



## Casemaker Weekly - May 23rd, 2018

We hope you have a great Memorial Day Weekend! But before you go, this week we talk about Hierarchy searches, Printing in Casemaker, and we make a quick mention of our social media accounts. Let's get started!

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### ***Holiday Closure Notice***

Casemaker will be closed Monday, May 28th for Memorial Day. We will reopen Tuesday, May 29th at 8 am EST.

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### ***Hierarchy Search***

Casemaker now simplifies searching by limiting your search to the level of hierarchy you are on. If you browse to chapter 5 in your state statute and type a search in the search bar - you will only get results from within chapter 5.

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### ***Printing in Casemaker***

While viewing a document in Casemaker, you will notice a set of icons on the far right in the dark gray toolbar. Print, which looks like a desktop printer, will give you a number of options for printing the document.

After clicking the icon for Print, you can choose the document format you are printing to. You can also choose if you would like to print the case in single or dual column layout. You can include highlighting for the terms you searched for, print the citing references, as well as the negative treatment if you have Case Check + access. Here you can attach your notes as well as a cover page. Once you are done you can click the blue Print button and the system will give you document to print out in the format you selected.

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