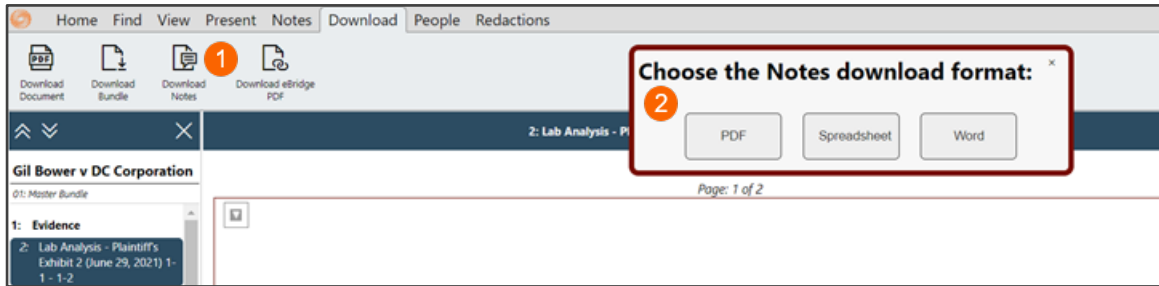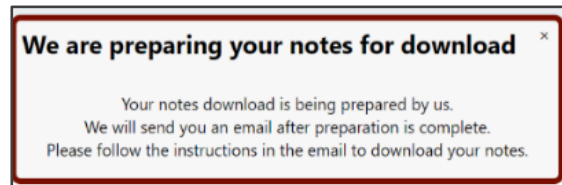# How to download notes

Download your notes so you can review when you are offline or retain them for your records. Select the **Download** tab from the **Review Workspace.**

1. Select **Download Notes**.

2. A pop-up window appears. Choose the notes download format: PDF, Word Document, or Excel Spreadsheet.

If you have created a significant number of notes on a case, some processing time will be required. You will receive a popup message letting you know that an e-mail will be sent to you once your notes are ready for download.

Once you receive the email, click the link, to open a browser page. Your notes automatically download.
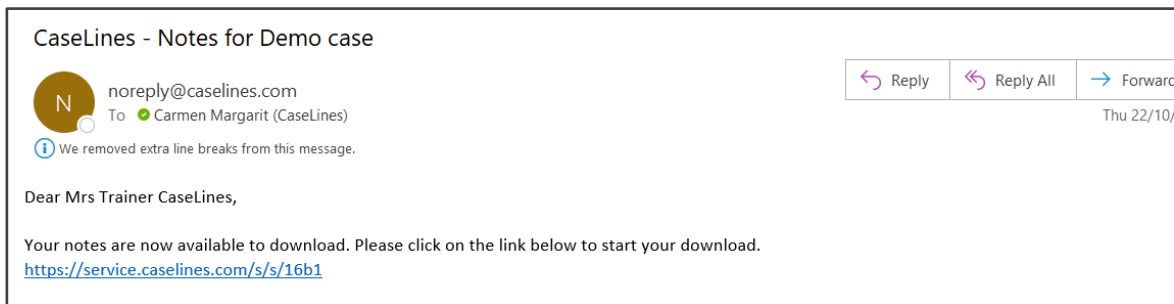
The downloaded notes contain:

- A summary of the case details: who downloaded the notes and when the notes were downloaded.

- The front page of the case (only in Word or PDF downloads).

- Information about each note you have access to including page number, the text in the note, the name of the person who made the note, when the note was made, whether it was a shared or private note, a picture of where on the page the note was made (only in Word or PDF downloads).

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