

Quicklaw® Quick Reference Guide

Your basic guide to accessing information on
Canada's leading online legal research service.

Signing In

In your Internet browser, go to www.lexisnexis.ca, and choose **Quicklaw®** from the **Product Sign-In** drop-down list at the top right. Enter your user **ID** and **Password**, and then click the **Sign In** button. You will need to customize your password the first time you sign in. You may then choose to save this information on your computer.

Client ID

The Client ID you use will appear on usage reports to track usage and pass on costs to clients. Choose or create a Client ID when you sign in, or by clicking the **Client:** link at the top of any screen.

Find a Document

If you know the specific document you want, using the **Find a Document** section is the fastest and most cost-effective method to locate cases, legislation, Canadian journal articles, and definitions; to note up cases and legislation; to *Shepardize®* U.S. cases; or to find a source. After clicking the **Search** tab followed by the **Home** subtab:

1. Enter corresponding search terms or citations in the appropriate box. If you enter terms in **Find a case by name**, **Find by citation**, **Find legislation** or **Find a definition**, an autocomplete feature will appear with suggestions. To turn off this feature, click the **Preferences** link in the header bar followed by the **Search and Results** tab and uncheck the first preference.
2. Click the **Go** button next to the box with your terms, or press the **Enter** key on your keyboard.

Basic Search

Located below **Find a Document**, the **Basic Search** form is useful for searching across multiple content types or unfamiliar areas of law, or for general queries.

- A. Select either the default **Terms and Connectors** or the **Natural Language** search option.
- B. Enter search terms. For the **Terms and Connectors** option, two or more words will be searched as an exact phrase. Use connectors (see next page) to separate, include, or exclude terms. For the **Natural Language** option, exact phrases must be in quotation marks. Search terms can include sentences or questions.
- C. Click the **Add topic(s) to search** link to add legal topics. See p. 4 for more information.
- D. For the **Natural Language** option, you may optionally add any terms that **must** be found in all results.
- E. Select the **Specific Source** option and select a source from the drop-down list **OR** check one of the broad categories below such as **Cases**, **Legislation**, or **Halsbury's Laws of Canada** to search sources of a particular type.
- F. Click the **Search** button.

The screenshot displays the Quicklaw search interface. At the top is the "Find a Document" section, which includes several search boxes: "Find a case by name", "Find by citation", "Note up with QuickCITE", "Find legislation", "Find a Canadian journal article", "Find a definition", "Shepardize® a US Case", and "Find a source". The "Find a definition" box contains the text "cohabit" and has a dropdown menu open showing suggestions: "COHABITATING PARTNER", "COHABITATION", and "COHABITATION AGREEMENT". A "Go" button is next to each search box. Below this is the "Basic Search" section, which includes a "Search terms" field with a "Search" button. There are radio buttons for "Terms and Connectors" and "Natural Language". Below the search terms field is a note: "Enter a question, a sentence, or a few descriptive terms: Use quotation marks for an exact phrase. Do not use wildcard characters such as ! or *." Below this is a field for "Specify terms that must be found in retrieved documents (Optional)". There is a "Legal topics" section with a link "Add topic(s) to search" and "What's this?". Below that is a "Sources" section with radio buttons for "Source Categories" and "Specific Source". Under "Source Categories", there are checkboxes for "Cases", "Legislation", and "Halsbury's Laws of Canada".

Connectors

By default, Quicklaw searches two or more words as an exact phrase. As a result, it is not necessary to use quotation marks unless you are using the **Natural Language** option or you want to bypass certain connectors (e.g., “**search and seizure**” will disengage the **AND** connector). Use connectors to establish logical relationships between words and focus your search. 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 operates first. You cannot use the **/P** and **/S** connectors with a proximity connector **/N**. Connectors operate in the following order of priority:

or	lawyer or counsel – Finds documents in which either lawyer or counsel or both appear. Useful for synonyms, antonyms, alternative spellings, or abbreviations.
/N	drug /5 abuse – Finds documents in which drug and abuse appear within five words of each other (N=any number from 1 to 255)*. Useful for closely related word searches.
+N	summary +3 judgment – Finds documents in which summary precedes judgment by three or fewer words. Useful where word order would markedly alter the phrase’s meaning.
NOT /N	trust NOT /2 charitable – Finds documents in which the word trust occurs but the word charitable is not within two words of it.
/S	sanction /S frivolous – Finds documents in which the words sanction and frivolous appear in the same sentence**. Useful for finding close but not precise proximities.
NOT /S	market NOT /S share – Finds documents in which the words market and share appear, but not within the same sentence. Will exclude close proximity terms only***.
/P	age /P discrimination – Finds documents in which the words age and discrimination appear in the same paragraph. Useful for less close proximities of related words.
NOT /P	cable NOT /P television – Finds documents where both words cable and television appear, but not within the same paragraph. Less exclusionary in proximity.***
AND (&)	land AND trust – Finds documents in which the words land and trust both appear at some point in the document. Useful for broad searching, with any word proximity.
AND NOT	british AND NOT british columbia – Finds documents in which the word british occurs, but british columbia does not. This will exclude documents that mention British Columbia , so proximity connector /N may be more useful.

Note: Connectors are not case sensitive, but it is recommended to use the lowercase “or” to avoid it being searched as a source abbreviation for sources like *Ontario Reports*.

*The connector **/N** only searches within the same segment. If you want to search within both the case name or summary and the body of the decision, use the **AND** connector.

The connector **/S searches within one sentence ending with a period. Quicklaw cannot distinguish between a true period and the period following the *v* in case names such as *Hall v. Hebert*. To search for case names, use the **/N** connector (e.g., **Hall /3 Hebert**).

***The **NOT /S** and **NOT /P** commands will locate documents that exclude those terms in at least one instance. The terms may still appear in the same sentence or paragraph elsewhere in the document.

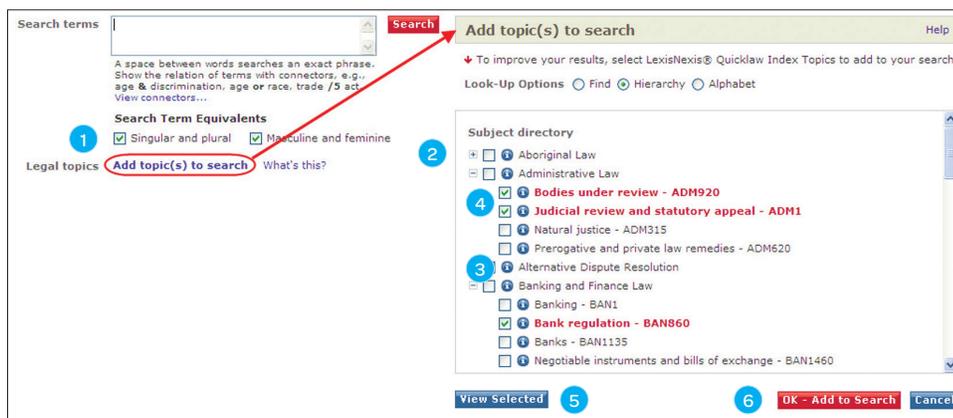
Truncation and Wildcards

!	acqui!	Finds variations on the term acquire (acquiring , acquisition , etc.)
	M!Isaac	Finds both Mclsaac and Maclsaac
*	Sp**gel	Finds both Speigel and Spiegel

Add Topic(s) to Search

All Canadian case (court and tribunal), commentary and legislation documents are indexed using a classification system of more than 3,000 legal topics, which are organized under 50 areas of law.

From most search forms, you can add a topic or topics to your search to restrict your results to a topical subset of documents, such as a certain area of law like labour or criminal law. Since each legal topic represents a large number of keywords, adding no more than 10 topics to a single search is recommended to avoid exceeding the search-term limit.



1. Click the **Add Topic(s) to Search** link underneath the **Search Terms** box on the search form. The **Add Topic(s) to Search** window opens sorted by **Hierarchy**. Alternatively, you can search for topics using the **Find** option, or view all topics alphabetically with the **Alphabet** option.
2. Click **+** to expand or **-** to contract listed topics to browse the contents hierarchy.
3. Click the **i** icon to find an explanation of what types of topics will be searched, and then click the **Go Back** button to return to the **Add Topic(s) to Search** window.
4. Click the checkbox next to a topic to select it.
5. Click the **View Selected** button at any time to review a list of selected topics. If there are multiple topics, click the connector link before each topic to cycle between connectors (**AND**, **OR**, **AND NOT**), or click **X** to remove a topic from the list.
6. Click **OK – Add to Search** in either the **Hierarchy** list or the **Selected Index Topics** list to return to the search form. The topics you have selected are added to your search. You may also toggle between **AND**, **OR**, and **AND NOT** at this stage by clicking the connector link.

Content-Specific Search Forms

Content-specific search forms are intended for searching sources of a specific content type. These tailored search forms offer simplified searching within document segments most commonly associated with their content. Quicklaw offers several content-specific search forms, which are grouped in two ways:

1. **Search** subtabs appear across the top navigation and include **Court Cases**, **Tribunal Cases**, **Legislation**, **Commentary**, **Journals**, **Forms**, **News & Companies**, **General** and **All Search Forms** (under this subtab, view and access all your available search forms, which are listed alphabetically).
2. **Related content** links appear on the left-side navigation and provide access to alternative methods for searching content related to the **Search** subtab you have chosen.

Note: Not all forms are available with all subscriptions.



Date Searching

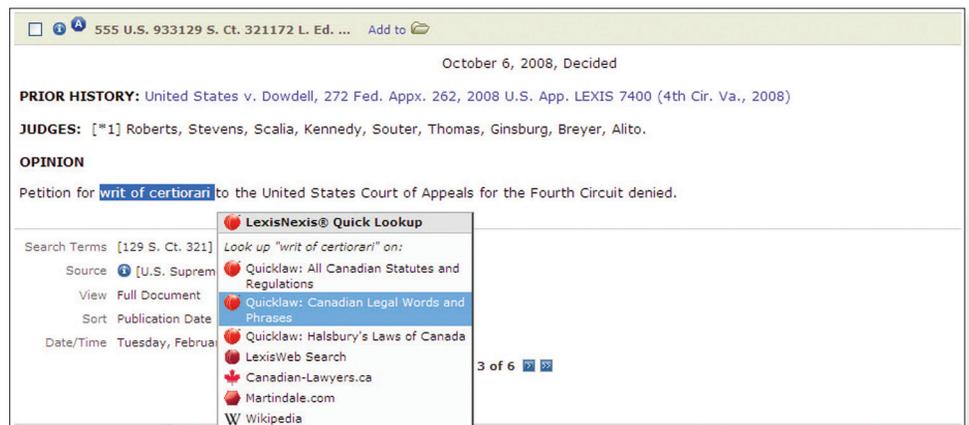
Several search forms allow you to limit your search by date or select a predefined time frame. Select date parameters from the **Specify Date** drop-down list and enter your date restrictions. For entering specific date ranges, only the year field is mandatory.

Specify date Date is between... 1 Mar 1998 and 30 Jun 1999

Quick Lookup

While viewing a Quicklaw document, highlight any text by selecting it with your cursor and use the Quick Lookup feature to perform a cross-reference search of this text in a source selected from a pop-up list. The search opens in a new window, and you can choose from the following list of internal and external sources: All Canadian Statutes and Regulations (Quicklaw), Canadian Legal Words and Phrases (Quicklaw), *Halsbury's Laws of Canada* (Quicklaw), Lexis® Web Search, Canadian-Lawyers.ca – Powered by Lawyers.com®, *martindale.com*® and Wikipedia®.

To disable this feature, click the **Preferences** link followed by the **Search and Results** tab and uncheck the **Display the Quick Lookup pop-up feature** box under **Document Display**.



Search Results

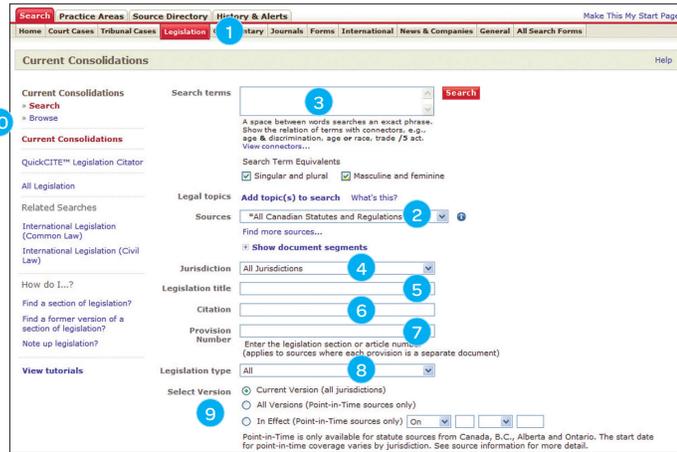
The results page displays your search results and includes features that allow you to select viewing options and sort, filter, or narrow your search.



1. **View** – View your results in different levels of detail (e.g., **List**, **List with Keywords**, and **Search Terms in Context**).
2. **Sort** – Change the order in which your results are displayed. (e.g., by **Jurisdiction**, **Court**, **Date**, **Citation Frequency**, or **Relevance**).
3. **Result Groups** – Filter displayed results (e.g., view results by **Source**, **Source Type**, **Topic**, **Court**, or **Jurisdiction**).
4. **View Multiple Groups** – Display a list of all groups that contain search result documents, so that you may eliminate non-relevant groups such as courts, topics, jurisdictions, or sources.
5. **Narrow Search** – Search within existing results for a word, phrase, or new search string.
6. **Next Steps** – Modify your search, create a new search, save your search, or create an alert.

Legislation

You can find legislation by entering the act name in the **Find legislation** box under the **Home** subtab, or by searching or browsing from the **Legislation** search form as follows:



1. Click the **Legislation** subtab.
2. From the **Sources** drop-down list, select **All Canadian Statutes and Regulations** (default) or specific provincial or federal statutes, regulations, or rules of court.
3. Enter keywords from the statute or regulation name in the **Search terms** box.
4. From the **Jurisdiction** drop-down list, select **All Jurisdictions**, **Federal**, or a specific province.
5. Enter the specific **Legislation title**.
6. Enter the **Citation** of the legislation.
7. Enter the section or article number in the **Provision Number** box.
8. From the **Legislation type** drop-down list, select **All**, **Acts**, or **Regulations**.
9. **Select Version** from **Current Version (all jurisdictions)**, **All Versions (Point-in-Time sources only)**, or **In Effect (Point-in-Time sources only)** to find the version in force at a specific time.

10. Click the **Browse** link to browse the contents of the source selected in step 2.
11. Click the **i** icon to view information about the source.
12. Click the **+** icon to expand the publication tree or the **-** icon to collapse it.
13. Click the checkbox to select (or “tag”) documents or sections of the legislation.
14. Click a specific section to view that section.
15. Enter terms in the **Quick Search** box and click the **Search** button. Leave the **Search on selected items only** checkbox checked to search within tagged items only or uncheck it to search all contents.



Viewing Entire Acts

To view an entire statute or regulation, you first have to view a section of that act:



1. Find and select any section of an act (e.g., **National Capital Act**, section 11).
2. From the **View** list, select **Show Document Options**.
3. From the **View More** list, click the name of the act (e.g., **National Capital Act**). The screen will refresh and display the full act. This may take several minutes depending on the size of the act.

Finding Sources

If you know the source you want to search, the quickest way to locate it is by using the **Find a Source** search box in the **Find a Document** section under the **Home** subtab. The **Source Directory** will then display.

Use the Source Directory to locate any of the sources available in your Quicklaw subscription. To access the Source Directory, click the **Source Directory** tab from any page.



1. Click the **Source Directory** tab.
2. In the **Find a Source** quick-search box, enter keywords from the source name or the former database code or source ID used in previous versions of Quicklaw (e.g., to find the Ontario Judgments source, you can type **Ontario Judgments** or simply **OJ**).
3. Click the **Go** button, *or*
4. **Browse Sources** by selecting radio button options such as Publication Type, Area of Law, News & Business, and Industry. You can then filter sources by Country (and Region) and Topics.
5. To view all sources sorted alphabetically, or to perform a more detailed search, click the **Search for a Source** subtab.

When you find the source you want, click the checkbox next to it and then the **OK – Continue** button to add the source to its corresponding search form's **Sources** drop-down list.

The Canada Digest

The Canada Digest is a collection of over one million relevant and leading English- and French-language case summaries divided up by area of law and topic.

Access **The Canada Digest** form by clicking **The Canada Digest** link in the left-hand panel under the **Court Cases** subtab, or by clicking the **Search** or **Browse** link next to **The Canada Digest** under **My Bookshelf** under the **Home** subtab. From here, you can search and browse extensive collections of English- and French-language case summaries.



1. Click **+** to expand or **-** to contract the LexisNexis® classification system to find digests in a specific area of law. Drill down to the lowest hierarchy level to find the classified digests, *or*
2. Click the checkbox next to the section(s) or subsection(s) you wish to browse.
3. Click the **View Tagged** button to browse only tagged items.
4. You can also search by entering terms in the **Quick Search** box. The **Search on Selected Items Only** checkbox will automatically be checked if a checkbox has been selected from the list.
5. Click the **i** icon at any time to view publication information about the digest.
6. Click the **Search** form link to perform a more robust search.

QuickCITE® Case Citator

The QuickCITE Case Citator allows you to validate the authority of your cases, and provides the comprehensive case history and treatment coverage necessary to assess case strength.

Case Treatment Symbols

Negative Treatment Icon – The case has negative history (judicial review allowed, reconsideration allowed, reversed, quashed, or varied by a higher court) or negative treatments (not followed or questioned by a subsequent court).

Cautionary Treatment Icon – The case has been distinguished by a subsequent court.

Positive Treatment Icon – The case has positive history (affirmed, judicial review denied, or leave to appeal refused by a higher court) or positive treatments (followed or followed in a minority opinion of a subsequent court).

Neutral Treatment Icon / History Treatment Icon – The case has neutral treatments (mentioned, explained, or cited, in a dissenting opinion); or the case has history (abandoned, abated, leave to appeal granted, reconsideration denied, related proceeding, same case, or supplementary reasons by a subsequent court), but the citing court doesn't comment on the case. This symbol also appears in newly added cases (last 3 business days) before they are analyzed.

Citator Information Icon – The case has no known history or treatments.

Definitions of Case Treatments

Distinguished – Cited case is held to be inapplicable due to a difference in fact or law.

Explained – Citing case adds to, expands upon, or interprets cited case. The cited case is not decisive, but is given some kind of consideration.

Followed – Citing case in a majority or plurality opinion applies a principle of law from the cited case.

Followed in Minority Opinion – Citing case, in an opinion other than a majority, plurality, or dissent, applies a principle of law from the cited case.

Cited – Case is cited, and recently added cases may receive a more substantive treatment within 72 hours.

Cited in Dissenting Opinion – Case is cited in a dissenting opinion.

Mentioned – Citing case provides no more information about the cited case than what is available in the cited case itself.

Not Followed – Citing case overrules or refuses to apply the cited case for some reason other than it was distinguishable.

Questioned – Citing case criticizes the conclusion or reasoning of the cited case, without refusing to follow it.

A QuickCITE record can be retrieved via **Find a Document** or by clicking the **Note Up with QuickCITE** link or citator signal from the full text of a decision. A QuickCITE record may include:

- History of Case** – Previous or subsequent proceedings related to the primary case.
- Summary of Judicial Considerations** – A summary of the judicial considerations in other cases (citing cases) and number of references.
- Citing Cases** – Decisions that have considered the primary case, displayed by newest cases first.
- Search within Citing Cases** – Enter search terms and click the **Go** button.
- Filter By / Sort By** – Filter cases by treatment, jurisdiction or court; sort by date, annotation or court.
- Annotations** – Annotations (judicial considerations) for how the citing case treated the primary case.
- Citations** – Links to the full text of citing cases. Links listing a Locus Para or Locus Page will link to that paragraph or page reference, respectively, within the citing case or printed text.
- Signals** – These symbols indicate how the corresponding case was considered. Clicking the indicator displays the corresponding QuickCITE Case Citator record.
- Commentary Referring to This Case** – Links to relevant articles from commentary sources.
- Document-Level Alerts** – Unlike alerts for searches, clicking this icon allows you to create alerts to be notified of material changes or revisions to the citator record itself. Only major considerations will trigger an alert (e.g., “followed” or “distinguished”).

1 History of Case Top

Annotations	Case Name/ Intitulé de la cause	Citations/ Références jurisprudentielles	Court/ Tribunal	Date	Signal/ Code signalétique
Related Proceeding/Procédure connexe	R. v. Monney	[1997] S.C.C.A. No. 678	CASCC	1997/12/29	
Reversing/Infirmité	R. v. Monney	[1997] O.J. No. 4806; 153 D.L.R. (4th) 617; 105 O.A.C. 1; 120 C.C.C. (3d) 97; 12 C.R. (5th) 1; 48 C.R.R. (2d) 39; 36 W.C.B. (2d) 382	ONCA	1997/11/28	
Affirming/Confirmant	R. v. MONNEY	[1994] O.J. No. 1429	ONCIGD	1994/2/11	

2 Summary of Judicial Considerations Top

Annotation	Number of References/ Nombre de références
Followed/Suivi	2
Distinguished/Distingué	1
Explained/Expliqué	3
Mentioned/Mentionné	85
Cited in dissenting opinion/Dissident	3
Cited/Cité	3

3 Citing Cases Top

4 Search within Citing Cases

5 Filter By: Treatment All Cases **Jurisdiction** All Jurisdictions Federal Alberta British Columbia **Court** All Canadian Courts All Canadian Appellate Courts All Federal Courts Privy Council

6 Sort By: Judgment Date (Latest First)

Annotations	Case Name/ Intitulé de la cause	Citations/ Références jurisprudentielles	Court/ Tribunal	Date	Signal/ Code signalétique
Cited/Cité	R. v. Saikaley	[2012] O.J. No. 6024 Locus Para 65; 2012 ONSC 6794	ONSupCtus	2012/12/17	
Mentioned/Mentionné	Canadian Security Intelligence Service Act (Can.) (Re)	[2012] F.C.J. No. 1536 Locus Para 50; 2012 FC 1437	CAFC	2012/12/6	
Mentioned/Mentionné	Seck c. Canada (Procureur général)	[2012] A.C.F. no 1519 Locus Para 22; 2012 CAF 314	CAFCA	2012/11/29	
Cited in dissenting	R. c. Dineley	[2012] S.C.J. No. 58 Locus	CASCC	2012/11/2	

QuickCITE® Legislation Citator

QuickCITE Legislation Citator records for statutes and regulations contain the summary of judicial considerations, along with treatment, pinpoint reference, case name, citation, court, date, and signal information.

To access the search form, click the **QuickCITE Legislation Citator** link to the left of the **Legislation** search form.

1. Enter search terms, using connectors if entering multiple terms. Click **View Connectors ...** for more information on search string construction. **Remember:** This form searches words contained in *QuickCITE* records **only**, not in the full text of the legislation.
2. Select a **Jurisdiction** to limit results to federal and/or individual provincial legislation.
3. Enter the title of the legislation.
4. Enter the citation of the legislation for which you are searching (e.g., **R.S.C. 1985, c. A-3**). For more information on citation formats, click the **Citation Help** link.
5. Enter the section or article of the legislation (e.g., **244.1**). Do not search for the subsection (e.g., to find *Criminal Code* section 347(6), simply search for section 347 and then use a pinpoint reference to find subsection (6)).
6. Select a **Legislation type** to limit results to just acts or regulations.
7. Click the **Search** button.

Note: If you know the exact citation, you can also quickly note it up using the **Note up with QuickCITE** box under the **Home** subtab, or note up legislation by clicking the citator symbol within the legislation document itself.

Definitions of Legislation Treatments

1. **Unconstitutional** – Cited section was determined by the court to be unconstitutional.
2. **Constitutionality Discussed** – The constitutionality of the cited section is discussed, but no final determination is made on the issue of constitutionality by the court.
3. **Pursuant to** – Action or proceeding was brought pursuant to the cited section.
4. **Considered** – Cited section was analyzed or interpreted by the court.
5. **Referred to** – Cited section is referred to by the court with no further discussion.
6. **Cited** – Section has been cited and may contain a stronger judicial treatment.

Canadian Legal Words and Phrases

This online legal dictionary contains legislative terms; legal maxims; and Canadian, Commonwealth, and Latin terms defined in case law. Definitions comprise formal terms judicially or statutorily outlined and defined in relevant cases or legislation.

Under the **Commentary** subtab, you will see a link on the left-hand side to the **Canadian Legal Words and Phrases** search form. You can also quickly enter terms in the **Find a Definition** box under the **Home** subtab, where autocomplete suggestions will display as you type.

1. Click the **Browse** link to browse the alphabetic list of Defined Terms, *or*
2. Enter terms in the **Defined Terms** box to limit your search to the definition field only.
3. Select a **Jurisdiction** to limit results to federal and/or individual provincial courts.
4. Click the **Search** button.

Halsbury's® Laws of Canada

Halsbury's Laws of Canada is the definitive general reference to Canadian statutory and judicial law. It is an encyclopedic research tool, and its jurisdiction-specific commentary provides a complete analysis of the black-letter of the law. *Halsbury's Laws of Canada* is a group source comprising numerous topical sources, which can also be searched individually.

To access this source, click the **Browse** link next to **Halsbury's Laws of Canada** under **My Bookshelf** under the **Home** subtab. From here you can browse the contents of the various topical sources.

Practice Area Pages

Practice area pages contain the essential secondary and primary material used by a practitioner in a given subscribed area of law, including premium content such as treatises, quantum forms and forms. System administrators can also create custom practice area pages.

If available with your subscription, you can click the **Practice Areas** tab, then click a practice area subtab or the **All Practice Areas** subtab to add or modify these pages. Enter search terms using connectors to search the selected source.

To save a practice area page as your default start page, click the **Make This My Start Page** link.



History & Alerts

From the results page, you can click the **Create Alert** icon and complete the form to schedule your search to run automatically. Alerts can be set to email new documents to you whenever the search runs. Quicklaw automatically saves your recent activity under the **History & Alerts** tab.



1. **History** – Displays your recent searches for up to 7 days and recently viewed documents for up to 48 hours (up to a maximum of 100 searches/documents), and allows you to redisplay these documents or revisit the search results.
2. **Saved Searches** – Displays a list of your previously saved search strings.
3. **Alerts** – Displays a list of your scheduled searches or legal updates. Legal updates allow you to keep up to date with new case law within an area of law and jurisdiction.

Printing, Emailing, and Saving Results

From a results list, you can select documents to view, print, email, or download, or copy the list:



1. Select the checkbox at the top of the results list to tag all the documents, or select the checkbox next to a document title to tag an individual document.
2. Click the **Add to** icon link to add selections to the Delivery Folder, and view or deliver them up to 24 hours later.
3. View and re-order any documents in the Delivery Folder by clicking on the **View** icon link.
4. Click the **Print, Email, Download, or Copy Results Link** icon to select a delivery method. A new window will open, allowing you to modify relevant options and deliver or save your results.

Downloading

Download Documents

Source: Supreme Court of Canada, Group Source
Terms: (racial discrimination)

Format: Word (DOC)

Document View: Full

Document Range: All Documents (1 - 34)

Page Options: Cover Page, End Page, Deliver each document as a separate file, Each Document on a New Page

Font Options: Times New Roman, Search Terms in Bold Type, Search Terms Underlined, Font Size: 12pt text, 10pt text

Preview: This is 12pt text.

Ready to Download

Supreme_Court_of_Canada,_Group_Source2012-05-11-10-54.zip

To download the document:

- Right-click the link above and use your browser menu to save.
- Or, click the link above to open the document, then save it using your word processing application.

Estimated download time: <1 minute(s) based on 56Kbps modem connection.

Pages: ~1159

Close Window

If you choose **Download**, several delivery options appear, which vary depending on the document(s) being downloaded:

1. Select the document format from the **Format** drop-down list. Choose from **Word (DOC)**, **HTML**, **RTF**, **Text**, or **PDF**.
2. Select the **Document View**. Choose from one of the following options:
 - **Full** – Delivers the full text of the documents
 - **List** – Delivers a numbered document list of basic information (i.e., court, source, date)
 - **List with Keywords** – Same as **List**, but also includes keywords for the case (cases only, if keywords are available)
 - **Search Terms in Context** – Same as **List**, but includes text surrounding your search terms within the full text (no keywords)
 - **Headnotes** – For cases only; prints only the headnote of the case (if headnotes are unavailable, the entire case will be printed)
3. Select **Page Options**. **Cover Page** and **End Page** display information such as the date, time, source searched, number of documents, and Client ID. **Add a Brief Note** allows you to add a personal message onto the cover page. **Deliver each document as a separate file** opens or saves a .zip file, which will open multiple documents. **Each Document on a New Page** opens or saves a single file containing all selected documents.
4. Select a **Document Range** from **Current Document**, **All Documents**, **Tagged Documents**, **Select Items**, or **All Documents in Folder**.
5. Select **Font Options**, including type (**Arial**, **Times New Roman**, or **Courier**) and the format of your search terms in the printout for easier location of printed terms (**Search Terms in Bold Type** and/or **Search Terms Underlined**).
6. Select **Font Size**. Choose from **12pt text** or **10pt text**.
7. Click the **Download** button to save the file(s).
8. Click the link that displays to open the file(s), or right-click the link and select **Save Target As ...** to choose the location to save your documents.

Signing Out and Help Files

Click the **Sign Out** link in the Navigation Bar at the top right of any screen to log off your session. Here, you will also find the **Help** link to access all available online help files.

Start Page | Client: 1102453/8740 | View (0) | Preferences | Sign Out | Contact Us | Help

Quicklaw Customer Support

Quicklaw comes with free training and support – available in one of our offices across Canada, person-to-person in your office, or via web-based sessions. Call **1-800-387-0899** or email service@lexisnexis.ca for assistance or more information, or email training@lexisnexis.ca to register for training. When you call, please try to be near your computer and have your ID ready. Click the **My ID** link at the bottom of the page (if available) when connected to see your ID.

Social Media



Follow us on **Twitter** (www.twitter.com/LexisNexisCan).

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