



Casemaker4

Casemaker Weekly Update

This week we discuss the Document toolbar and Case Document tabs. We will review this from the perspective of looking at a case. However, the results page is similar when viewing other types of materials.

When you first click on a case from your search results, the document tab on the left of the screen is highlighted, letting you know that you are viewing the case document. If you choose the Citing References tab, the Citing References tab will be highlighted. The Citing References tab will display the list of all the cases that have cited this case. Also, on the document page is Negative Treatment tab. This will display the listing of cases that have negatively affected the case you are researching. The Cited Cases tab provides a listing of all the cases the case you are researching has mentioned. On all three tabs mentioned, you have the ability to conduct a search within the listed cases, and you can limit them by jurisdiction, court, date range and case type.

The Document Toolbar provides us with some useful links when viewing the case. On the left is a link to return to the listing of results. You can also navigate your results by using the set of arrows to go to the next and previous results. Next, there is a set of arrows to toggle back and forth between occurrences of your search terms. Search terms are highlighted to be easily recognizable. The two paper icons allow you to toggle between the full document and the paragraphs with hits from your search query. In the Document Toolbar is the page jump feature. This makes navigating a lengthy case easier – simply select where in the document you want to jump to. Next to the page jump feature is the font resize option. You have the ability to increase the font with just one click. The Note function gives you the ability to add, show or hide notes. The notes you add here will always be available when you view this case, or when you view

your notes in your My Account menu.

At the right end of the document toolbar are a number of tools for printing, saving and more. First are the icons for the Print Queue allowing you to add just the document or the document and all its citing references to your print queue. The graph icon lets you view the citing references graph. Using the Alert icon, you can create a document alert to track changes. The printer icon will print your document now, while the envelope allows you to email the document to yourself or others. The folder icon will allow you to save the document in the folder of your choice. And the download icon will save the document to your computer. Finally, the link icon will give you a sharable link to the document, allowing others to view it even if they are not Casemaker users.