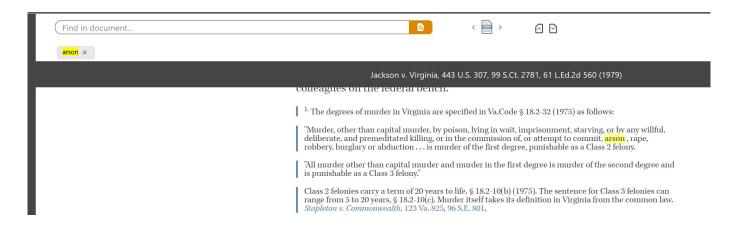
4 | VIEWING DOCUMENTS

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 right button.
- Jump to the previous search term by clicking the left 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.
- 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**.