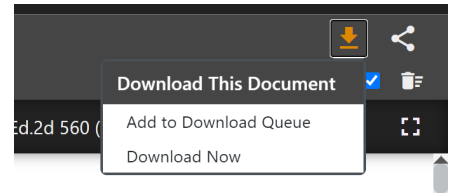


6 | PRINTING & DOWNLOADING DOCUMENTS

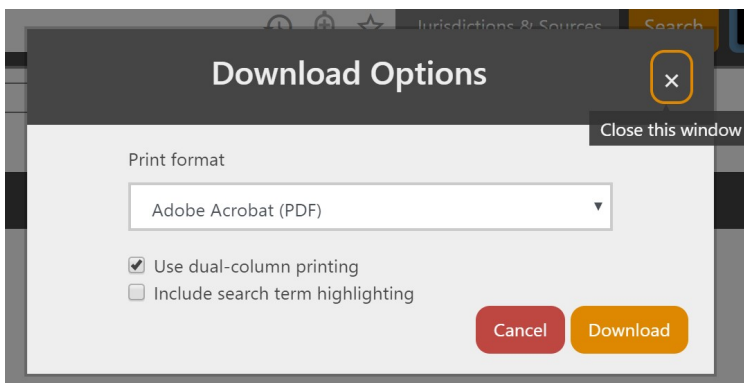
Fastcase gives you the ability to save and print clean, professional-looking documents in single- or dual-column format.

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).

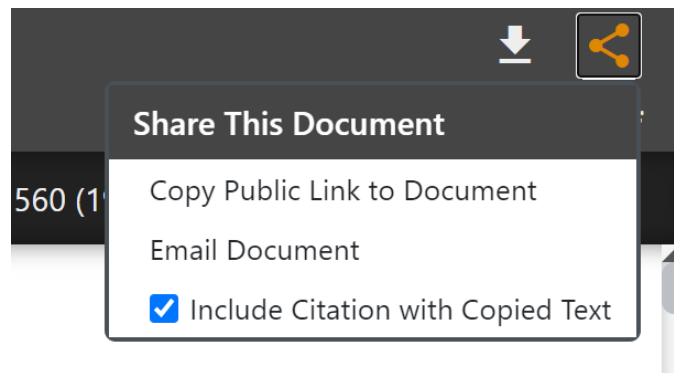


- Click the **Download** link. Your browser will begin to download the file onto your computer.
 - Once the download is complete, open the file using the appropriate application for the file format you selected.
 - Now you can print and/or save the file like any other document on your computer.
-

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.

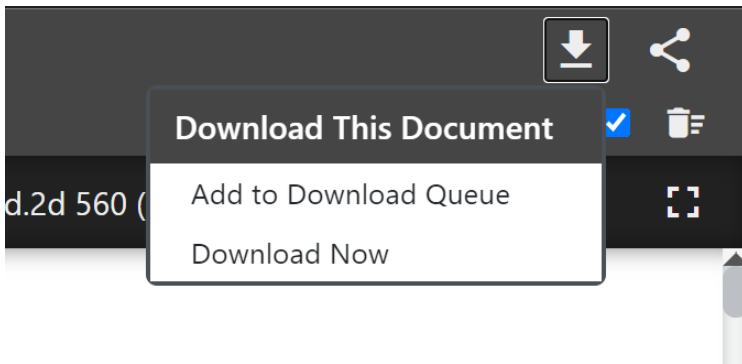
Email Document ×

To:

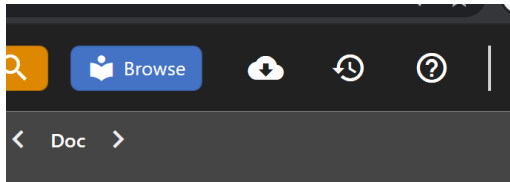
Cancel Send

Batch Retrieval and Downloading Cases

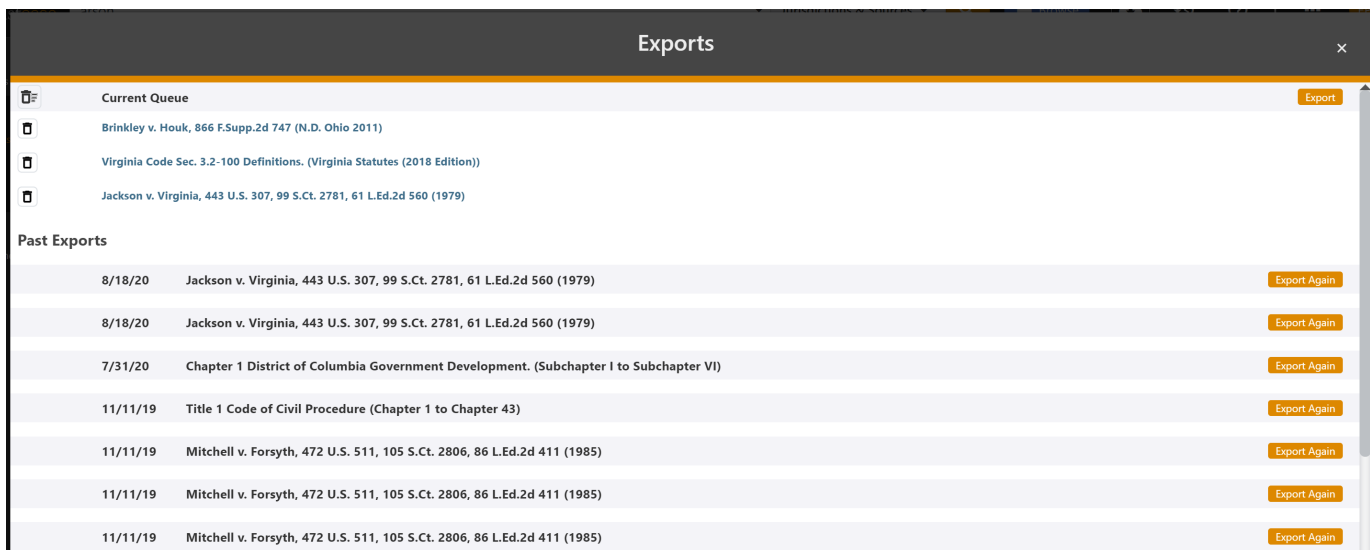
- Batch printing allows you to download and print up to fifty documents as a single document.
- To add a case to your **Download Queue** from the document view page, click on the download icon.
- When you click the download icon, the icon will change color from blue to orange.
- You can add up to 50 total documents to your download queue at a time.



- To download, select the **View Download Queue** icon.



- 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 left.
- Click the **Export** 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.

Download Options ×

Batch name

Download format

Adobe Acrobat (PDF) ▼

Use dual-column formatting

Single file

Zip archive

Cancel Download