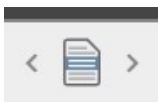




## Navigate Within a Document

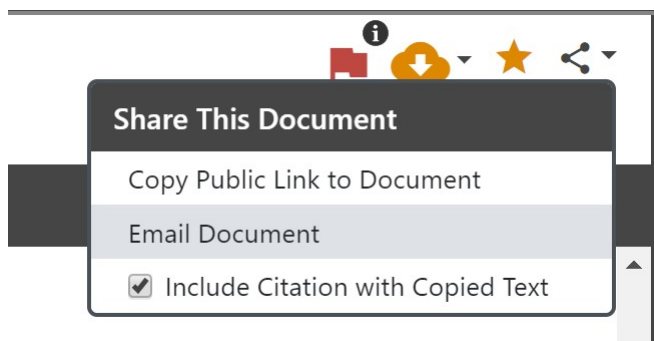
Use the navigation buttons to navigate within a document.



- 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**.
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