

Tip Sheet | Building efficiency when working from home

Current as of Monday, March 30, 2020

Many of us are now working from home in order to comply with new rules regarding distancing from others and this Tip Sheet is meant to offer solutions to common problems.

LexisNexis has provided the following free resources for the COVID-19 pandemic:

[Practical Guidance from Practice Advisor](#)

[The latest news from the Lawyer's Daily](#)

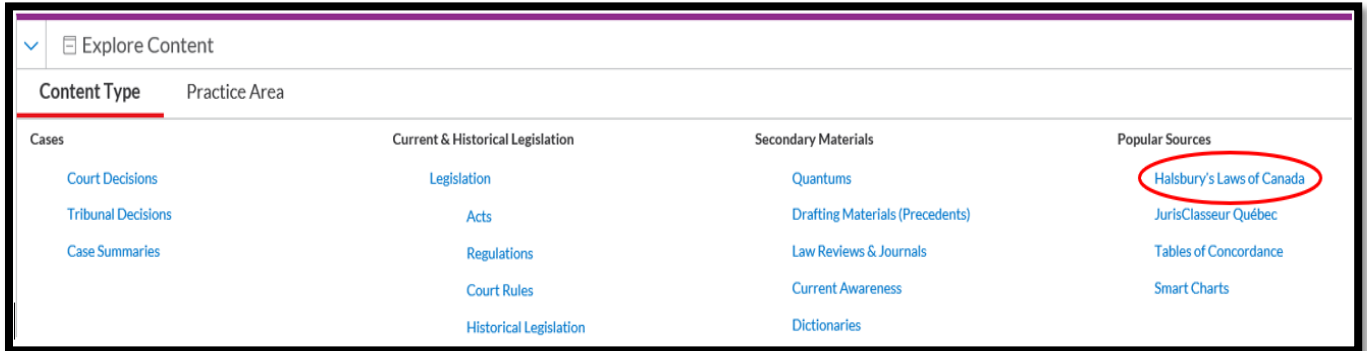
[International News from Law360](#)

Problem 1: You can't access the library

You can access many of the publications that are in the library directly from Lexis Advance® Quicklaw®. If you know the title or the author of the publication, simply type that information into the Red Bar and select the **Table of Contents** link to go to the publication:

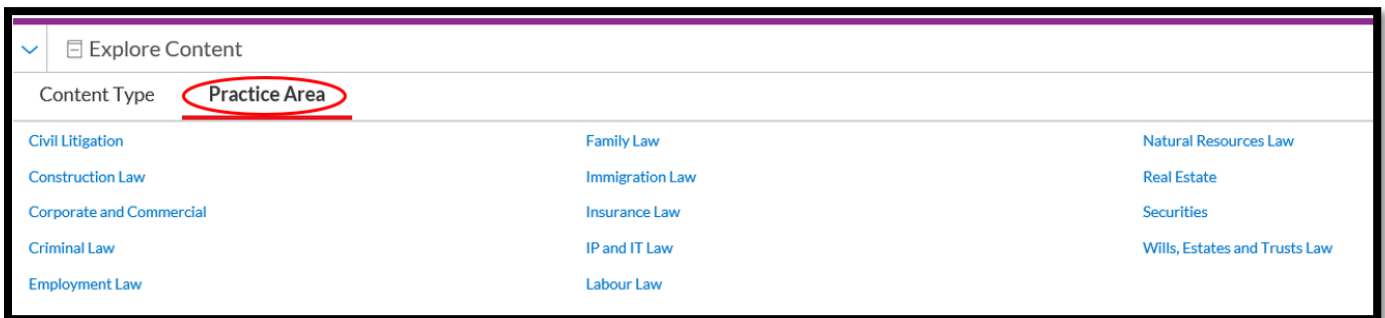
 CA	sopinka law of evidence	
Add Source as Filter	Sopinka, Lederman & Bryant: The Law of Evidence in Canada, 5th Ed. (Bryant, Lederman, Fuerst)	Table of Contents Get documents

Alternatively, you can use the **Explore Content** pod to access *Halsbury's Laws of Canada*. Click on the link to see all the volumes that are available:



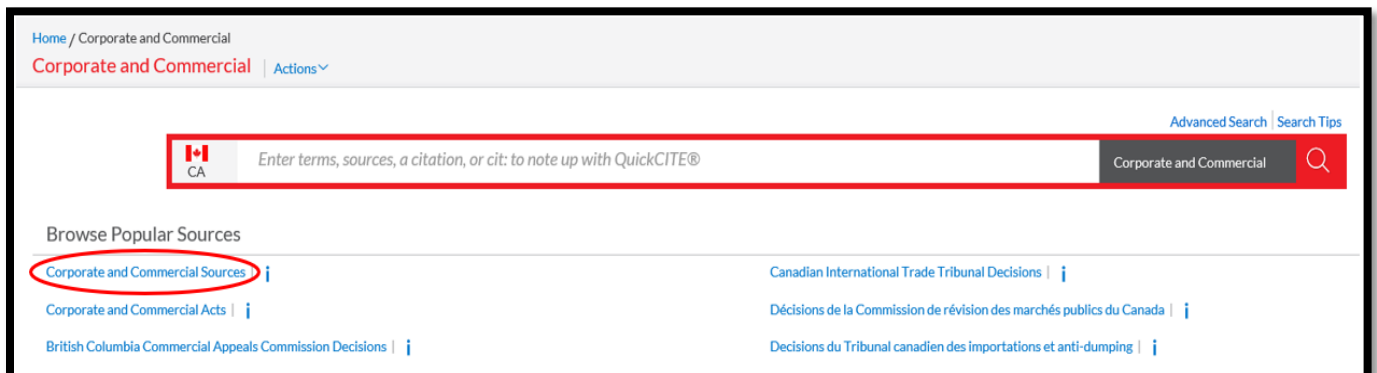
Content Type	Practice Area		
Cases	Current & Historical Legislation	Secondary Materials	Popular Sources
Court Decisions	Legislation	Quantums	Halsbury's Laws of Canada
Tribunal Decisions	Acts	Drafting Materials (Precedents)	JurisClasseur Québec
Case Summaries	Regulations	Law Reviews & Journals	Tables of Concordance
	Court Rules	Current Awareness	Smart Charts
	Historical Legislation	Dictionaries	

To find commentaries, current awareness, textbooks and drafting materials organized by practice area, click on the **Practice Area** tab on Explore Content:



Content Type	Practice Area		
Civil Litigation	Family Law	Natural Resources Law	
Construction Law	Immigration Law	Real Estate	
Corporate and Commercial	Insurance Law	Securities	
Criminal Law	IP and IT Law	Wills, Estates and Trusts Law	
Employment Law	Labour Law		

Once you've chosen your practice area, click on the first link under **Browse** to see a complete listing of resources available:



Home / Corporate and Commercial
Corporate and Commercial | Actions

Advanced Search | Search Tips

CA Enter terms, sources, a citation, or cit: to note up with QuickCITE® Corporate and Commercial

Browse Popular Sources

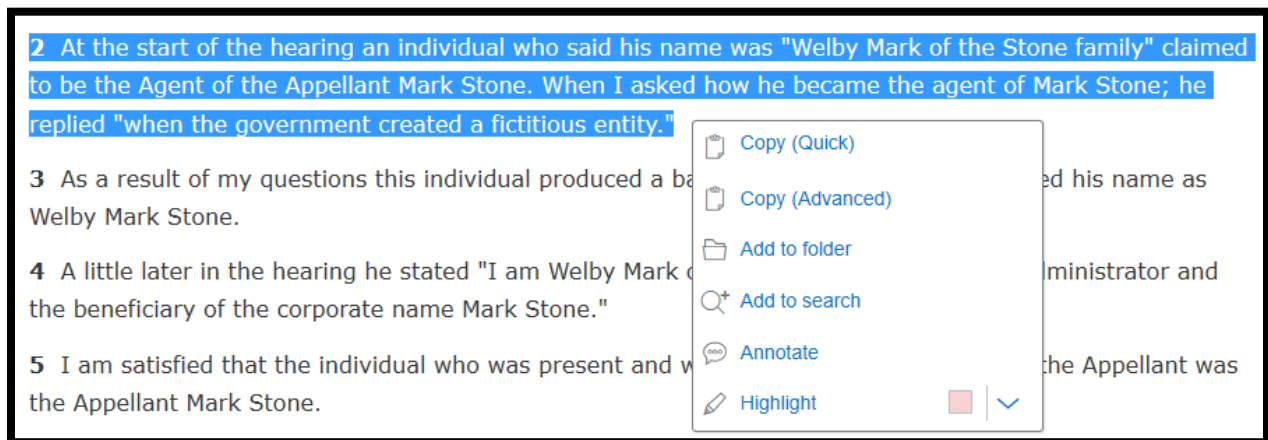
- [Corporate and Commercial Sources](#)
- [Corporate and Commercial Acts](#)
- [British Columbia Commercial Appeals Commission Decisions](#)
- [Canadian International Trade Tribunal Decisions](#)
- [Décisions de la Commission de révision des marchés publics du Canada](#)
- [Decisions du Tribunal canadien des importations et anti-dumping](#)

For your convenience, here are some links to some key titles. This, of course, is just a small selection of what is available and is dependent on your subscription:

Canada Corporations Law Reporter	Canadian Commercial Law Guide	Employment Law in Canada
Canadian Labour Law Reporter	Administrative Law in Canada	Canadian Contract Law
Ontario Court Forms	BC Court Forms	Sentencing
Securities Law Reporter	Real Estate Practice in Ontario	Family Law Guide

Problem 2: You want to print a case so that you can write some notes and highlight sections, but you forgot to buy enough paper and now you must ration

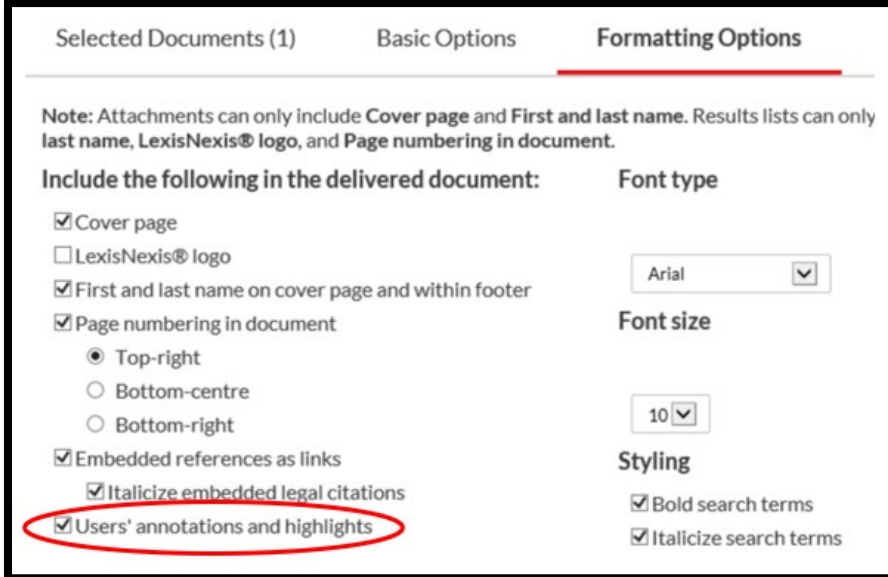
With Lexis Advance® Quicklaw®, it is not necessary to print a case in order to highlight sections or make notes. Simply navigate to the document that you want to highlight or annotate. First you must select some text with your mouse. Once you let go of the mouse, this dialogue will appear:



It is then just a matter of choosing **Annotate** or **Highlight**. Note that you can choose different colours for the highlight.

When you highlight or annotate a document, you must save the document to a folder in order to retain those annotations. When you want to retrieve the annotated document, you will go to the folder where you saved it.

Once you have managed to get enough paper, you can print the document with your annotations. Make sure this box is checked in the Print Dialog Formatting Options:



Selected Documents (1) Basic Options **Formatting Options**

Note: Attachments can only include Cover page and First and last name. Results lists can only last name, LexisNexis® logo, and Page numbering in document.

Include the following in the delivered document:

- Cover page
- LexisNexis® logo
- First and last name on cover page and within footer
- Page numbering in document
 - Top-right
 - Bottom-centre
 - Bottom-right
- Embedded references as links
- Italicize embedded legal citations
- Users' annotations and highlights

Font type: Arial

Font size: 10

Styling:

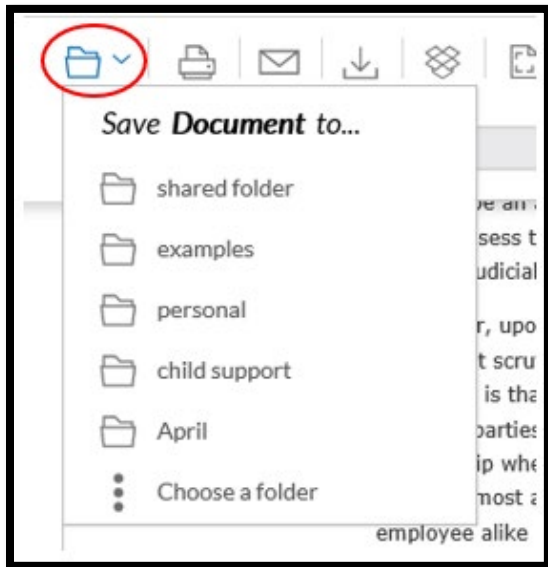
- Bold search terms
- Italicize search terms

Problem 3: You forgot to bring home a bunch of documents that you printed at the office

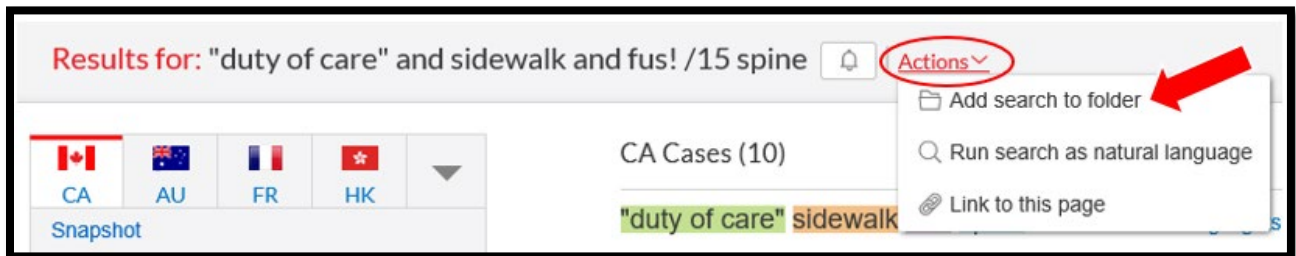
Many people print documents as they review them, but this can become problematic if you are having to work in different locations. The solution is to use the Folders function so that you can access your documents on any computer that can log on to Lexis Advance® Quicklaw®.

You can save nearly anything to a folder. Of course, you can save documents, but you can also save a search and you can also save a list of your search results.

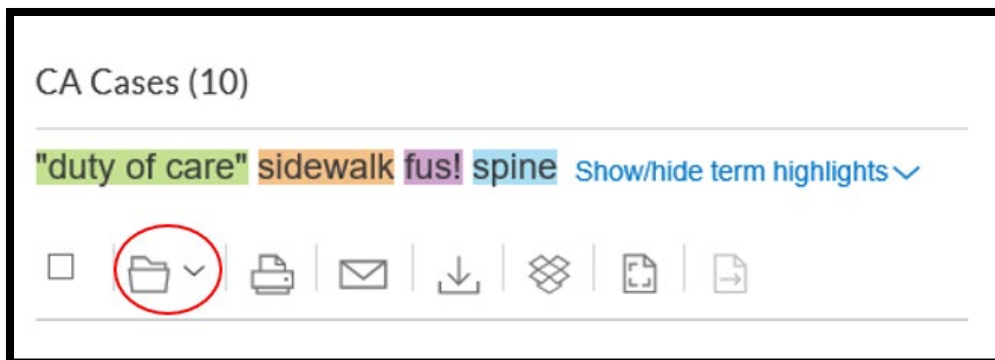
When you are in a document, click on the **Folder** icon and then choose an existing folder or click on "choose a folder" in order to create a new folder.



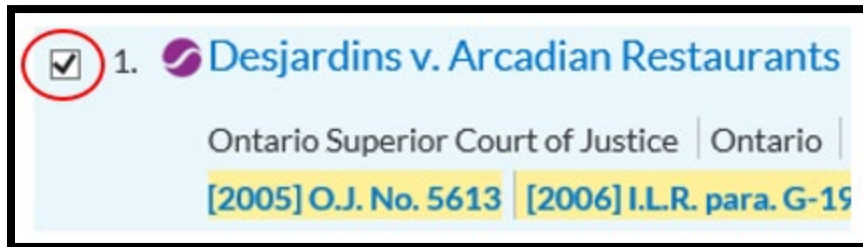
If you are viewing your search results, you can do three things. You can just save the search (that is, the search string that you used for the search results) to a folder by clicking here:



Alternatively, you can save a PDF of your list of results to a folder. To do this, click on the Folder icon at the top of the Search Results. It's important you do not have any documents selected:

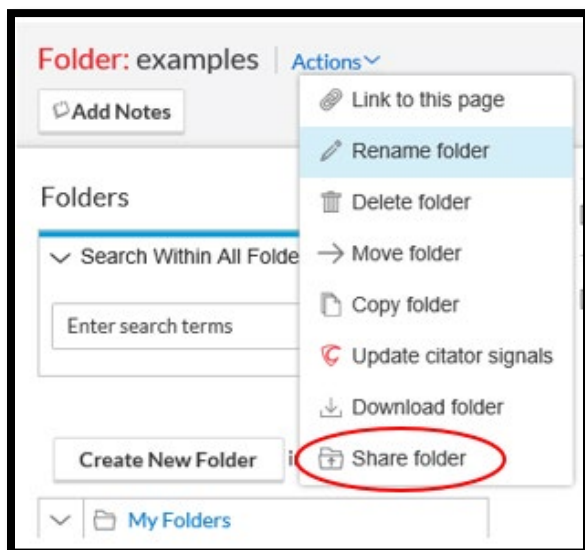


If, however, you want to save the full text of the cases in your search results, first select them and then click on the Folder icon:



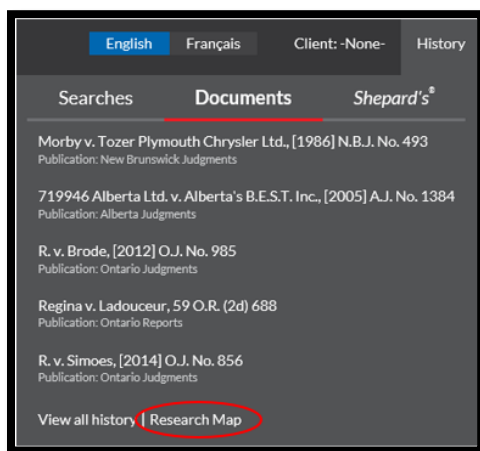
Problem 4: You and a colleague are working on a case together and you are going back and forth on email attaching documents and it is getting confusing

The solution here is once again to use Folders because they can be shared with any other user on your account. To share a folder, first click on the **More** button located at the top right of the Home screen and then choose **Folders**. Then select a folder and then the Actions link:



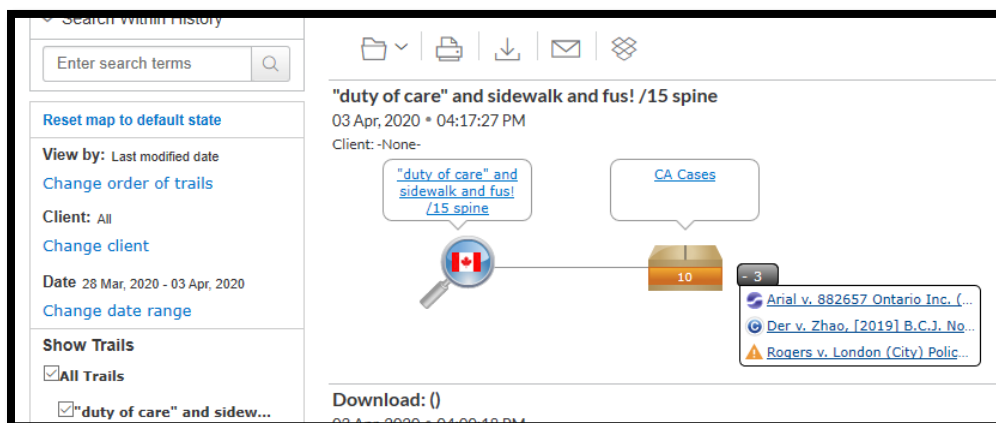
Problem 5: Your 7-year old thought it would be funny to turn your computer off while you were in the middle of a big research project

Not a problem. Lexis Advance® Quicklaw® keeps a record of everything you do. Click on **History** and then on **Research Map**.



The **Research Map** records everything you've done and allows you to see how much progress you have made. By clicking on one of the links you can rerun a search.

It is also a way for you to share what you have done with a colleague or your boss. Note that you can select the trails you want to share and then either email, download or save to a shared folder.



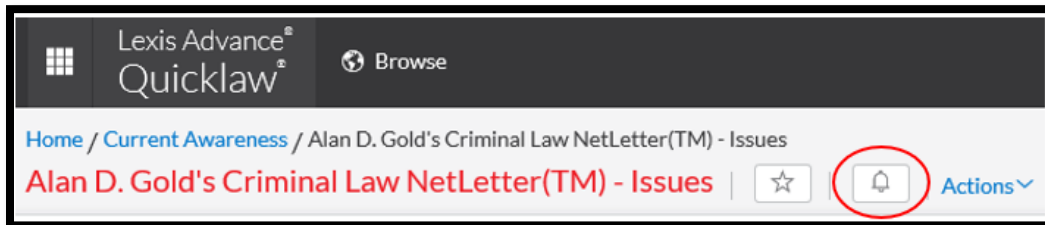
Problem 6: You need to stay up to date on developments in the profession and your practice area

Being at home may mean you are less connected to the network of colleagues that help you stay current. Lexis Advance Quicklaw has a number of resources that can help.

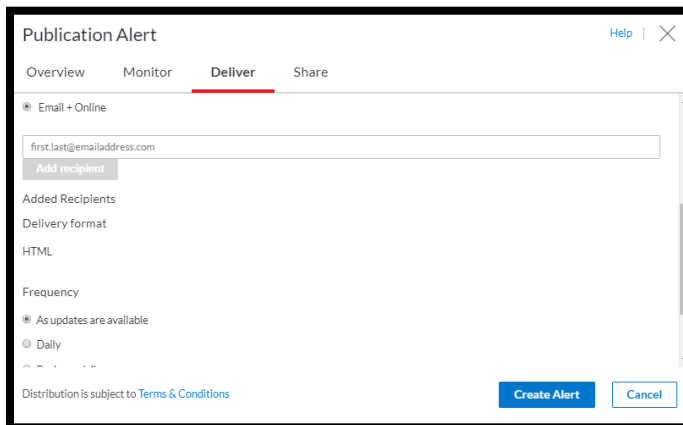
Alerts and Netletters

Netletters are published on a bi-weekly or monthly schedule and provide the latest case law and developments for a wide range of practice areas and topics. Under **Explore Content**, click on the link for **Current Awareness** to see a full listing.

You can also set up an alert to be told when a new issue of a Netletter is available. To set an alert look for the Bell icon. For a Netletter, go to the table of contents for the issues:



Once you've clicked on the Bell, you'll get the dialogue box for the alert. Click on the **Deliver** tab, and make sure to add your email address and set the Frequency appropriately. As updates are available is appropriate for a netletter.

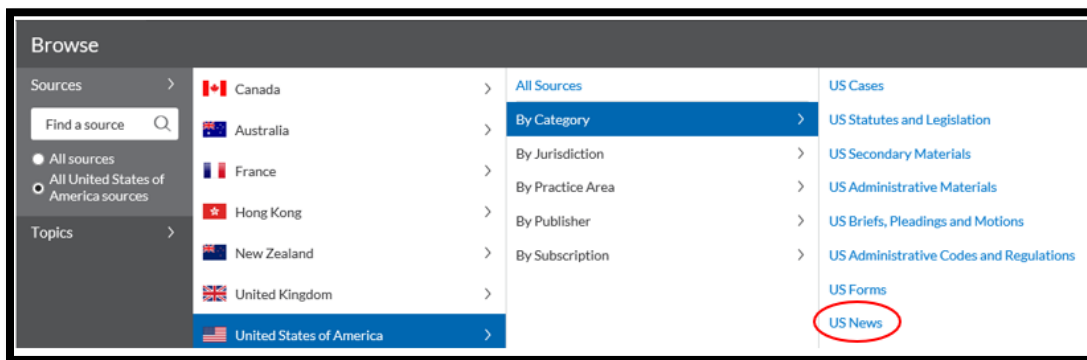


You can also set an alert on a *QuickCite* record or a search. For those types of alerts, you may want to choose a daily or a weekly alert so that you are not inundated with emails.

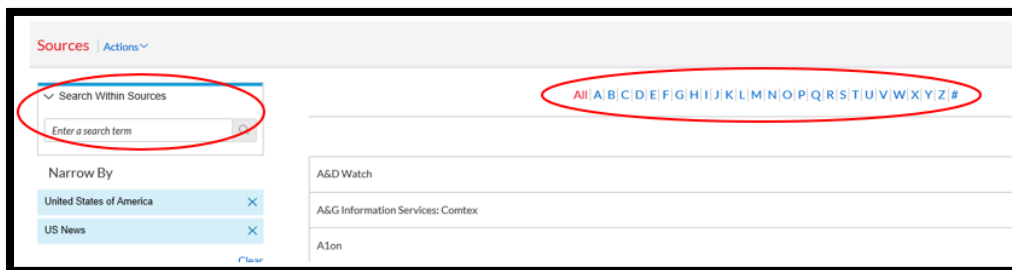
The Lawyer’s Daily and Newspapers

The Lawyer’s Daily pod provides access to the latest articles. Note that articles published today are free for everyone to access, but older articles require a separate subscription.

Lexis Advance® Quicklaw® also provides access to over 11,000 newspapers from around the world. You can access this collection from the **Browse** button. Our US team manages this library so you must choose the American flag:



While it says US News, this collection also includes Canadian and international newspapers. To find them, you can use the alphabet or use the search box on the left:



Click on the drop-down arrow and then the link to **Get Documents** to see the latest articles from that publication:



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- Visit our website, www.lexisnexis.ca to access videos and other support materials. You can find these under the Support and Training tab
- We offer regularly scheduled public webinars. Sign up for one of them here: <https://secureapps.lexisnexis.ca/training/sessions>
- We are also happy to provide a customized session for you and your organization. Just email us here training@lexisnexis.ca

Stay Safe.
