

Search Results: Find Most Relevant Documents Fast

The screenshot shows the LexisNexis search interface. At the top, the search bar contains 'age discrimination in employment'. The results are for 'age discrimination in employment'. On the left, there is a 'Snapshot' section with a list of content types and a 'Narrow By' section with filters for 'denied w/50 promotion' and '12 May 2011 to 31 Dec 2018'. The main results area shows two cases: 'Hérod v. Canada (Revenue Agency), [2011] F.C.J. No. 683' and 'Swift v. Congregation Schara Tzedek, [2018] B.C.H.R.T.D. No. 220'. Each case has a 'Terms' section and an 'Overview' section. Annotations A through L are placed on the screenshot to highlight specific features and actions.

- 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, email or upload to your dropbox account 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** Allows you to quickly jump between clusters in the Search Term Map containing search terms (simply use the colour-coded lines in the location bar to preview segments which meet your search criteria within a case).
- 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:
 - Country
 - 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.
- K** Focus on specific search terms. Select the Show/hide term highlights link to select and focus on specific terms. (To turn the display to one color, slide the Multicolor icon toggle.)
- L** switch between Search Term Maps graphical view and the standard (Full) or Title Only view.