

## Sending and Receiving Data on Satellite Stations

(For LexisNexis® PCLaw™ versions 6.20 and 7)

PCLaw Satellite for version 6.20 and higher provides multiple methods for transferring data between the host computer, and satellite workstations that may not necessarily be connected to the network. Data can be e-mailed or saved to an external media, or an internal location on the network.

This document describes the procedures for transferring data to and from the Satellite station only. The following topics are discussed.

- Importing Data to the Satellite Station
- Exporting Data from the Satellite Station
- Additional Resources.

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### Importing Data to the Satellite Station

Importing data to the satellite station can be achieved by one of two methods:

- receiving from e-mail
- saving from a removable disk, hard disk, or network drive location.

### Receiving from E-mail

Data can be imported to the satellite station by clicking the export file attachment of the e-mail sent from the host computer. PCLaw Satellite must be closed to import data by e-mail.

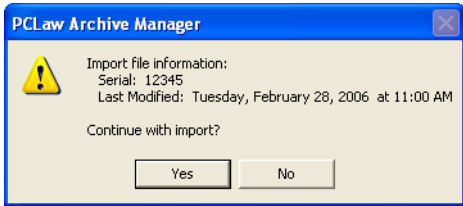
1. Using your browser, open the e-mail containing the export file attachment.
2. Double click on the attachment.

An Opening Mail Attachment window appears:



3. Select **Open it**.
4. Click **OK**.

A Satellite Manager prompt appears:



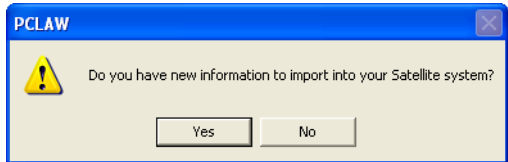
- 5. If the modified date corresponds to the latest file date, click **Yes**. The file is imported into the satellite station.

To cancel the import procedure to the satellite station, click **No**.

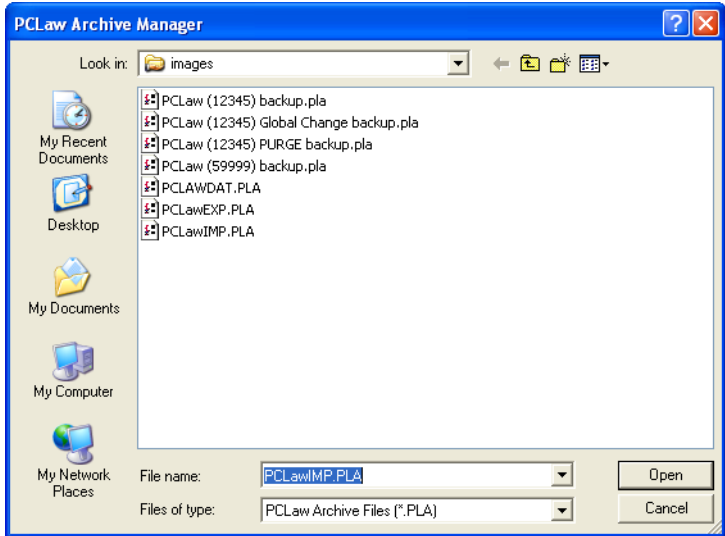
**Saving from a Removable Disk, Hard Disk or Network Drive Location**

When importing data from an internal or external file location, you are prompted to search for the data file as soon as you open PCLaw.

- 1. When opening PCLaw Satellite, the following PCLaw prompt appears automatically:

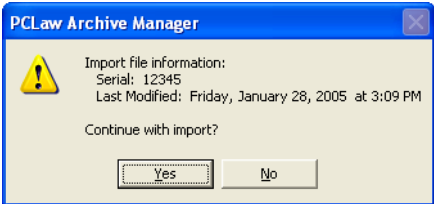


- 2. To import new data to the satellite station, click **Yes**. The PCLaw Archive Manager - Import File window appears:



- 3. Highlight the PCLawEXP.PLA file.
- 4. Click **Open**.

A PCLaw Satellite Manager prompt appears displaying the last import date.



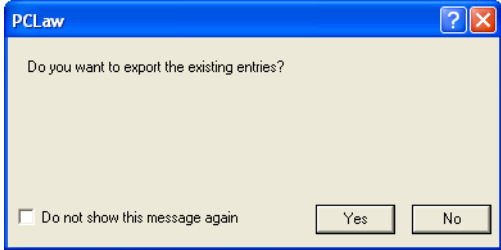
5. If the modified date corresponds to the latest file date, click **Yes**.  
The file is imported into the satellite module.

### Exporting Data from the Satellite Station

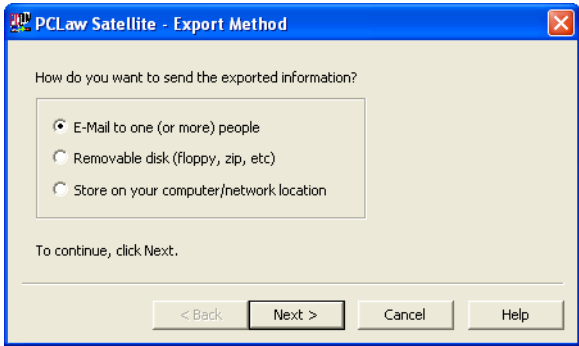
Data can be exported from the Satellite Station:

- during the satellite session, from the File pull-down menu
- when ending the satellite session.

1. If entries have been made in the current satellite session, then closing the satellite station produces the following PCLaw prompt:



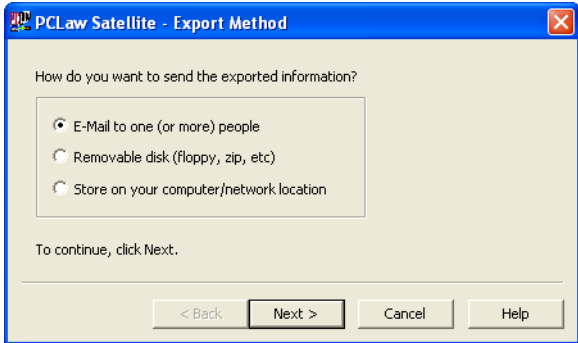
2. To export satellite information, click **Yes**.  
The Export Method window appears:



### Sending by E-mail

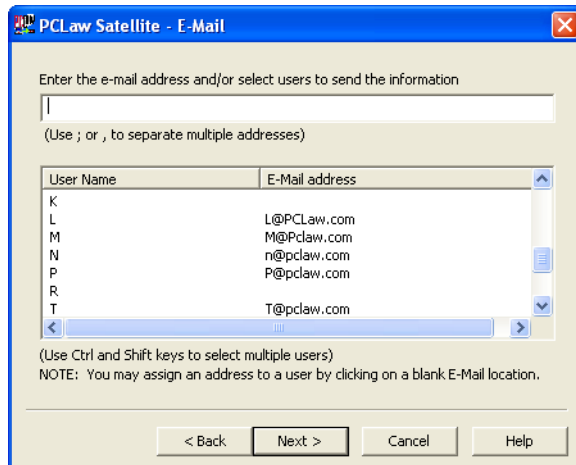
To export data from the satellite station by e-mail:

1. On the **File** pull-down menu, select **Satellite > Export to Satellite**.  
The Export Method window appears:

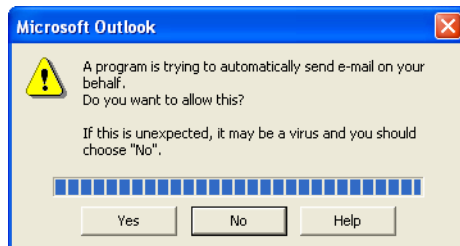


2. Select **E-mail to one (or more) people**.
3. Click **Next**.

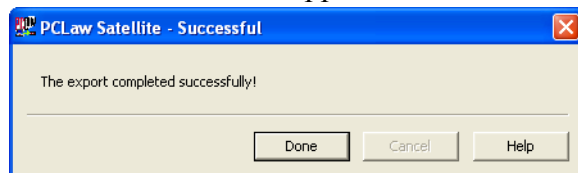
The E-mail window appears:



4. Select the user or type the e-mail address of the user to receive the exported data. To select multiple users, hold down the **[Ctrl][Shift]** keys or press **[Enter]** after selecting each address.
5. Click **Next**.  
A Progress window appears.
6. If you are using Microsoft Outlook, you may get the following warning:



7. Click **Yes**.  
A Successful window appears:



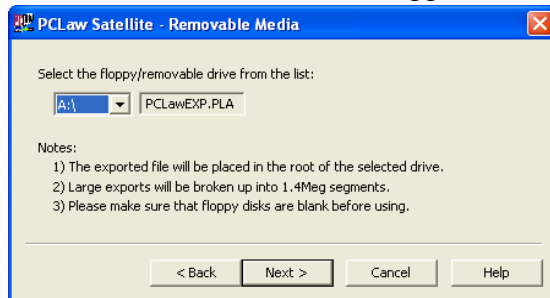
8. Click **Done**.  
The data is ready to be e-mailed to the satellite station.

### Saving To a Removable Disk

To export data from the satellite system by a removable disk such as a floppy or Zip disk:

1. On the **File** pull-down menu, select **Satellite > Export to Satellite**.  
The Export Method window appears.
2. Select **Removable disk**.
3. Click **Next**.

The Removable Media window appears:

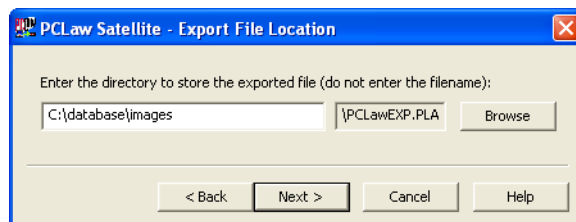


4. Select the floppy or removable drive from the drop down list.  
The file name defaults to PCLawEXP.PLA.
5. Click **Next**.  
A Progress window appears. A Successful window appears.
6. Click **Done**.  
The data is saved to the removable media and is ready for the satellite station.

### Saving To a Location on the Hard Disk or Network

To export data from the satellite system to a location on your hard disk or network:



1. On the **File** pull-down menu, select **Satellite > Export to Satellite**.  
The Export Method window appears.
2. Select **Store on your computer/network location**.
3. Click **Next**.  
The Export File Location window appears:



4. To save the file, type the directory path or click the Browse button to select a location.  
The file name defaults to PCLawEXP.PLA.
5. Click **Next**.  
A Progress window appears. A Successful window appears.
6. Click **Done**.  
The data is saved to the network location and is ready for the satellite station.

### Additional Resources

For information on related topics, refer to the documents listed below. Consult the Product Knowledge Base on your personalized Web Site. In PCLaw, select Visit PCLaw Web Site from the Help pull-down menu.

-  Using the Express Optional Module (keywords *the module page*)
-  Sending Data between Host and Satellite Stations (keywords *the module page*)