Quicklaw® Cheat Sheet: Basic Searching

Discover how to find a document, target a specific content type, and use other basic search features on Canada's leading online legal research service.

Find a Document

The **Find a Document** section helps you quickly and cost-effectively find specific documents. Locate specific cases, Canadian journal articles, or term definitions; note up or *Shepardize®* cases; find or note up specific legislation; or find sources.

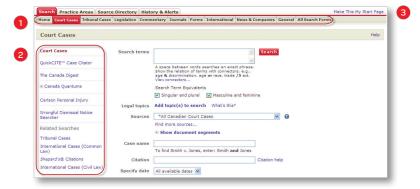


To find a document:

- Click the Home search subtab.
- Enter your search term(s) or citation number in the appropriate text box. By default, the auto-complete
 feature will make suggestions (cases by name, citations, legislation, definitions) if at least three characters are
 entered (five for case citations). Click a pop-up suggestion to view that document, or turn this feature off using
 Preferences.
- 3. Click the **Go** button or press the Enter key on your keyboard.

Content-Specific Search Forms

In contrast to the basic search form (under the **Home** and **General** subtabs), content-specific search forms allow you to search sources of a specific content type. These forms are accessible via subtabs and links, and are available according to your Quicklaw subscription.



- Search subtabs across the top of the page may include Home, Court Cases, Tribunal Cases, Legislation, Commentary, Journals, Forms, International, News & Companies, and General.
- 2. Related links in the left-hand panel provide access to additional specialized search forms and help applicable to the **Search** subtab you have chosen. **Note:** Related links are not featured under the **Home** subtab.
- 3. Click the Make This My Start Page link to make any of the search forms your Quicklaw start page. Quicklaw will then load the page you have selected when you first sign in.



Basic Search Features

Each content-specific search form (except under the **Home** subtab) contains text boxes applicable to the specific content type (such as case name, citation, legislation or article title), but all search forms begin with the **Search terms** and **Sources** sections shown below.



- Enter your search terms in the box provided. By default, Quicklaw will search for the exact phrase you enter (including plural forms of singular words). If you do not wish to search for an exact phrase, insert connectors between words.
- 2. Click the View connectors... link for more information on using connectors.
- 3. Click the Add topic(s) to search link to add preselected legal topics representing keywords on a given subject or area of law.
- 4. By default, results include both plural and singular forms of search terms, and masculine and feminine forms of French search terms. Uncheck these options to disengage them.
- 5. Select a source from the drop-down list, or
- 6. Click the Find more sources... link to select and add other sources.
- Click the Show document segments link to view additional searchable segments. Choose a segment, enter terms, and click the Add to Search button.
- 8. Click the **Search** button.

A term is the basic unit of a search and consists of one or more characters. It is separated from another term by a space. A hyphen is considered a space, so a hyphenated word is two terms.

Two or more consecutive terms are considered a phrase and interpreted as an exact phrase (e.g., **age discrimination** only finds documents containing the phrase "age discrimination").

For results containing terms located anywhere in a document, use the AND (or &) connector.

Examples:

- age AND discrimination finds documents containing both "age" and "discrimination" located anywhere
 in a document
- libel OR slander finds documents containing either "libel" or "slander" located anywhere in a document*

Terms

Phrases

Connectors



For Customer Support, please call **1-800-387-0899** or email **service@lexisnexis.ca**.

