Quick Reference: QuickFind™

Discover how to find or note up cases and statutes from any electronic source using the QuickFind™ tool for the Quicklaw® service.

Welcome to QuickFind

The QuickFind desktop productivity tool lets you connect directly from a citation you highlight in an electronic document to the citation's record on the LexisNexis® Quicklaw® online legal research service. The **QuickFind** Q icon resides in the taskbar `« Q 10:46 AM` at the bottom right-hand corner of your screen.

Your **password** is your Quicklaw user ID followed by a semicolon and your Quicklaw password (e.g., **JohnSmith;QLPass9999**). Choose whether to save your password for subsequent searches by selecting or deselecting the **Remember password** checkbox. Click the **OK** button to continue.
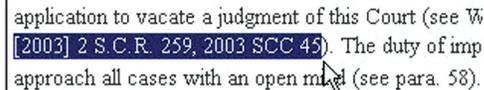

QuickFind Basics

With your cursor, completely **highlight** a citation in an electronic source, such as a word-processing document, email message, database, or web page. You can include extra text such as case names, but only the first citation will be recognized.
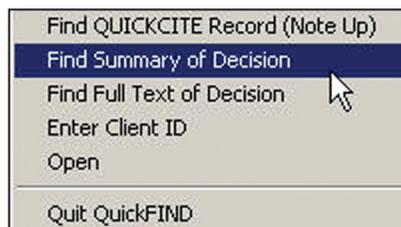

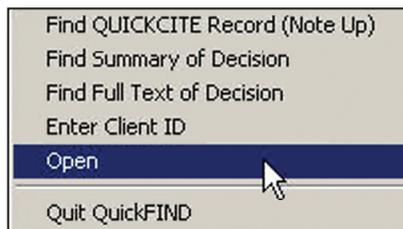**Click** the **QuickFind** Q icon to get the full text of the case or statute.

OR

Right-click the **QuickFind** Q icon. From the menu, left-click the desired option to note up the decision, get the decision summary, or get the full text of the case or statute.

The decision, statute, summary, or *Quick*CITE® record will appear in your default web browser. If English- and French-language versions exist, click the version you wish to view. Use your browser to **read**, **save**, or **print** the case, statute, summary, or *Quick*CITE record. Close the browser window to return to your document.

To open the QuickFind window, right-click the **QuickFind** ⊙ icon in the system tray and left-click the **Open** option.

Find QUICKCITE Record (Note Up)
Find Summary of Decision
Find Full Text of Decision
Enter Client ID
Open
Quit QuickFIND

The above menu is then disabled, and the QuickFind window stays open on top of all other windows.

QuickFIND
[2003] 2 S.C.R. 259, 2003 SCC 45
Enter Password   Enter Client ID   Clear History   Go

Manually enter a citation by typing the citation in the citation box and click the **Go** button **OR** press **Enter** to view the case or statute.

View your 50 most **recent citations** by clicking the view history ▾ arrow.

Remove a citation from the list of **recent citations** by clicking the view history ▾ arrow, then the citation you wish to remove. Once the citation appears in the citation box, click the **Cut** ✂ button to remove the citation.

Copy and **store** a citation from a document by highlighting the citation and clicking the **Copy** ▣ button. Within a few seconds, the citation appears in the citation box and is added to the recent citations list. Alternatively, press **Ctrl+C**, and then press **Ctrl+V** or click the **Paste** ▣ button.

Copy the history list by pressing **Ctrl** and clicking the **Copy** ▣ button. You can then paste the list into any document to save for reference or print out.

Minimize the QuickFind window to the windows bar by clicking the **Minimize** _ button. To re-expand the window, left-click the ⊙ QuickFIND button, or right-click the **QuickFind** ⊙ icon in the system tray and left-click the **Open** option.

Collapse the QuickFind window (to show only the **Copy** and **Go** buttons) by clicking the **Maximize** ▢ button. Click the button again to re-expand the window.

Close the QuickFind window by clicking the **Close** ✕ button. To restore the window, right-click the **QuickFind** ⊙ icon in the system tray and left-click the **Open** option.

Enter your password by clicking the **Enter Password** button. You can then select the **Remember password** checkbox to retain the password.

Enter your Client ID by clicking the **Enter Client ID** button. You can then choose whether or how often you wish to enter a new Client ID.

Clear the list of recent citations searched by clicking the **Clear History** button.

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

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