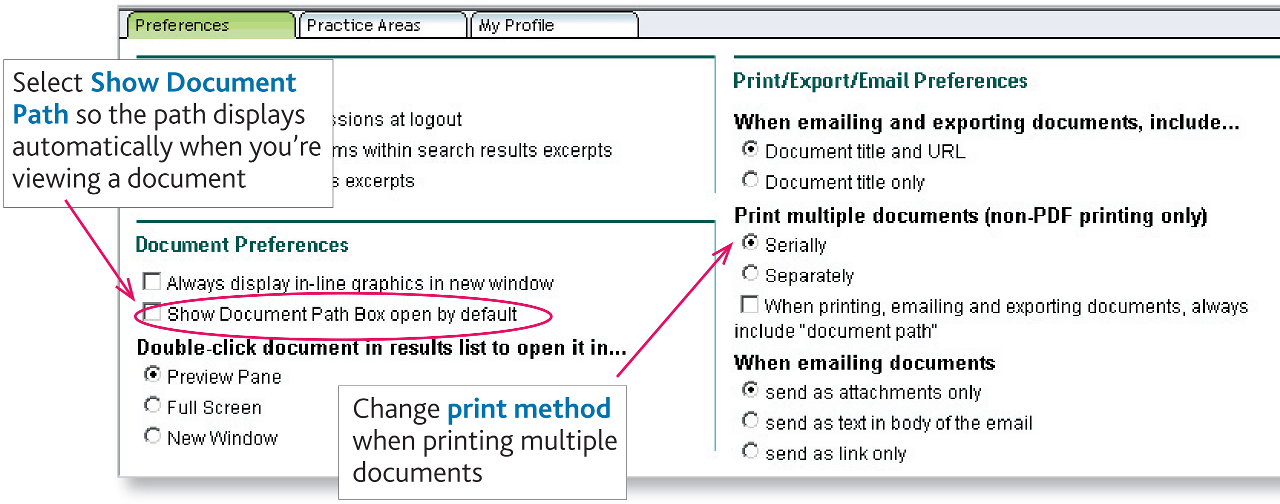

Click **Research Folders** on the **Quick Bar** at the top left of the page to see your folders and their documents.



# PREFERENCES

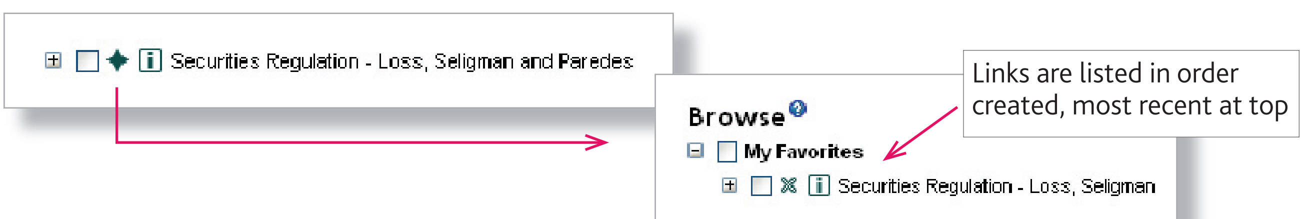
You can customize how your screen looks plus change defaults for printing multiple documents and sending documents via email.

Click **Preferences** on the **Menu Bar** at the top of the page


# MY FAVORITES

The databases and publications that you use most frequently can be moved to the top of the Browse tree for quick access. Click the **star** next to the database or publication you want to designate as a Favorite.



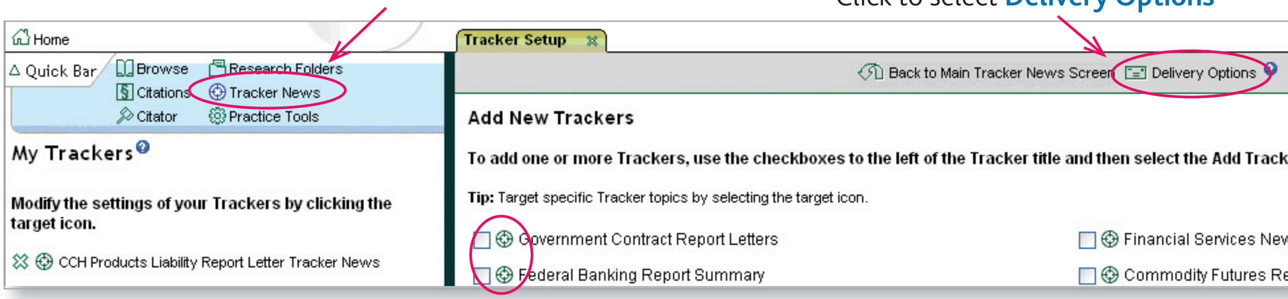

# TRACKER NEWS

Tracker is a customizable news service for various areas of the law: tax, securities, employment law, etc. Tracker allows you to seamlessly move from reading the latest news developments to researching how your clients will be affected.

You can customize many of the trackers by document type and/or key word. Trackers and Report Letters can be received via email or RSS feed. Report letters can also be set up for email.

Click on **Tracker News** on the **Quick Bar**

Click to select **Delivery Options**




Click the icon to customize by document type and/or key word