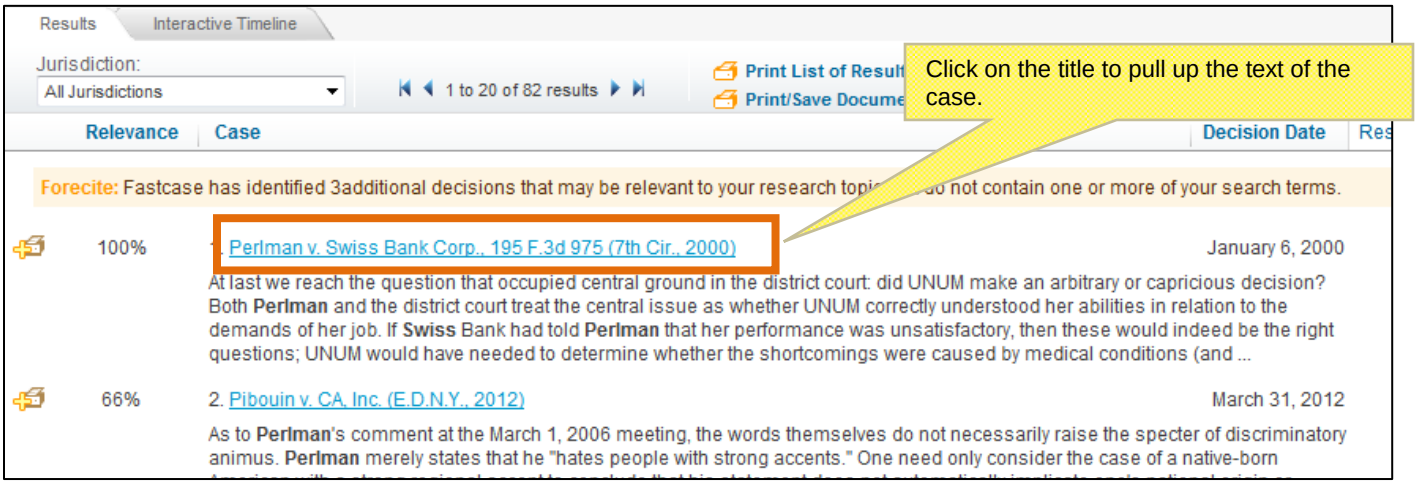
3|VIEWING DOCUMENTS

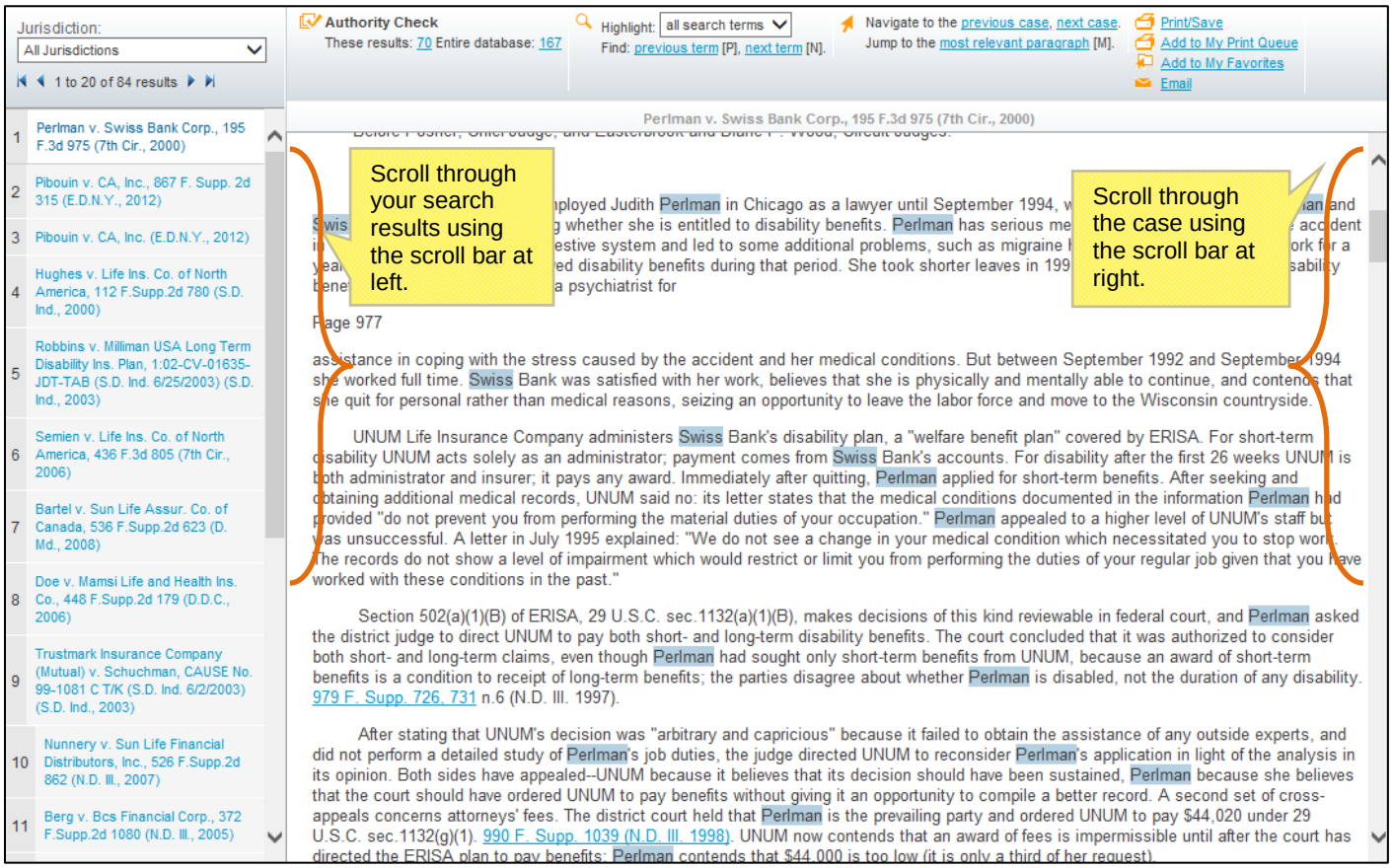
View the Full Document Text

- After you successfully perform a search, you are taken to the results screen listing the search results based on your search query.

- To access the full text of a document from the search results list, click on the blue hyperlinked heading of the document.

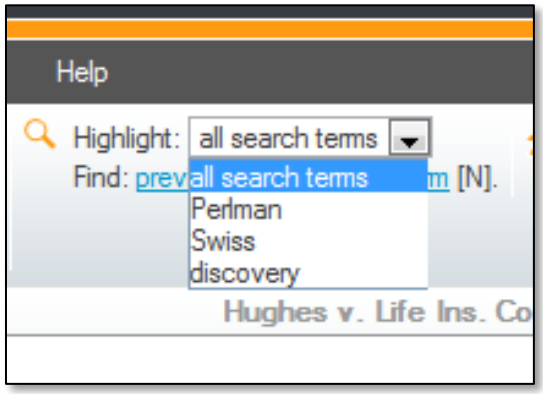


- Your search terms will be highlighted in the text of the case.



- All of your search results will appear on the narrower panel on the left.

- If you want to highlight a particular search term, select the term from the "Highlight" drop-down menu.



Navigate Within a Document

Use the navigation toolbar to navigate within a document.

- Jump to the paragraph with the densest concentration of search terms by clicking the "most relevant paragraph" link.
  Note: This feature is currently compatible with Internet Explorer, Google Chrome, and Mozilla Firefox.

- To search within your case, use your browser's find command by pressing Ctrl + F.

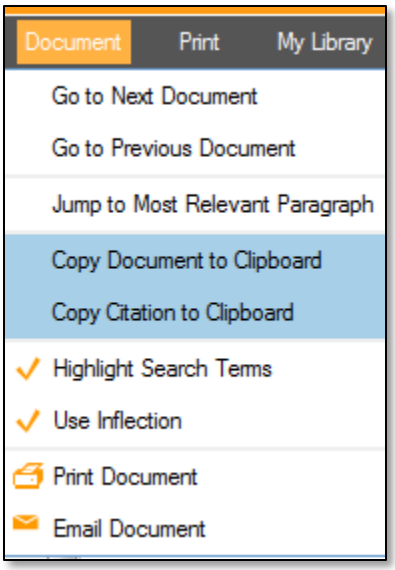
- Jump to the next search term by clicking the "next term" link.

- Jump to the previous search term by clicking the "previous term" link.

Fastcase Tip: These options are also available under the "Document" menu.

Copy and Paste

If you are using Internet Explorer, Fastcase can help you save time drafting legal briefs and other pleadings with two handy copying tools.



- Copy the text of the document you are viewing to your clipboard by selecting "Copy Document to Clipboard" from the Document menu.
  -Or-
- Copy the citation for the document you are viewing to your clipboard by selecting "Copy Citation to Clipboard" from the Document menu.

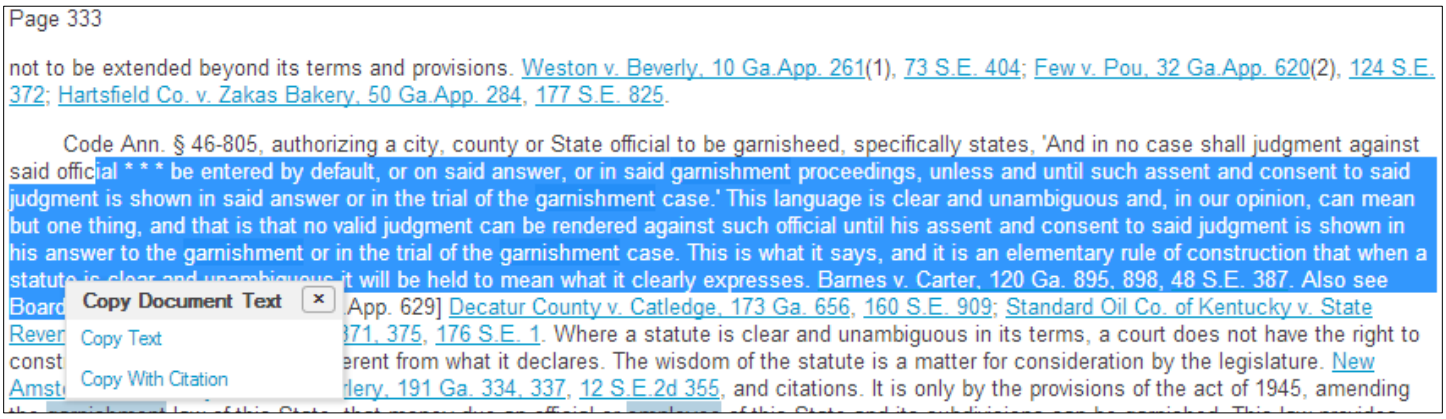
- Next, open the brief or pleading that you are working on in the appropriate word processing program (e.g., MS Word or Word Perfect).

- Then use your program's paste function to paste the text into your document. If you are using MS Word, you can paste using the shortcut CTRL+V.

If you want to copy just a portion of a case, use our Copy Document Text feature.

- While in the case view, select the text you want to copy with your mouse.
  - Place your mouse at the beginning of the text you want to copy and click and hold the mouse button. Drag your mouse to the end of the selection and then release the button. The selected text will be highlighted in blue.

- A pop-up box will give you the choice of copying the text or copying the text with the case citation.



- Next, open the brief or pleading that you are working on in the appropriate word processing program (e.g., MS Word or Word Perfect).

- Then use your program's paste function to paste the text into your document. If you are using MS Word, you can paste using the shortcut CTRL+V.

  - If you selected Copy With Citation, it will paste the text with the citation at the end.