

## Run a Search

To pull up a document(s) by searching, use the search box in the center of the page. You can use **natural language** ("what is the cost of a free lunch"), **keywords** (enraged cow trampled susan), and/or **citations**. You can also modify your search with boolean operators.

**Tip:** You can find a Boolean Tip sheet under the support menu (top right, looks like a question mark inside of a circle) for easy assistance on designing search queries using Boolean operators.

## Locating a Document by Title Using Type Ahead

**Type Ahead** is a Fastcase 7 feature that creates a menu of documents below the search bar as you enter your search query. Type Ahead works for all document types. For example, to pull up Plessy v. Ferguson, 163 U.S. 537 (1896), type **Plessy v. Ferguson** into the search bar or to pull up FOIA statutes, enter **Freedom of Information Act** into the search bar. You can then select the desired document from the Type Ahead options (listed as **Suggested Documents**) beneath the search bar.

**Tip:** If your case is not appearing using a citation search, try using Type Ahead with party names to locate, as sometimes citations are listed in other sources incorrectly or only available in slip opinion format.

## Locating a Document by Citation Using Type Ahead

Simply enter the full citation of the document —e.g. 5 U.S. 137 or ORS 138.510— and a list of **suggested documents** will appear below the search bar. Click the document you seek (without running the search) and it will open that document automatically.

## Printing/Downloading a Single Document

To download the document you are viewing, start by clicking the **Download** icon (top right, looks like a down arrow over a dash), make your formatting decisions, and then click on **Download**. The document will begin downloading to your computer and can be found in the off-line download file for your computer. Once the document has downloaded, you can open the downloaded version and print the document.

**Note:** You can also print (without downloading) using native printing e.g. pressing CTRL and P, Command and P etc., but downloading first before printing ensures most reliable formatting of the printed version.

## Sorting Search Results

To sort your search results, click on the **Sort By** options at the top right of the results list. You can then sort by date, relevance, alphabetically, or number of times cited (in search results or the database in its entirety).

## Filtering Search Results

On the left side of the search results screen are your result filters. You can filter your results by document type, individual source, date or jurisdiction. Just check the box to the left of any jurisdiction or source to add the filter to your current results.

You can also filter your search results before you run your search by selecting **Jurisdictions & Sources** to the right of the search bar in the center of the search bar on the main page of Fastcase 7.

## Find Citing References & Validity of Cases

To generate a list of cases that cite the case you are viewing, click the flag above the case. An **Authority Check Report** with a list of later-citing cases will open.

Two sections of cases are available: **Negative treatment** (alert you to whether a case is potentially not good law) and **neutral citing cases**. **Red flag** means the case is potentially bad law.

## Browsing Documents in Outline View

Select **Browse Libraries** at the bottom center of the main page of Fastcase, just below the search bar. The system will default to the browse menu for your location or the location of your sponsoring entity e.g. where a bar association is located. Change a jurisdiction using the **"Change Jurisdiction By Typing"** filter bar in the top left. Open an outline from the menu by clicking an icon that looks like three horizontal lines of differing lengths to the left of any source name.

**Note:** You can also find the **Browse** menu to the right of the search bar at the top of the results page.

## Batch Export Multiple Cases or Documents

Start by adding documents to your export queue, either by clicking on the **Share** icon (top right, looks like three dots connected by lines) when the case is opened, then clicking on **Add to Export Queue** OR by clicking the **Export Queue** icon (to the right of the case/document name) from the results page. Next, select **Export Queue** (icon in the top center-right that is shaped like a cloud) from the top right of the page.

On the next screen, review the cases on the list, click **Export**, make your formatting selections, and click **Download** to begin downloading the batch to your computer.

**Want more information about Fastcase?**

This one is easy—visit us online at [www.fastcase.com](http://www.fastcase.com) anytime, email [support@fastcase.com](mailto:support@fastcase.com) or call 1-866-773-2782 from 8a-9p Eastern time M-F