

# Checkpoint

## Create and Use Folders

Organise, manage, and share your research by storing documents, searches, and snippets of text into folders that you create.

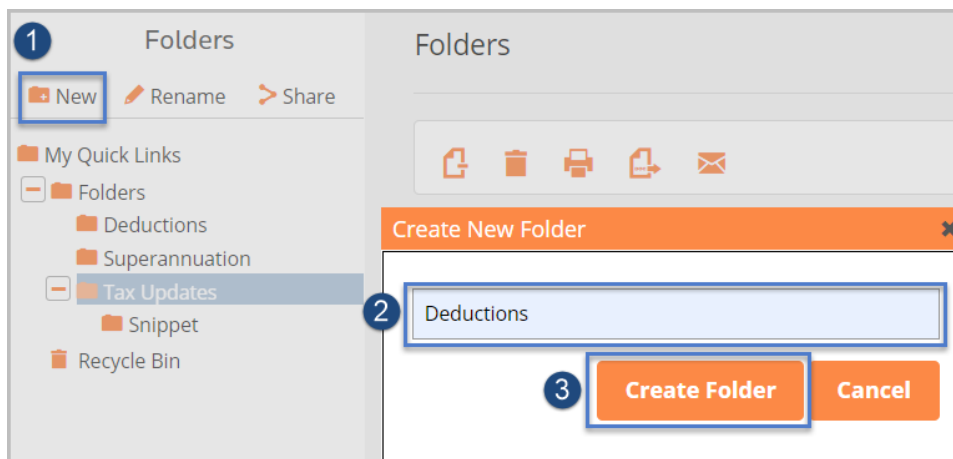
### Accessing Folders

Folders can be accessed by clicking the **Folders** menu option from the orange toolbar.



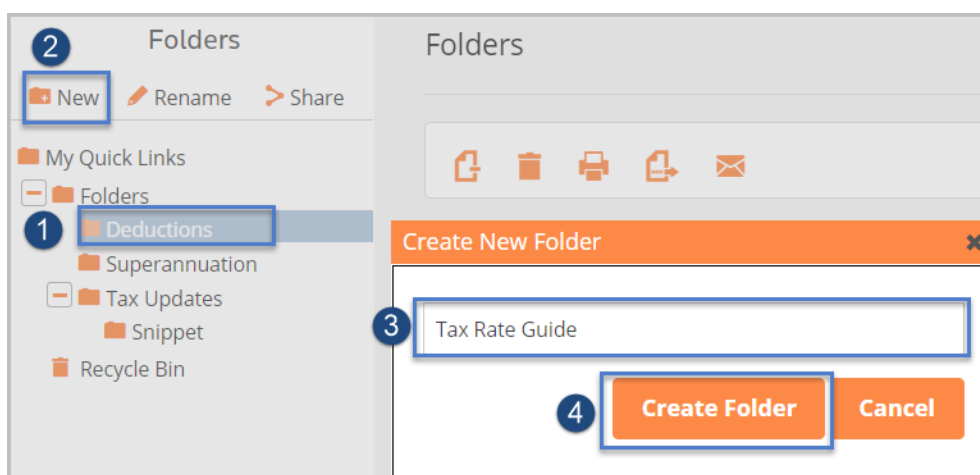
### Create a Folder from the Folders Page

1. Select **New** from the Folders window panel
2. Enter a folder name and click **Create Folder** button
3. Folder will appear in the Folder listing



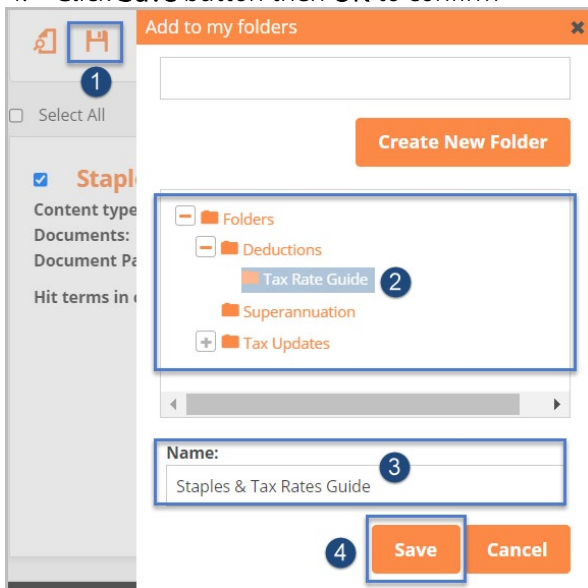
### To create a sub-folder from the Folders page

1. Select the folder that you want to add the sub-folder to
2. Click **New** from the Folders window panel
3. Enter a name for the sub-folder and click **Create Folder**
4. Sub Folder will appear in the folders listing



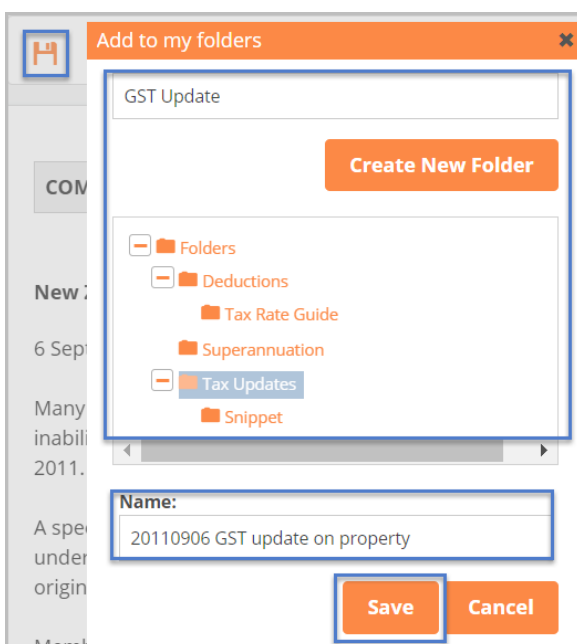
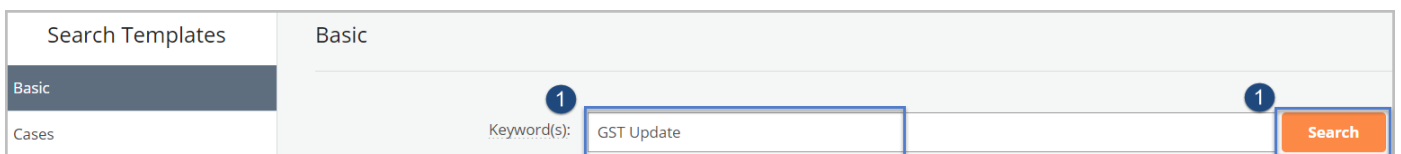
## Save a Document into a Folder

1. Open a document and click **Save** icon from the white tool bar
2. Choose a folder location
3. Edit the document title if required
4. Click **Save** button then **OK** to confirm



## Save a Document from a Search Result(s) into a Folder

1. Enter a keyword and select the **Search** button
2. Click **Select All** to clear selection
3. Select the required document(s) to save
4. Click **Save** from the white tool bar
5. Choose a folder location, or **create a new folder**
  - Note:** to create a sub-folder, first select the folder from the list where you want the sub-folder to appear
6. Click **Save** button then click **OK** to confirm



## Save A Search to a Folder

1. Enter a keyword and select the **Search** button
2. Select the document to save and click the **Save Search to My Folders** icon from the left window panel
3. Choose a folder location, or **Create a new folder or subfolder**  
**Note:** to create a sub-folder, first select the folder from the list where you want the sub-folder to appear
4. Click **Save** button then click **OK** to confirm

Search Templates: Basic, Cases

Basic

Keyword(s):  1 1 **Search**

Save this search to my folders 2

Filter your Search

Content Type: 1. Tax

**3** Create New Folder

Folders: Deductions, Tax Rate Guide, Superannuation, Tax Updates

Name: Tax Audits - New Booklet from Inland Revenue

**4** **Save** **Cancel**

## Save Selected Text to a Folder

You can save a section of selected text as a 'Snippet' in your folders.

1. Highlight the text you want to save
2. Select **Add Snippet** from the pop-up options
3. Choose a folder location, or **Create a new folder or subfolder**  
**Note:** to create a sub-folder, first select the folder from the list where you want the sub-folder to appear
4. Click **Save** button then click **OK** to confirm

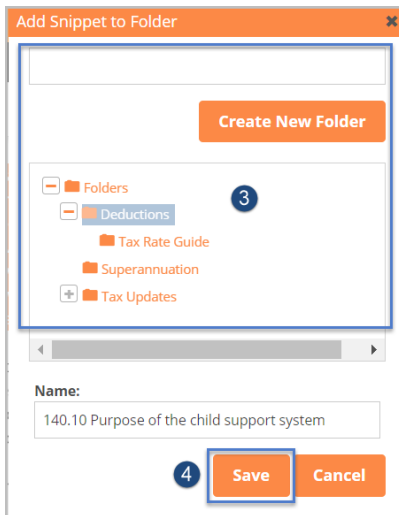
**140.10 Purpose of the child support system [CSA, ss 4, 4A ]**

The purposes of the child support system are to:

- (a) Affirm the right of children to be maintained by their parents;
- (b) Affirm the obligation of parents to maintain their children;
- (c) Ensure that the level of financial support parents provide to their children is determined according to their relative capacity to provide financial support and their relative levels of provision of care;
- (d) Ensure that parents with a like capacity to provide financial support for their children should provide like amounts of financial support;
- (e) Provide standards in accordance with which the level of financial support to be provided by parents for their children should be determined;
- (f) Affirm the right of carers who provide significant care to children to receive financial support in respect of those children from a parent or parents of the children;
- (g) Enable carers of children to receive support in respect of those children from parents without the need to resort to Court proceedings;
- (h) Ensure that equity exists between parents and, where applicable, carers, in respect of the costs of supporting children;
- (i) Ensure that obligations to birth and adopted children are not extinguished by obligations to stepchildren;
- (j) Ensure that the costs to the State of providing an adequate level of financial support for children and their carers is offset by the collection of a fair contribution from liable parents;
- (k) Provide a system whereby child support and domestic maintenance payments can be collected by the Crown, and paid by the Crown to those entitled to the money.

**1** **2**

Add Highlight  
Add Note  
Add Snippet



## View Saved Content

1. Select **Folders** from the orange menu toolbar
2. Select a folder from the left window panel.  
**Note:** The content saved in the folder will be displayed on the main page.
3. Click on a link to view a saved document or run a saved search
4. To print/export or email a document(s), select the required documents, and click on the preferred delivery icon.

