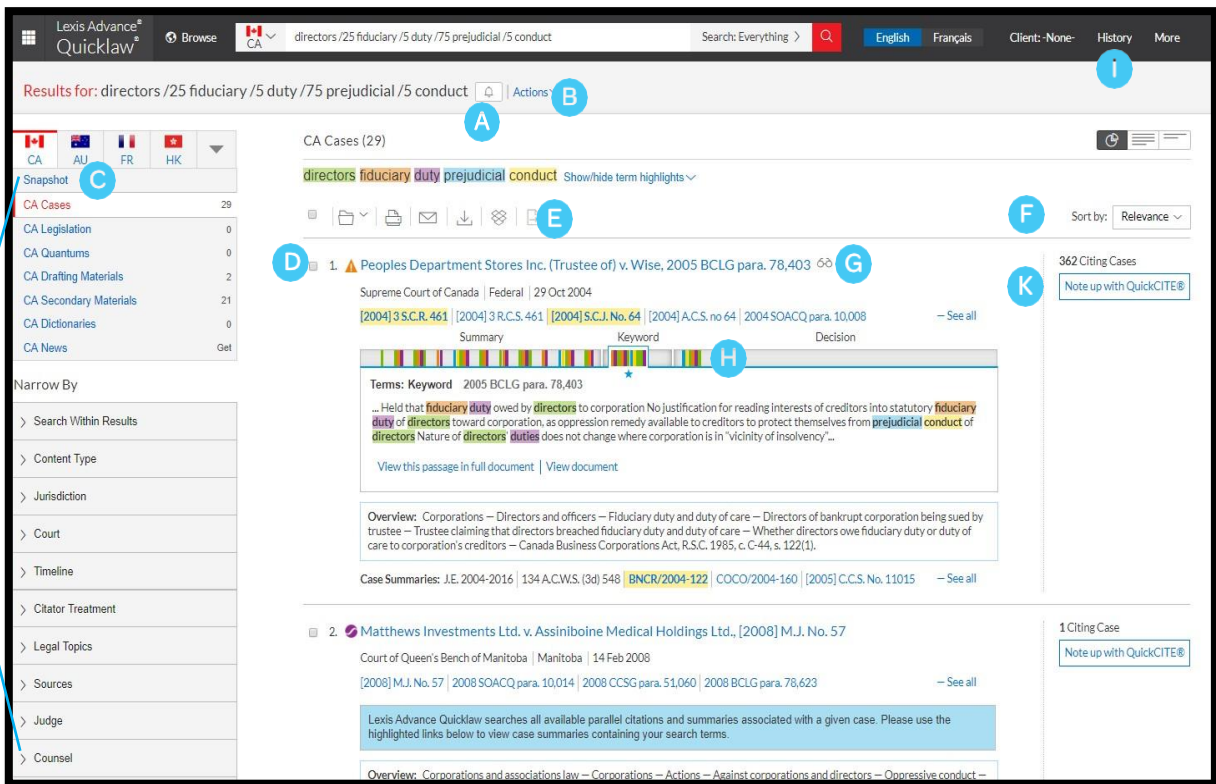


Tip Sheet | Search Results: Find Most Relevant Documents Fast

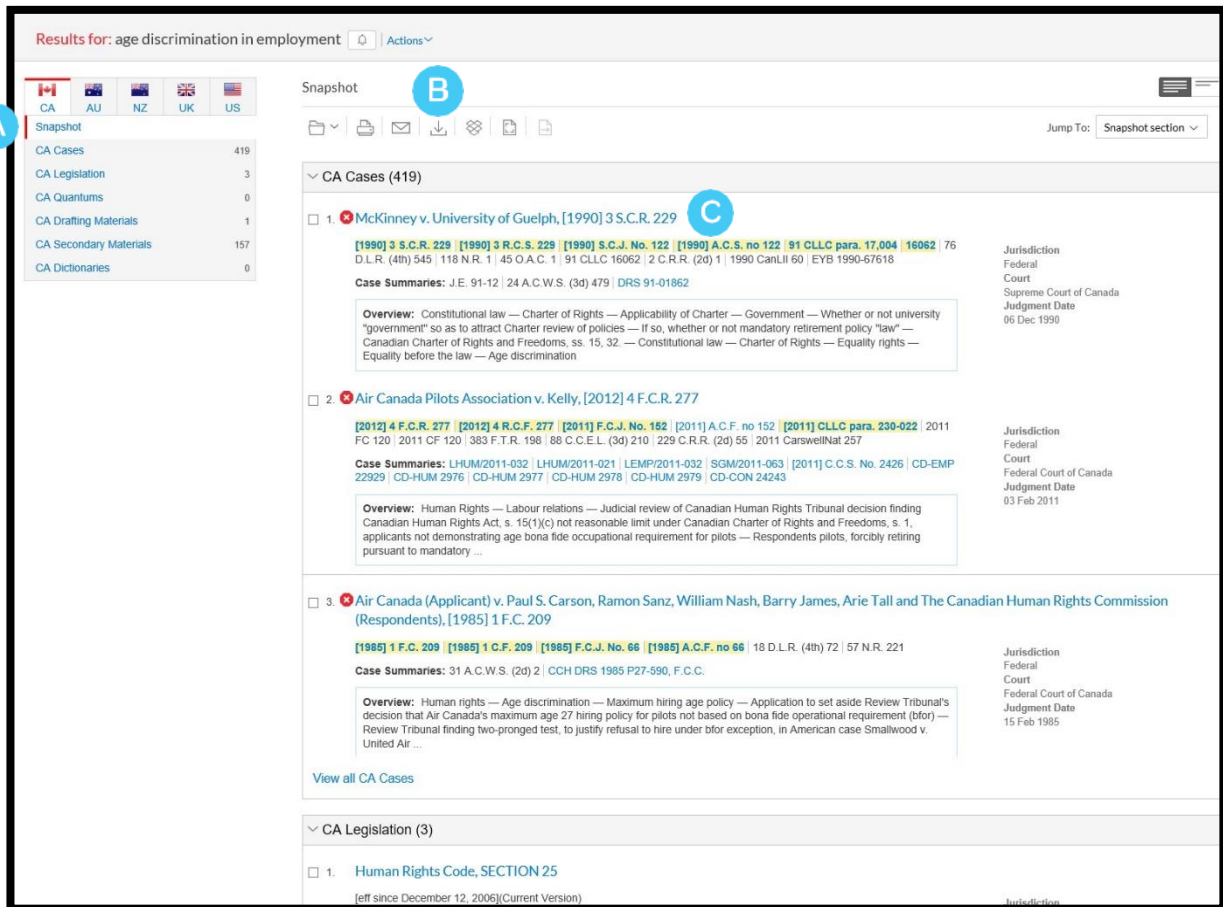


- A** Set up an **Alert** for your search across content types. To enable the Alert, click the bell next to your search.
- B** Select **Actions** to add a search to a folder or expand your search or run as natural language or terms & connectors search or create a direct link to your search results.

- C** To see the top relevant results for each content category, click **Snapshot**.
- D** To save to a Folder, check the box next to the document title then click the **Folder** icon to select/create a Folder where you can save the document. When that document appears in future results, the Saved to Folder icon displays. Click the icon for quick Folder access.
- E** **Print**, **download** or **email** without opening documents. Check the box next to the document titles you need, then click the appropriate icon. You can also create a print-friendly page of your results.
- F** You can sort by document title, jurisdiction, court level, date, cite frequency or citation treatment.
- G** The **glasses** icon marks documents you viewed over the last 90 days. Hover over the icon to see the last viewed date.
- H** **Find relevant** cases faster by clicking on the bars on the **Search Term Maps** to view the passage without having to leave the results page.
- I** To return to your prior research tasks, click **History** and select a prior search or document.
- J** Refine your search. Need a smaller, more focused results set? Filter by:
- Content category (*e.g., select legislation, secondary materials and more*). Just select a content type.
 - Date by sliding the timeline or entering dates.
 - Adding more words to your search by entering it under the **Search Within Results** box. If you wish to edit the search terms after you've entered them in, click on the pencil icon.
 - Content options (*e.g., refine cases by jurisdiction, court, judge, etc*). Each content category offers different filter options, so you can only filter one content category at a time.
- To add filters: Click a filter link and it displays in blue under **Narrow by**. To remove the filter, just click the X in the blue box. Select and remove multiple filters.
- Save favourite filter combinations. Click the star and save the combination to your Favourites pod on the landing page.
- K** Click **Note Up with QuickCite** to quickly note up cases and determine the number of cases that were cited.

Snapshot view: view the most relevant results on one screen

Save time by browsing the most relevant documents retrieved by your search — on one screen — with the **Snapshot View**. Save even more time by using the Snapshot View to manage multiple documents easily by printing, emailing or saving them to Folders.



The screenshot shows the LexisNexis interface for a search titled "Results for: age discrimination in employment". The interface is divided into several sections:

- Navigation (A):** A sidebar on the left contains a "Snapshot" menu with options for CA, AU, NZ, UK, and US. Below this is a list of content types: CA Cases (419), CA Legislation (3), CA Quantums (0), CA Drafting Materials (1), CA Secondary Materials (157), and CA Dictionaries (0).
- Snapshot Header (B):** At the top right of the main content area, there are icons for document management: a folder, a print icon, an email icon, a download icon, and a document icon. A "Jump To:" dropdown menu is set to "Snapshot section".
- Results List (C):** The main area displays a list of results under the heading "CA Cases (419)". Three results are visible:
 - McKinney v. University of Guelph, [1990] 3 S.C.R. 229:** Includes a summary overview on constitutional law and Charter of Rights, and a judgment date of 06 Dec 1990.
 - Air Canada Pilots Association v. Kelly, [2012] 4 F.C.R. 277:** Includes a summary overview on human rights and labor relations, and a judgment date of 03 Feb 2011.
 - Air Canada (Applicant) v. Paul S. Carson, Ramon Sanz, William Nash, Barry James, Arie Tall and The Canadian Human Rights Commission (Respondents), [1985] 1 F.C. 209:** Includes a summary overview on human rights and age discrimination, and a judgment date of 15 Feb 1985.
- CA Legislation (3):** Below the cases, there is a section for "Human Rights Code, SECTION 25" with a note "(eff since December 12, 2006)(Current Version)".

A Scroll and view the **top three results** by relevance for each of the content types.

B Deliver or save documents across content categories quickly! Browse and check the boxes of the document you want, then click the print, email or download icons or the Folder icon.

C Click a document link to open to the full-text document