



# Fastcase 7 Quick Reference Guide: 2016

## Locating a case by keyword

To pull up a document by keyword, use either Quick Search or Advanced Search and formulate your search using one or more of the 8 Boolean operators listed at the bottom of this sheet.

Tip: Start with a broad search and use Fastcase's sorting and filtering tools to find the document you need. If you are not sure where to start, a natural language search may help point you in the right direction.

## Locating a case by party name

Try entering the name in this format: Plessy v. Ferguson. The search relevance algorithm prioritizes matches in case names. You can use either Quick Search or Advanced Search.

Tip: This works best when parties have less-common names.

## Locating a case by citation

Type in the volume number, reporter abbreviation, and first page number of the case. You can use Quick Search or Advanced Search. For example, to pull up Plessy v. Ferguson, 167 U.S. 537 (1896), type 163 U.S. 537 into the search box.

## Printing a document

To print the document you are viewing, start by clicking on "Print" from the save folder. Make your formatting selections on the Print Document screen (e.g., .pdf, .doc, .docx) and click Print/Save. The document will begin downloading to your computer. Once the document has downloaded you can open and print the document using the appropriate software program (e.g. MS Word, Adobe Acrobat, Word Perfect).

## Sorting search results

To sort your search results, click on any column heading on the Results page. For example, clicking on the Decision Date heading will sort your results in chronological order.

## Filtering cases by jurisdiction

To filter your cases by jurisdiction, click on the jurisdiction filter you need on the left side of the screen and then click on "apply filter".

## Generating a list of later citing cases

To generate a list of cases that cite the case you are viewing, click the flag on the top left side of the case. The Authority Check Report will open, displaying a list of all later-citing cases. Bad Law Bot will bring cases that have been cited with a negative citation signal to your attention.

## Batch-print multiple documents

Start by adding cases to your print queue, either by clicking on the Add to Print Queue option from the save folder when viewing a document or by clicking the plus sign next to a document in your search results.

Syntax	Example (click to run a search)	Result
AND, &	copyright AND preemption	cases with both the words "copyright" and "preemption"
OR	landlord OR lessor	cases with either the word "landlord" or "lessor"
NOT	chemical waste NOT management	cases with the words "chemical" and "waste" but not "management"
()	(security OR pledge) AND assignment	cases with either "security" or "pledge", and also the word "assignment"
w/2, /2	capital w/2 punishment	cases in which the word "capital" appears within 2 words of the word "punishment"
*	mitig*	wildcard - cases containing variations of the stem, such as "mitigate", "mitigated", "mitigation"
?	advis?r	single letter wildcard - cases with the words "advisor", "adviser"