

Document Shopping Cart

The document Shopping Cart is an area where you can collect documents in which you're interested. By using the Shopping Cart, you don't have to download each document individually as you are looking for information. Instead, you can select all the documents you want and download them at one time for review later.

Important: Your Shopping Cart automatically empties when you close the browser session. Make sure you download the documents you want before closing the browser.

You can review your Shopping Cart at any time and remove documents if you change your mind.

There is no charge for downloading documents.

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Understanding Shopping Cart Items

You may add two types of items to your Shopping Cart: **documents** (which include Filings, Orders, and Supporting Documents) or **files** (individual electronic files, such as a Microsoft Word document or a PDF). The type of item you can add depends on which page you're viewing.

Documents can be added from any page that includes a table with a list of Filings, Orders, and/or Supporting Documents. These tables will always include a Tracking Number that uniquely identifies the document. The following is a sample table containing documents.

To sort by a column, click the column heading. Total Results: 32
< Previous Next >

	Tracking Number	Date	Type	Description
<input type="checkbox"/>	TR0702409	4/24/2007	Public Comments	REPLY COMMENTS OF BP PIPELINES (ALASKA) INC. AND BP TRANSPORTATION (ALASKA) INC. ON PROPOSED REGULATIONS IN RESPONSE TO ORDER NO. 2 by L. Veerman, GUESS & RUDD P.C., Atty f/ BP Pipeline (Alaska) Inc. and BP Transportation (Alaska) Inc. More Details
<input type="checkbox"/>	TR0702209	4/12/2007	Conversion-Legal Filings	COMMENTS OF BP PIPELINES (ALASKA) INC. AND BP TRANSPORTATION (ALASKA) INC. ON PROPOSED REGULATIONS IN REPSONSE TO COMMISSION ORDER NO. 2 by M. McLaughlin, GUESS & RUDD P.C., Atty f/ BP Pipeline (Alaska) Inc. and BP Transportation (Alaska) Inc. More Details
<input type="checkbox"/>	TR0702102	4/9/2007	Conversion-Legal Filings	NOTICE BY BP PIPELINES (ALASKA) INC. AND BP TRANSPORTATION (ALASKA) INC. OF INTENT TO PARTICIPATE AT PUBLIC HEARING ON APRIL 11, 2007 by M. Brown f/ M. McLaughlin, GUESS & RUDD P.C., Atty f/ BP Pipelines (Alaska) Inc. and BP Transportation (Alaska) Inc. (More Details

< Previous Next >

Select All Select None = Filing is confidential & may be accessed only by authorized users

[▶ Tell me about the document Shopping Cart](#)

Refer to [Adding Documents \(Filings or Orders\) to Your Shopping Cart](#) for additional information.

Files can be added from most pages that include a table listing files, including a file name, file size, and file type. A following is a sample table containing files.

To sort by a column, click the column heading. Total Results: 1

	File Name	Description	File Size	File Type
<input type="checkbox"/>	0426200708322218.pdf	(In the Matter of the Consideration of Regulations Revising Requirements for Application for Certificates of Public Convenience and Necessity for Pipeline Carriers Under AS 42.06) REPLY COMMENTS OF BP PIPELINES (ALASKA) INC. AND BP TRANSPORTATION (ALASKA)	168815 kb	.pdf

Show Supporting Documents

Select All Select None = File is confidential & may be accessed only by authorized users.

[▶ Tell me about the document Shopping Cart](#)

Refer to [Adding Files to Your Shopping Cart](#) for additional information.

Understanding Relationships Between Documents and Files

Typically, a *document* is made up of one or more *files*; the document is like a folder that contains one or more files. In the example below, the *document* TR075417 includes two *files*: Supplemental Filing 1.pdf and 060614.pdf. If you clicked the tracking number in the table listing documents, a Filing Details page would open, which would include a table listing the two files.

To sort by a column, click the column heading. Total Results: 4

Tracking Number	Date	Type	Description	Entities	Certificates	Related Matters
<input type="checkbox"/> 07-0126	2/21/2007	Initiating-Chair	U-07-18(1). Order Addressing the Timeline for Decision, Designating Commission Panel, and Appointment Administrative Law Judge	UNICOM		U-07-18
<input type="checkbox"/> TR075420	2/15/2007	Public Meeting Agenda	Public Notice			U-07-18
<input type="checkbox"/> TR075417	3/12/2007	Supplemental Filing	Supplemental Filing to the Request for Designation as an ETC Washington, Martha	UNICOM		U-07-18
<input type="checkbox"/> TR065252	2/9/2007	Application-ETC	Request for Designation as an Eligible Telecommunications Carrier Taylor, Robert	UNICOM		U-07-18

File Name	Description	File Size	File Type
<input type="checkbox"/> Supplemental Filing 1.pdf	Supplemental Filing	1087934 kb	.pdf
<input type="checkbox"/> 060614.pdf	Transcript	171682 kb	.pdf

[Tell me about the document Shopping Cart](#)

Therefore, when you add a document to your Shopping Cart, you are adding all the files that are included in that document. When you open the Shopping Cart, you would see the two files listed with information about the document, as highlighted below.

Shopping Cart

[Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. Total Results: 3

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
07-0737	6/13/2007	Hearing Transcript for 07/21/07		<input type="checkbox"/> 060614.pdf: Transcript (171682 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> 060614.pdf: Transcript (171682 kb) <input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None File is confidential & may be accessed only by authorized users.

If you add a document to the Shopping Cart, you may remove one or more of the files included in the document from the Shopping Cart page. Refer to [Removing Files from Your Shopping Cart](#).

Although adding a document automatically adds all files included in that document, you can add individual files to the Shopping Cart from tables listing files (refer to [Adding Files to Your Shopping Cart](#)). For example, if you opened the Filing Details page for Supplemental Filing TR075417 (used in the previous example), you would see the following table of files.

Supplemental Filing to the Request for Designation as an ETC

Supplemental filing by Unicom related to request for designation as an eligible telecommunications carrier.

Type Supplemental Filing
Date Filed 3/12/2007
Tracking Number TR075417
Filed By
Entities UNICOM
Certificate(s)
Means Received Regular Mail
Matters U-07-18 In the Matter of the Request by UNICOM, INC. for Designation as a Carrier Eligible Telecommunications to Receive Universal Service Support Under the Telecommunications Act of 1996 in the Study Area Served by the UNITED-KUC, INC.

To sort by a column, click the column heading. **Total Results: 2**

	File Name	Description	File Size	File Type
<input type="checkbox"/>	Supplemental Filing 1.pdf	Supplemental Filing	1087934 kb	.pdf
<input type="checkbox"/>	060614.pdf	Transcript	171682 kb	.pdf

Select All Select None File is confidential & may be accessed only by authorized users.

[▶ Tell me about the document Shopping Cart](#)

From this files table, you could choose to add Supplemental Filing 1.pdf to your Shopping Cart while not adding 060614.pdf. If you did this, your Shopping Cart would include the following row:

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)

While many files are associated with documents, some files, such as those available through the Forms Library, exist separately from all documents. When these files are added to your Shopping Cart, fields that do not apply to the file would be blank, as in the following sample.

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)

Adding Documents (Filings, Orders or Supporting Documents) to Your Shopping Cart

Documents—which include Filings, Orders, and Supporting Documents—can be added from any page that includes a table with a list of Filings or Orders. These tables will always include a Tracking Number that uniquely identifies the document. Refer to [Understanding Shopping Cart Items](#) for a complete discussion of documents and their relationship to files.

Follow these steps to add documents to your Shopping Cart.

1. Within a document table, select the (checkbox) next to Tracking Number for each document to add to your Shopping Cart.

Note: To select all the checkboxes, click **Select All**.

To clear all selected checkboxes, click **Select None**.

To clear one selected checkbox, click the again.

2. Click . The selected documents (those where the box is checked [) are added to your Shopping Cart, and a confirmation message is displayed.

Note: To immediately download the selected documents, instead of adding them to the Shopping Cart, click . You will be prompted to select a location to which to download a .zip file containing all the files for the selected documents. A .zip file is a single file that contains multiple other files, which are compressed. .Zip files reduce the combined file size of documents being downloaded and enable multiple files to be download simultaneously.

Individual files can only be opened directly from a files table. Click the Tracking Number to open a detail page for the document. This page includes a list of the files that are part of the document. Click a File Name to open the file.

3. Click . The page from which you added the document to the Shopping Cart is displayed.

Important: Your Shopping Cart will be emptied when you close your Web browser. If you want to download the files you added to your Cart, you must open your Shopping Cart and download the files. Refer to [Downloading Files from Your Shopping Cart](#).

Adding Files to Your Shopping Cart

Files, which are electronic files such as Microsoft Word documents or PDFs, can be added from any page that includes a table with a list of files. These tables will always include a File Name. Refer to [Understanding Shopping Cart Items](#) for a complete discussion of files and their relationship to documents.

Follow these steps to add files to your Shopping Cart.

1. Within a files table, select the (checkbox) next to the File Name for each file to add to your Shopping Cart.

Note: To select all the checkboxes, click **Select All**.

To clear all selected checkboxes, click **Select None**.

To clear one selected checkbox, click the again.

2. Click . The selected files are added to your Shopping Cart, and a confirmation message is displayed.

Note: To immediately download the selected files, instead of adding them to the Shopping Cart, click . You will be prompted to select a location to which to download a .zip file with all the selected files. A .zip file is a single file that contains multiple other files, which are compressed. .Zip files reduce the combined file size of documents being downloaded and enable multiple files to be download simultaneously.

To view the file without downloading it, click the File Name. The file opens in a new window, using the appropriate software for the file type. If you do not have software that can read the file type, you will not be able to open the file. Refer to [Frequently Asked Questions About the Shopping Cart](#) for a list of common file types and associated software.

3. Click . The page from which you added the file to the Shopping Cart is displayed.

Important: Your Shopping Cart will be emptied when you close your Web browser. If you want to download the files you added to your Cart, you must open your Shopping Cart and download the files. Refer to [Downloading Files from Your Shopping Cart](#).

Viewing Your Shopping Cart

The Shopping Cart can be opened from any page within the RCA website that contains the standard page header.

Follow these steps to view your Shopping Cart.

1. Choose one of the following options:
 - a. Click  [View Cart](#) in the top of the webpage.
 - b. From the website menus, open RCA Library | Shopping Cart.

The Shopping Cart page is displayed.

Note: If a file in the Shopping Cart is not associated with a document (e.g., a form from the Forms Library), some fields will be blank. Files with a  are confidential; although you may download information about it, you may not view or download the file itself.

Shopping Cart

[Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None File is confidential & may be accessed only by authorized users.

[Download Selected Files](#) [Remove Selected Files](#)

Important: Your Shopping Cart will be emptied when you close your Web browser. If you want to download the files you added to your Cart, you must open your Shopping Cart and download the files. Refer to [Downloading Files from Your Shopping Cart](#).

2. With the Shopping Cart open, you may perform the following functions:
 - a. **Open a file**—Click the File Name. The file opens in a new window, using the appropriate software for the file type. If you do not have software that can read the file type, you will not be able to open the file. Refer to [Frequently Asked Questions About the Shopping Cart](#) for a list of common file types and associated software.
 - b. **View details about a document**—Click the Tracking Number to open the document details page.

Note: For Supporting Documents, the Tracking Number is not a link. To view the files, you must click on the file name. Refer to Open a File above.

- c. **Export a list of your Shopping Cart contents**—Refer to [Exporting a List of Your Shopping Cart Contents](#).
- d. **Remove files from your Shopping Cart**—Refer to [Removing Files from Your Shopping Cart](#).
- e. **Download files from your Shopping Cart**—Refer to [Downloading Files from Your Shopping Cart](#).

Exporting a List of Your Shopping Cart Contents

At any time, you may export a list of the contents in your shopping cart as a .txt file. The .txt file contains information about the files in your Shopping Cart, including date, type, description, and related entities and matters. Refer to the [Frequently Asked Questions About the Shopping Cart](#) for additional information about the .txt file.

Follow these steps to export a list of your Shopping Cart contents.

1. Open your Shopping Cart. Refer to [Viewing Your Shopping Cart](#). The Shopping Cart page is displayed.

Shopping Cart

▶ [Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

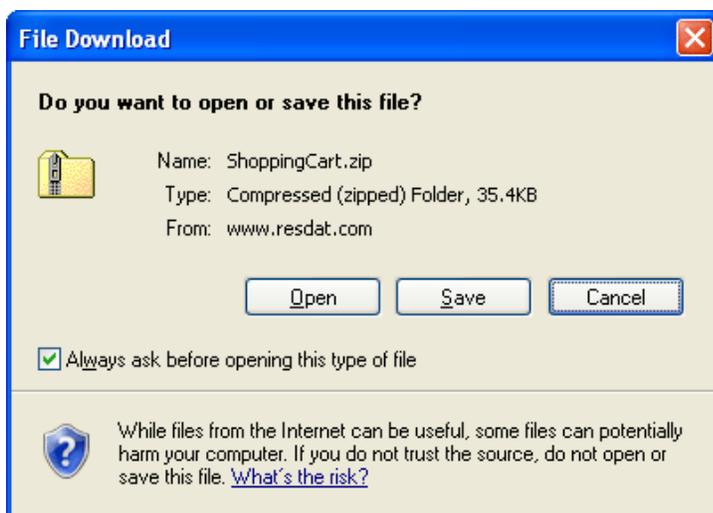
To sort by a column, click the column heading. **Total Results: 3**

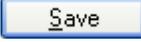
Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

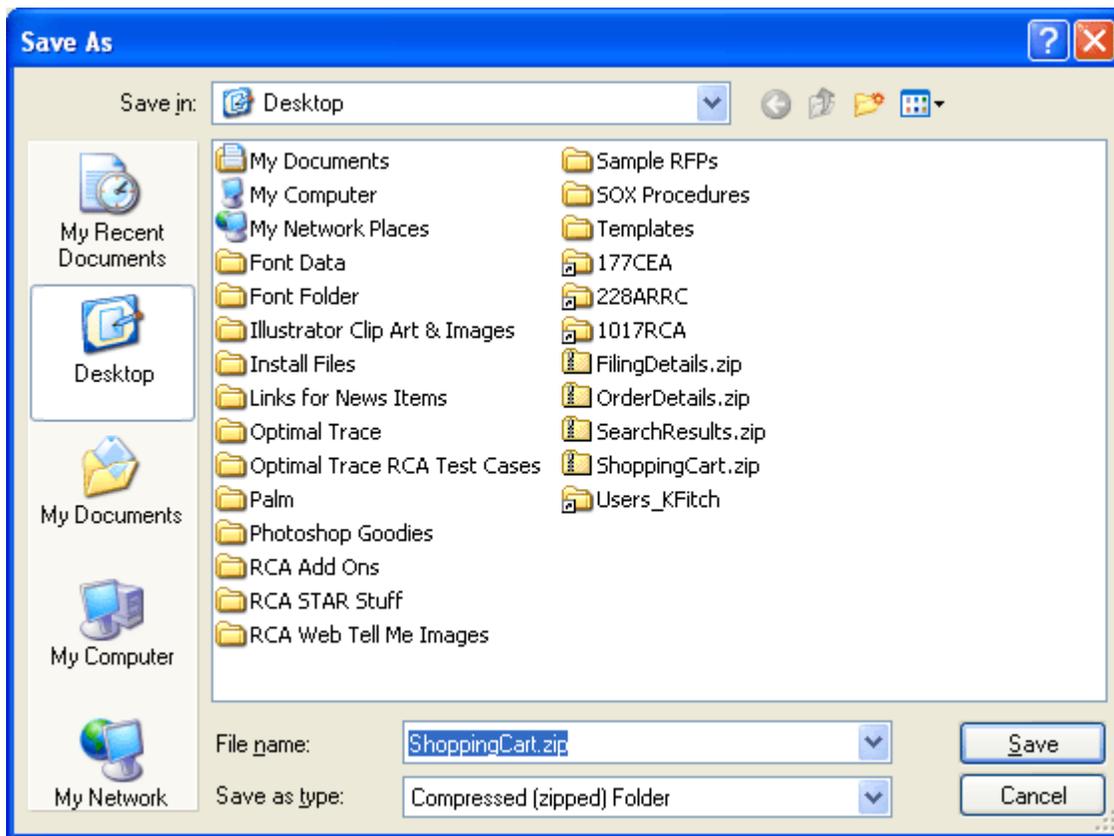
Select All Select None File is confidential & may be accessed only by authorized users.

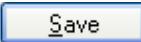
[Download Selected Files](#) [Remove Selected Files](#)

2. Click ▶ [Export List of Shopping Cart Contents](#). A File Download dialog box is displayed for downloading a .zip file containing a text file that contains information about the files in your shopping cart, including date, type, description, and related entities and matters. Refer to the [Frequently Asked Questions About the Shopping Cart](#) for additional information about the .txt file.



3. Click . A Save As dialog box is displayed.



4. Browse to the location where you want to save the .zip file.
5. Enter the File name.
6. Click . The .zip file is downloaded, and a Download complete dialog box is displayed. You may open the .zip file or close the dialog box.

Removing Files from Your Shopping Cart

After adding documents/files to your Shopping Cart, you may decide you are not interested in one or more files. These files/documents may be removed from the Shopping Cart at any time.

Follow these steps to remove files from your Shopping Cart.

1. Open your Shopping Cart. Refer to [Viewing Your Shopping Cart](#). The Shopping Cart page is displayed.

Shopping Cart

[▶ Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None
 File is confidential & may be accessed only by authorized users.

2. Select the (checkbox) next to File Name for each file to remove from your Shopping Cart. To remove an entire document (row), select all files in that row.

Note: To select all the checkboxes, click Select All.
 To clear all selected checkboxes, click Select None.
 To clear one selected checkbox, click the again.

Shopping Cart

[▶ Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input checked="" type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None
 File is confidential & may be accessed only by authorized users.

3. Click [Remove Selected Files](#). The Shopping Cart is refreshed, and the file is removed.

Shopping Cart

[Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)

Select All Select None File is confidential & may be accessed only by authorized users.

[Download Selected Files](#) [Remove Selected Files](#)

Downloading Files from Your Shopping Cart

After adding documents or files to your Shopping Cart, you may download files or documents to your computer. You do not have to download all files in your Shopping Cart; instead, you may select the files to download.

Follow these steps to download files from your Shopping Cart.

1. Open your Shopping Cart. Refer to [Viewing Your Shopping Cart](#). The Shopping Cart page is displayed.

Shopping Cart
[▶ Export List of Shopping Cart Contents](#)

Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

Select All Select None
 File is confidential & may be accessed only by authorized users.

2. Select the checkbox () next to the File Name for each file to download. To download an entire document (row), select all the files in that row.

Note: To select all the checkboxes, click Select All.

To clear all selected checkboxes, click Select None.

To clear one selected checkbox, click the again.

Shopping Cart
[▶ Export List of Shopping Cart Contents](#)

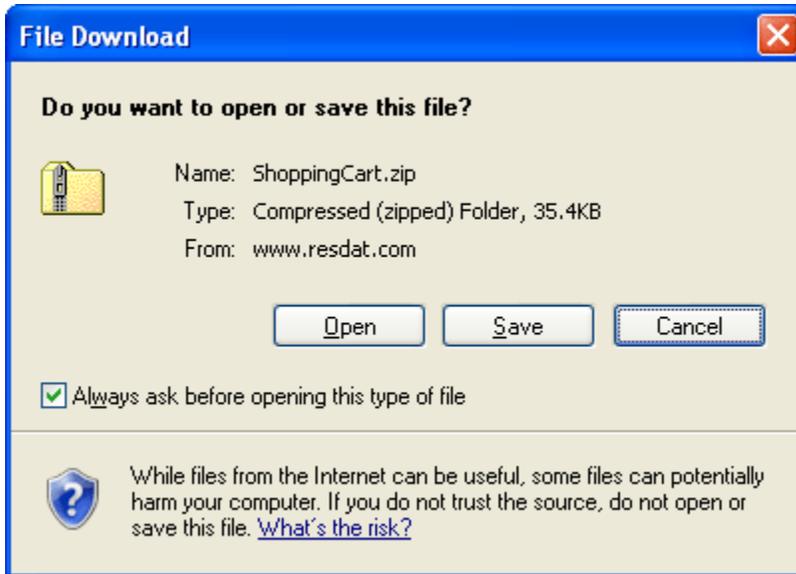
Important: Your Shopping Cart will be emptied when you close the Web browser.

To sort by a column, click the column heading. **Total Results: 3**

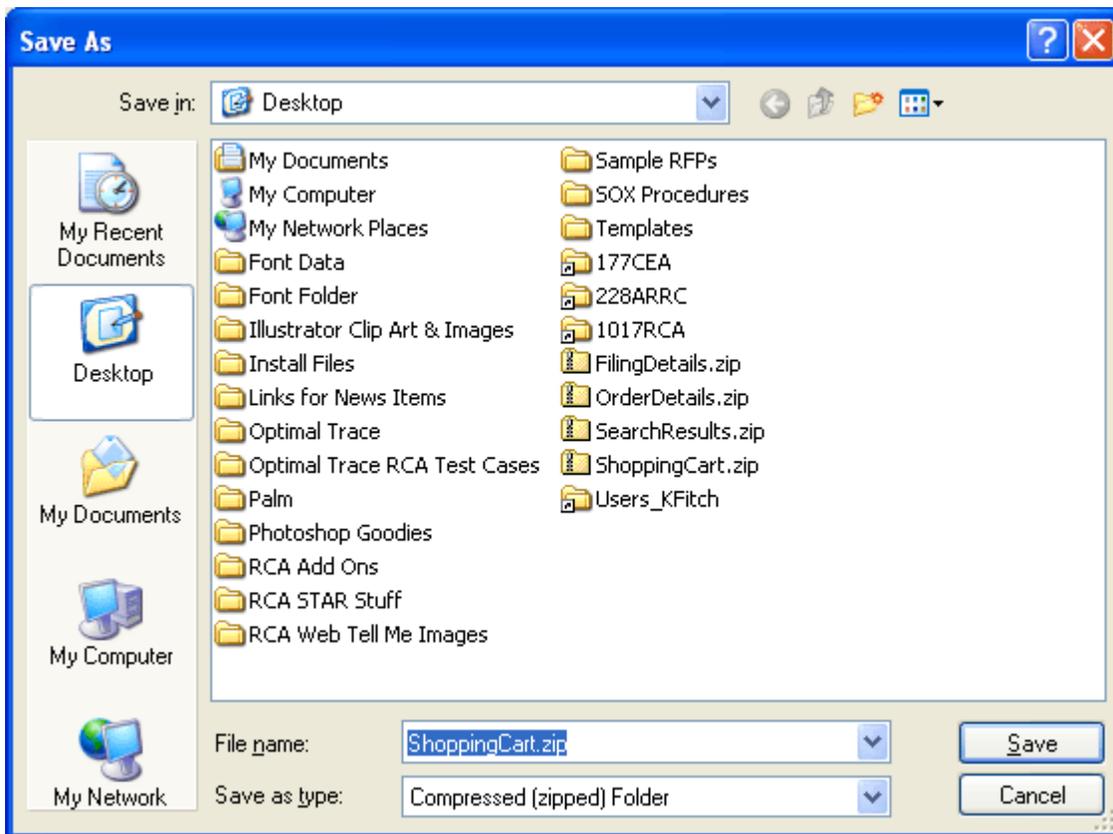
Tracking Number	Date	DocumentType/Description/Entities	Associated Matters	Selected File Name/Description/Size
	6/6/2007			<input type="checkbox"/> 1404.pdf: 1993 Commerce & Economic Development, Alaska Public Utilities Commission, January 26, 1993 (201522 kb)
TR075417	3/12/2007	Supplemental Filing Supplemental Filing to the Request for Designation as an ETC UNICOM	U-07-18	<input type="checkbox"/> Supplemental Filing 1.pdf: Supplemental Filing (1087934 kb)
07-0126	2/21/2007	Initiating-Chair U-07-18(1) UNICOM	U-07-18	<input checked="" type="checkbox"/> Order 1.pdf: U-07-18(1) (155002 kb)

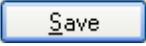
Select All Select None
 File is confidential & may be accessed only by authorized users.

3. Click **Download Selected Files**. A File Download dialog box is displayed for downloading a .zip file containing all the selected files. A .zip file is a single file that contains multiple other files, which are compressed. .Zip files reduce the combined file size of documents being downloaded and enable multiple files to be downloaded simultaneously.



4. Click **Save**. A Save As dialog box is displayed.



5. Browse to the location where you want to save the .zip file.
6. Enter the File name.
7. Click . The .zip file is downloaded, and a Download complete dialog box is displayed. You may open the .zip file or close the dialog box.

Note: The .zip file not only includes the selected files, but it also includes a .txt file that contains information about the files you downloaded, including date, type, description, and related entities and matters. Refer to the [Frequently Asked Questions About the Shopping Cart](#) for additional information about the .txt file.

Frequently Asked Questions About the Shopping Cart

[Is there any charge for the documents?](#)

[Some fields in the Shopping Cart are blank. What does this mean?](#)

[What is the difference between documents and files?](#)

[My Shopping Cart is empty; what happened to my files?](#)

[What is the .txt file included in the zip or downloaded when export a list of Shopping Cart contents?](#)

[How do I read the .txt file?](#)

[When I try to download documents using the Safari browser, I can't open the file. It has .aspx file extension instead of .zip. What do I do?](#)

[How do I open the .zip file that is downloaded?](#)

[Can I download files without having to use .zip files?](#)

[How can I view confidential files?](#)

[Some of the files I selected are not in my downloaded .zip file. Where are they?](#)

[I can't open a file; what should I do?](#)

Q: Is there any charge for the documents?

A: No. All documents may be viewed and downloaded from the RCA Web portal for free. If you request that the RCA provide you with paper copies of a document or provide a CD with a document, you may be charged for the reproduction costs.

Q: Some fields in the Shopping Cart are blank. What does this mean?

A: Usually, if several fields in the Shopping Cart row are blank, the file is not associated with a document and therefore this data does not exist. Refer to [Understanding Shopping Cart Items](#) for additional information.

Q: What is the difference between documents and files?

A: Throughout the RCA website and in documentation about the website, documents and files are very distinct items.

Documents are Filings submitted by individuals or entities outside the RCA, Orders or other documents issued by the RCA, Supporting Documents (e.g., transcripts, agendas) on Hearings or Meetings, or Orders issued by other State or Federal organizations (e.g., FCC, FERC, state courts).

Files reference the individual, electronic files, such as a PDF or a Microsoft Word document.

Files may exist separate from a document (e.g., the Forms Library contains various files but no documents). Or one or more files may be part of a document, where the document is like a folder that holds the files.

Q: My Shopping Cart is empty; what happened to my files?

A: Your Shopping Cart is automatically emptied when you close your Web browser session. You must download the files before closing your browser session.

Q: What is the .txt file included in the zip or downloaded when export a list of Shopping Cart contents?

A: The .txt file includes information about the files you selected to download. You can use this information to identify the context for the files you downloaded (e.g., the document, matter, or entity it is associated with).

The following information is included in the .txt file:

- Tracking Number
- Date
- Document Type (i.e., Filing or Order Type or "Supporting Document")
- Document Description
- Entities associated with the document
- Who filed the document
- Matters associated with the document
- Information about the file, including file name, description, file size, and whether the file is confidential

Q: How do I read the .txt file?

A: The .txt file can be opened in a variety of applications, including Notepad, WordPad, word processing applications, spreadsheet applications, and databases. The data is "tab-delimited," meaning that the contents of each field is separated by a tab. To easily view the data in columns, which makes it easier to understand the file, open the file in a spreadsheet application, such as Microsoft Excel. When prompted by the spreadsheet application, select that the .txt file is delimited by tabs.

Q: How do I open the .zip file that is downloaded?

A: .Zip files are a single compressed file that may include multiple other files within it. To open a .zip file, you must have software that will open .zips.

The Windows (version 2000 and later), Mac OS (version 10.3 and later), Linux, and Unix operating systems include the ability to open .zip (unzip) files without separate software. Double-click the .zip file to open it; a list of the downloaded files will be displayed in a standard folder dialog box. Although you can open the files from this dialog box, to make the files easily

accessible, you should unzip or extract the files. To do so, right-click on the .zip file and choose Extract All. A Windows wizard will guide you through the process of unzipping the files.

If you are unable to open the .zip file, you may need to download separate unzip software. There are many unzip applications available online, some of which are free. After installing an unzip application, use that software to extract the contents of the .zip file.

Also refer to the [question below on not being able to open the .zip file](#).

Q: When I try to download documents using the Safari browser, I can't open the file. It has .aspx file extension instead of .zip. What do I do?

A: When using Safari, sometimes the file extension (the .xxxx at the end of the file name) is changed when you download files from a website. To open the file, you must change the file extension to .zip after the file is downloaded. Refer to your operating system's help files for information on changing file extensions.

Q: Can I download files without having to use .zip files?

A: Yes; however, you will have to download each file individually. Open the file from the website and then save the file to your computer using the application that is displaying the file (e.g., Word, Acrobat Reader).

You may also right-click a link to a file and select Save Target As... A dialog box is displayed, prompting you for the location in which to save the file. Save Target As... will only save the file if you use it on a link to the file; trying Save Target As... on any other link will generate an error or download the webpage itself. A link to a file will always include a file extension (e.g., .pdf, .doc).

Q: How can I view confidential files?

A: Information about confidential files is displayed on the RCA website because receipt of that file is part of the public record. However, the file itself is confidential and cannot be opened. Unless the entire file is deemed confidential, there should be a redacted version of the file also available that you may open. Confidential files have a  next to them.

Q: Some of the files I selected are not in my downloaded .zip file. Where are they?

A: If you selected confidential files, information about the file will be included in the .txt file within the .zip. However, the confidential file itself will not be downloaded. Confidential files have a  next to them.

Also verify that the document was selected for download.

Q: I can't open a file; what should I do?

A: To view a file (either opening it directly from the website or downloading and then opening it), you must have the appropriate software that can open that type of file. The following table list common file types and some common applications that will open the file (or that can convert the file into something it can read). This is not intended to be a comprehensive list;

other applications may also be able to open the file type listed. For other file types, refer to www.fileinfo.net.

File Type	File Type Description	Common Applications	Additional Comments
.doc	Microsoft Word Document	Microsoft Word StarOffice Writer OpenOffice Writer Corel WordPerfect Pages 2	Free viewer available at www.microsoft.com .
.gif	Graphic	Any picture viewer or Web browser	Free downloads available from various websites.
.jpg	Graphic	Any picture viewer or Web browser	Free downloads available from various websites.
.m3u	MP3 Streaming Audio File (must be connected to listen to the file)	Windows Media Player RealPlayer QuickTime Apple iTunes	Free downloads available from various websites.
.mp3	MP3 Audio File	Windows Media Player RealPlayer QuickTime Apple iTunes	Free downloads available from various websites.
.pdf	Portable Document Format	Adobe Acrobat Reader	Free viewer available at www.adobe.com
.ppt	Microsoft PowerPoint Presentation	Microsoft PowerPoint StarOffice Impress OpenOffice Impress	Free viewer available at www.microsoft.com .
.rtf	Rich Text Format	Any Text Editor that Supports Formatted Text	Common text editors include Microsoft Word, WordPerfect, WordPad, Notepad, OpenOffice.org Writer, AppleWorks, and TextEdit.
.txt	Text File	Any Text Editor	Common text editors include Microsoft Word, WordPerfect, WordPad, Notepad, OpenOffice.org Writer, AppleWorks, and TextEdit.
.xls	Microsoft Excel Spreadsheet	Microsoft Excel StarOffice Calc OpenOffice Calc	Free viewer available at www.microsoft.com .
.zip	Compressed File Using Zip Compression	Windows (2000 and later) Mac OS (10.3 and later) WinZip PKZip	Free downloads available from various websites.