How Do I?

1| Locate a document by citation?

To pull up Grutter v. Bollinger, 539 U.S. 306 (2003), type **539 U.S. 306** into the search box. (This works in both Quick Caselaw Search and Advanced Caselaw Search).

2| Locate a case by party name?

To pull up Grutter v. Bollinger, 539 U.S. 306 (2003), type **Grutter w/15 Bollinger** into the search box. (This works in both Quick Caselaw Search and Advanced Caselaw Search).

3| Locate a document by keyword?

To pull up a case by keyword, use Advanced Caselaw Search and formulate your search query using one or more of the 5 Boolean operators.

Start with a broad search and then use Fastcase's sorting and filtering tools to find the document you are looking for. If you are not sure where to start, a natural language search may help point you in the right direction.

4| Print a document?

To print the document that you are viewing, start by clicking the **Print/Save** link at top right hand side of the screen.

When you get to the Print Document window, make your formatting selections and click **Print/Save** again.

The document will begin downloading to your computer. Once downloaded, you can open and print the document using the appropriate software program.

5| Batch-print multiple cases?

Start by adding cases to your print queue, either by clicking on the **Add to My Print Queue** link when you are viewing a case or by clicking the **Print Queue** icon from the results page. Then select **View Print Queue** from the Print menu. On the next screen, review the cases on the list, make your formatting selections and click **Print/Save** again to begin downloading the document to your computer.

6| Browse statutes in Outline View?

Start by selecting **Search Statutes** from the Search menu and then select the statute you want to research from the list. On the next page, click the **Outline View** tab.

7| Sort search results?

To sort your search results, click on any column heading on the results page. For example, clicking on **Decision Date** will sort your results in alphabetical order.

8| Filter cases by jurisdiction?

To filter your cases by jurisdiction, click the down arrow on the **Jurisdiction Filter** and select the jurisdiction you want from the drop down menu.

9| Generate a list of later citing cases?

To generate a list of cases that cite the case you are viewing, click the hyperlinked number under the "**Authority Check**" heading on the top left hand side of the screen. The Authority Check Report will open in a new tab or window in your browser.

10| Find more information about Fastcase?

This one is easy—visit us online at **www.fastcase.com**.