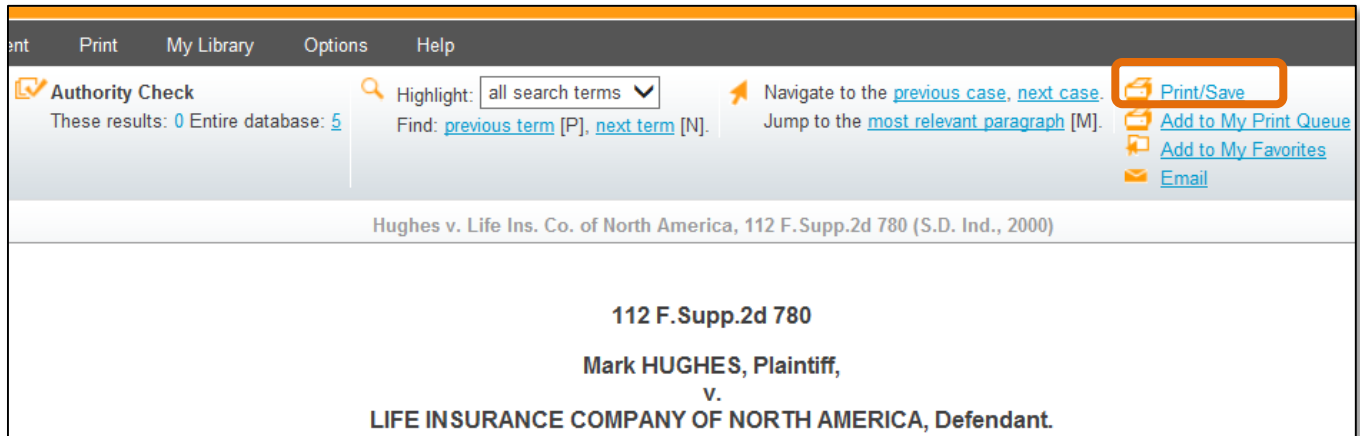


## 5 | PRINTING & DOWNLOADING DOCUMENTS

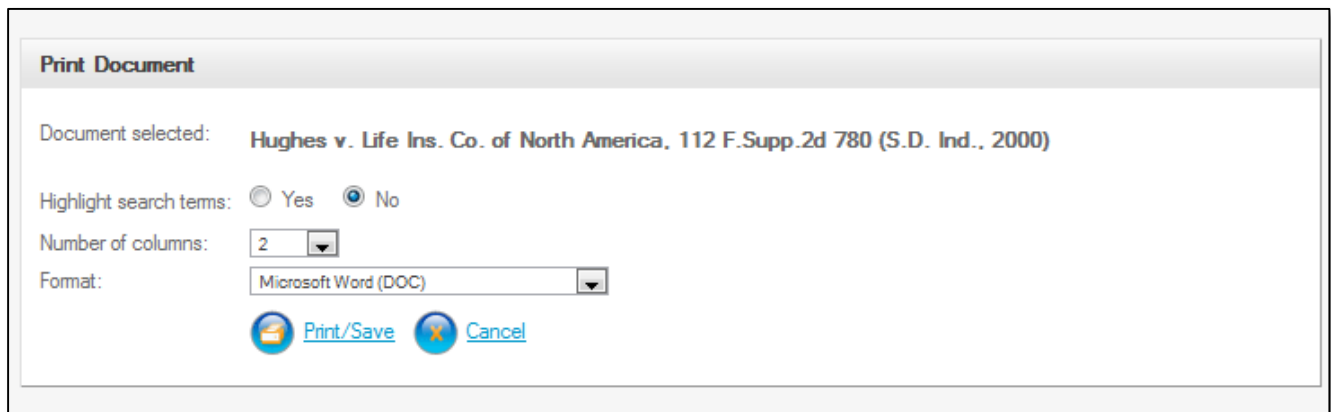
Fastcase gives you the ability to save and print clean, professional-looking documents in single- or dual-column format.

### Printing a Single Document

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



- Make your formatting selections:
  - Choose whether to highlight search terms.
  - Choose single- or dual-column formatting.
  - Choose a file format: Microsoft Word (DOC), Adobe Acrobat (PDF), or Microsoft Word (RTF) (rich text file).



**Fastcase Tip:** WordPerfect users should select “Microsoft Word RTF.”

- 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.
-

## Email a Case

Fastcase 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.



**Email Document**

Document selected: **Jones v. City of Jackson et al., 203 F.3d 875 (5th Cir., 2000)**

Send Email To:

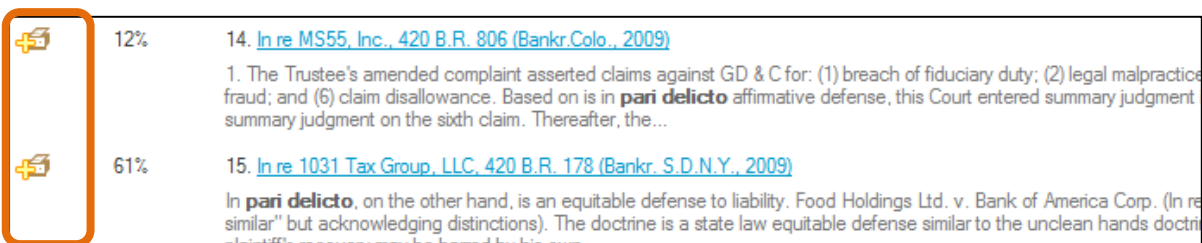
Note: Emails are sent from support@fastcase.com. Add this address to your safe list if you do not receive the email.



 [Send Email](#)  [Cancel](#)

- Fastcase will auto-populate the addressee field with the email address associated with your account.
- Click in the box and type in the new address if sending to someone else.
- The document you selected will be sent in rich text format within the body of the email.
- **Note:** You can also download the case using the [Print/Save](#) button and then email it as an attachment.

## Batch Retrieval and Printing Cases

- Batch printing allows you to download and print up to fifty documents 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.



	12%	14. <a href="#">In re MS55, Inc., 420 B.R. 806 (Bankr.Colo., 2009)</a> 1. The Trustee's amended complaint asserted claims against GD & C for: (1) breach of fiduciary duty; (2) legal malpractice fraud; and (6) claim disallowance. Based on is in <b>pari delicto</b> affirmative defense, this Court entered summary judgment summary judgment on the sixth claim. Thereafter, the...
	61%	15. <a href="#">In re 1031 Tax Group, LLC, 420 B.R. 178 (Bankr. S.D.N.Y., 2009)</a> In <b>pari delicto</b> , on the other hand, is an equitable defense to liability. Food Holdings Ltd. v. Bank of America Corp. (In re similar" but acknowledging distinctions). The doctrine is a state law equitable defense similar to the unclean hands doctrine. Plaintiff's measure may be based by his own...

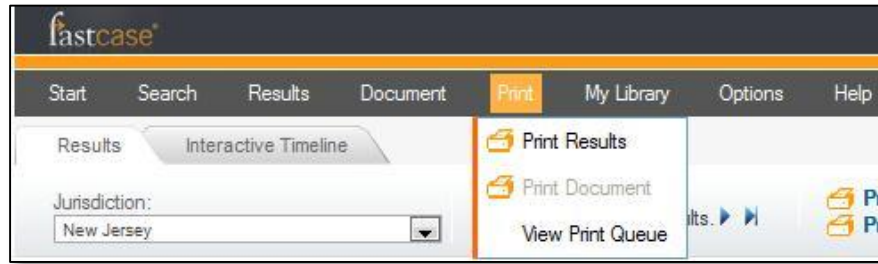


- When you click the printer icon, the plus sign will change to a minus sign. This means that the case has been added to your print queue.



- You can add up to 50 total documents to your print queue at a time.

- To print, select **View Print Queue** from the **Print** dropdown menu.

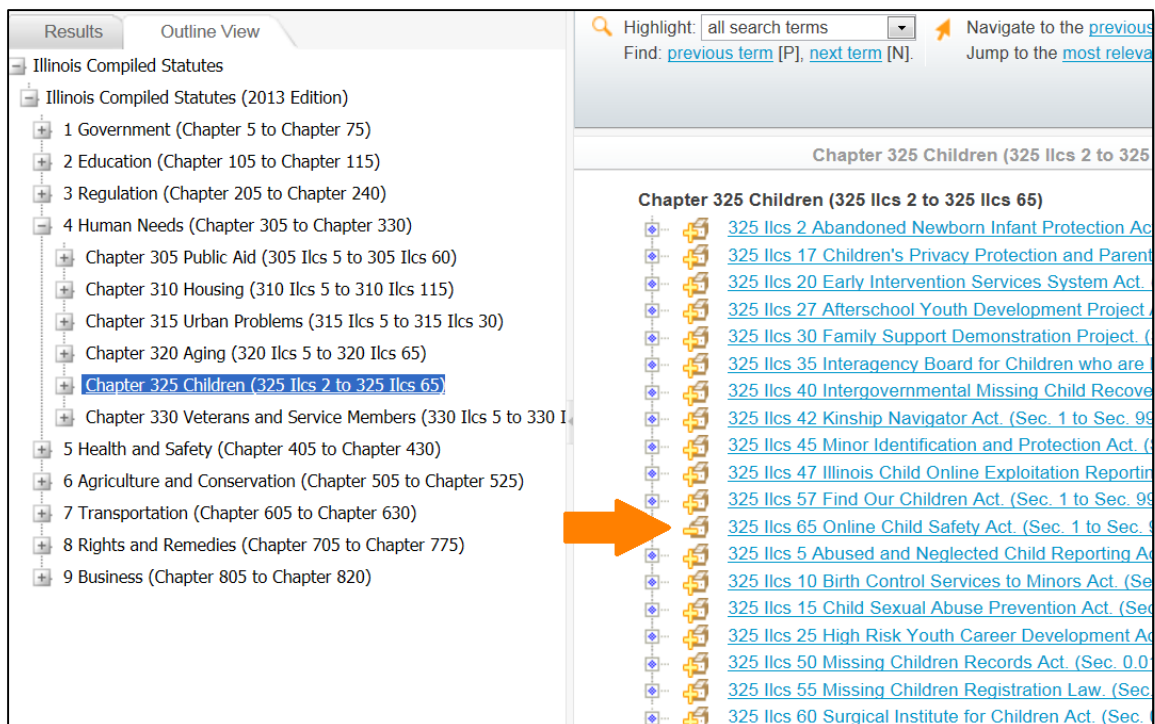


- You will have an opportunity to review the cases in your **Print Queue**. To remove a case from the queue, click the printer icon.
- Make your formatting selections, just as you would with a single case.
- Click the [Print/Save](#) link. Your browser will begin to download the file onto your computer.

### Batch Printing Statutes

From the **Outline View**, click on the main group of statutes you want to print. Below in the **Outline View** for the Illinois Compiled Statutes, we selected 4 Human Needs, then clicked the plus sign to the left of the title to see it see the chapters contained in it. We then clicked on the title name – not the plus sign – Chapter 325 Children, to bring up the different sections within the chapter on the right hand side.

To add any of the sections to your print queue, just click the printer icon to the left of the individual statute. When the section has been added, the plus sign on the icon will turn into a minus sign. You can add up to 50 total documents to your print queue at a time.



To print the statutes, go back to the black menu bar and select **Print**, then **View Print Queue**. All of the individual statutes from the section you added will be in your queue.

**Print Documents**

Documents selected:

325 ILCS 65/1 Short title (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/5 Legislative intent (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/10 Applicability (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/15 Definitions (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/20 Parental controls required (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/25 Parental controls; availability; charge (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/99 Effective date (Illinois Compiled Statutes (2013 Edition))

Highlight search terms:

Yes

☒

No

Number of columns:

1

Format:

Microsoft Word (DOC)

Print/Save

Cancel

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