



LexisNexis® **Quicklaw™**

Quick Reference Guide



LexisNexis®

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For personal assistance please call Quicklaw Customer Support → 1-800-387-0899

Important Note

The Quick Reference Guide is written and illustrated for users of the Web Browser Interface (WBI), available via the LexisNexis® Quicklaw™ web site.

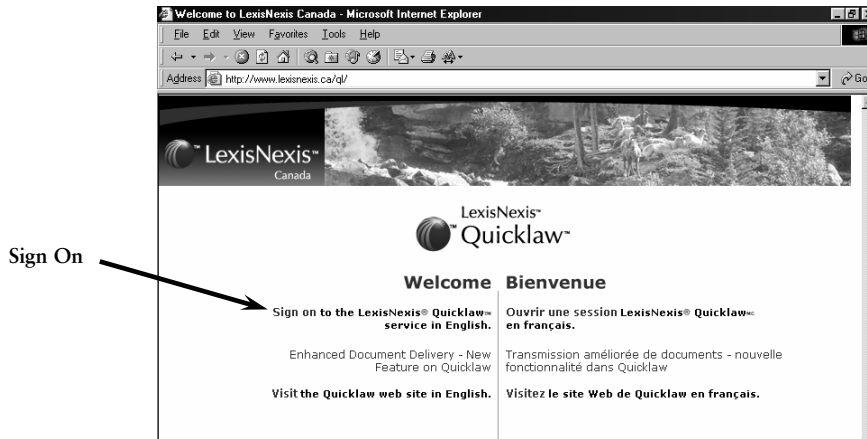
If you use the QUICKLINK™ Browser Interface (QBI), which is provided with the Quicklaw™ QUICKLINK PRO™ software, you may notice small differences between the interface described and shown in this document and the interface that appears on your screen. On pages where differences are significant, an asterisk appears referring users to the “Appendix for QUICKLINK Browser Interface (QBI) Users,” p. 23.

Technical Requirements

The WBI requires an Internet account and Microsoft® Internet Explorer (MSIE) version 5.01 or later, *or* Netscape® Navigator version 4.07 or later (but not version 6 at this time).

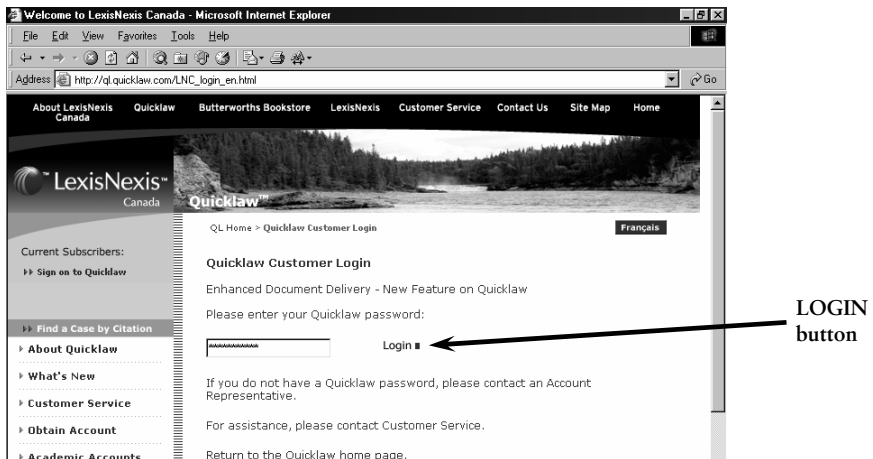
1 Connecting *

At www.lexisnexis.ca/quicklaw, click **Sign On**.



2 Entering Your Password *

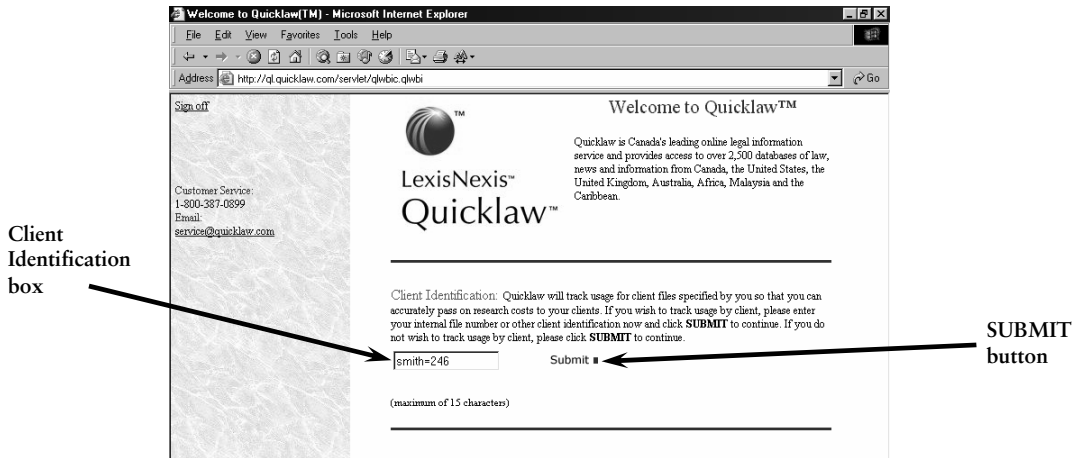
Type your password. Click the **LOGIN** button.



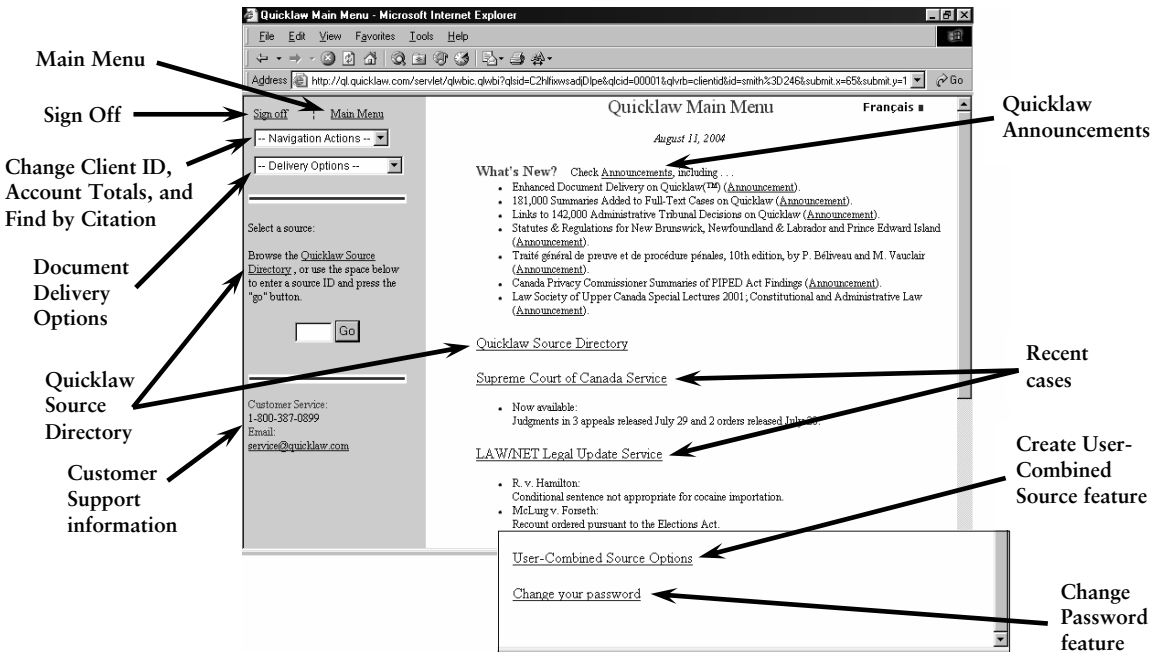
* QBI users, see Appendix, p. 23.

3 Entering a Client Identifier

Type your Client Identifier in the Client Identification box. Click the SUBMIT button.

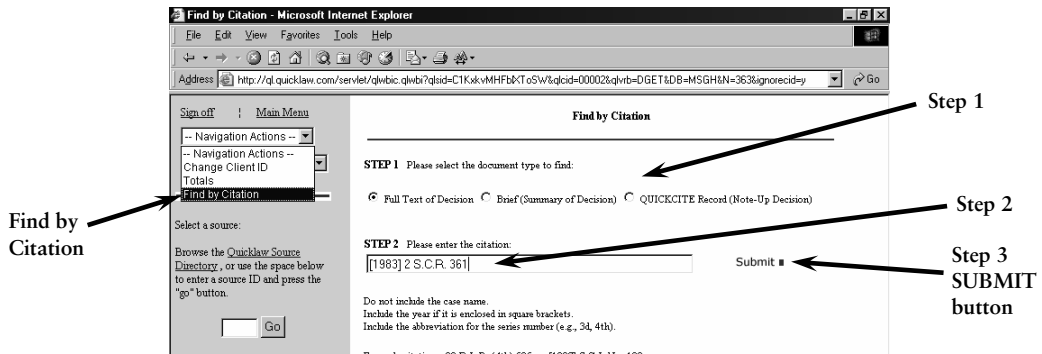


4 The Main Menu and Left Frame



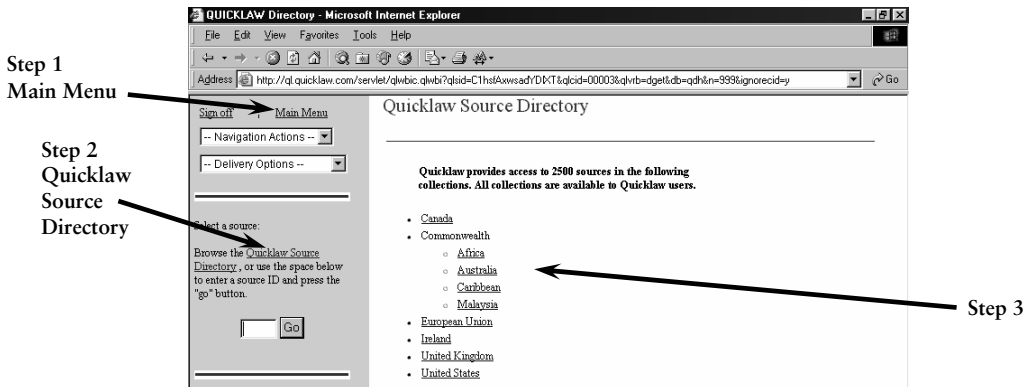
5 Using the Find by Citation Feature

- To access Find by Citation, select **Find by Citation** from the Navigation Actions drop-down menu in the left frame.
- To use Find by Citation:
 1. Select the type of document you wish to find (**Full Text of Decision**, **Brief (Summary of Decision)**, or **QUICKCITE Record**).
 2. Type the citation.
 3. Click the **SUBMIT** button.

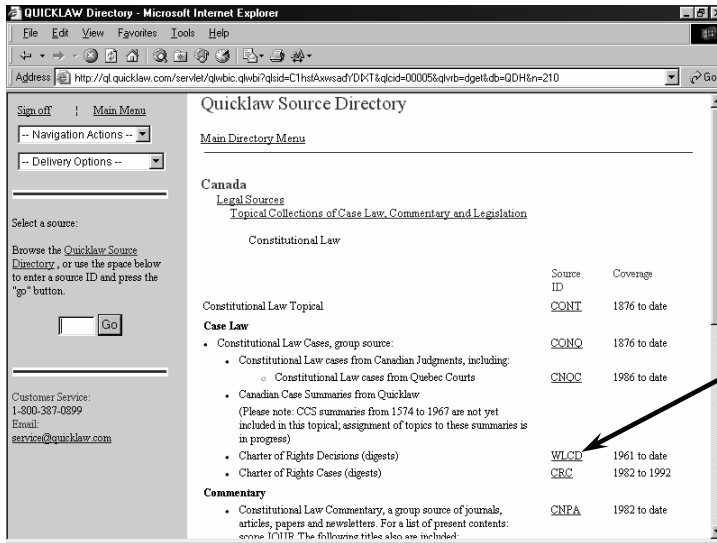


6 Selecting a Source

- To use the Quicklaw Source Directory:
 1. In the left frame, click **Main Menu**.
 2. In the left or right frame, click **Quicklaw Source Directory**.
 3. Click the links in the Directory menus until you find the source you wish to search.

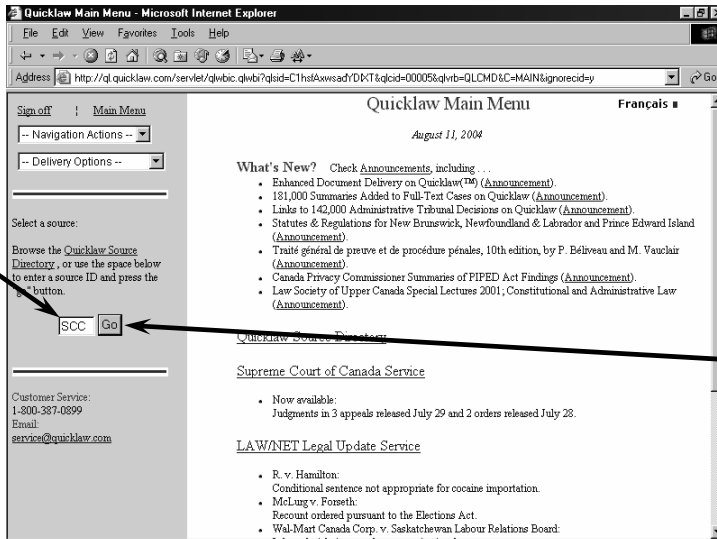


4. Select the source by clicking the source ID.



• To select a source using a known source ID:

1. In the Select a Source section of the left frame, click inside the empty box. *(If the left frame does not contain the box, click Main Menu first.)*
2. Type the source ID.
3. Click the GO button.

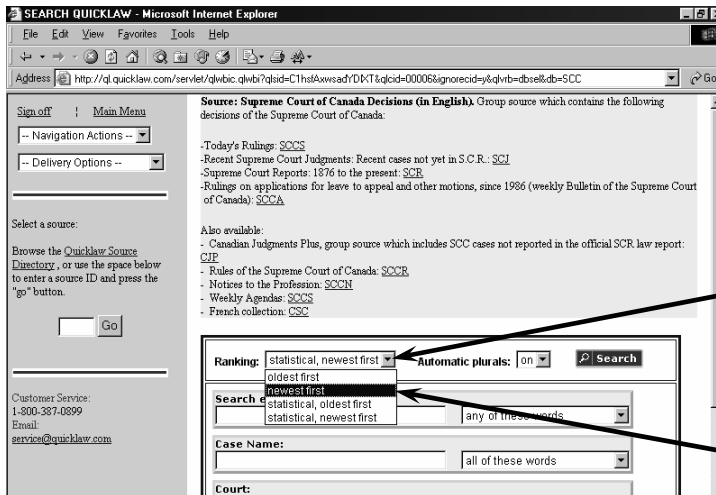


7 Constructing a Search

Ranking Methods

The Ranking method determines the order in which your search results are displayed. The Ranking method is set to the source default unless you change it.

- To change Ranking methods:
 1. Click the arrow to the right of the Ranking box.
 2. Select the appropriate Ranking method.



Default Ranking Methods for Legal Sources	
Type of Source	Source Default
Case Law	Statistical (and then Newest First) ¹
Statutes	Alphabetic by Title
Newsletters	Newest First
Law Journals	Statistical (and then Newest First) ¹
<i>QuickCITE</i> TM Case Citator	Statistical (and then Newest First) ¹

¹ The document with the most occurrences of your search terms receives the highest statistical ranking and appears first. When two or more documents receive the same statistical ranking, the newest document appears first.

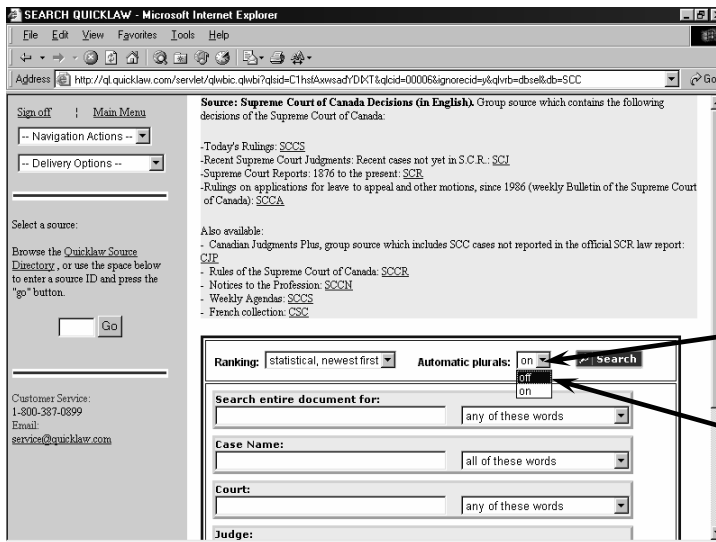
Plurals and Possessives

Automatic Plurals On

- When you type the singular form of your search terms, the singular, plural, and possessive forms of your terms are automatically searched.
(For example, a search for child searches: child, children, child's, children's.)

Automatic Plurals Off

- When you type the singular form of your search terms, only the singular and singular possessive forms of your terms are searched.
(For example, a search for child searches: child, child's.)
- To change the Automatic Plurals option:
 1. Click the arrow to the right of the Automatic Plurals box.
 2. Select the appropriate Automatic Plurals option.



Using Search Forms

1. Type your search terms in the search form boxes.
2. From the drop-down menu beside each box in which you have typed search terms, select the desired relationship between the terms in that box (e.g., all of these words, all words “near” each other).
3. To restrict your search by date, click **Add Date Restriction to Query**. Enter the appropriate information in the Date Range Restriction box. Use four digits for the year (e.g., 2002, 1910).
4. Click the **SEARCH** button.

The screenshot shows the SEARCH QUICKLAW web interface in Microsoft Internet Explorer. The browser's address bar displays the URL: <http://qt.quicklaw.com/serve/qtwbic.qtwbi?qlcid=C22Linbv4nDJIux&qlcid=000126ignorecid=y&qtwvb=dbsel&db=eq>. The main search area contains several input fields and dropdown menus:

- Ranking:** Statistical, newest first
- Automatic plurals:** on
- Search button:** A button labeled "Search" with a magnifying glass icon.
- Search entire document for:** A text input field containing "constructive trust" and a dropdown menu set to "all words 'near' each other".
- Case Name:** A text input field containing "smith" and a dropdown menu set to "all of these words".
- Court:** A text input field containing "appeal" and a dropdown menu set to "any of these words".
- Judge:** A text input field and a dropdown menu set to "any of these words".
- Counsel:** A text input field and a dropdown menu set to "all of these words".

Below the search fields, there are links for "Switch to boolean search", "Find by citation", "Help on Quicklaw query syntax", and "Add date restriction to query". At the bottom, there is a "Date Range Restriction" section with radio buttons for "Before date" (selected), "On date", "After date", and "Between two dates". Below this are input fields for "Year" (1990), "Month" (none), and "Day".

Annotations on the right side of the image indicate the following steps:

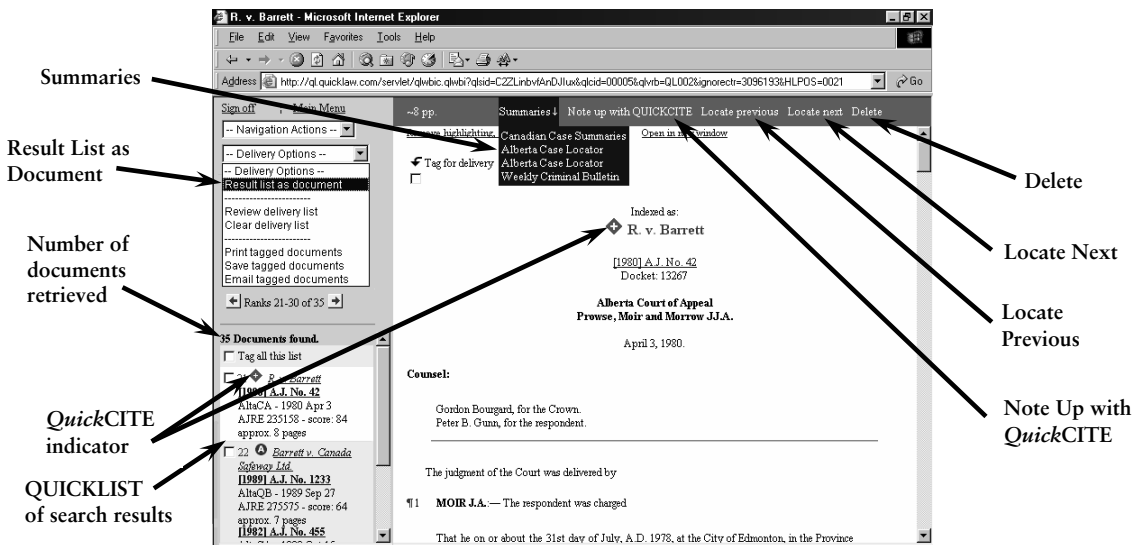
- Step 1:** Points to the "Search" button.
- Step 2:** Points to the dropdown menu for the "Search entire document for" field.
- Step 3:** Points to the "Add date restriction to query" link.
- Step 4:** Points to the "SEARCH" button.

Additional annotations on the left side of the image:

- Step 1:** Points to the "Go" button in the "Select a source" section.
- Date Range Restriction box:** Points to the "Date Range Restriction" section at the bottom.

8 Examining Documents

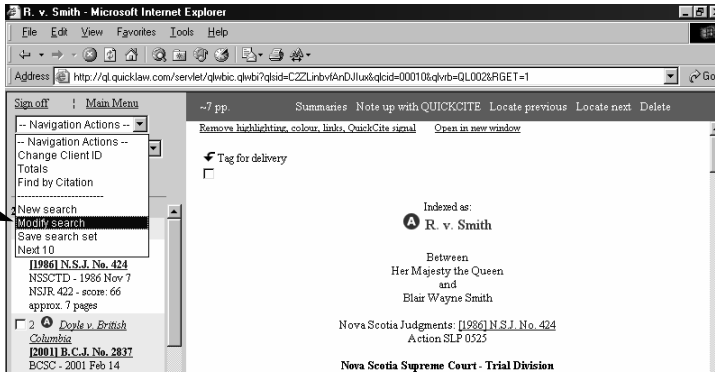
- To view a document from the QUICKLIST™ of search results, click the appropriate case name or citation. The document will appear in the right frame.
- To view the QUICKLIST as a document, select **Result List as Document** from the Delivery Options drop-down menu in the left frame. The QUICKLIST will appear in the right frame.
- To access the *QuickCITE* case citator record (parallel citations, case history, citing cases, and judicial treatment) of a case you are viewing in the right frame, click **Note Up with QuickCITE** or click the *QuickCITE* indicator beside the case name.
- To access the *QuickCITE* record of a case listed in the QUICKLIST in the left frame, click the *QuickCITE* indicator beside the case name.
- To access the summary of a case you are viewing in the right frame, point to **Summaries** on the green bar at the top of the document and click the option of your choice (e.g., **Canadian Case Summaries**).
- To locate the next occurrence of any of your search terms, click **Locate Next**. (*Your search terms are highlighted.*)
- To locate the previous occurrence of any of your search terms, click **Locate Previous**. (*Your search terms are highlighted.*)
- To delete a document you are viewing in the right frame, click **Delete**.



9 Modifying Your Search

1. From the Navigation Actions drop-down menu in the left frame, select **Modify Search**.

Step 1
Modify Search

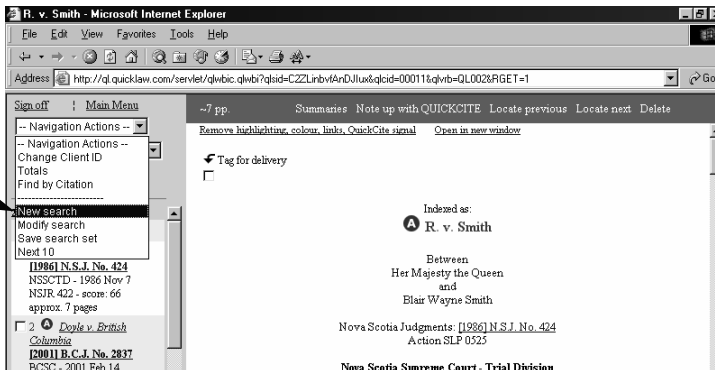


2. Edit the search.
3. Click the **SEARCH** button.

10 Starting a New Search

1. From the Navigation Actions drop-down menu in the left frame, select **New Search**.

Step 1
New Search

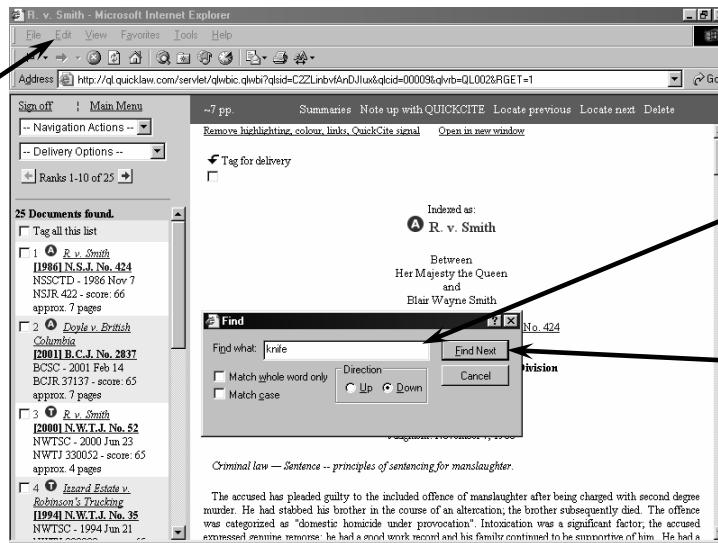


2. Enter the new search.
3. Click the **SEARCH** button.

11 Locating a Term Other Than a Highlighted Search Term

1. From the Edit menu, select *(MSIE) Find (on This Page)* or *(Netscape) Find in Frame*.
2. In the Find window, type the term you wish to find.
3. Click **Find Next** to locate the next occurrence of the term.

Step 1
Edit menu,
Find (on
This Page)



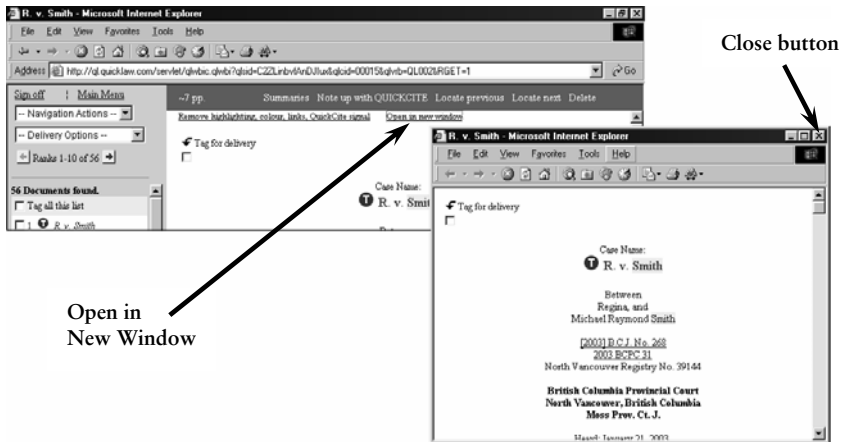
Step 2
Find window

Step 3
Find Next

12 Customizing the Quicklaw View Screen *

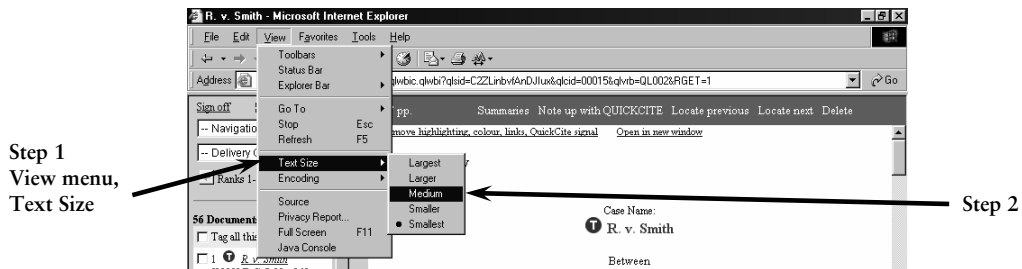
Open in New Window

- To view your document in a separate window, click **Open in New Window** at the top of the document.
- To close the new window, click the **Close** button at the top right-hand corner.



Font Size

- (MSIE) To change the screen and print font size:
 1. From the **View** menu, select **Text Size**.
 2. Select the preferred size.

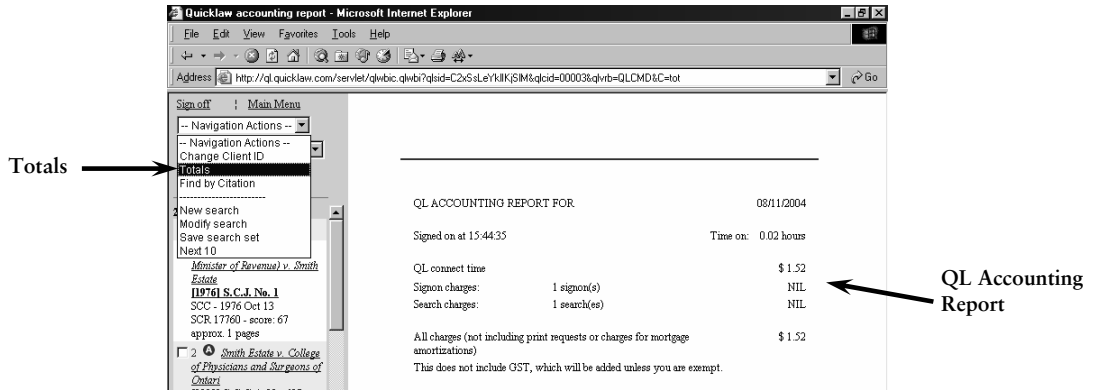


- (Netscape) To change the screen and print font size, select **Increase Font** or **Decrease Font** from the **View** menu.

* QBI users, see Appendix, p. 23.

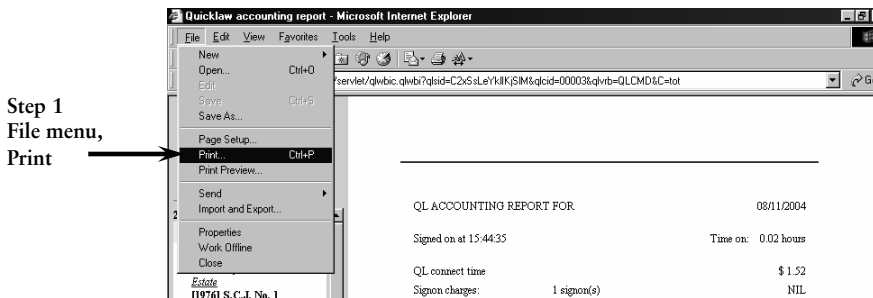
13 Obtaining Account Totals

From the Navigation Actions drop-down menu in the left frame, select **Totals**. The QL™ Accounting Report will appear.



Printing Account Totals *

- (MSIE) To print account totals:
 1. From the **File** menu, select **Print**.

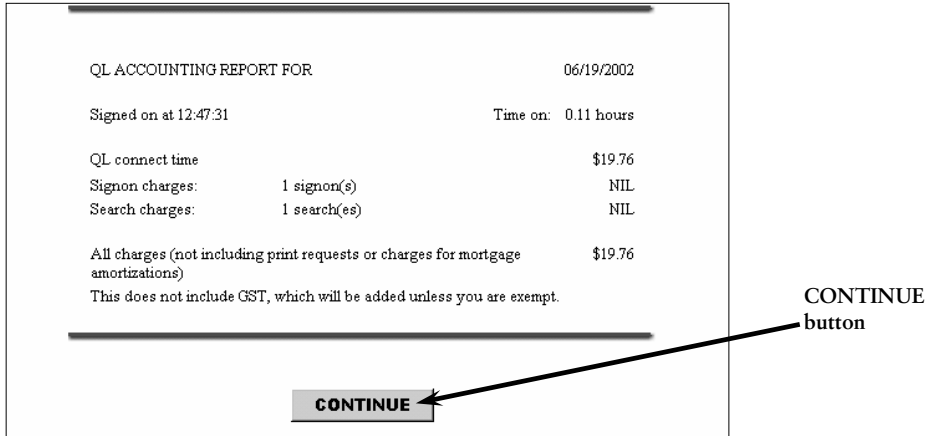


2. In the Print Frames portion of the Print window, choose **Only the Selected Frame**.
3. Click **Print**.

- (Netscape) To print account totals:
 1. Click anywhere in the right frame. (However, do not click one of the available links.)
 2. From the **File** menu, select **Print Frame**.
 3. Click **OK**.

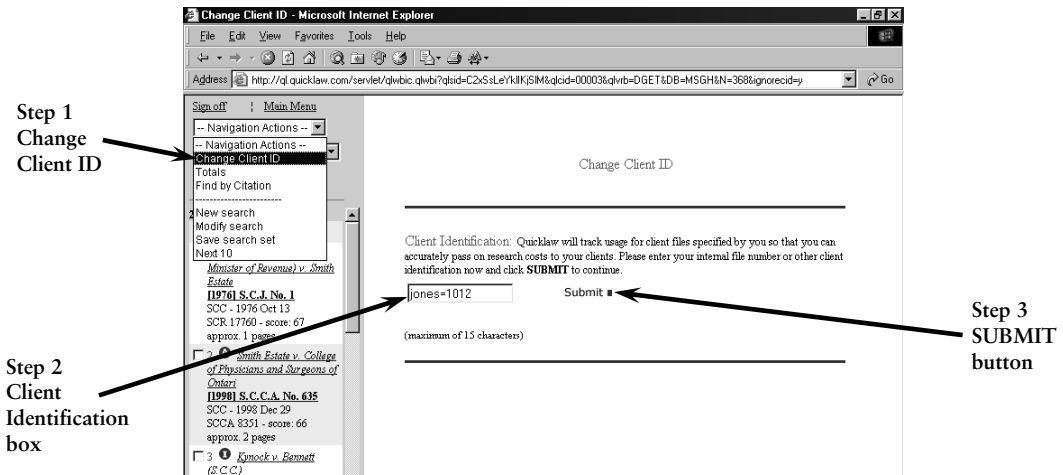
* QBI users, see Appendix, p. 23.

- To return to where you were before you obtained account totals, click the CONTINUE button.



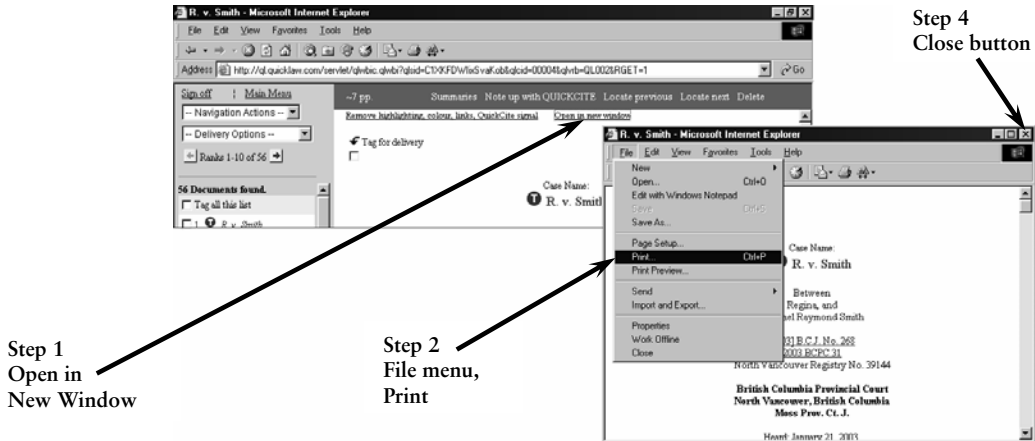
14 Changing Your Client Identifier

- From the Navigation Actions drop-down menu in the left frame, select **Change Client ID**.
- Type the new Client Identifier in the Client Identification box.
- Click the **SUBMIT** button.



15 Printing Single Documents *

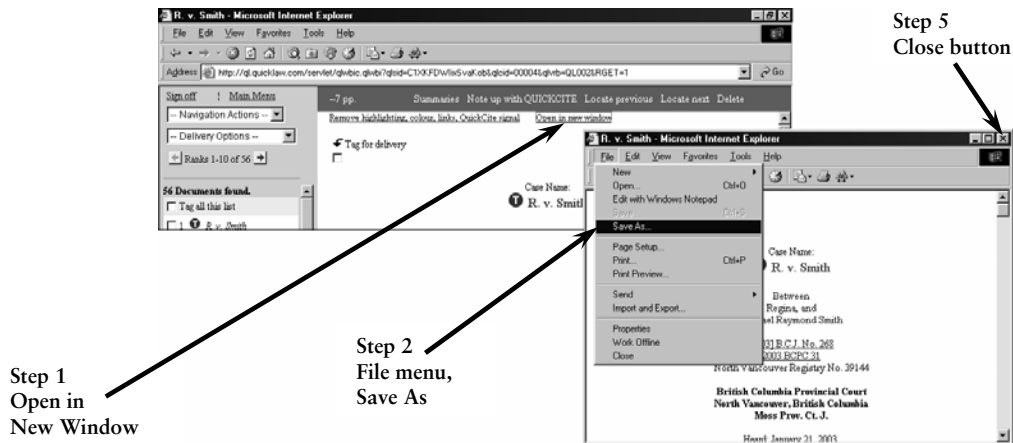
1. While viewing the document in the right frame, click **Open in New Window** at the top of the document.
2. From the **File** menu in the new window, select **Print**.
3. Click **Print**.
4. To close the new window, click the **Close** button at the top right-hand corner.



* QBI users, see Appendix, p. 23.

16 Saving Single Documents *

- (MSIE) To save a document:
 1. While viewing the document in the right frame, click **Open in New Window** at the top of the document.
 2. From the **File** menu in the new window, select **Save As**.
 3. In the Save Web Page window, type the file name and select **Web Archive, single file** from the Save As Type drop-down menu.
 4. Click **Save**.
 5. To close the new window, click the **Close** button at the top right-hand corner.
- (Netscape) To save a document:
 1. While viewing the document in the right frame, click **Open in New Window** at the top of the document.
 2. From the **File** menu in the new window, select **Save As**.
 3. In the Save As window, type the file name with an .htm extension (e.g., smith.htm) or, to save the text only, with a .txt extension.
 4. Click **Save**.
 5. To close the new window, click the **Close** button at the top right-hand corner.

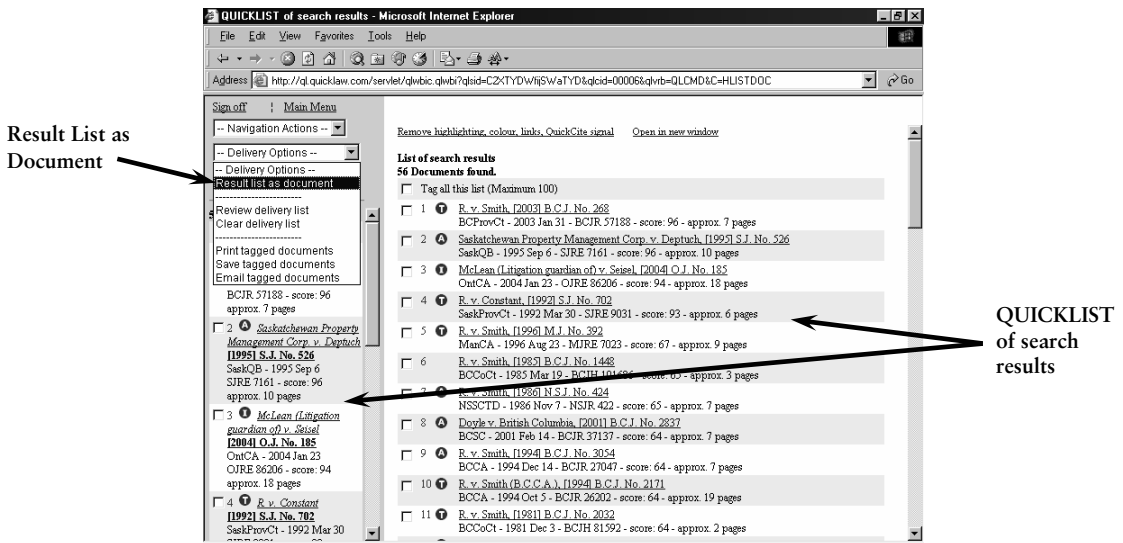


* QBI users, see Appendix, p. 23.

17 Printing or Saving the QUICKLIST of Search Results *

You can print or save the QUICKLIST by viewing it as a document in the right frame.

- To view the QUICKLIST as a document in the right frame, select **Result List as Document** from the **Delivery Options** drop-down menu in the left frame.



- To print or save the QUICKLIST, follow the instructions in “Printing Single Documents,” p. 14, or “Saving Single Documents,” p. 15.

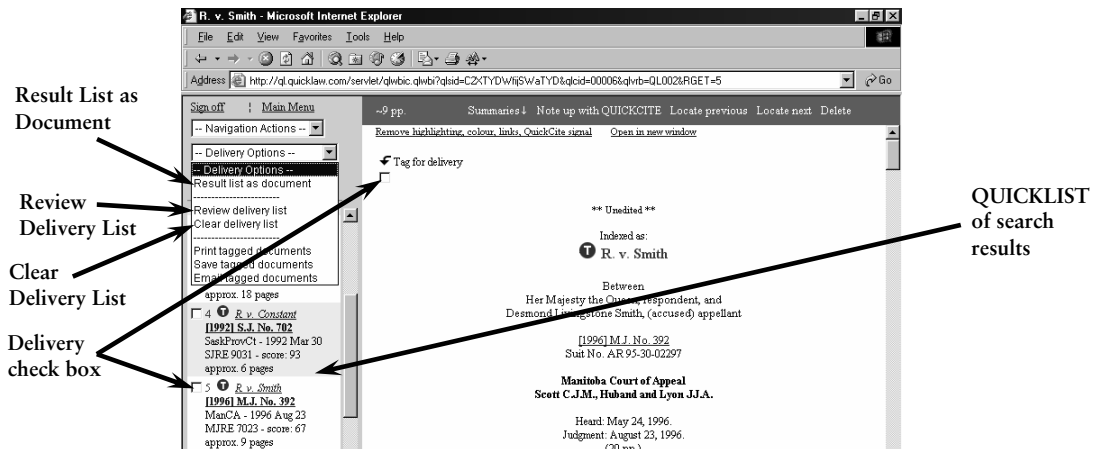
* QBI users, see Appendix, p. 23.

18 Printing, Saving, or Emailing Multiple Documents *

Tagging Documents for Delivery

You can tag up to 100 documents from several searches before delivering the documents into a separate window for them to be printed, saved, or emailed.

- To tag a document for delivery, select the delivery check box either beside the document name in the QUICKLIST of search results *or* at the top left-hand corner of a document you are viewing in the right frame.
- To view the QUICKLIST as a document for easier tagging of documents from your entire list of search results, select **Result List as Document** from the Delivery Options drop-down menu in the left frame. The QUICKLIST will appear in the right frame.
- To review your list of tagged documents, select **Review Delivery List** from the Delivery Options drop-down menu in the left frame. The delivery list will appear in the right frame. You can use the Print or Save feature to print or save the list. (See pp. 14 and 15.)
- To remove a document from a delivery list you are viewing in the right frame, clear the appropriate delivery check box.
- To remove all documents from the delivery list, select **Clear Delivery List** from the Delivery Options drop-down menu in the left frame. Click OK.



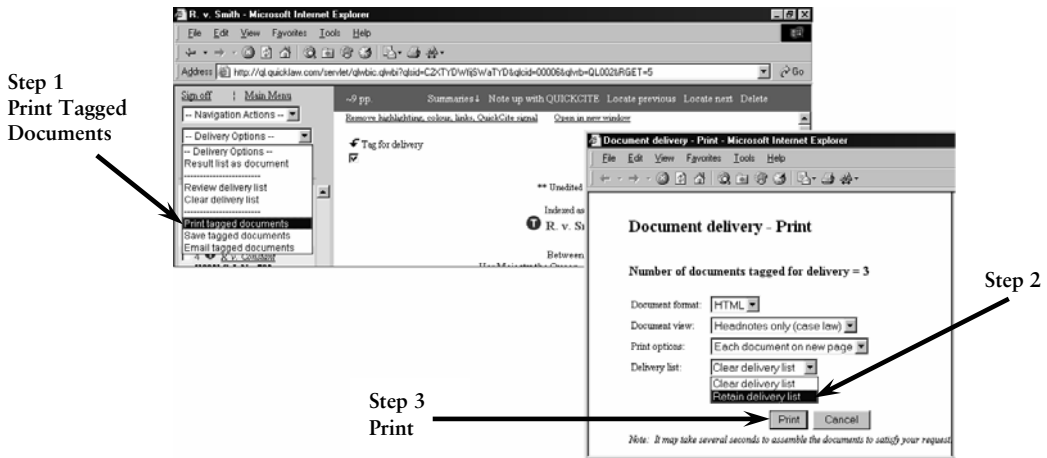
Note:

The delivery list remains in effect even if you sign off Quicklaw, as long as your web browser remains open. Once you close your browser, the delivery list is cleared.

* QBI users, see Appendix, p. 23.

Printing Tagged Documents

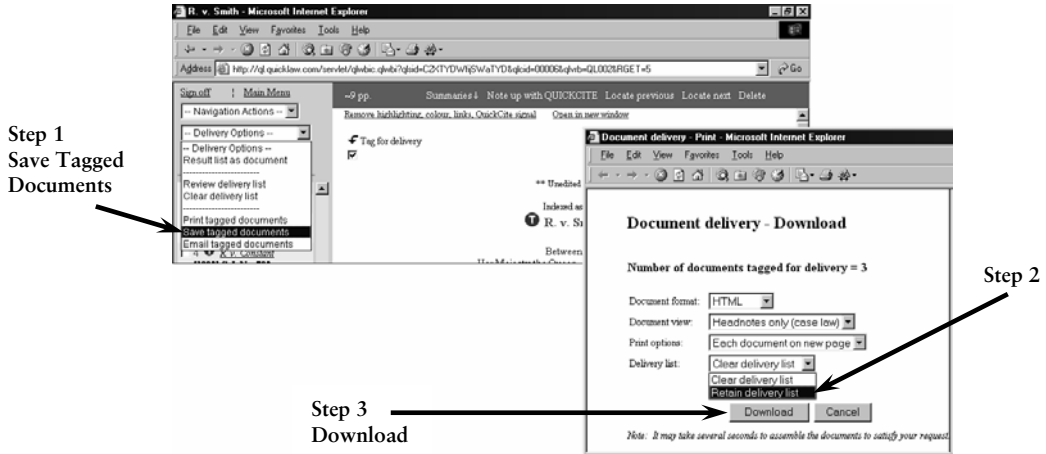
1. From the Delivery Options drop-down menu in the left frame, select **Print Tagged Documents**.
2. In the window that appears, select the preferred options. (*For example, you can print case law headnotes only, or retain your delivery list of tagged documents instead of having it automatically cleared following the print job.*)
3. Click **Print**.



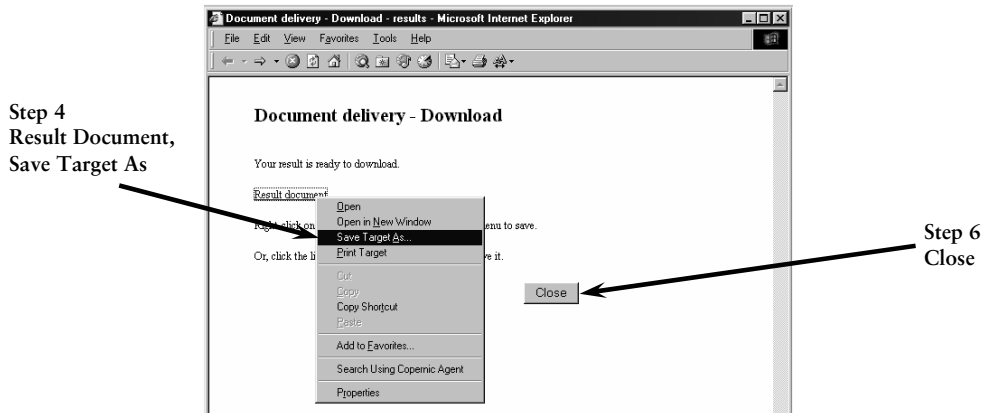
4. In the Print window, click **Print**.

Saving Tagged Documents

1. From the Delivery Options drop-down menu in the left frame, select **Save Tagged Documents**.
2. In the window that appears, select the preferred options. (*For example, you can save case law headnotes only, or retain your delivery list of tagged documents instead of having it automatically cleared following the download job.*)
3. Click **Download**.

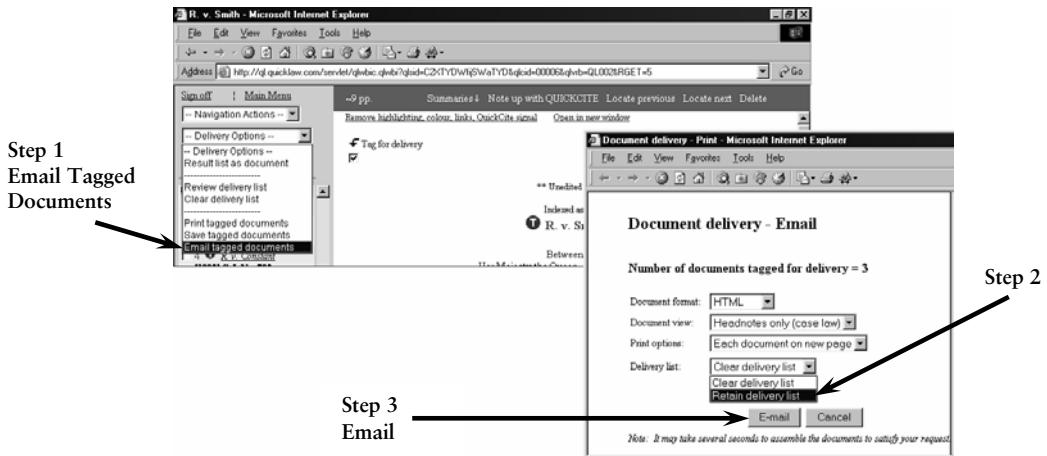


4. In the window that appears, right-click **Result Document**. On the menu that appears, click **Save Target As**.
5. In the Save As window, type the file name and click **Save**.
6. Click **Close**.



■ Emailing Tagged Documents

1. From the Delivery Options drop-down menu in the left frame, select **Email Tagged Documents**.
2. In the window that appears, select the preferred options. *(For example, you can email case law headnotes only, or retain your delivery list of tagged documents instead of having it automatically cleared following the send job.)*
3. Click **Email**.

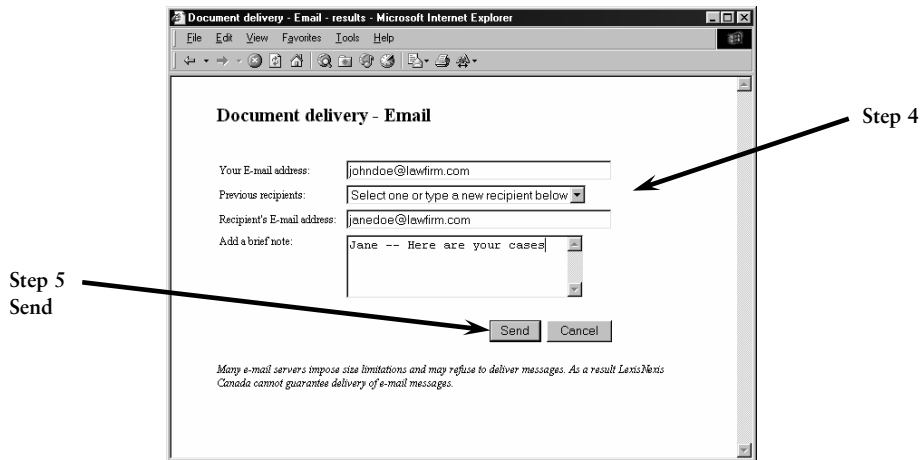


4. In the window that appears, complete the form. To specify multiple recipients, enter multiple email addresses separated with spaces or semicolons.

Notes: 1) Quicklaw will remember email addresses entered so that you do not have to type previously entered addresses each time you use the feature.

2) If you are entering multiple email addresses and type one or more incorrectly, the message will not be sent to any of the recipients.

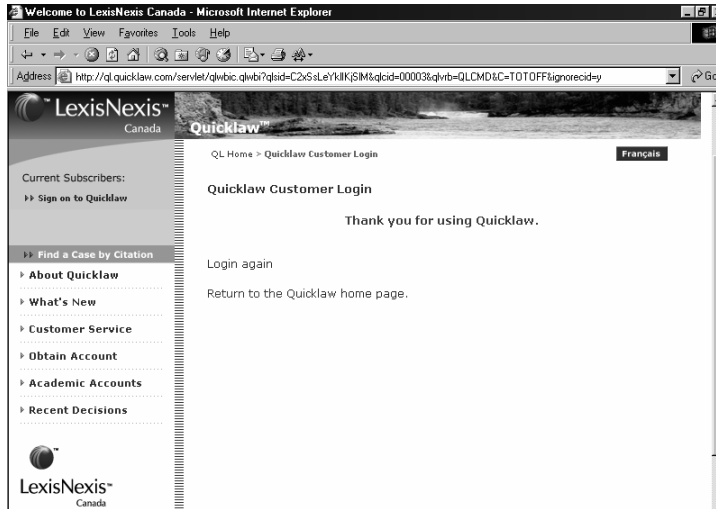
5. Click Send.



6. Click Close.

19 Disconnecting *

1. In the left frame, click **Sign Off**.
2. To close your web browser, click the **Close** button at the top right-hand corner of the window.



Step 2
Close button

QUICKTIP: Before signing off, you may wish to obtain and print your account totals (*see p. 12*). They are not automatically saved.

* QBI users, see Appendix, p. 23.

Appendix for QUICKLINK Browser Interface (QBI) Users

If you use the QBI as opposed to the WBI (Web Browser Interface), the following sections of this guide do not apply:

1. Connecting

Instead, click the **QUICKLINK BROWSER INTERFACE** button on the **QUICKLINK PRO** Service Launch Bar.

2. Entering Your Password

Instead, type your password at the Please Sign On prompt. Press the **ENTER** key.

12. Customizing the Quicklaw View Screen

Open in New Window

Instead, to view your document in full frame, click the **Single View** button. To re-display the left frame, click the **Split View** button.

Font Size

Instead, to change the screen (but not print) font size, click the **Font Size** button. Select the preferred size.

13. Obtaining Account Totals

Printing Account Totals

Instead, click the **Print** button and select **Quicklaw Accounting Report**.

15. Printing Single Documents

Instead, click the **Print** button, select the document name, and click **Print**.

16. Saving Single Documents

Instead, click the **Save** button, select the document name, type the file name, and click **Save**.

17. Printing or Saving the QUICKLIST of Search Results

Instead, to print the QUICKLIST, click **Print This List** in the left frame and click **Print**. To save the QUICKLIST, click the **Save** button, select **QUICKLIST of Search Results**, type the file name, and click **Save**.

Note:

You can view, print, and save no more than 10 search results at a time. To view, print, or save more search results, click the appropriate link (*e.g.*, **Next 10**, **Next 8**) in the left frame and repeat the steps above.

18. Printing, Saving, or Emailing Multiple Documents

Instead, to print multiple documents, click **Multiple Document Print Request** in the left frame. Choose your preferred print options and click **Print**.

19. Disconnecting

Instead, click **Sign Off** in the left frame. (The QL Accounting Report will appear. Your totals are automatically saved in a file named quicklaw.tot, stored by default in the QL_pro folder.) Click the **QUIT** button on the QUICKLINK PRO Service Launch Bar.

Quicklaw™ Customer Support Representatives are available **to assist you.**

Customer Support is free. When you call for assistance please try to be near your computer and have your Quicklaw number (*the numeric portion of your password*) ready.

Weekdays

7:00 a.m. to 11:00 p.m. (ET)

Weekends

9:00 a.m. to 11:00 p.m. (ET)

Telephone

Canada, the U.S., and the Caribbean

1-800-387-0899

Overseas (your country's International Access Code +)

800-1-387-0899

Fax

Canada and the U.S.

1-800-214-7085

Overseas

613-238-7597

Email

service@quicklaw.com

Web Site

www.lexisnexis.ca/quicklaw

Services

Quicklaw Customer Support can help you with any aspect of using Quicklaw, including:

- troubleshooting connection problems
- determining the best source(s) for your research
- constructing a search
- navigating through documents
- saving and printing your results
- using and changing your password



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