

# Law and Business Library on Quicklaw

## Creating a Legislation Source

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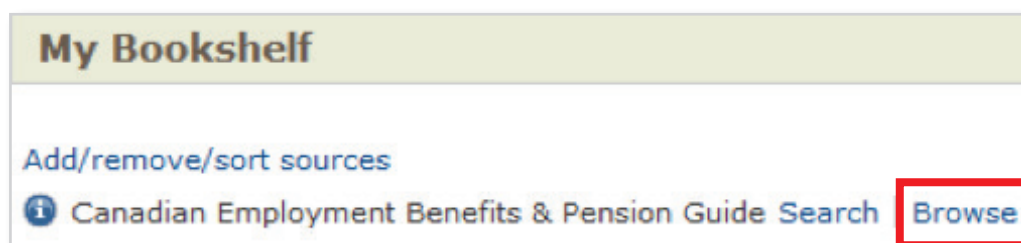
The core legislation in key Law and Business titles may contain a number of editorial enhancements, including:

- Related Matter
- Pending Amendments
- History Notes
- Other Jurisdiction Links
- Former Law Links

The **Legislation Tab** in Quicklaw now allows you to quickly access a specific section of a core act in a Law and Business title.

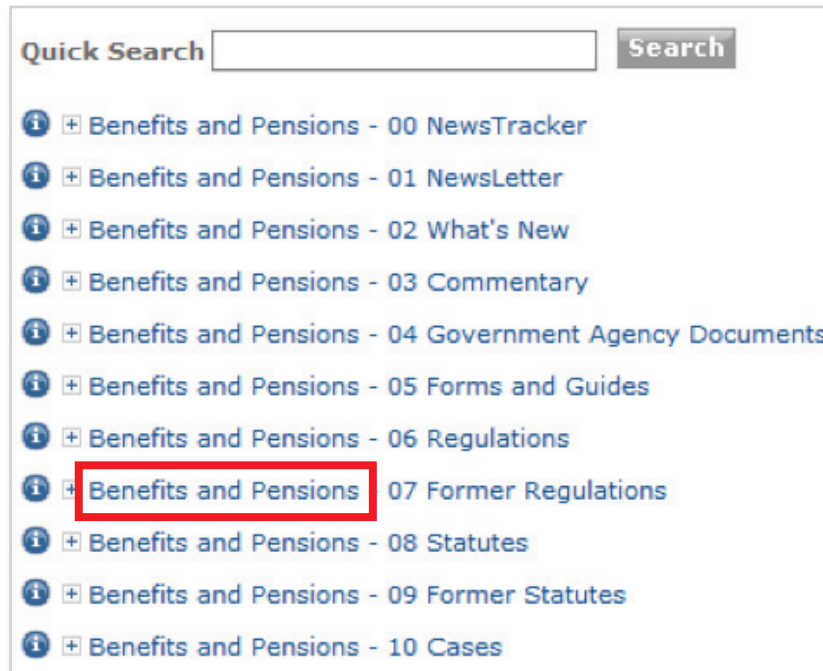
Follow these simple steps to create a searchable legislation source for your new Law and Business titles on Quicklaw:

1. First, select the **Browse** option next to your Quicklaw title.



2. On the next screen, take note of the title of the Statutes or Regulations source that you would like to make searchable (e.g., Benefits and Pensions).

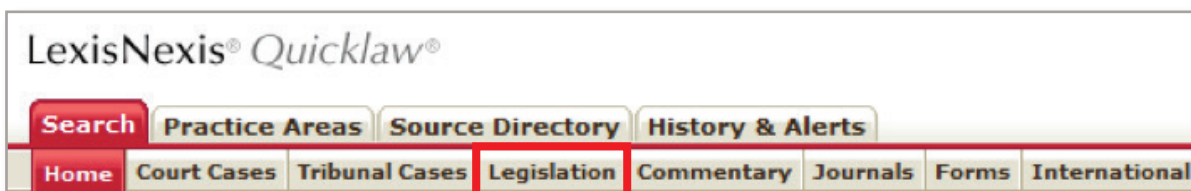
*Note: you will need to know the title in order to find the source later.*



3. Click on the Quicklaw logo to return to the **Quicklaw Home Page**.



4. Select the **Legislation** tab.



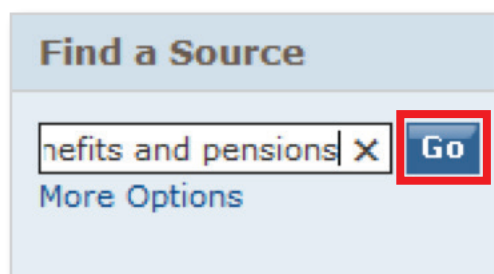
5. Then, click on the **Find more sources...** link located under the Sources drop-down menu.



The screenshot shows a search interface with the following elements:

- Search terms:** A text input field with a red **Search** button to its right.
- Search tips:** A paragraph explaining search syntax: "A space between words searches an exact phrase. Show the relation of terms with connectors, e.g., age & discrimination, age or race, trade /5 act. View connectors..."
- Search Term Equivalents:** Two checked checkboxes:  Singular and plural, and  Masculine and feminine.
- Legal topics:** A section with a link "Add topic(s) to search" and "What's this?".
- Sources:** A dropdown menu currently showing "\*All Canadian Statutes and Regulations". Below the dropdown, the link "Find more sources..." is highlighted with a red box. Below that is a link "+ Show document segments".
- Jurisdiction:** A dropdown menu currently showing "All Jurisdictions".

6. In the **Find a Source** box at the top right hand side of the screen, type the name of the Statute or Regulation title and click **Go**.

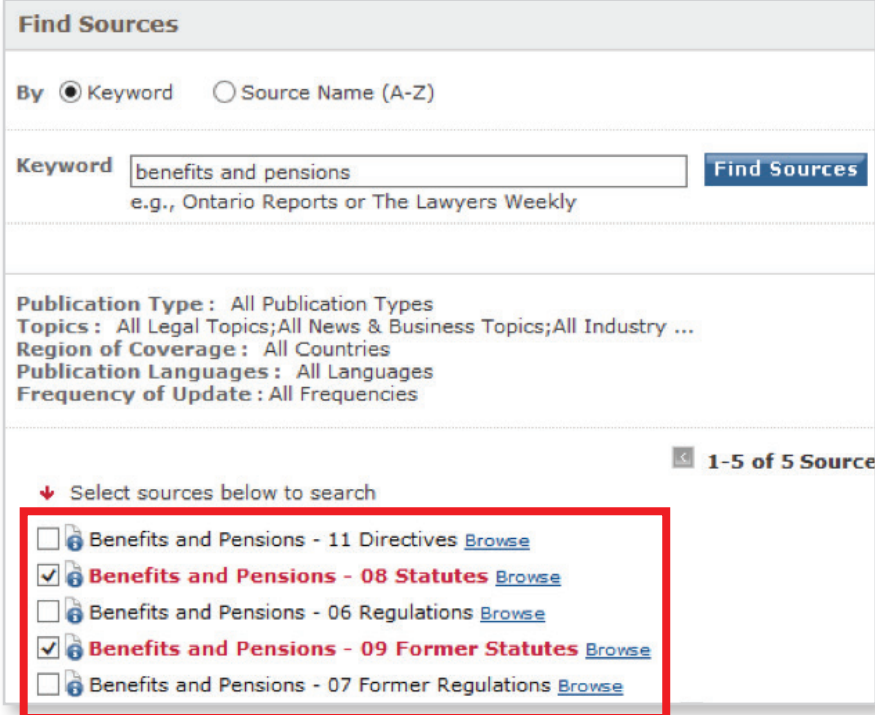


The screenshot shows a "Find a Source" box with the following elements:

- Find a Source:** The title of the box.
- Search field:** A text input field containing "Benefits and pensions" with a clear button (X) to its right.
- Go button:** A blue button with the text "Go" is highlighted with a red box.
- More Options:** A link below the search field.

7. Select the desired source(s) by ticking the checkboxes next to the relevant listing(s).

*Note: selecting more than one source will enable you to create a combined legislation source, as below.*



**Find Sources**

By  Keyword  Source Name (A-Z)

Keyword    
 e.g., Ontario Reports or The Lawyers Weekly

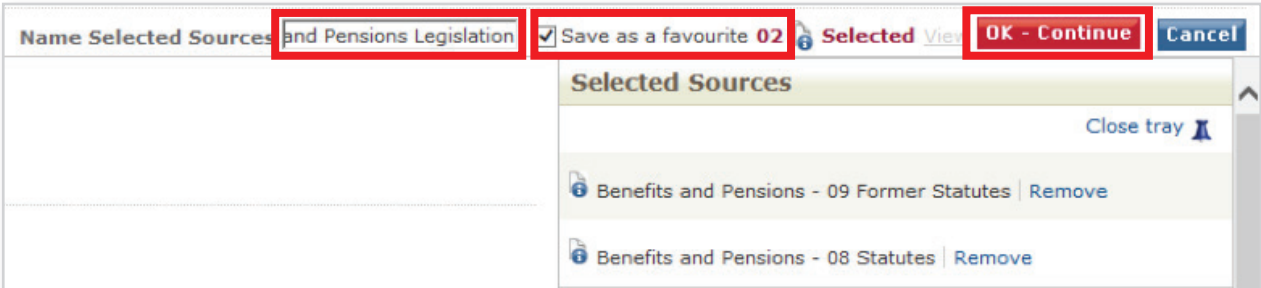
Publication Type : All Publication Types  
 Topics : All Legal Topics;All News & Business Topics;All Industry ...  
 Region of Coverage : All Countries  
 Publication Languages : All Languages  
 Frequency of Update : All Frequencies

1-5 of 5 Source

↓ Select sources below to search

- Benefits and Pensions - 11 Directives [Browse](#)
- Benefits and Pensions - 08 Statutes** [Browse](#)
- Benefits and Pensions - 06 Regulations [Browse](#)
- Benefits and Pensions - 09 Former Statutes** [Browse](#)
- Benefits and Pensions - 07 Former Regulations [Browse](#)

8. Next, assign a name to your source by entering it in the **Name Selected Sources** box, check the **Save as a favourite** box, and click **OK – Continue**.



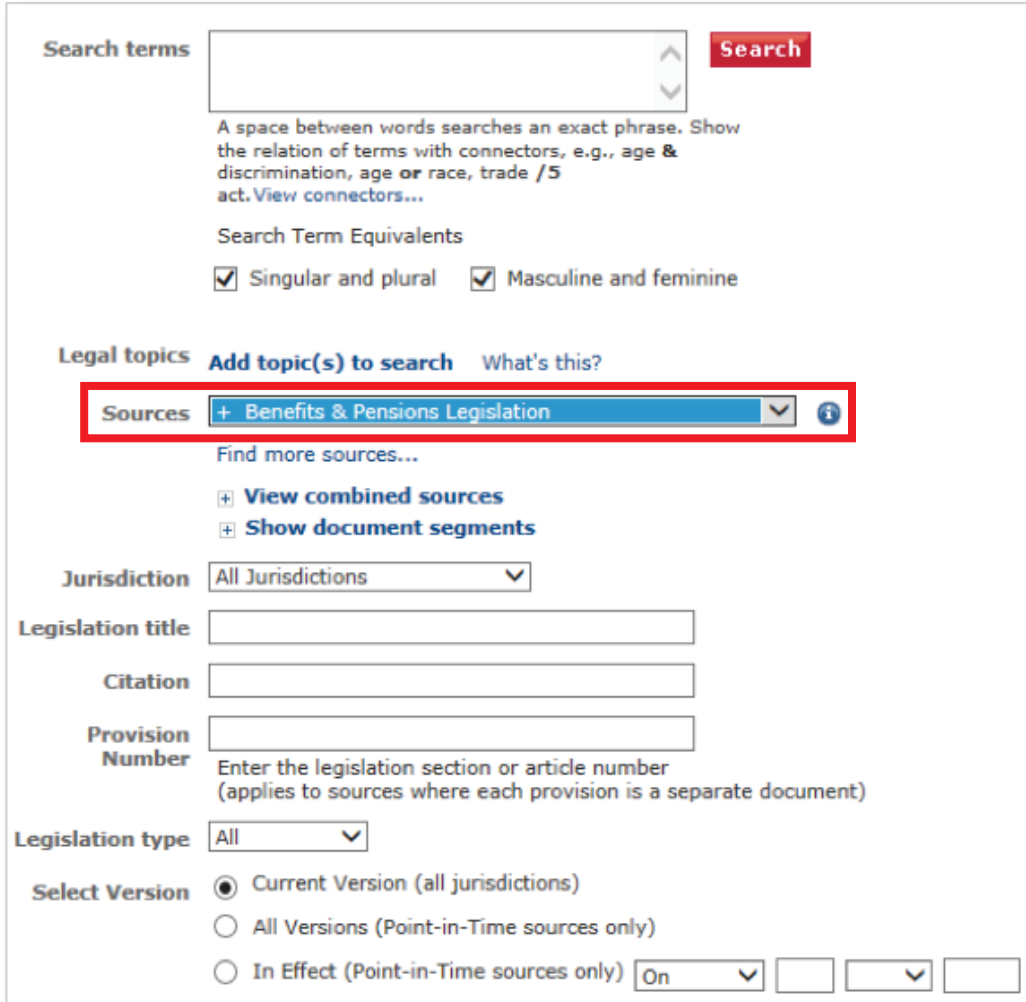
Name Selected Sources   Save as a favourite 02

**Selected Sources**

Close tray

- Benefits and Pensions - 09 Former Statutes
- Benefits and Pensions - 08 Statutes

9. Your source will now appear in the **Sources** dropdown menu, as below. Now you will be able to search your Law and Business source legislation directly from the **Legislation** Search form.



**Search terms**  **Search**

A space between words searches an exact phrase. Show the relation of terms with connectors, e.g., age & discrimination, age or race, trade /5 act. [View connectors...](#)

Search Term Equivalents

Singular and plural  Masculine and feminine

**Legal topics** [Add topic\(s\) to search](#) [What's this?](#)

**Sources** [+ Benefits & Pensions Legislation](#)

[Find more sources...](#)

[View combined sources](#)

[Show document segments](#)

**Jurisdiction**

**Legislation title**

**Citation**

**Provision Number**

Enter the legislation section or article number (applies to sources where each provision is a separate document)

**Legislation type**

**Select Version**

Current Version (all jurisdictions)

All Versions (Point-in-Time sources only)

In Effect (Point-in-Time sources only)