



This document will assist you as your experience will change while performing standard research tasks, from Quicklaw to Lexis Advance Quicklaw.

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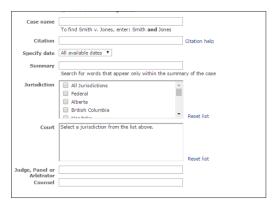
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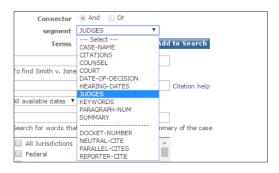
In Quicklaw each high level content type has its own tab, accessible from the homepage.



▶ By clicking on the respective tab, users are taken to an advanced search template providing them with fields for the most common segments applicable to that high level content type.



Users are also provided with a separate segment drop down option, providing further segments relevant to that high level content type.



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In Lexis Advance Quicklaw, all documents of the same type have a common structure, composed of the natural parts or divisions referred to as segments.

Users can restrict their search to a specific part or segment of a document, by (1) clicking on the Advanced Search link in the top right corner of the page or by (2) using the Big Red Search Box at the top of your page.

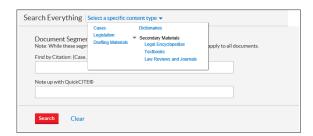
Advanced Search Forms

Advanced Search Forms enable users to construct a more focused and precise search. This feature will assist users by making precision segment search capabilities more intuitive and easier to access.

Advanced Search Forms are accessible from the "Advanced Search" link at the top right corner of the red search box.



This link will take users to the generic Advanced Search Form where they can find a case or QuickCITE record directly, or select specific search forms that are tailored to the particular content type that users wish to search. As illustrated in the "Cases" advanced search form below, each content-specific advanced search form contains fields tailored to that particular content type.

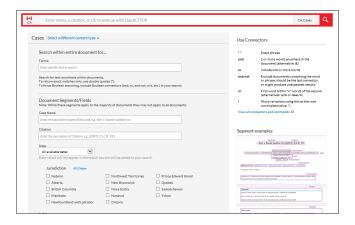


Search forms are interactive. As information in the fields is entered, search queries are constructed in the main search box at the top of the page.



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With the help of the segment examples at the bottom right of the page, users can better understand what portion of the document each field in the advanced search form is targeting.



Big Red Search Box

Users can also restrict their search to a specific part of a segment in the Big Red Search Box.

Search can be performed based on the "Counsel", which is applicable to Cases, Summaries or Quantums in which a particular lawyer or firm appeared as a counsel for one of the parties.

In addition to "Counsel" users can also search based on these other segments listed below.

- Judge: Applicable to Cases, Summaries or Quantums in which a particular Judge, Panel or Arbitrator presided over a case.
- Court: Applicable to Cases, Summaries or Quantums from a particular level of court or tribunal.
- Official-Title: Applicable to Official Titles of Statutes, Regulations, Codes and Rules.

In the Big Red Search Box, users can enter their search, beginning with the segment name, and followed by your search terms in parentheses.





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From the results list, users will only see results from the content types, and documents, that match the segment information typed in.



Going into a document, users will be able to navigate to where search terms appear in the document by using the navigation arrows at the top of the page. Search terms will also be highlighted in yellow.



Segment searches can be run as either a natural language or a Boolean search, depending on the search syntax you use.

The new search mechanism allows users to combine searches of multiple segments, such as "Judge" and "Counsel".





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Segment Searching can also be completed post-search by simply entering the search term and once on the results page, applying the respective post filter that matches the content type.

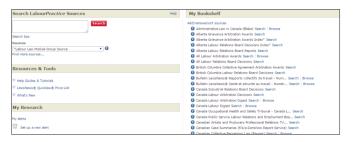




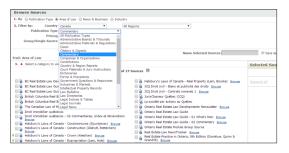
The Practice Area Pages are available directly from the home page.



Once users are in a Practice Area Page, a customizable bookshelf hosts the practice area specific content.

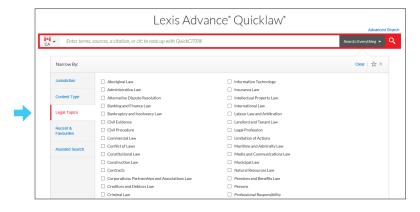


A user can also use the Source Directory to see a list of sources relevant to a particular practice area.



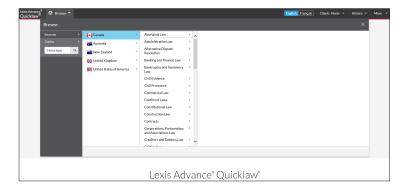
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Lexis Advance Quicklaw removes the need for Practice Area Pages by providing a comprehensive set of filters which can be used to specify a topic area.



By selecting preferred legal topics, search results will be narrowed down to specific practice area.

Any topic or search can be saved for further use as a favourite or refined using the Research Map and available post-filters. In addition, Lexis Advance Quicklaw provides "Browse" functionality, where users can search for specific topics or browse through legal topics hierarchy from the main page.

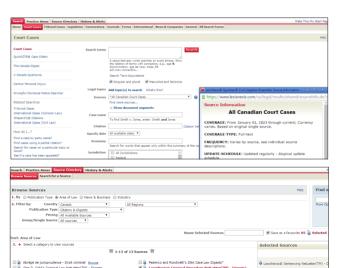




Quicklaw provides the user with a preset selection of Group Sources that enable the user to search all individual volumes, titles, or sub sources within it at once. These Group Sources can be accessed from the respective tab relevant to that Source.

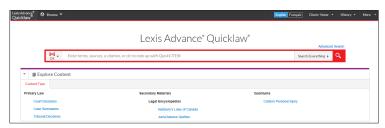


Quicklaw also provides the user the ability to create their own group source, and save these as Favourites.



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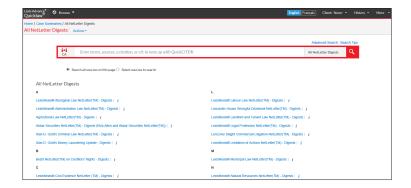
Lexis Advance Quicklaw has launched Explore Content pod to enable users to limit the search to a group of sources.



Currently, users can narrow down their search into "Court Decisions", "Case Summaries", "Tribunal Decisions", "Halsbury's Law of Canada", "JurisClasseur Quebec", and "Carlson Personal Injury".

Explore Content will be enhanced by other group sources such as News & Business in future. A user can do this with any number of sources, and then click on the "star" to save this as a Favourite

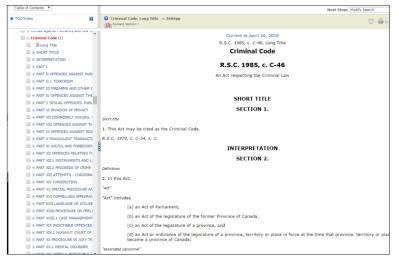
For some collections, Lexis Advance Quicklaw has grouped the content together as a popular source and provided a lot of sources for easier selection. By selecting the popular sources, users will be directed to a list of sources.





Quicklaw enables the user to transition from a section of an Act, to view either a specific part of the Act, or the Act in its entirety – by using the "View More" box on the right hand side of the page



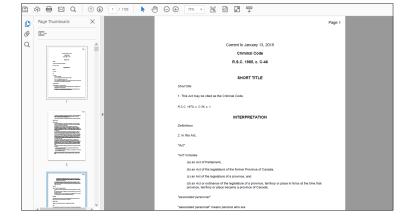


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Lexis Advance Quicklaw allows users to quickly navigate through an Act in one of two ways. Either use the Table of Contents to quickly navigate to a specific section within the Act



Or to view the full version of the Act by clicking on "View Full Version" on the right side of the screen.





For case results lists you have the option to have duplicate cases (the same case in a different reporter and/or language) be grouped as shadow documents behind one lead document, so that duplicates don't appear as separate documents in your results.



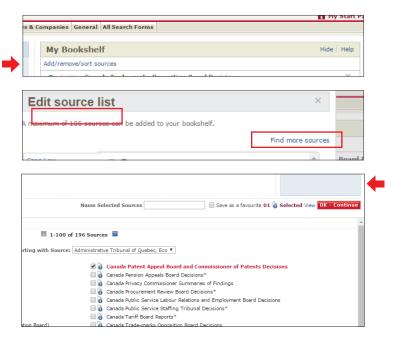
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Lexis Advance Quicklaw removes multiple instances of the same case from search results by default. Access to a parallel reporter or language option is available by clicking on the respective link within the results page.





From "My Bookshelf" there is a link to "Add/remove/sort sources". From the dialog box, the user can choose to add pre-selected sources to their book shelf, or use the "Find more sources" link on the top right hand side of the bookshelf to go into the source directory – and select a specific source.



Once the source is selected, click "OK - Continue" to add to the bookshelf.

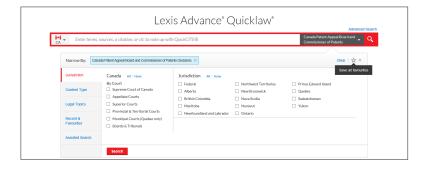


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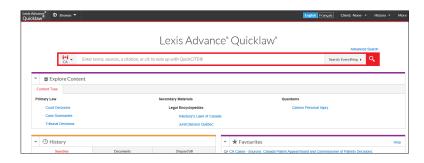
Type in the name of the source in the Big Red Search Box. Once the source appears in the Word Wheel, click on the name of the source.



Click on the Pre-filter drop down on the right hand side of the Big Red Search Box, select the star on the right hand side of the drop down menu.



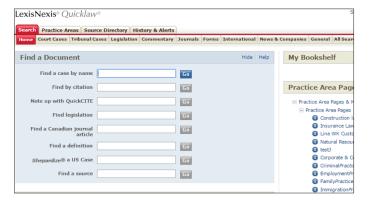
The source will now be added to the Favourites Pod.



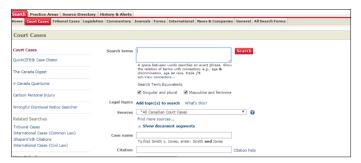


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A user can use the "Find a Document" section on the left hand side of the homepage to find a case, citator record, legislation, journal, definition or source, using either the name, or citation (if applicable). A wordwheel will provide suggestions as you start typing in.



A user can also find a specific document by going into the tab for the respective high level content type, and typing in the name or citation in the relevant field.



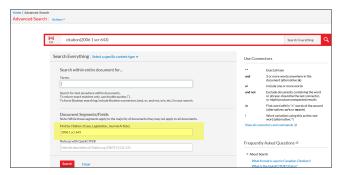
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A user can use the Big Red Search Box from the top of the page, and type in the name of a case, the citation of a case, or a legislation title and section number.





A user can also find a specific document by going into the generic Advanced Search from the link on the top right side of the big red search box and type the citation in "Find by Citation" box.





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From either the results page, or from a document, select the checkbox to the left of the document, and select the "Add to Folder" option above the results view, or the "Add to folder" option on the right of the case name in document view. In order to access the folder, click the "view folder" link at the top of the page. A maximum of 100 documents can be placed into the folder.



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From the results list, select the checkboxes next to the documents you wish to add. Select the Add to folder icon at the top of the results list. A list of folders appears. If you see the folder in which you want to store the list, simply select it. If you do not see the folder you want, select Choose a folder. The Add to Folder dialogue box appears.



While viewing the document, select the Add to folder icon icon at the top of the document. If you see the folder in which you want to save the document, simply select it. If you do not see the folder you want, select Choose a folder. The Add to Folder dialogue box appears.



Multiple folders can be created by the user. Folders can be accessed by selecting "More" dropdown on the top right hand side of the page, and choosing "Folders"





Accessing History

Quicklaw®

Recent Searches: Click the History & Alerts tab. Click the History subtab, then click the Recent Searches subtab. A list of your recent searches appears. Each search you have run over the past 30 days is listed (up to a limit of 100 searches).



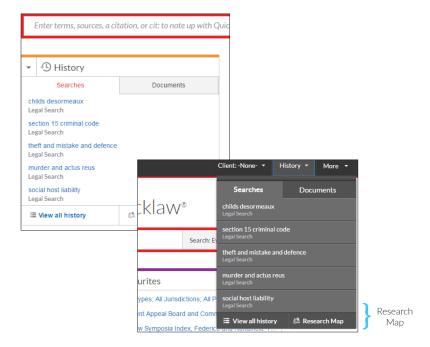
Recent Documents: Click the History & Alerts tab. Click the History subtab, then click the Recent Documents subtab and a list of your documents is displayed. Each document you have viewed over the past 30 days is listed (up to a limit of 100 documents).



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You can view a list of your last 5 searches and a list of the last 5 documents you have opened in the History pod on the home page or by selecting the **History** button at the top of any page. You can view the entire history list by selecting **View all history** at the bottom of the History Pod or by selecting the **History** button and by selecting **View all history** at the bottom of the list that appears.

You can also access a "Research Map" for a more visual representation of your history steps. Display the Research Map by selecting Research Map at the bottom of the History pod on the home page or by selecting the History button at the top of any page and selecting Research Map at the bottom of the list that appears.





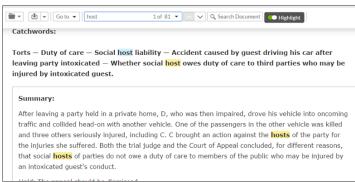
When viewing a document after searching, the total number of hits for all your terms will appear in the bottom right hand side of your screen. Click on the back and forward arrows in order to jump to each term, or to the first or last hit.



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When viewing a document after searching, use the "Navigate all terms" feature at the top of the page to see the individual number of hits for each search term, and jump to each instance of the term using the up and down arrows.







Carslon Personal Injury Quantums of Damages can be accessed in Quicklaw clicking the court cases tab at the top of the page. From the next page, choose "Carlson Personal Injury" on the left hand side.



From the next screen the user has the ability to either Search Carlson using a search form template, or Browse Carlson using a Table of Contents.

Searching allows the user the ability to enter various pieces of information such as Quantum of Damages, Injury Type, Injury Cause and Physician in order to search for cases that match those criteria.



▶ Browsing allows the user to ability to view a Table of Contents index for specific categories in Carlson, and find cases that match a specific Injury type, or injury cause for example.



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Carslon Personal Injury Quantums of Damages can be accessed in Lexis Advance Quicklaw through "Explore Content Pod" or "Browse".



Clicking on "Carlson Personal Injury" link in Explore Content Pod, users are able to filter their search by Quantum Damages, Type of Injury, Cause of Injury, and jurisdiction for example.



Carlson can also be accessed by browsing the sources through Sources > Canada > Category > Quantums from the top left hand side of the page. From the results list users can click on Carlson Personal Injury of Quantum Digests dropdown, and choose to "Get Documents" from this source, add the source as a pre filter, or access the Quantums as a table of contents index below the drop down.





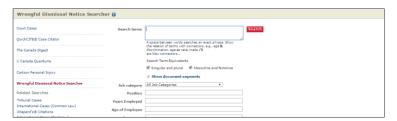
Quicklaw[®]

Wrongful Dismissal Notice Searcher can be accessed in Quicklaw by clicking the Court Cases tab at the top of the page. On the next page choose "Wrongful Dismissal Notice Searcher" from the left hand side of the page.



From the next screen the user has the ability to either Search the Wrongful Dismissal Notice Searcher using a search form template.

Searching allows the user the ability to enter various pieces of information such as Job Category, Position, Years Employed, and Age of Employee in order to search for cases that match those criteria.



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Wrongful Dismissal Notice Searcher can be accessed in Lexis Advance Quicklaw by searching or browsing. A user can type in "Wrongful Dismissal Notice Searcher" into the Big Red Search Box. From the list of suggestion in the Word Wheel, the user can select the "Wrongful Dismissal Notice Searcher" option and choose to "Get Documents" from this source.



Clicking on "Get Documents" from this source takes users to a results page which provides them with all cases in the Wrongful Dismissal Notice Searcher. From here users can choose to filter further by selecting the Wrongful Dismissal Notice Searcher option under the "Quantum Type" post filter on the right of the page.



The Post Filters will open up specific Wrongful Dismissal Notice Searcher filters on the right hand side of the page enabling users to post filter by Age of Employee, Job Category, and Years Employed for example.



The Wrongful Dismissal Notice Searcher can also be accessed by browsing the sources through Sources > Canada > Category > Quantums from the top left hand side of the page. From the results list users can click on Wrongful Dismissal Notice Searcher dropdown, and choose to "Get Documents" from this source, or add the source as a pre filter.





Within the Find a Document section on the landing page, type in the case citation in the Find By Citation box.



Click on the blue "Go" button to the right of the "Find by Citation" box, and you will be taken to the case in question.



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United States of America from the drop down menu.



Having selected the United States of America option, the flag to the left of the Big Red Search box will be changed to that of the United States.



In the Big Red Search box, type in the US citation. Suggested results may appear below. Select the case from the list of suggested results.



You will be taken to the case in question.





Click on the International tab at the top of the landing page.



Your page should default to the *International Cases* (Common Law) page. If not, select *International Cases* (Common Law) from the left hand side of the page.



Next, use the Sources Drop down menu to select a UK source.



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United Kingdom from the drop down menu.



Having selected the United Kingdom option, the flag to the left of the Big Red Search box will be changed to that of the United Kingdom.



In the Big Red Search box, type in the UK citation. Suggested results may appear below. Select the case from the list of suggested results.

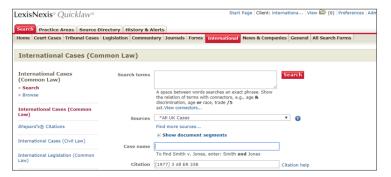


You will be taken to the case in question.





Type in the UK citation, within the Citation field.



Click on the red search button on the top right hand side of the page to go to the case in question.



Lexis Advance® Quicklaw®



Click on the International tab at the top of the landing page.



Your page should default to the *International Cases* (Common Law) page. If not, select *International Cases* (Common Law) from the left hand side of the page.



 On the International Cases (Common Law) page, use the Sources Drop down menu to select a US source.



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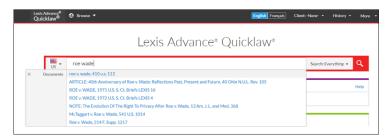
On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United States of America from the drop down menu.



Having selected the United States of America option, the flag to the left of the Big Red Search box will be changed to that of the United States.

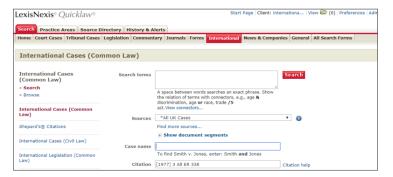


In the Big Red Search box, type in the US case name. Suggested results may appear below. Select the case from the list of suggested results.





Type in the US case name, within the Case Name field.



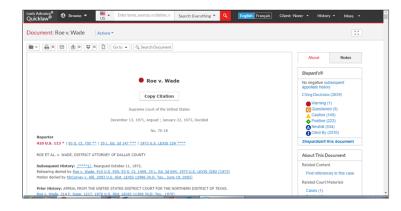
Click on the red search button on the top right hand side of the page to go to the results page, and then select case in question.





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You will be taken to the case in question.





Click on the International tab at the top of the landing page.



Your page should default to the *International Cases* (Common Law) page. If not, select *International Cases* (Common Law) from the left hand side of the page.



On the International Cases (Common Law) page, use the Sources Drop down menu to select a UK source.



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United Kingdom from the drop down menu.



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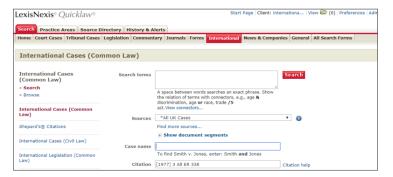


In the Big Red Search box, type in the UK case name. Suggested results may appear below. Select the case from the list of suggested results.





Type in the UK case name, within the Case Name field.



Click on the red search button on the top right hand side of the page to go to the results page, and then select case in question.





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You will be taken to a list of cases from where you can select the case you are interested in.







Click on the International tab at the top of the landing page.



Your page should default to the International Cases (Common Law) page. If not, select International Cases (Common Law) from the left hand side of the page.



 On the International Cases (Common Law) page, use the Sources Drop down menu to select a US source.



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United States of America from the drop down menu.



Having selected the United States of America option, the flag to the left of the Big Red Search box will be changed to that of the United States.



In the Big Red Search box, type in your search string, and press the red magnifying glass on the right hand side to run your search.





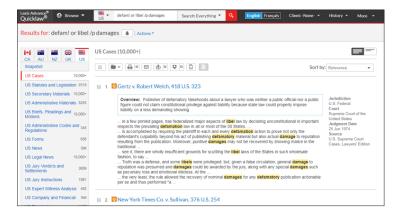
Type in your search string within the search terms box, as well as selecting any other criteria, and press the red search button on the top right hand side of the page to be taken to a list of results.





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You will be taken to the results page, which will show the US cases that match your search string.





Click on the *International* tab at the top of the landing page.



Your page should default to the *International Cases* (Common Law) page. If not, select *International Cases* (Common Law) from the left hand side of the page.

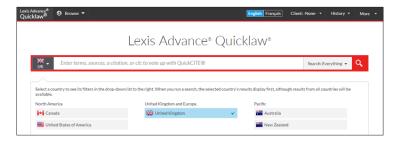


 On the International Cases (Common Law) page, use the Sources Drop down menu to select a UK source.



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United Kingdom from the drop down menu.



Having selected the United Kingdom option, the flag to the left of the Big Red Search box will be changed to that of the United Kingdom.



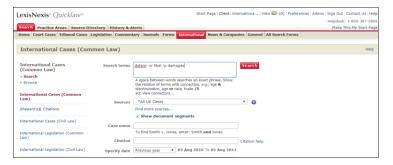
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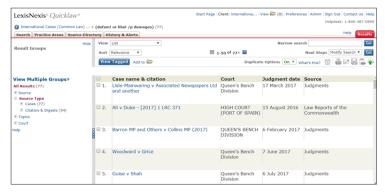




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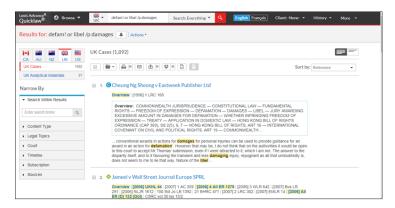
Type in your search string within the search terms box, as well as selecting any other criteria, and press the red search button on the top right hand side of the page to be taken to a list of results.





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You will be taken to the results page, which will show the UK cases that match your search string.

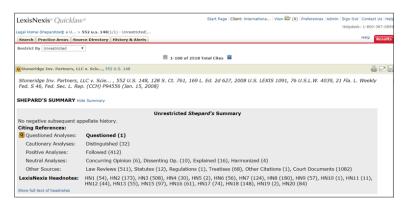




Within the Find a Document section on the landing page, type in the US case citation in the Shepardize a US Case box.



Click on the blue "Go" button to the right of the *Shepardize* a US Case box and you will be taken to the citator record for the case in question.



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United States of America from the drop down menu.



Having selected the United States of America option, the flag to the left of the Big Red Search box will be changed to that of the United States.



In the Big Red Search box, type in "Cit:" followed by the US citation. Eg. "Cit: 552us148" (Quotation marks are not needed)

Press the red magnifying glass on the right hand side to run your search.

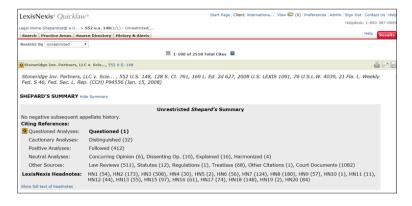




Within the Find a Document section on the landing page, type in the US case citation in the Shepardize a US Case box.



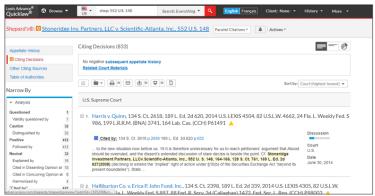
Click on the blue "Go" button to the right of the *Shepardize* a US Case box and you will be taken to the citator record for the case in question.



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From the results page, press the citator symbol to the left of the case name to go into the citator record.







Click on the International tab at the top of the landing page.



Your page should default to the International Cases (Common Law) page. If not, select International Cases (Common Law) from the left hand side of the page.

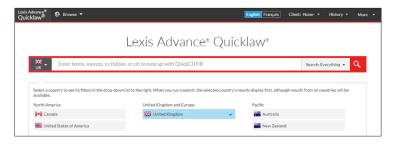


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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United Kingdom from the drop down menu.



Having selected the United Kingdom option, the flag to the left of the Big Red Search box will be changed to that of the United Kingdom.



In the Big Red Search box, type in your search string, and press the red magnifying glass on the right hand side to run your search.



Select the relevant case from the results.





Type in the UK citation in the Citation field.



From the results page, select the most relevant case.



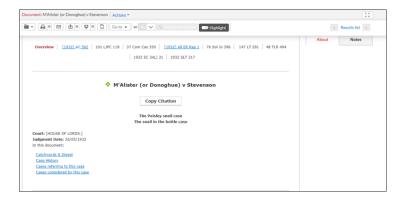
On the case page, press the Cases referring to this Case hyperlink to be taken to the note up record.

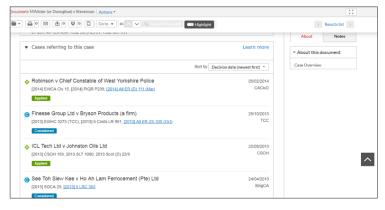




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On the case page, press the Cases referring to this Case hyperlink to be taken to the note up record.



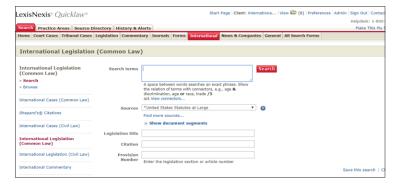




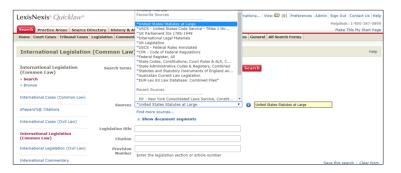
Click on the International tab at the top of the landing page.



From the left hand side of the page, select *International Legislation (Common Law)* to be taken to the International Legislation form.



▶ Use the Sources Drop down menu to select a US source



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United States of America from the drop down menu.



Having selected the United States of America option, the flag to the left of the Big Red Search box will be changed to that of the United States.

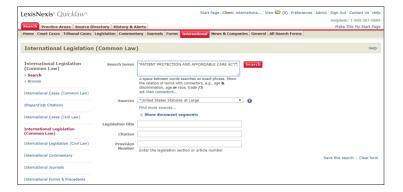


In the Big Red Search box, type in the Legislation title, legislation citation, section number or relevant keywords, and then press the red magnifying glass to run your search, or choose from one of the suggestions.





Use the "Search Terms" box to enter applicable information, or use the "Legislation Title", "Citation", or "Provision Number" fields to enter information. Then press the red search button on the right to run your search.



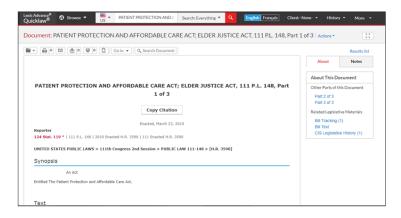
You will either be taken to the legislation in question, or a results page. In the latter situation, select the relevant result.





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You will be taken directly to the legislation.

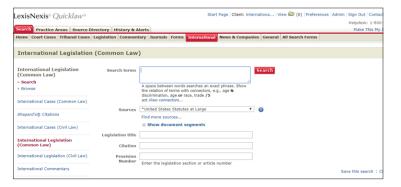




Click on the International tab at the top of the landing page.



From the left hand side of the page, select *International Legislation (Common Law)* to be taken to the International Legislation form.



▶ Use the Sources Drop down menu to select a UK source.



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Not currently available.



Use the "Search Terms" box to enter applicable information, or use the "Legislation Title", "Citation", or "Provision Number" fields to enter information. Then press the red search button on the right to run your search.



You will either be taken to the legislation in question, or a results page. In the latter situation, select the relevant result.



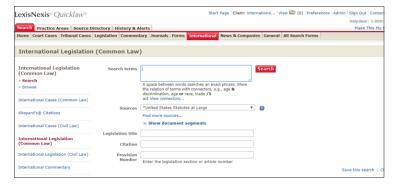
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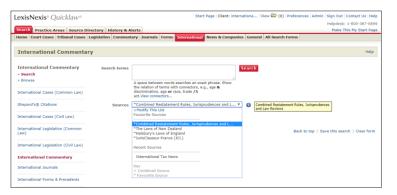
Click on the International tab at the top of the landing page.



From the left hand side of the page, select international Commentary to be taken to the International Commentary form.

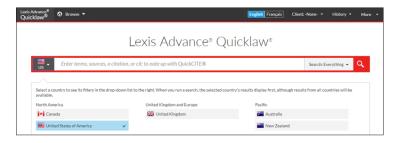


▶ Use the Sources Drop down menu to select a US source



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United States of America from the drop down menu.



Having selected the United States of America option, the flag to the left of the Big Red Search box will be changed to that of the United States.

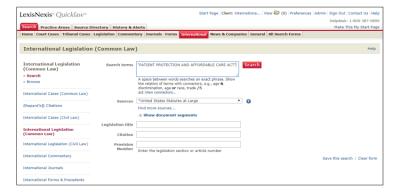


In the Big Red Search box, type in the Legislation title, legislation citation, section number or relevant keywords, and then press the red magnifying glass to run your search, or choose from one of the suggestions.





Use the "Search Terms" box to enter applicable information. Then press the red search button on the right to run your search.



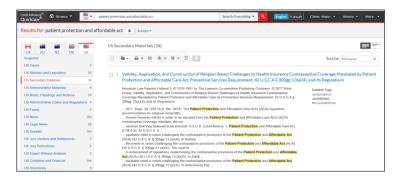
From the results page, select a document to read it, or use the filters on the left hand side of the page to filter.





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From the left hand side of the results page, click on the link that says "US Secondary Materials".



Select one of the results to read a piece of commentary, or use the post filters and "Search Within Results" box to narrow further.



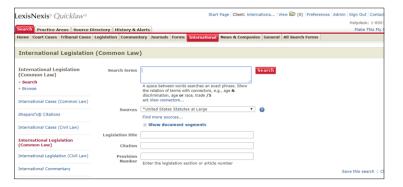




Click on the *International* tab at the top of the landing page.



From the left hand side of the page, select *International Commentary* to be taken to the International Legislation form.



Use the Sources Drop down menu to selectHalsbury's Laws of England from the list.



Or alternatively use the Find More Sources feature to find more International sources



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select United Kingdom from the drop down menu.



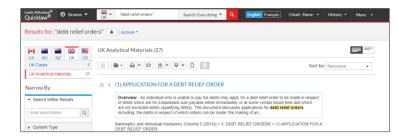
Having selected the United Kingdom option, the flag to the left of the Big Red Search box will be changed to that of the United Kingdom.



In the Big Red Search box, type in your search terms, and press the red magnifying glass on the right hand side to run your search.



On the results page, select "UK Analytical Materials" from the left hand side of the page.





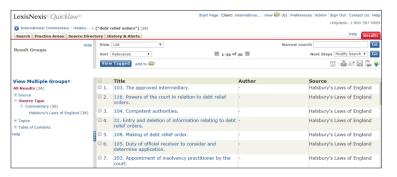
Use the "Search Terms" box to enter applicable information. Then press the red search button on the right to run your search.



Or click on the "Browse" button on the left hand side of the page to be taken to a Table of Contents for the source. Use the "+" sign to progress through the Table of Contents, until you reach a document to read.

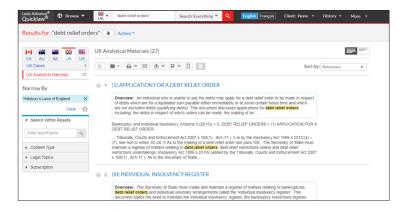


From the results page, select a document to read it, or use the filters on the left hand side of the page to filter.



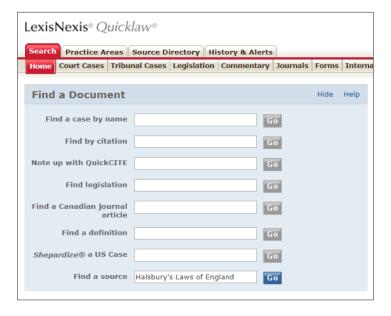
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Next, select "Sources' from the left hand side of the page, and choose Halsbury's Laws of England to filter by this source.

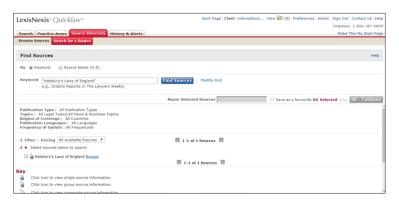




Within the Find a Document section on the landing page, type the source name in the "Find a Source" box.



Click on the blue "Go" button and you will be taken to sources that match your search terms.



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On the Lexis Advance Quicklaw landing page, click on the Canadian flag to the left of Big Red Search Box to activate the other available jurisdictions. Select the country from the drop down menu which the source originates from.



Having selected the country, in this case, the United Kingdom option, the flag to the left of the Big Red Search box will be changed to that of the United Kingdom.



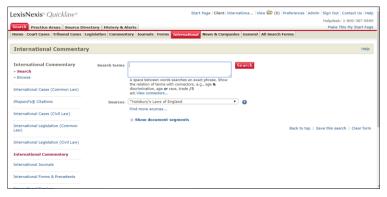
In the Big Red Search box, type in your source name.



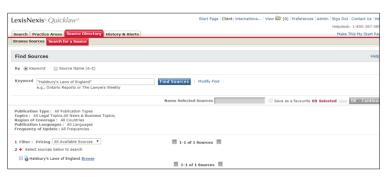


Select the check box to the left of the source, and then click the red "OK-Continue" button on the top right, to take you to the search form allowing you to search this source.



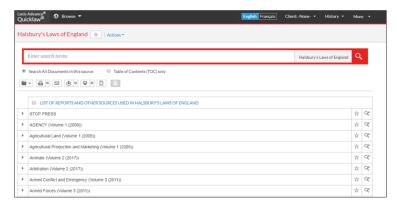


Or, click on the "Browse" hyperlink to the right of the source name to be taken to a Table of Contents for the source. Use the "+" sign to progress through the Table of Contents, until you reach a document to read.

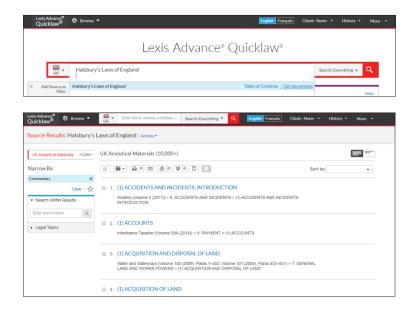


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Click on the "Table of Contents" hyperlink to go to the Table of Contents for that particular source.



Or, click on the "Get Documents" hyperlink to be taken to a results page with every document within the source.





➤ Select the check box to the left of the source, and then click the red "OK-Continue" button on the top right, to take you to the search form allowing you to search this source.





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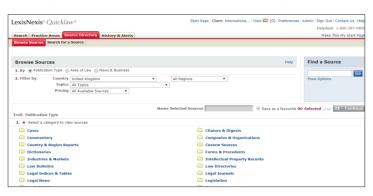
From the landing page, click on the Source Directory link at the top of the page.



From the Source Directory, Browse Sources Tab, filter by *Publication Type*, *Area of Law*, *News and Business*; or use the drop down options to select the relevant *Country*, *Region*, *Topics and Pricing*.



Select a category to view applicable sources within that category.



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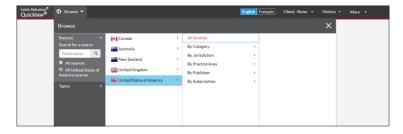
From the Lexis Advance Quicklaw landing page, click on the "Browse" button at the top of the page.



From the Browse menu, select Sources to expand the list of sources,



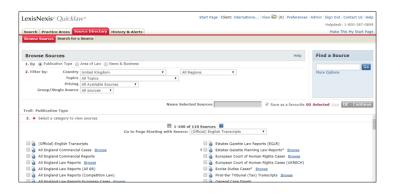
Choose the country you are interested in seeing sources for



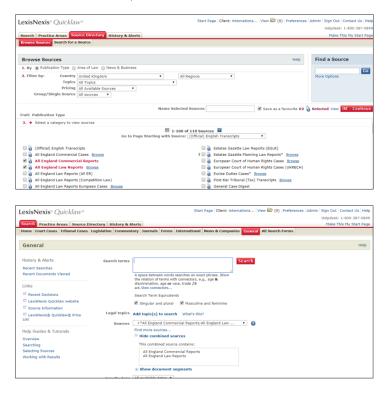
Choose sources by Category, Jurisdiction, Practice Area, Publisher, or Subscription if applicable.





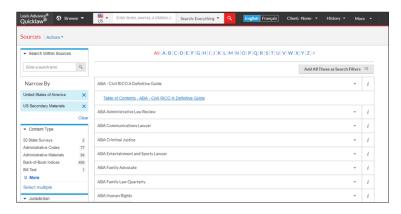


➤ Select the check box to the left of the source, and then click the red "OK-Continue" button on the top right, to take you to the search form allowing you to search this source. Multiple sources can be chosen.



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Select a category to see sources within that category



Use the post filters on the left to go deeper into sub categories, or press the arrow to the right of the source to either "Get Documents" from the source, "Add a Source" as a search filter, or "Create a Publication Alert".





We hope you found this guide helpful as you transition from Quicklaw to Lexis Advance Quicklaw. Please contact your LexisNexis Canada representative if you have additional questions.

