

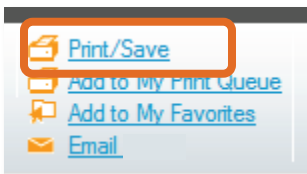
## 5| PRINTING & DOWNLOADING DOCUMENTS

Fastcase gives you the ability to print clean, professional looking documents in single or dual column format. You can even batch print up to 20 cases at a time.

### One at a Time

- Click the [Print/Save](#) link on your toolbar.

**Hint:** Look at the top, right-hand side of the screen.



**Print Document**

Document selected: **Hughes v. Life Ins. Co. of North America, 112 F.Supp.2d 780 (S.D. Ind., 2000)**

Highlight search terms:  Yes  No

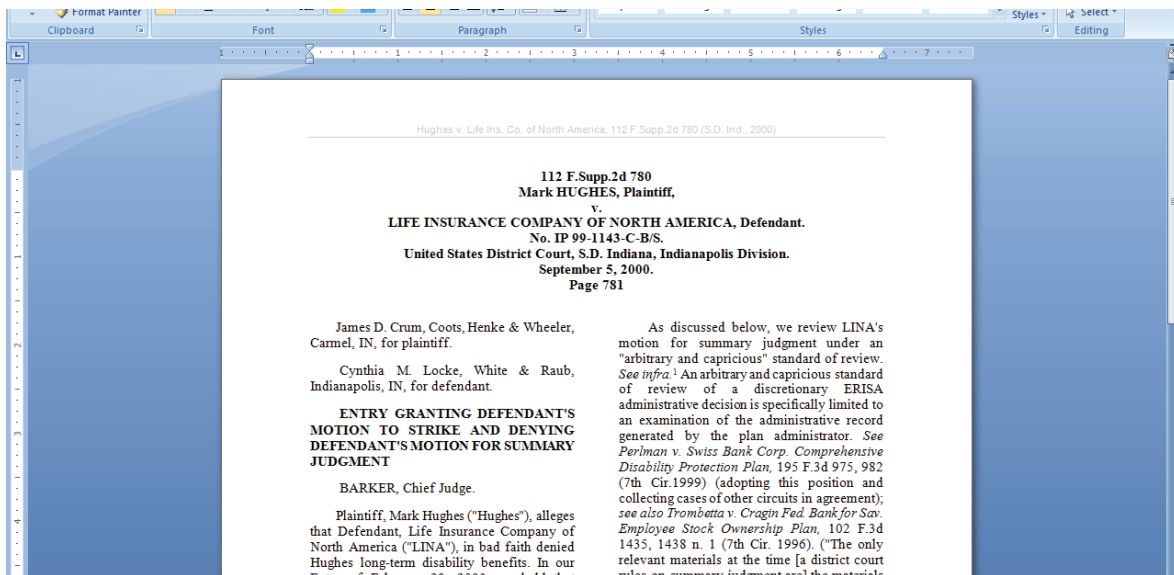
Number of columns:

Format:

- Make your formatting selections:
- Choose whether to highlight search terms.
- Choose single or dual-column formatting.
- Choose a file format: MS Word, Adobe PDF, or MS Rich Text File.

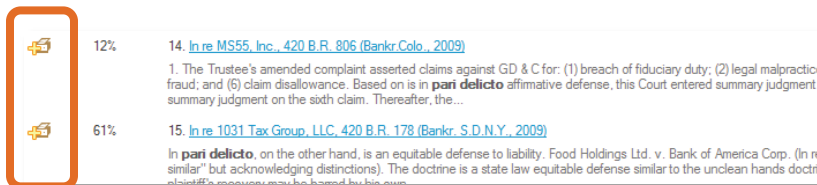
**Fastcase Tip:** Word Perfect users should select “MS Rich Text File”.

- Click the [Print/Save](#) link again. Your browser will begin to download the file onto your computer.
- Once the download is complete, open the file using the appropriate application for the file format you selected.
- Now you can print and/or save the file like any other document on your computer.



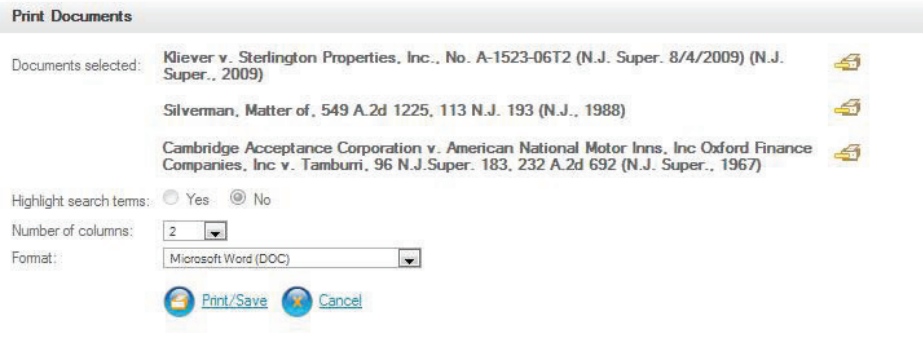
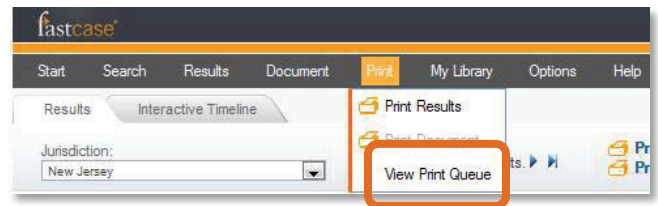
### Batch Printing Cases

- Batch Printing allows you to download and print up to 20 cases as a single document.
- To add a case to your Print Queue from the results page, click on the printer icon to the left of the case.



- When you click the printer icon, the plus sign will change to a minus sign. This means that the case has been added to your print queue.

- You can add up to 20 cases to your print queue at a time.
- To print, select “View Print Queue” from the “Print” dropdown menu.



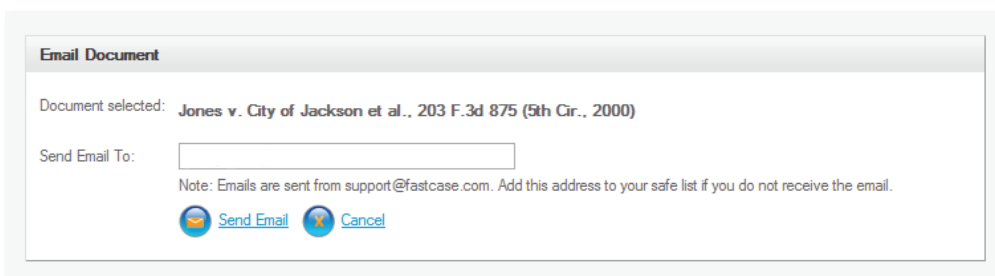
- You will have an opportunity to review the cases in your print queue. To remove a case from the queue, click the printer icon.
- Make your formatting selections, just as you would with a single case.
- Click the [Print/Save](#) link. Your browser will begin to download the file onto your computer.

**Fastcase Tip:** Batch printing is currently enabled for cases only.

## Email a Case

Fastcase recently unveiled a new feature that allows you to email a document to any email address with just two clicks.

- Start by clicking on the [Email](#) link on the toolbar when you are viewing a document.
- This will bring you to the “Email Document” screen.



- Fastcase will auto-populate the addressee field with the email address associated with your account.
- Click in the box and type the address to change the recipient.
- The document you selected will be sent in plain text format in the body of the email.

- **Note:** This feature is still in its “Beta Testing” phase, which means we are still tweaking it. If you have trouble using this feature, please download the case and then email it using the [Print/Save](#) button.