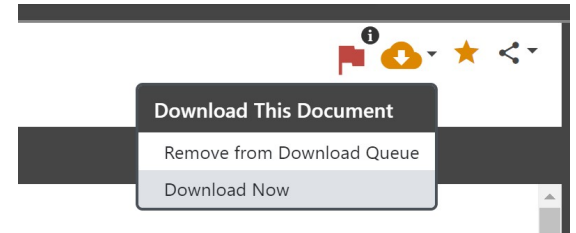


## 6|PRINTING & DOWNLOADING DOCUMENTS

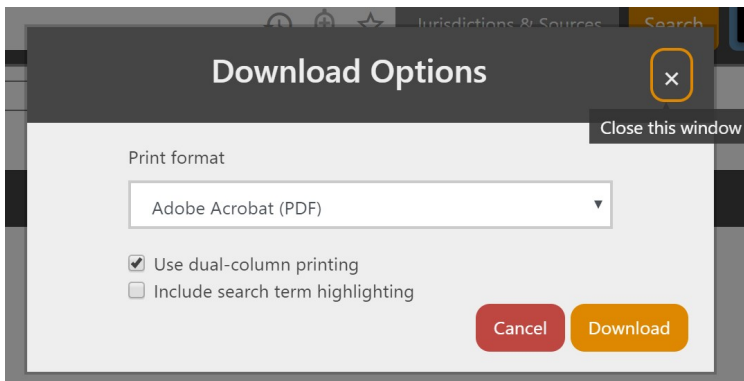
Fastcase gives you the ability to save and print clean, professional-looking documents in single- or dual-column format.

### Downloading a Single Document

- Click the **Download** icon on your toolbar. Then click "Download Now"



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

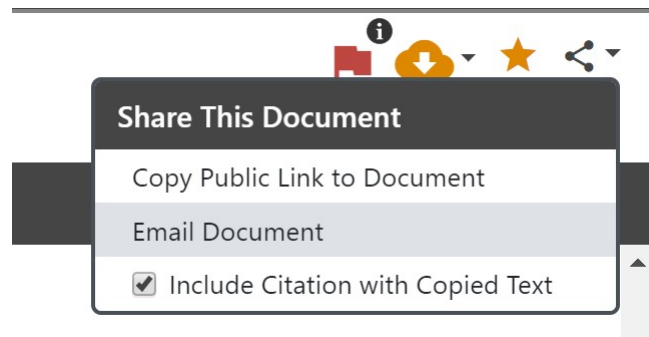


- Click the **Download** link. Your browser will begin to download the file onto your computer.
- Once the download is complete, open the file using the appropriate application for the file format you selected.
- Now you can print and/or save the file like any other document on your computer.

## Email a Case

Fastcase allows you to email a document to any email address with just two clicks.

- Start by clicking on the **Share** link on the toolbar when you are viewing a document. Then select **Email Document**.



- Enter the email address you would like the document sent to.
- 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 **Download** button and then email it as an attachment.

## Email Document

×

To:

Cancel

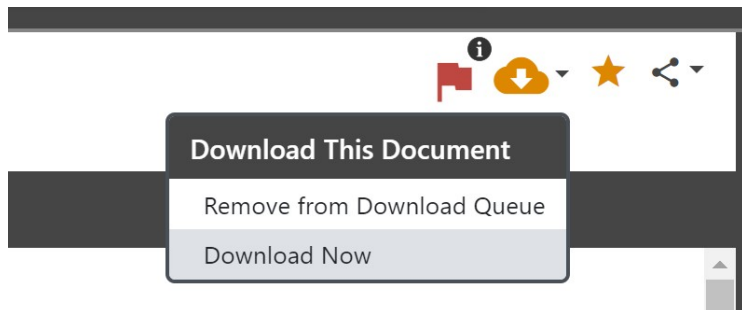
Send

## Batch Retrieval and Downloading Cases

- Batch downloading allows you to download then print up to fifty documents as a single document.
- To add a case to your **Download Queue** from the results page, click on the download icon to the left of the case.

Relevance ▾	Documents ▾		Date ▾	Total Cites ▾	Cited in Results ▾
Case	1. <a href="#">Rawling v. Louisville Fire Arson Squad, 980 F.2d 731 (6th Cir. 1992)</a>		Nov 20, 1992	4	0
100% relevance	...Rawling v. Louisville Fire <b>Arson</b> Squad, 980 F.2d 731 (6th Cir. 1992) Page 731 980 F.2d 731 NOTICE: Sixth Circuit Rule 24(c) states that citation of unpublished dispositions is disfavored except for establishing res judicata, estoppel, or the law of the case and requires service...				
Case	2. <a href="#">Attempts to Commit Arson, 37 D.&amp;C. 500 (Pa. D.&amp;C. Ct. 1940)</a>		Feb 27, 1940	0	0
100% relevance	...Attempts to Commit <b>Arson</b> , 37 D.&C. 500 (Pa. D.&C. Ct. 1940) Page 500 37 D.&C. 500 Attempts to Commit <b>Arson</b> . The Judicial Districts of Pennsylvania. February 27, 1940...				
Case	3. <a href="#">Jackson v. Virginia, 443 U.S. 307, 99 S.Ct. 2781, 61 L.Ed.2d 560 (1979)</a>		Jun 28, 1979	66.7k	2.09k
99% relevance	..., or in the commission of, or attempt to commit, <b>arson</b> , rape, robbery, burglary or abduction . . . is murder of the first degree, punishable as a Class 2 felony. "All murder other than capital murder and murder in the first degree is murder of the second degree and is punishable as a Class 3 felony." Class 2 felonies carry a term of 20 years to life. § 18.2-10(b) (1975). The sentence for Class 3 felonies...				

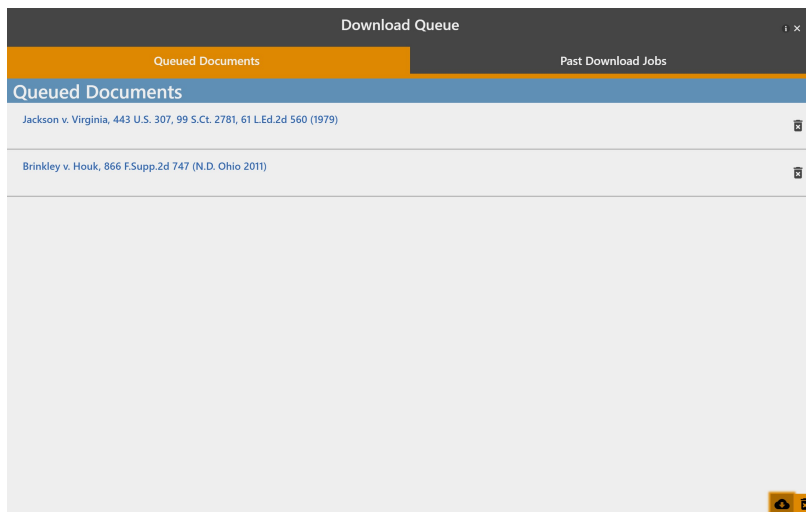
- When you click the download icon, the icon will change color from blue to orange.
- You can add up to 50 total documents to your download queue at a time.
- You can also add a document to the download queue from the document view page.



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



- You will have an opportunity to review the cases in your **Download Queue**. To remove a case from the queue, click the trashcan icon on the right.
- Click the square **Download** button



- Make your formatting selections, just as you would with a single case.
- Click **Download**. Your browser will begin to download the file onto your computer.

A screenshot of a "Print Options" dialog box. It has a title bar with a close button (X) and a "Close this window" button. The dialog contains a "Batch name" text input field, a "Print format" dropdown menu set to "Adobe Acrobat (PDF)", and three radio button options: "Use dual-column printing" (unchecked), "Single file" (selected), and "Zip archive" (unchecked). At the bottom right are "Cancel" and "Print" buttons.