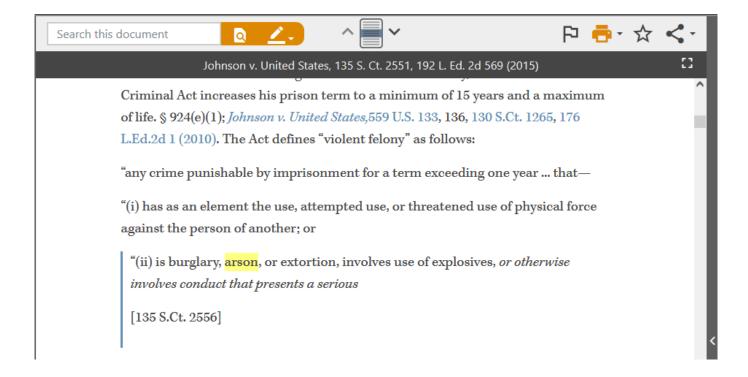
## 4 | VIEWING DOCUMENTS

## 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 orange hyperlinked heading of the document.



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



## **Navigate Within a Document**

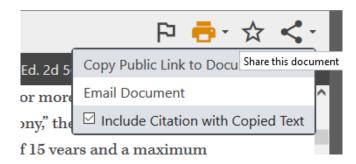
Use the navigation buttons to navigate within a document.



- Jump to the paragraph with the densest concentration of search terms by clicking the center button that looks like a document.
- Jump to the next search term by clicking the down button.
- Jump to the previous search term by clicking the up button.

## **Copy and Paste**

Fastcase can help you save time drafting legal briefs and other pleadings with handy copying tools.



- When you copy the text of the document you are viewing to your clipboard, by default Fastcase will attach the citation of a case.
  - -You can change that setting by clicking on the **Share** button at the top right of the screen.
  - -If the section you have selected is short per the bluebook rules, it will automatically be placed in quotation marks. If the section is long per the bluebook rules, it will automatically paste in block format.
  - -If the section you have selected does not end in punctuation, the section will automatically end in ellipses. If the section does end in punctuation, it will automatically end with that punctuation.
- 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**.