3 | SEARCH OPTIONS

Selecting a Specific Jurisdiction Before Running Your Search

- Click on the **Options** button to select advanced search options.

- You can then select a library one of three ways: **Jurisdiction, Authority Level, or Document Type.**

- Click on the library type you are interested in from the center, and then you can select specific libraries using the drop down menus on the right.

- Once selected, the current libraries will show next to the **Current Scope** button at the top of the search menu.

- You can select as many libraries as you would like and you can select libraries across different levels and jurisdictions.

- You can also adjust what types of materials to exclude in your search results by clicking on "Advanced" and using the toggles.

---

**Search Options**

Current Search Terms: sexual harassment

**Search Scope Settings**

- Include Purchasable Content
  * Should your search results include materials that are not covered by your current subscription?

- Include Historic Editions
  * Should your search results include prior versions of relevant materials, such as statutes and regulations?

- Include Non-Jurisdictional Material
  * When you filter by jurisdiction, should your search results still include documents that do not have a jurisdiction?
Browse Documents Using Outline View

In addition to searching, Fastcase also allows you to browse primary and secondary content in our Outline View.

- To get started, click on the Outline button.

- This will display your default jurisdiction. Once you have selected a jurisdiction, you will then select the document type you are interested in viewing.

- Once you have selected a document type, you will see the outline for that particular document.
- Navigate through the outline by clicking on the drop down buttons next to the section you are interested in.