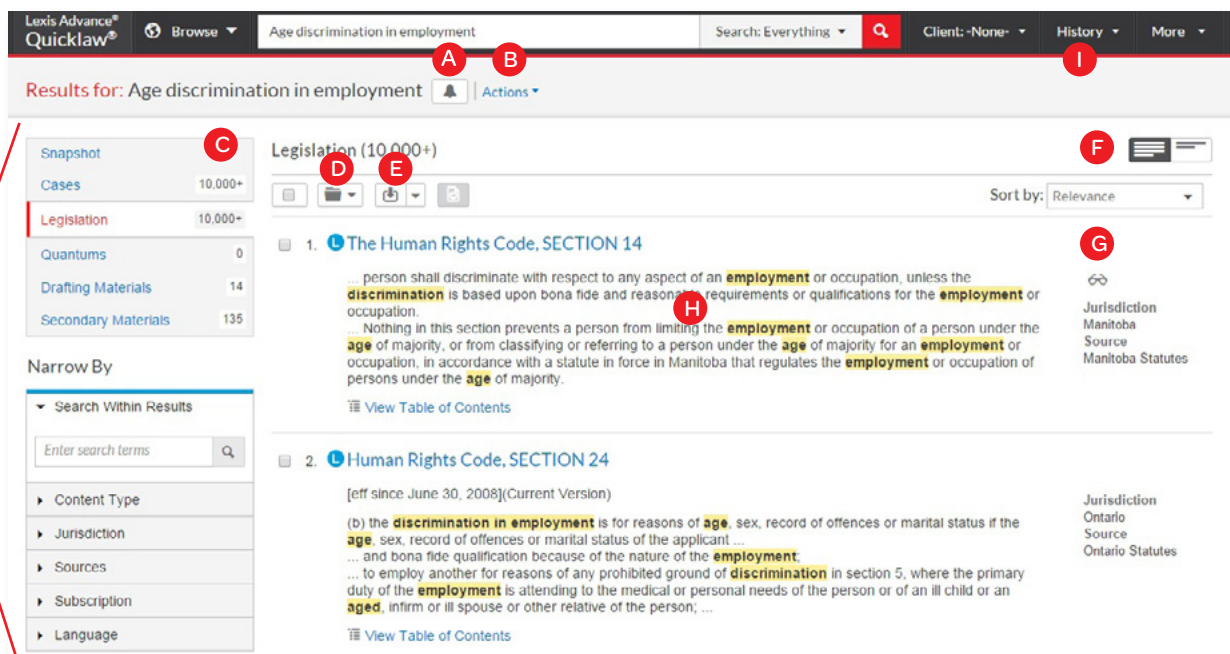


Search Results: Find Most Relevant Documents Fast

You have many options for refining and using your search results from this screen:



A Set up an Alert for your search across content types. To enable the Alert, click the bell next to your search. For more information on Alerts, please view our Creating an Alert Tip Sheet.

B Select Actions to add a search to a Folder, expand your search or create a direct link to your search results.

C To see the top relevant results for each content category, Click Snapshot.

D To save to a Folder, check the box next to the document title then click Add to Folder. When that document appears in future results, the Saved to Folder icon displays. Click the icon for quick Folder access.

E Print, download or email without opening documents. Check the box next to the document titles you need, then click the appropriate icon. You can also create a print-friendly page of your results.

F You can sort by document title, jurisdiction, court level, date, publication, cite frequency or citation treatment.

G The glasses icon marks documents you viewed over the last 90 days. Hover over the icon to see the last viewed date.

H See your search terms in context to help determine which documents are most relevant.

I To return to your prior research tasks, click History and select a prior search or document.

J Refine your search at no charge. Need a smaller, more focused results set? Filter by:

- Content category (e.g., move to legislation, secondary materials and more). Just select a content type.
- Date by sliding the timeline or entering dates.
- Adding more words to your search. Enter them in the Search Within Results box.
- Content options (e.g., refine cases by jurisdiction, court, judge, etc). Each content category offers different filter options, so you can only filter one content category at a time.

To add filters: Click a filter link and it displays in blue under Narrow by. To remove the filter, just click the X in the blue box. Select and remove multiple filters.

Save favourite filter combinations (e.g., your practice area and jurisdiction to use again). Click the star and save the combination to your Favourites pod on the landing page.