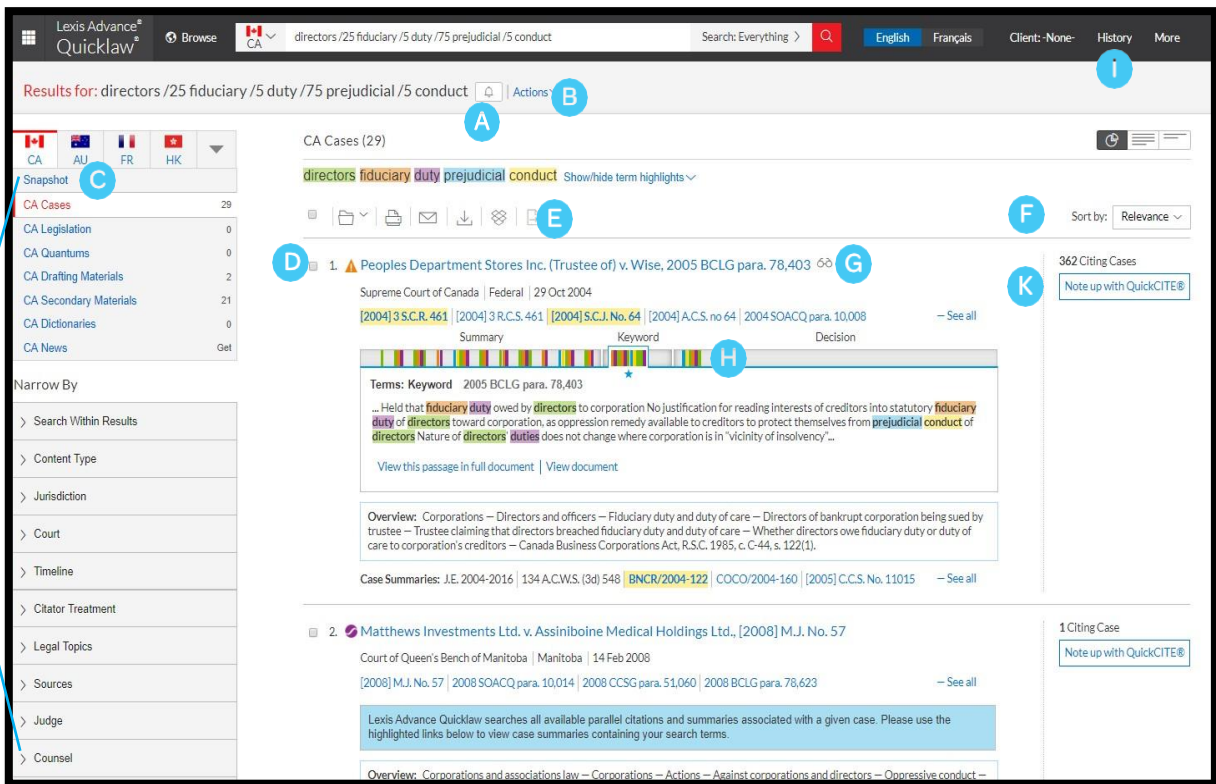# Tip Sheet | Search Results:
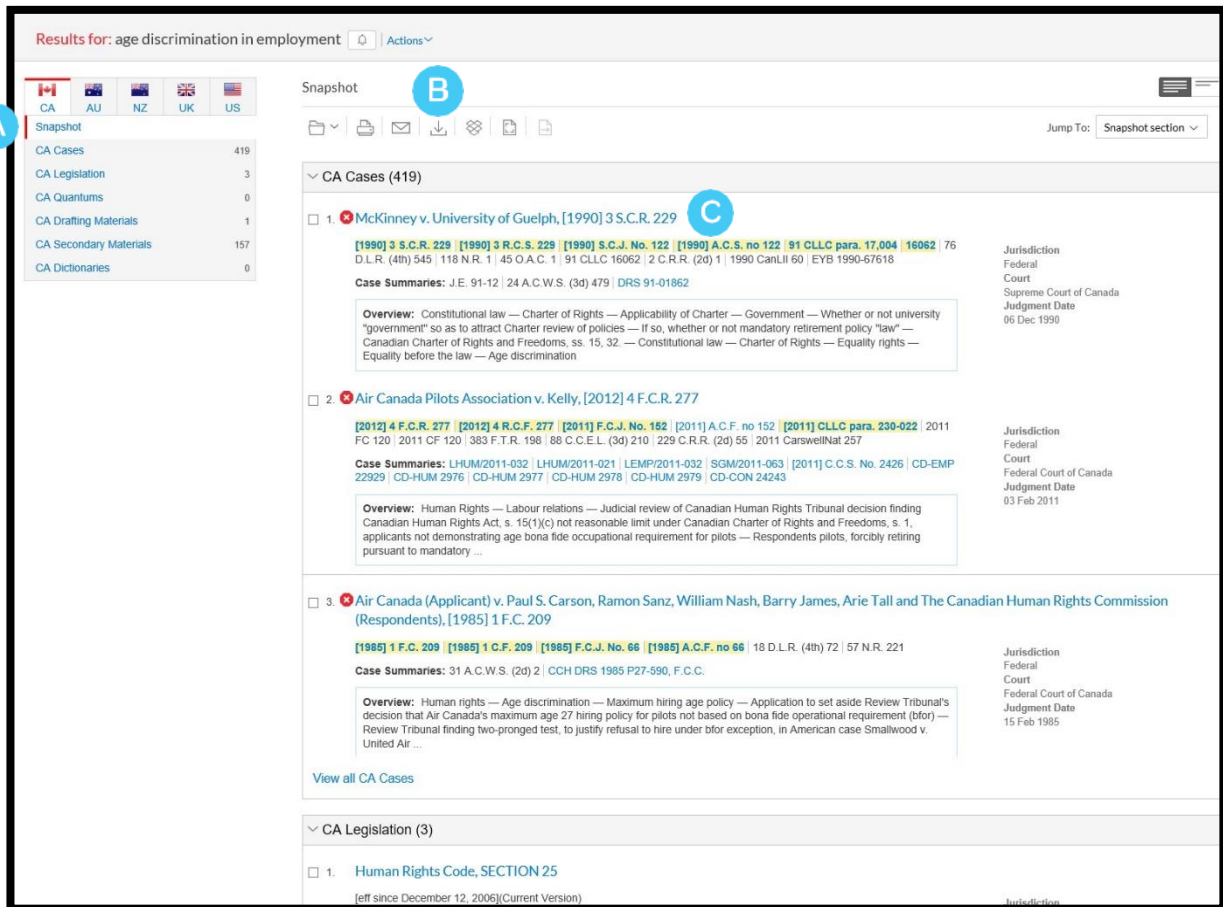
Find Most Relevant Documents Fast

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.

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