

Tips for Users of the Quicklaw *Classic* Interface

Welcome to the new version of the LexisNexis® Quicklaw™ service. We have created this document for *Classic* Interface users to ease the transition to the new Quicklaw. It provides tips on how to perform common research tasks.

Quicklaw continues to be the most comprehensive source for Canadian legal information — and now also allows you to subscribe to vast additional collections of Canadian, international, and news and business content. The new Quicklaw improves your ability to perform advanced searching, manage your results, and deliver documents.

Searching

The new Quicklaw offers only Boolean searching, now called Terms and Connectors searching. The connectors are the same as on the previous versions of Quicklaw, with a few key exceptions.

Space: A space no longer means “or”. Two consecutive words without connectors between them will be searched as an **exact phrase**. However, the **OR** connector now functions intuitively and will return the desired results.

| Quicklaw Version | Search Terms | Explanation |
|------------------|---|--|
| Previous | discrimination /10 age race | Leaving a space meant “or”. |
| New | discrimination /10 age OR race | Use OR to find either “age” or “race” within 10 words of “discrimination”. Leaving a space would look for “discrimination” within 10 words of the exact phrase “age race” and would not likely find any documents. |
| New | talisman energy and pipeline or pipe line or gas or explor! | Use OR to find “talisman energy” with one of the other four terms. |

Root Expanders: You no longer need to use brackets as a suffix feature to find the desired endings of your words, as using truncation (!) will no longer hit a 63-word limit. ! will find all endings of your root word, regardless of how many there are. If you wish to restrict your root word to only certain endings, you may use multiple wild cards. For example, **bank***** will find bank, banks, banked, banker, and banking, but not bankrupt or bankruptcy. Searching for the Canadian spelling will automatically search for the U.S. spelling as well (e.g. “labour” will find “labor”).

New Connectors: The following connectors did not exist in the previous version of Quicklaw:

- **PRE/n** — specifies that the first word must precede the following word by up to **n** words; can be used interchangeably with **+n** (**n** stands for any number 1–255)
- **/s** — specifies that one word must be found within approximately the same sentence as the second word
- **/seg** — specifies that both words must be found within the same segment or field of the document
- **NOT /seg, NOT /para, NOT /sent, NOT /n** — specifies that one word must not be found in the same segment, paragraph, or sentence as the other word, or within **n** words of the other word
- **ATLEASTn** — specifies that the word must be found at least **n** times in the document

Connector Order: Connectors operate in the following order, unless you have used brackets to force a different order:

| | | | |
|----------------|---------------------------------|-----------------------|-------------------|
| 1. OR | 2. /n, PRE/n, +n, NOT /n | 3. /s | 4. /p |
| 5. /seg | 6. NOT /seg | 7. AND (&) | 8. AND NOT |

If you use two or more of the same connector, they operate left to right. If the **n** (number) connectors have different numbers, the smallest number is operated on first. You cannot use the **/p** and **/s** connectors with a proximity connector, for example, **/n**.

To change the connector priority, use brackets. Connectors inside brackets have priority over connectors outside brackets.

Example:

amnesia or (memory /2 loss)

Adding a Date Restriction: Add a date restriction to your search with the new, easy-to-use drop-down menu found on most search forms, or incorporate a date restriction directly into your search.

Examples:

age /10 discriminat! and date = 1999
right /5 refus! and date aft 15 march 2000

Statutes Judicially Considered: The search to find statutes judicially considered has improved. As there are no stopped words in the new Quicklaw, you may search for single letters and numbers.

Examples:

Section Number and SPECIFIC Subsections
rules of civil procedure and rule /5 “20.06(1)”
Young Offenders Act /20 “20(1)(k)(ii)”

Section Number and ALL Subsections (Not Decimalized)
rules of civil procedure and rule /5 20.06
Young Offenders Act /20 20

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Section Number AND/OR Decimalized Section Number AND All Subsections

rules of civil procedure and rule /5 20.!
Young Offenders Act /20 20.!

Selecting a Source: It is no longer necessary to type in a source ID (database code). Just type your search in the appropriate box(es) on the search form, and then select the source from the **Select Sources** drop-down list. This list contains your recently used sources (on the General Search form only) and any favourite sources you created.

In addition, the **Quick Sources** section located on the General Search form contains the most frequently consulted sources for different content types such as case law, legislation, and commentary. These sources can be customized to meet your needs and can even be renamed to something familiar, such as the source ID you're used to.

Transferring Searches: You can easily transfer your search from one source to another. To do so, simply modify your search and select another source from the **Select Sources** drop-down list. However, you may find the need to transfer searches is greatly reduced by the enhanced source combinability on the new Quicklaw service.

Saving and Combining Searches: Save any search you perform permanently by selecting **Save This Search** on the search form or from your results page. You may even schedule a search to run again automatically. The new Quicklaw also automatically saves each search you do in the history for 7 days. The **Narrow Search** feature located on the results page allows you to easily search within a search or combine two searches.

Results

Quicklaw now offers many ways to filter and organize your results, such as sorting or isolating documents from certain jurisdictions or sources. You can search within a search for additional terms, create alerts (scheduled searches), or view more information about each document. By selecting only certain results, you also can create a custom list for viewing, printing, or saving.

Highlighting Terms: Your search terms will continue to be highlighted in your search results and can be viewed by clicking the arrows on either side of the **Hits** button at the bottom right. If you need to highlight additional terms within your documents, you may either use the **Edit-Find (on This Page)** feature in your browser (CTRL+F) or perform a **Narrow Search**. Depending on your preferences, you can highlight only your new terms with a narrow search, or both your new and old search terms.

Pages with Terms: By selecting **Search Terms in Context** as your results view, you will see a list of your results, each showing all occurrences of your search terms which you can then print, save, or email.

Printing, Saving, and Emailing: Rather than deleting (killing) documents you don't wish to print or save, Quicklaw now allows you to simply select the documents you *do* wish to print, save, or email. You can also view only those documents you have selected.

You can print, save, and email your documents in several different views. Choose from options such as list view, search terms in context view, or full-text view. Select font types and whether or not your search terms should be bolded and/or underlined. When saving or emailing, you can select the format of your choice, including Word (DOC), HTML, or PDF (when available).

You can also print just a selection of your documents by highlighting the portions you wish to print and choosing **Selection** from your printer menu, or save a selection by cutting and pasting.

Saving Your Search Strings: When you print, save, or email documents, select **Cover Page** from the delivery options box. The cover page contains the date and time of your search, your search string, your source, and your client ID. You may also save your search before or after running it, or view a search you've done in the past 7 days from the history.

Interface

Navigation: A new tabular interface and a bread-crum trail enable easier navigation and more efficient task performance. You may hit the **Enter** key on your keyboard when you are ready to perform a search rather than using the mouse to click the **Search** or **GO** buttons.

Maximizing Work Space: The new Quicklaw has many additional features to help you get the most from your results. Some of these features are available in panels on the left and right of the screen. If you would prefer to shut these off to maximize your work space, you may do so by clicking the **X** on each panel or changing your **Preferences** by clicking the link at the top right of the screen.

Contact Us

For additional assistance, please contact your trainer, or call or email Customer Support at **1-800-387-0899** or service@lexisnexis.ca.

Welcome again to the new Quicklaw. We hope the new Quicklaw enhances your research experience.