

Michigan Legislature Website – Using the Online Print Basket




Registered users can save diverse MCL section documents and then create a single custom document for printing. These documents can be saved in a personal print basket and where they will always stay current.

First, you will need a user account. Select **Register** on the top menu and fill in the form. Press the **Create User Account** button to finish the user registration process. You will now see some additional options available on the top menu. Be sure to jot down your username and password for future use. See browser specific settings (below) required to **save your password**.

Now that you are logged in, you are ready to add items to your print basket.

To add items to the print basket, click the  icon at the top of eligible pages or search results.

An example of adding selected sections of Chapter 2 of the MCL to your print basket:

- 1) Select the Chapter Index from the menu on the left side.
- 2) Select Chapter 2, and then select Act 281 of 1995.
- 3) Check the box next to section 2.14 (the section about the state reptile)
- 4) Click on the  icon near the top to add this item to your print basket.
- 5) Add another section by repeating steps 1-2.
- 6) Click the box next to Section 2.15 (the section about the state fish)
- 7) Click on the  icon at the top of the screen to add this item to your print basket.
- 8) Continue in this way until you've added all the sections you want.
- 9) When you have all the sections you want in your print basket, select the  icon at the top of the page, or click 'Create a custom Html or Pdf document from the sections listed below'

Saving your print basket contents as a virtual document:

- 1) If you're not already in your print basket, select 'Print Basket' from the top menu
- 2) Enter the name for your virtual document in the 'Name it' box.
- 3) Click 'Save in Filing Cabinet'
- 4) Now that you've saved it as a virtual document you can empty the print basket to make room for another collection of sections by selecting the sections and clicking 'Delete Checked'

Adding a quick access control for your print basket:

- 1) On the top menu, select **Layout**
- 2) In the **Available Controls** box, scroll down and select **Print Basket**, and click the **Add to right ->** button.