


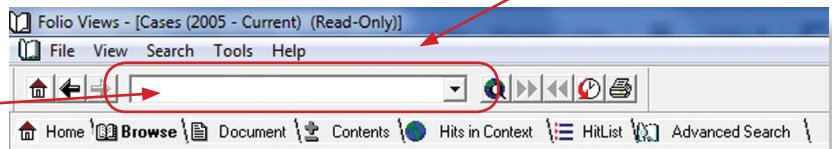
Pike & Fischer products have been redesigned to incorporate the new user-friendly features included in the Fast Folio Views platform. Highlights of the new features, and useful tips for efficient ways to search and print information are included. For in-depth information, access the Help files on the Home Page.

## New Features

- Home Page format facilitates easier navigation with text links and tabbed views. Click the  Home icon at any time to return to the Home Page.
- Multiple separate infobases for all content. Global search template consolidates all content for searching.
- 4 Different views:
  - Browse** - split screen with the Reference window, TOC (Table of Contents) and DOC (full text);
  - Document** - DOC, full text only;
  - Contents** - TOC - table of contents view only; and
  - Hits in Context** - displays full text with highlighted search hits
- Simultaneously view your search results in a TOC (table of contents) and as DOC (full-text).

## How To Search for Information

BNA DVD products offer 4 easy ways to search for the information you need: Word Search, Advanced Search, Global Search and F2 Search. Open any infobase on the Home Page to display the full banner.




### Word Search

The simple word search text box is available on all screens and searches in the open infobase.

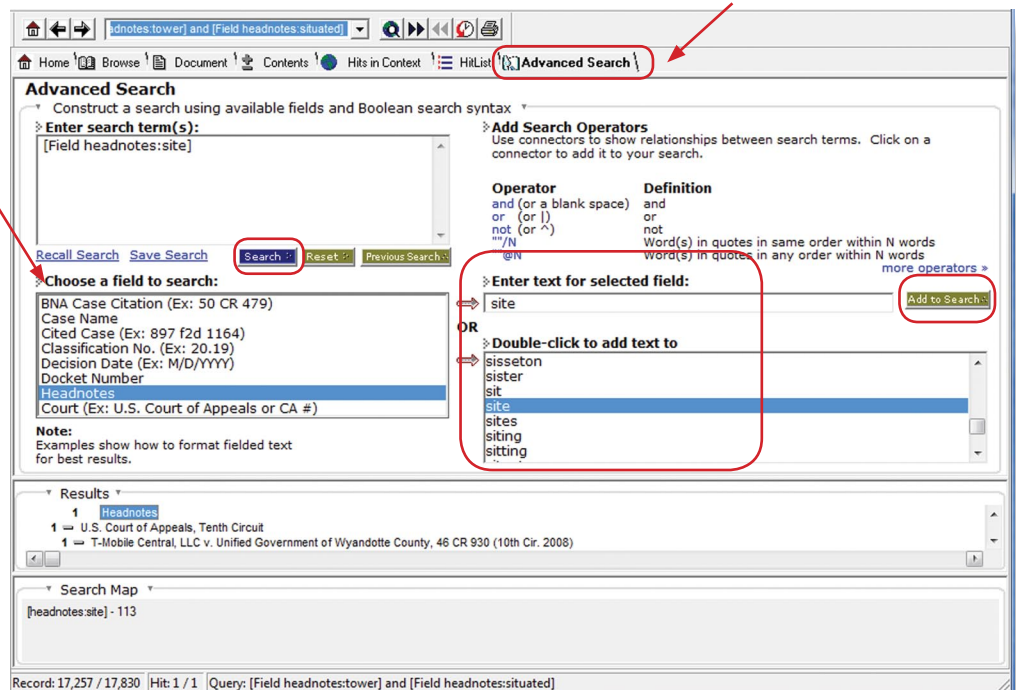
1. Enter your search terms in the text box.
2. Press the [Enter] key to launch the search.

### Advanced Search

Use Advanced Search to construct fielded searches. The Cases infobases have 8 searchable fields: BNA Case Citation, Case Name, Cited Case, Classification Number, Decision Date, Docket Number, Headnotes and Court.

Click  Advanced Search to open the template.


1. From the **Choose a field to search** pane, select the fields to be searched.
2. Enter your terms in the Enter text for selected fields text box, or scroll the word wheel below to locate search terms.
3. Click **Add to Search**.
4. Click **Search**.



### F2 Search with Selected Documents

Use the F2 key to access the standard Advanced Query search box, which allows you to limit your search to only those boxes checked (remember to uncheck them) on the TOC, and see the word wheel while constructing a search.

## Global Search

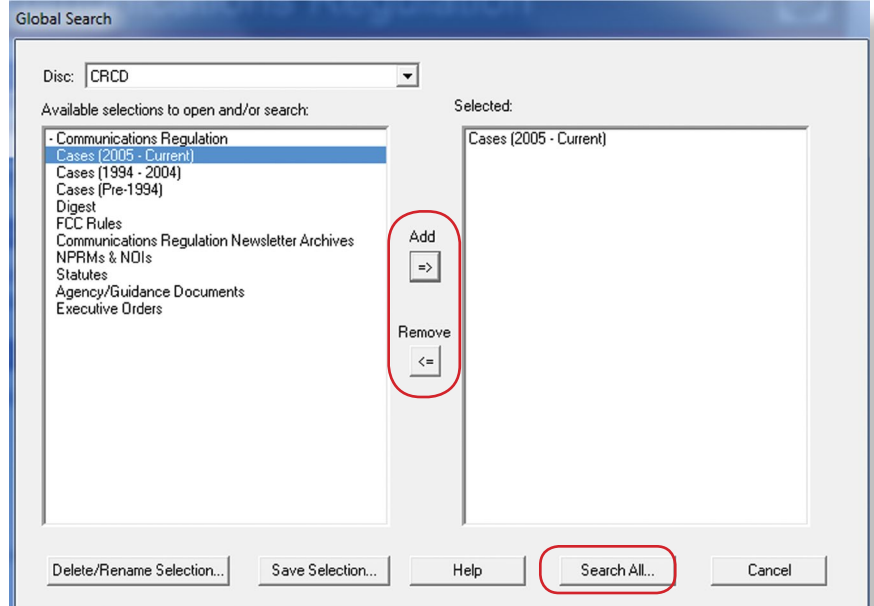
Click the Global Search icon  on the banner. Use a global search to conduct your search in a cross-section of the available infobases.

1. Choose selections to search in.
2. **Add** or **Remove** them from the **Selected** column, as needed.
3. Click **Search All** to launch the search.

Optional: To save a selection, **Add** the selections, click **Save Selection** and name it. The collection's name displays in the **Available selections** list.


### General Hints!

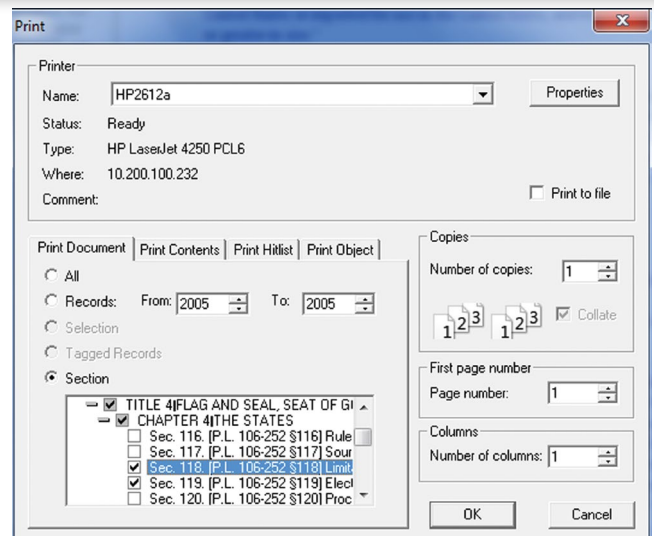
1. To tag or untag records use **Ctrl + T**.
2. To adjust your **Search Hits** display, see the information about the **Options Menu** on the flip side of this page.
3. Use the numeric keypad on your keyboard to expand and collapse TOC levels.



## Printing

BNA's print-friendly functionality formats your documents before you print them.

1. Identify the document you wish to print, click .
2. Select the entire or portions of the document/contents/Hitlist or object you would like to print in the print dialog box.
3. Click **OK**.
4. Print more than one document at time with **Batch Printing**. Click in the check boxes of the documents you wish to print and click **OK**.

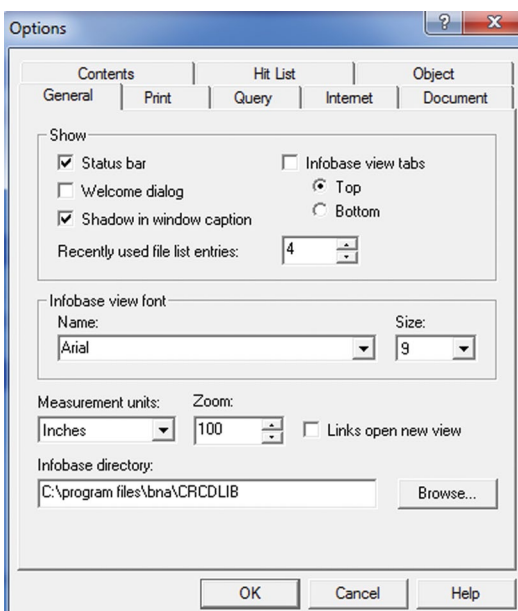


## Options Menu

Optional customizations for most of the components of your DVD are available in the **Options Menu**.

Click **Tools > Options** to access the Options menu.

Click a tab (e.g. Print, General etc.) to select and deselect the options that suit your research needs.



## Looking for...the latest news and updates?

BNA CDs/DVDs keep you informed of emerging trends; judicial, legislative, and regulatory developments. Click **Library Updates** on the Home page.

**For COMPLIMENTARY Training and Product Support:**

Call **1-800-372-1033**, option **5**, 8:30 AM - 7:00 PM ET, M-F (excluding most federal holidays).