Quicklaw® Cheat Sheet: Cost-Effective Search Tips

The following tips and suggestions will help minimize the costs associated with per-search transactional billing on the LexisNexis® Quicklaw® service.

The majority of Quicklaw subscribers pay a monthly flat rate for unlimited access to the Quicklaw service. Many users also track transactional charges so that they can attribute costs to applicable clients. Cost-effective searching uses search strategies that minimize the transactional allocation to a client file. If a user has a pay-as-you-go subscription, cost-effective strategies will also help minimize billing.

Training

- Receive free in-person training from specialists in one of our offices across Canada or online in a web-based session. Call us at **1-800-387-0899** or email **training@lexisnexis.ca** for Quicklaw training or assistance. When you call, have your user ID ready. (To view your user ID, click the **My ID** link at the bottom of any Quicklaw screen.)

- Review our Quicklaw training materials, including the quick reference guide, cheat sheets, and the training manual, to help hone your search abilities and skills. Materials are available at **www.lexisnexis.ca** in the Support section.

Preparation

- Prepare your research before searching. As there are no longer hourly charges, take your time while online to construct search terms, choose sources, and learn about the many features and functionality of Quicklaw.

- Check for spelling mistakes before clicking the **Search** button.

Find Individual Documents

- Use the **Find a Document** feature under the **Home** subtab if you know the specific case, statute, definition, article, or citator reference you want. This results in a lower charge than searching within sources.

Browse Sources

- At no extra cost, you can browse the **Source Directory** or the content of any source that has a **Browse** link next to its name. This is useful for textbooks, legislation, and unfamiliar topics or publications. You can then link to entire acts or chapters using the **View More** feature to the right of the document. Charges are lower than search charges, and you only incur them once you view a document.

Select Sources Carefully*

- Creating your own combined group sources increases search charges for all Canadian sources — use Quicklaw preselected group sources instead (e.g., searching **All Canadian Court Cases** is less expensive than searching two or more provincial case sources).

Start with Broad Searches

- It is less expensive to conduct broad searches using broad sources and to narrow these searches later than to get too few results and have to rerun a search. There is no charge if you receive the "More than 3000 Results" message, but you are charged for searches resulting in no hits.

- When searching, use broad search terms, include synonyms, and use proximity connectors rather than searching an exact phrase (e.g., search terms separated by **/p** or **/n** will specify terms within the same paragraph or within **n** words of each other (**n**=any number you specify from 1 to 255)). For assistance with terms and connectors, view the free help file by clicking the **View connectors...** link below the text box on any search form.

Narrow Results

- There is no added charge to view, narrow, sort, or filter results. However, modifying your search from the **Next Steps** drop-down list does constitute another search charge.

- If you know more specific search criteria, you can narrow your search before you run it by using the **Add topic(s) to search** feature, the **Jurisdiction/Court** option, or the **Specifiy date** features where available, at no additional cost. You can also do this after you search from within your search results.

International Sources*

- For international sources, it is less expensive to use individual state case sources than to search across all states.

- You can re-view the last 100 documents viewed within 48 hours at no additional charge. Click the **History & Alerts** tab, followed by the **History** subtab, and then **Recent Documents Viewed**.

Recent Documents Viewed

- Use the **Add to Folder** link to retain up to 100 documents from search results. Contents can be accessed repeatedly for up to 24 hours without incurring additional charges.

Document Delivery

- Print, email, or save your documents, or copy the links to your documents, before logging off, as document delivery is free of charge for all Canadian sources.

For Customer Support, please call **1-800-387-0899** or email **service@lexisnexis.ca**.