

Quicklaw® Cheat Sheet: Finding Sources

Discover how to find, browse, select and customize sources on Canada's leading online legal research service.

What Is a Source?

A source on the LexisNexis® Quicklaw® service is a collection of related documents from the same jurisdiction, court, tribunal, report series, or newsletter.

Find a Source and Browse Sources

If you know the source you want, use the **Find a Source** box:

1. Click the **Home** search subtab and find the box at the end of the **Find a Document** section **OR** click the **Source Directory** tab from any page and find the box in the upper-right corner of the **Browse Sources** page.
2. Enter a source name (e.g., **Ontario Judgments**) or a source code used in older versions of Quicklaw (e.g., **OJ**) in the **Find a Source** box. Quicklaw will search all sources available in your subscription.

OR

Use the Source Directory to **Browse Sources**:

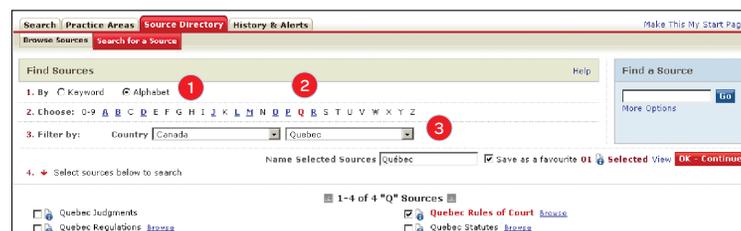
3. Select to browse **By** Publication Type, Area of Law, News & Business, or Industry.
4. Select a **Filter by** option, such as Country, Region, Topics, or Pricing (optional).
5. Click the folder icon or corresponding link to view a category's sources.



Finding Sources Alphabetically

To find sources alphabetically:

1. Under the **Search for a Source** subtab, select **Alphabet**.
2. Choose the first letter of the source name.
3. You can limit the choices by selecting a **Country** or **Region**



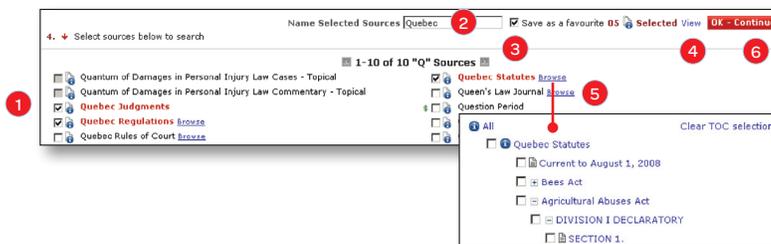
Source Indicators

The following list explains the symbols that appear next to sources and documents. The explanation of indicators also appears at the bottom of pages when browsing sources.

Key	
	Click icon or link to see the folder's sources.
	Indicates a transactional source.
	Indicates source information.
	Indicates a combined source.
	Indicates a Favorite source
	Click icon to view single source information.
	Click icon to view group source information.
	Click icon to view aggregate source information.
	Click icon to view gateway source information.
	Indicates a transactional source.

Selecting Sources

Once you have located the source(s) you want, you will need to select them in order to search for specific documents, and/or add them as favourite sources for future searches.



1. Click the checkbox beside one or more sources.
2. If selecting and combining more than one source, create a title for this combined source in the **Name Selected Sources** box.
3. Click the **Save as a favourite** checkbox if you wish to save your named source for future searches.
4. Click the **View** link to view all selections if the **Selected Sources** tray is not already shown.
5. If a source has a **Browse** link beside it, click the link to display the source's table of contents.
6. Click the **OK – Continue** button. The search form corresponding to the source(s) you have chosen will display, and you can search within the source(s).

Adding, Editing, and Deleting Sources in Search Forms

Under most **Search** subtabs, the **Select Sources** drop-down list contains preselected, recently added, and favourite sources.

Note: The **Delete**, **Edit**, and **Rename** links are greyed out when unavailable. Preselected sources cannot be deleted even if the link is not greyed out. Favourite sources may have to first be deselected as favourites to be deleted.



1. From any search form, click the **Sources** drop-down list, scroll to the top of the list, and select **>Modify This List**. The **Modify Sources** page displays the list of sources. You can then **Edit/Rename** or **Delete** sources.
2. Click the **More Sources** link to add new favourite sources to the list.
3. Select a source category to view by clicking its folder icon. See steps 1–5 in the **Selecting Sources** section above to add sources from source category folders.
4. Click the **Delete** link and then the **OK** button to delete a source.
5. Click the **Edit/Rename** link to edit the source(s) and/or source name.
6. Review the modified list of sources and click the **Done** button to return to the search form.



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

